

POLICIES AND PROCEDURES

Zealand Institute of Business and Technology

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Indhold

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1. Student Activity

All students must be actively studying in their study programme. At all campuses the student activity is registered on a daily basis. Handing in of assignments and participation in examinations are also part of being an active student.

For all fee paying students it is a condition for their study residence permit that they are actively studying in the study programme in which they are enrolled. If this is not the case, ZIBAT is obliged to inform the Danish Immigration Service who will subsequently revoke the student's residence permit (in accordance with Danish law - §44 of the Aliens Act). ZIBAT reports the students' activity status to the Danish Immigration Service regularly and upon request.

For further information please see http://www.nyidanmark.dk/en-us/coming_to_dk/studies/post_secondary_education.htm

1.1 Attendance

Attendance is registered in every class. If a student is late or leaves before classes are finished for the day, the attendance for the day will not be registered or the registration will be revoked. Absence is counted from the first day and is based on the number of lectures conducted.

Students will be considered inactive if they

- have high absence
- do not hand in assignments
- do not pass mandatory elements/tests/exams

Inactive students will be contacted and asked to come to a meeting with a student counsellor and/or the Head of Studies at their campus. It is mandatory to come to the meeting and students who do not show up risk being dismissed from ZIBAT.

If the absence is continuously above 50% from semester start and one month into the semester, fee-paying students will be reported to the Danish Immigration Service as inactive students **without further warning**.

1.2 Assignments

During the semester the students are required to deliver and present assignments in class and to the teacher. Supervision is offered to all students and students are expected to participate actively and ask for supervision when needed. The teachers will keep record of the student activity during the semester. It is essential that the students deliver all assignments as they are part of the activity requirements.

1.3 Examinations

Handing in of projects and participation in all examinations are mandatory. All students have a maximum of three attempts at any given exam, i.e. the ordinary exam and two re-exams. Once an exam has been passed, it cannot be taken again.

Students who do not hand in their project on time will not be allowed to participate in the examination and will have used one of their three attempts at the specific examination.

Students who do not show up for an examination will have used one of the three attempts at the specific examination and will not be able to attend the re-examination. They will have to sit for a re-exam at the end of the following semester.

A fee-paying student will be considered inactive and will be reported to the Danish Immigration Service if they fail to do the following:

- Submit their projects/assignments within the deadlines
- Participate in the exams

If the Academy discovers plagiarism (as per the official plagiarism definition) or if a student has in other ways copied contents of the examination project report, the student will be excluded from the examination and will receive a warning. If a student repeats the offence, the student will be expelled from ZIBAT effective immediately and fee-paying students will be reported to the Danish Immigration Service.

If a student fails the same examination three times, the student will be dismissed from the Academy. The student may apply for permission to have a fourth attempt, but it will only be granted in very special cases. Inactivity will not be considered as a valid reason for a fourth attempt.

Please find detailed information about the examination rules in the curriculum of each study programme.

1.4 Student counselling

Please note that student counselling is available to all students at all campuses throughout the study period. The students may contact the student counsellors regarding courses, attendance, visa, social support, further study possibilities etc.

2. Failing a semester

If a student fails a semester by failing both the ordinary exam and the re-examination, the student may be offered to repeat the semester, if places are available (please note that this is not possible in all programmes), and if approved by the Head of Studies.

When a student repeats a semester, the student is obliged to be active in accordance with section 1 above. By the end of the repeated semester, the student is only offered one attempt at the semester exam – i.e. the third attempt (cf. section 1.3 Examination).

For fee-paying students, the tuition fee for a repeat semester will be the same as for the original semester. The maximum allowed extension of any programme is one year – i.e. two semesters. Each semester can only be repeated once. The normal tuition fee must be paid for each semester repeated.

If the student is unable to repeat a semester because the programme is not running the relevant semester, the student will be offered a third attempt at the examination. This third attempt is agreed upon with the Student Counsellor and/or Head of Studies.

