

Requirements for admission in top-up Bachelor programmes

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 is

- 15 March 2018 for NON-EU applicants and applicants with other qualifications than a Danish AP degree, and
- 1 June 2018 for all other applicants

At the bottom of this page, you can see how to document the various criteria.

PBA International Sales and Marketing Management (top-up)

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)
- Motivation letter (read more about contents in this letter below)
- Result of an admission interview (in certain cases)

PBA Web Development (top-up)

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)
- Motivation letter (read more about contents in this letter below)
- Result of an admission interview (in certain cases)

PBA Digital Concept Development (top-up)

The applicants will be evaluated based on the following criteria:

- Average grade from your qualifying exam
- Motivation letter (read more about contents in this letter below)
- Result of an admission interview (in certain cases)

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.

In certain cases, selected students may be called for an interview.

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>You MUST motivate your application. It is mandatory that you include a motivation letter with your application to convince us that you should be admitted. The motivation letter can be compared to a job application, and you should include the following topics in the letter:</p> <ol style="list-style-type: none"> 1) Explain the choice of programme and your motivation for studying in Denmark (only if applying from abroad) 2) Which specific competences do you have to contribute to the study environment? 3) How can you contribute positively to the Danish society upon graduation? <p>The letter should be no more than one A4 page and remember that it is NOT a CV. Do not include everything, but be clear and precise in addressing the above three issues equally.</p>
Military service	Documentation from the military stating the period serving

Stays at a Danish Folkehøjskole / Volunteering etc.	Activities, which have given you competences/qualifications relevant to the study, you applied for. Documentation: 4) Diplomas and/or certificates, supplemented by a description of the contents/outcome, if relevant 5) Letter from employer stating: period, number of hours per week and description of the work/volunteering
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