

WELCOME BROCHURE

FOR STUDENTS

**ZEALAND INSTITUTE FOR
BUSINESS AND TECHNOLOGY, NÆSTVED**



ZIBAT
- THE MOST
ENTREPRENEURIAL
INSTITUTION
IN DENMARK
2015!

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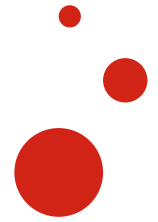
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ZIBAT IS AN EDUCATIONAL INSTITUTION OFFERING FURTHER EDUCATION, SUPPLEMENTARY TRAINING AS WELL AS BUSINESS COOPERATION AND DEVELOPMENT PROJECTS.

Welcome



1.0 WELCOME TO EASJ/ZIBAT NÆSTVED

Welcome!

Dear student. Welcome to Zibat! We hope that you will enjoy your course of study here at our campus in Næstved.

In this brochure, we have collected some practical information as well as other information so that your commencement of study will be as good as possible.

Among other things, we have answered a number of questions which new students frequently ask us. If you have further questions, please feel free to contact our administrative staff, our teachers, Student Hub, or our senior students.

1.1 About Zibat

Zibat is an educational institution that offers further education, supplementary training as well as business cooperation and development projects.

Zibat offers 25 full-time study programmes and a number of part-time study programmes. Approx. 3,000 full-time students attend our study programmes, including part-time students and course participants. Through our campuses in Roskilde, Næstved, Køge, Slagelse, and Nykøbing Falster, we are represented in the entire Region of Zealand.

1.2 The history about the building which became Aquahuset (the Aqua House).

In 1882, Næstved Municipality built the old building called Kanalgården.

The building was going to serve as a poorhouse and as a small hospital with room for approx. 80 paupers and 24 patients. In the following years, Kanalgården became a home for the homeless, and colloquially, it was referred to as “the fox farm” and “the poorhouse” – both names are still used today.

In the spring of 2009, the bank Max Bank moved its headquarters to the newly built extension to Kanalgården, namely Aquahuset, which was designed by the architectural firm Juul Frost Arkitekterne.

The bank decided to preserve the historically valuable Kanalgård, which was renovated with respect for architecture and materials. “The deck” serves as an arrival room and connects Kanalgården to a wing-shaped building. The wing shape downsizes the body of the building, emphasises the reflections of the façade, creates movement through the inner space, and provides a slim, vertical expression towards the city and the harbour.

Unfortunately, Max Bank became a victim of the global financial crisis and went bankrupt in 2011.

In July 2013, Zibat entered into a lease agreement on Aquahuset with the company Nordicom and has been situated in the house since then.

1.3 Study programmes

In Næstved, we offer the following study programmes:

- **AUT - AP Degree Programme in Automotive Technology**

With the AP Degree Programme in Automotive Technology, you will learn how to communicate with customers, mechanics, and car computers as well. Moreover, you will be prepared to be in charge of management and counselling tasks within the automotive business - also when it comes to finances.

Read more about the AP Degree Programme in Automotive Technology [here](#).

- **BIS - International Sales and Marketing**

The study programme is a 1.5 years top-up, which - combined with a business academy programme - makes the level of a professional bachelor's degree (PBA).

You will gain knowledge of sales, trade, and international marketing as well as law, economics, and management in connection with international business and cooperation.

With this study programme, you will have great job opportunities within the areas of marketing, sales, and export. Depending on your specialisation and interests, you can work as a project worker, in a marketing department, as a manager, a coordinator, a project manager etc.

Read more about International Sales and Marketing [here](#).

- **BK - Bachelor of Architectural Technology and Construction Management**

As a construction manager, you will have the opportunity of "owning" a construction in the realisation process. You will make sure that the ideas transform from lines on a drawing into a complete building, which is handed over to the client, and you are involved in the entire construction process.

A construction manager projects, controls, and schedules whether it is motorways, one-family houses, or bridges that are going to be constructed/built.

A construction manager is present at the construction site and in the office as well where they design and project the construction.

The Bachelor of Architectural Technology and Construction Management in Denmark is a professional bachelor's degree which takes 3.5 years. However, you can choose to stop after 2 years. In that case, you have completed your study programme with an academic degree with the title construction technician. Read more about the Bachelor of Architectural Technology and Construction Management [here](#).

- **BIE - Innovation and Entrepreneurship**

With a professional bachelor's degree in Innovation and Entrepreneurship, you will be qualified to develop innovative business ideas and try them out. This study programme is for you who dream of starting your own business or developing an existing one. During the programme, you and your fellow students are in-





volved in the establishment and the operation of a business. Mentors from the business community may be involved in the process as well.

