

# SELECTION CRITERIA

## The selection criteria for all our AP and Top-Up programmes

When evaluating all applications, whether it is for an AP degree Programme or an Top-Up Bachelor Programme, we base the evaluation and qualifications on the following criteria:

- Average grade from your qualifying exam
- Other relevant education
- Relevant work experience (minimum 3 months)
- Study abroad, volunteering and military service etc. (minimum 3 months)
- A motivation letter (read more about contents in this letter below)
- Result of the English test submitted with the application
- Result of an admission interview (only in certain cases)

Please note that some programmes have specific requirements.

- For AP programmes: <http://zibat.dk/admission-requirements-for-ap-degree-programs/>
- For Top-Up programmes: <http://zibat.dk/admission-requirements-for-top-up-bachelor-programmes/>

## HOW DO I DOCUMENT THE CRITERIA?

Please check the scheme on the following page.

| Criteria                        | How to document   |
|---------------------------------|---|
| Other relevant educations       | This can be documented with diplomas and/or certificates, supplemented by a description of the contents/outcome, if relevant  |
| Relevant work experience        | <p>This can be documented by a letter from your employer stating:</p> <ol style="list-style-type: none"> <li>1. period of employment (this should be minimum 3 months)</li> <li>2. number of hours per week</li> <li>3. Job tasks performed.</li> </ol> <p><u>Please note</u> that an internship, which is a part of a study program, does not count as work experience.</p>  |
| Volunteering                    | <p>This can be documented by a letter from your superior stating:</p> <ol style="list-style-type: none"> <li>1. period of volunteering,</li> <li>2. number of hours per week</li> <li>3. Job tasks performed.</li> </ol> <p>It must state or confirm the duration of your stay with a minimum of 3 months.</p>  |
| Exchange and other stays abroad | <p>Study exchanges, paid/unpaid work and travels.</p> <p>This can be documented by including a diploma and/or certificate, supplemented by a statement and/or reference from the education institute or employer depending on the stay.</p> <p>It must state or confirm the duration of your stay with a minimum of 3 months.</p>   |
| Military service                | Documentation from the military stating the period served.  |
| Motivation letter               | <p>It is mandatory that you include a motivation letter with your application to convince us that you should be admitted. The motivation letter should include the following topics in the letter:</p> <ol style="list-style-type: none"> <li>1. Explain the choice of programme and your motivation for studying in Denmark (only if applying from abroad)</li> <li>2. Which specific competences do you have to contribute to the study environment?</li> <li>3. How can you contribute positively to the Danish society upon graduation?</li> </ol> <p>The letter should be no more than one A4 page and remember that it is NOT a CV.</p> <p>Do not include everything, but be clear and precise in addressing the above three issues equally.</p> <p>The motivation letter is NOT valid for proof of extra-curricular activities such as volunteering, study abroad or work experience. This must be proven as stated above.</p> |