If the student decides that he/she is no longer interested in continuing the programme, the student must inform the administration of this in writing.

2.1 Applying for a new Programme (change of programme)

If a student wishes to apply for a new programme at ZIBAT, it is required that the student:

- Applies for the desired programme before the application deadline. This means submitting an application form with the required documentation as per the admission requirements, together with a motivation letter, explaining the reasons for wanting to change study programme. Please find more information on www.zibat.dk.
- Sits for a new admission interview (if qualified and selected for an interview)
- Pays the tuition fee mentioned in the admission notice for the new programme (fee-paying students only)
- Submits a new visa application form (ST1) at the Immigration Service (fee-paying students only)
- Obtains a new residence permit for the new programme (fee-paying students only)

Students who have been dismissed from a study programme or reported to the Immigration Service because of inactivity or plagiarism will not be offered admission to any other ZIBAT programme.

3. Leave from the Academy

The Academy strongly recommends students not to leave Denmark during a semester – except during official Danish school holidays. Leaving Denmark may have serious consequences as mentioned below.

3.1 Leaving Denmark

The Academy is obliged to inform the Danish Immigration Service if a fee-paying student is absent/inactive for an extended period of time during a semester (irrespective of the reason). The Danish Immigration Service may revoke a student's residence permit if the grounds on which it was granted no longer apply, e.g. if the student is not actively following the programme. Please see § 3.2. maternity leave.

If a student still leaves Denmark and/or do not attend school for any other reason, they do so on their own responsibility and may not expect the teachers, student counsellors or administrative staff to make special arrangements for them due to this absence.

3.2 Maternity leave

Maternity leave is granted only on the below conditions. The student must:

- Submit a copy of the "vandrejournal" to the administration office/student counsellor
- Submit a doctor's certificate, if an extended leave is needed due to pregnancy related illness

ZIBAT is obliged to inform the Danish Immigration Service of any long term absence – regardless of the reason. Please note that in some cases the Immigration Service will revoke a student's residence permit, if they consider the grounds on which it was granted as no longer existing – or if, for some reason, the submitted documentation is not acceptable.

4. Tuition fee

Tuition fees are always paid in advance; this means that fee-paying students who have not paid their tuition fee for the coming semester will not be allowed to begin the semester.

New students must pay the tuition fee according to the payment instructions in the admission letter in order to receive the application form for the residence permit (the ST1 form).

4.1 Withdrawal and refunding of prepaid tuition fee

4.1.1 New students

For students who have not yet joined the programme but have been admitted and are in the process of applying for their residence permits/visa, the following rules are applied by Zealand Institute of Business and Technology regarding withdrawal from the programme and refund of the prepaid tuition fee:

If you are not granted a visa the tuition fee deposit will be refunded to you less an administration fee of DKK 1,000 and the prepaid processing fee to Danish Immigration (Case Order ID). If for other reasons you do not wish to take up your place in the programme, one semester's tuition fee is lost.

If you are granted a residence permit by the Danish Immigration but you do not attend the programme introduction, we will assume that you have withdrawn from the programme unless you have previously informed us of your reasons for not being there. In such cases, the full tuition fee deposit will be lost.

If you are granted a residence permit by the Danish Immigration and join the programme as planned but decide to change your mind and withdraw the following rules will apply. Only students who withdraw within the first two weeks after the programme start date are eligible to claim a refund according to the following:

You must have informed us in writing that you wish to withdraw within 2 weeks (14 days) and your reasons for withdrawing must be considered "reasonable" based upon an individual evaluation. If this is the case, we will refund all prepaid tuition fee less an administration fee of DKK 5,000.

If you for any other reason decide to withdraw from the programme or fail to appear in Denmark for the programme introduction, the first semester's tuition fee is lost.

4.1.2 Students already studying with us

For students already enrolled and studying in a programme the following rules are applied by us regarding withdrawal from the programme and refund of the prepaid tuition fee.