You will have your own entrepreneur profile, and you will receive continuous coaching.

You will develop your business idea together with your team. However, you are more than welcome to bring your own idea, which you will refine and implement together with your business team.

The study programme focuses on: Innovation, creativity, and market identification. Moreover, you will also gain skills in organisation and planning through project management so that you will be able to run a business for growth. In addition, you will be prepared to be part of an interdisciplinary cooperation, and you will learn how to establish a professional network.

Read more about the Innovation and Entrepreneur programme [here](#).

- **COM - AP Degree in Commerce Management (the study programme is offered in English):**

Study Management in Denmark! Meet the challenge – skilled, motivated, and competent supervisors are in great demand.

The Commerce Management programme aims to qualify you to work in service centres all around the world with a variety of career opportunities. Typical jobs would be positions such as a supervisor, project manager, or business planner in the retail, logistics, and tourist sector.



DID YOU KNOW, THAT WE ACTIVELY INVOLVE THE BUSINESSES FROM OUR REGION IN THE STUDY PROGRAMS?

The Commerce Management programme is a two-year academic programme. The education is organised as a combination of lessons and practical education in an internship in one or more companies in Denmark or abroad. The internship is designed as a long, uninterrupted process so that the company can have sufficiently complex tasks completed, and the student can gain a thorough experience in professional practice.

The Commerce Management programme provides you with an academic background for continuing your studies with a Bachelor in International Sales and Marketing.

Read more about the Commerce Management programme [here](#).

- **DAT - AP Computer Science Programme**

With the AP Computer Science Programme, you will gain knowledge of everything going on inside a computer. You will disassemble the computer down to its smallest units,

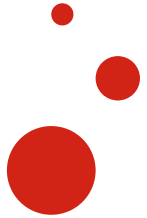
and you will gain knowledge of all basics within the area of Computer Science.

With the Computer Science study programme, you will gain excellent organisational and planning skills, which enable you to control the IT systems in small, large, and medium-sized companies. Both as regards development and operations as well.

Read more about the AP Computer Science Programme [here](#).

- **EL - AP Degree Programme in Electrical Engineering, High Voltage Engineering**

As an electrical contractor/electrician, you will be prepared for a working life where new products enter the market all the time, e.g. intelligent building installations. As an electrician, you know how the supply network works, and you are free to decide whether you want to be an employee in an existing company, or whether you want to be a self-employed electrician.



The core areas of the programme are installation technique, business management, operations as well as technology and project design.

Read more about the AP Degree Programme in Electrical Engineering [here](#).

- **FØK - AP Degree Programme in Financial Management**

The Financial Management study programme is a two-year AP degree, which qualifies you to work within the areas of banking and finances, insurance, mortgage credit, real estate, and economics.

With this study programme, you will be able to combine theory and practice with an internship in the business by the end of your course of study. The programme will have a strong focus on business, and your teachers will have a financial/business-related background as well.

With this programme, you will be provided with solid financial skills and a thorough knowledge of practical, financial functions. Your personal impact, your management potential, and your ability to cooperate across educational, cultural, and linguistic backgrounds will be strengthened as well. Moreover, you will be able to work in national as well as in international businesses.

Read more about the AP Programme in Financial Management [here](#).

- **HØK - AP Degree Programme in Commerce Management**

The AP Degree Programme in Commerce Management is a two-year study programme, which offers

you a thorough introduction in all areas of a company. You will gain knowledge and skills within the areas of sales, marketing, purchasing, logistics, financial management, communication, and management.

As an AP Graduate in Commerce Management, you will not only be able to cooperate and communicate with all employees in the company. You will also learn how to keep a sense of perspective and work strategically with the operation and development of the company.

The study programme has a business-related focus and a close cooperation with Danish/international companies and educational institutions. In the second semester, a study trip will take place, focusing on experience management, personal sales, and customer service. The study programme is completed with an 8-month paid internship, which provides you with the opportunity to combine theory and practice when solving practical tasks in your work.

Thus, as an AP Graduate in Commerce Management, you will have a broad and practice-oriented commercial education. It either qualifies you for a job within trade and retailing, or it may help you to realise your dream of starting your own business.

Read more about the AP Degree Programme in Commerce Management [here](#).



2.0 CONTACTS

2.1 The administration

Head of academy Line Hansen elha@easj.dk 50762642

Heads of studies

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Student secretaries:

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AU Pia Madsen pima@easj.dk 50762834

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AU counsellor -

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Receptionist/secretary: Grethe Treff grtr@easj.dk 50762198

Office assistant/

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Caretaker: Jørgen Madsen joma@easj.dk

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2.3 Opening hours and access to the house

The normal opening hours for Zibat at Femøvej 3, Næstved are 7:30 am - 4:00 pm.

