

## **Requirements for admission in quota 2 (which includes all applicants with a non-Danish entry qualification)**

Based on the below mentioned criteria, ZIBAT will make an overall evaluation and rating of the applicants which may be supplemented with an admission interview.

The deadline for submitting your documentation through [www.optagelse.dk](http://www.optagelse.dk) (Diplomas, Certificates etc.) is 15 March 2017, at 12:00 o'clock (CET), or by agreement. At the bottom of this page, you can see how to document the various criteria.

### **AP Graduate in Commerce Management**

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service etc. (minimum 3 months)
- A motivation letter
- Result of an admission interview

### **AP Graduate in Computer Science**

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Relevant subjects from your qualifying exam, e.g. Programming or Information Technology
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service etc. (minimum 3 months)
- A motivation letter
- Result of the English test submitted with the application (level/grade)
- Result of an admission interview

### **AP Graduate in Logistic Management**

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service etc. (minimum 3 months)
- A motivation letter
- Result of the English test submitted with the application (level/grade)
- Result of an admission interview

## AP Graduate in Marketing Management

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service etc. (minimum 3 months)
- A motivation letter
- Result of the English test submitted with the application (level/grade)
- Result of an admission interview

## AP Graduate in Multimedia Design and Communication

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service etc. (minimum 3 months)
- A motivation letter
- Result of an admission interview

## AP Graduate in Service, Hospitality and Tourism Management

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Other relevant education from Denmark or abroad
- Relevant work experience from Denmark or abroad (minimum 3 months)
- Exchange stays, stays at a Danish folkehøjskole, volunteering and military service and similar (minimum 3 months)
- A motivation letter
- Result of English test submitted with the application (level/grade)
- Result of an admission interview

### HOW DO I DOCUMENT THE CRITERIA?

We will make an overall evaluation of your qualifications and competences based on the documents you have attached to your application. It may not be necessary that you send all of the below document. Send only documents which are relevant for the criteria mentioned for the programme(s) you are applying for.

Quota 2 criteria	How to document
Exchange and other stays abroad	Study exchanges, paid/unpaid work, travels, volunteering (minimum 3 months). Please attach a description of your stay and the qualifications/competences gained (max. <u>one</u> A4 page) and copies of your plane tickets to and from the country, you visited.

Relevant work experience	<p>You have to describe your job and which tasks you performed which are relevant in relation to the programme you applied for. This can be documented by a letter from your employer stating: period employed, number of hours per week and tasks performed.</p> <p>In addition to this, you can also attach a CV in which you explain/describe your tasks more detailed.</p> <p>An internship, which is a part of a study programme, does not count as work experience.</p>
Motivation letter	<p>The motivation letter can be compared to a job application. It serves to show us, why we should accept you as a student. You may include the following topics in the letter:</p> <ol style="list-style-type: none"> <li>1) Why did you choose this particular programme</li> <li>2) Why do you want to study in Denmark (only if applying from abroad)</li> <li>3) What will make you a good student (relevant work experience, travels etc. which has given you specific competences</li> <li>4) What do you know about the programme and why is it suitable for you</li> </ol> <p>The letter should be no more than <u>one</u> A4 page and remember that it is not a CV. Don't include everything, but just things that may convince us that you should be admitted.</p>
Military service	Documentation from the military stating the period serving
Stays at a Danish Folkehøjskole / Volunteering etc.	<p>Activities, which have given you competences/qualifications relevant to the study, you applied for. Documentation:</p> <ol style="list-style-type: none"> <li>1) Diplomas and/or certificates, supplemented by a description of the contents/outcome, if relevant</li> <li>2) Letter from employer stating: period, number of hours per week and description of the work/volunteering</li> </ol>