If a student between two semesters decides to withdraw from a programme any prepaid tuition fee will be refunded less an administration fee of DKK 5,000. We only accept to refund prepaid fee if we are informed about the student's decision to withdraw in writing and in due time before the semester starts.

When the student in question holds a residence permit for studying with Zealand Institute of Business and Technology the fee is refunded to a bank account in the student's home country after confirmed repatriation and cancellation of the permit.

Alternatively, we will transfer the prepaid tuition fee to another educational institution in Denmark after the student has presented a valid admission notice.

If a student between two semesters decides to withdraw from a programme, any such decision must be informed us in writing in due time before the semester starts. If the start date of the semester has passed, we will regard the semester in question as a claim (since we rightfully have been expecting the student in the semester in question) and the semester must be paid. If the semester is not paid we will treat the unpaid semester as an unsettled invoice which will be handed over to the Danish Tax Authorities for collection, when the deadline for payment of the final reminder is due.

If a student during a semester decides to withdraw from a programme, then the fee paid for the semester in question is lost and will not be refunded. Any prepaid tuition fee for following semesters will be refunded less an administration fee of DKK 5,000. When the student in question holds a residence permit for studying with Zealand Institute of Business and Technology the fee is refunded to a bank account in the student's home country after confirmed repatriation and cancellation of the permit. Alternatively, we will transfer the prepaid tuition fee to another educational institution in Denmark after the student has presented a valid admission notice.

If a student's visa status changes during a semester from a study visa to a permanent visa, the student must inform the academy in writing. The tuition fee already paid for the semester in question will not be refunded, but subsequent semesters will not be invoiced. It is the student's responsibility to inform the academy about the new visa status, as we do not receive such information from the Immigration Service.

If you are expelled from Zealand Institute of Business and Technology or reported by us to the Danish Immigration Authorities as an inactive student, due to violation of our rules of attendance and study activity, all prepaid tuition fee is lost and will not be refunded.

4.2 Further tuition fee payment and reminders

The tuition fee for the following semesters must be prepaid per semester as follows.

For the spring semester the terms of payment are:

The full semester fee must be prepaid before 5 January.

For the autumn semester the terms of payment are:

The full semester fee must be paid before 1 August.

In special cases, based on an individual consultation with the Director/Head of Studies (at one of the campuses of Zealand Institute of Business and Technology) may allow a student to pay a semester fee with different terms of payment. Such special

agreements can only be approved in special circumstances e.g. in case of serious illness, hospitalization or accidents. Each case will be dealt with on an individual basis and must be approved and confirmed by the Director/Head of Studies.

Reminders

Before payment of a tuition fee, Zealand Institute of Business and Technology will always send you an invoice which you must pay by bringing it to your bank or a post office for payment. Please observe that you must bring the original invoice since it contains information needed for making the transfer.

If you do not pay in due time (please refer to the terms of payment) we will forward the following reminders:

A first reminder will be forwarded 14 days after the invoice was due for payment. You have 7 days to pay the first reminder.

A second reminder will be forwarded if the invoice is still not paid after another 7 days (14 days after forwarding the first reminder). You have 7 days to pay the second reminder.

A third (and final) reminder will be forwarded if the invoice is still not paid after 7 days when the second reminder was due for payment. You have 7 days to pay the final reminder.

If you miss the deadline for payment of the final reminder we will assume that you do not want to continue your studies. In total, 42 days from the date when the original invoice was due for payment we will inform the Danish Immigration Authorities that you have been dismissed from the programme due to unpaid tuition fee.

Any claims or unsettled invoices will be handed over to the Danish Tax Authorities for collection when the deadline for payment of the final reminder is due.

For a complete version of the Payment Policy of ZIBAT, please see here:
<http://zibat.dk/wp-content/uploads/2016/01/Payment-Policy-250116.pdf>

5. Danish Legislation

For more information, please see the English translations of current legislation concerning Academy Profession (AP) and top-up programmes here:

<http://ufm.dk/en/legislation/prevailing-laws-and-regulations/education/academy-profession-study-programmes>