The students have access to the house outside normal opening hours until 10:00 pm. With your student/key card, you will gain access to the house. After 4:00 pm, the glass doors automatically lock, but you can gain access to the house by using your student/key card.

From 10:00 pm - 05:00 am, there is no access to the house. If someone tries to gain access to the house in this time span, the burglar alarm will be activated.



3.0 STUDENT HUB

3.1 Student Hub

Student Hub is a counselling and information service for students - run by students.

Among other things, Student Hub works with IT guidance, writing workshops, courses, information sharing, translation of documents, the student council DSR, the party planning committee etc.

3.2 Student Hub - opening hours

Opening hours: 10:00 am-01:00 pm, Monday to Friday.

Telephone: +45 50762837

Email: Studenthub@easj.dk

Student Hub is also on [Facebook](#). Please like the page to get important information, news on events, and updates from Zibat.

4.0 STUDENT COUNSELLING, DANISH EDUCATION SUPPORT (SU), SPECIAL EDUCATIONAL ASSISTANCE (SPS), AND TRANSPORTATION

4.1 Student counselling

The student counsellor Karin Pedersen has her office in room A3 on the ground floor in the building.

The student counsellor would be pleased to answer your questions regarding SU and SPS and provide you with personal counselling on study-related, financial, social, and personal matters etc.

Please contact Karin in her office or send her an email or an SMS.

4.2 SU, SPS, and transportation

When enrolled in a higher education programme at Zibat, you are, as a rule, entitled to SU.

Information about SU: www.su.dk.

Entitled to SPS: Please contact your student counsellor.

Information about transportation: Ungdomskort.dk.

5.0 IT GUIDANCE

5.1 Password and Wi-Fi

As a student, you will receive a username and a password at your commencement of study, which you will need to gain access to the school's Wi-Fi where you must use the Zibat network.

IT guidance is available on www.helpdesk.dk.

Please find the email address of the IT on www.helpdesk.dk.

Personal IT contact at the school: Tuesday, Wednesday, and Thursday, 8.00 am - 03.00 pm, 1st floor, room 112.

5.2 Computers

As a Zibat student, it is your responsibility to bring your own computer for your classes.

If your study programme has any specific requirements for your computer, please find further information on this under the individual study programmes on www.easj.dk (www.zibat.dk).

5.3 Digital platforms

Fronter is one of the digital platforms, which you are going to use during your

time of study at Zibat. Please click [here](#) to enter Fronter. You can also enter Fronter through <http://www.easj.dk/> (www.zibat.dk).

Please use your login to sign in on Fronter.

Wiseflow is used for assignments, tests, projects etc. during your studies. Please use WAYF when logging in on [Wiseflow](#). On [helpdesk](#), you will find guidance on how to sign in for the first time.

UMS – is the platform where you can find your timetable, your records of non-attendance, and change your passwords as well.

Please follow this [link](#) to reach UMS and use your login to enter.

Webprint – When printing at Zibat, you can use two methods. 1: The online platform [papercut](#). Please use your login to enter. 2: Connect directly to the printer.

Guidance on how to print at Zibat is available on Student Hub's Fronter-room and on [helpdesk](#).

The Zibat App – Zibat has its very own app. The app is like a mobile version of UMS and can be downloaded on your phone where you normally get your apps. The app is free.

5.4 Helpdesk

[Helpdesk](#) is Zibat's online assistant portal. Here you can create a new case when xx is not working, and you can gain access to all IT instructions as well. If you cannot find the information you are looking for, please send a request to the IT department on [helpdesk.easj.dk](#).

5.5 Office 365

Microsoft Office is a much-used programme among our students.

As a Zibat student, you can use these programmes **for free** during your entire period of study.

Your school email is connected to Office 365 as well. You can enter Office 365 through Fronter, under 'mit EASJ' (my EASJ/Zibat), please look for the Office 365 icon. Please use your school email and password to sign in.

6.0 OTHER INFORMATION

6.1 Events on the deck

On the deck, various events will take place from time to time, such as lectures, workshops, kick-offs etc.

Students are kindly asked to pay as much consideration as possible when such events take place on the deck. Please use the side doors of the house and keep your noise level down. Don't forget your student card to gain access to the floors.

6.2 Books

Each study programme has prepared its own list of literature for the programme in question.

The list of literature is available on Fronter or on Zibat's [website](#). In some cases, we have entered into an agreement with Factum Books, which offers us favourable book prices. If so, this will appear from the list of literature.

6.3 Student card

As a Zibat student, you can have your own student card. With your student card, you can gain access to the house at Femøvej outside normal opening

hours. Furthermore, it allows you to use the side doors, the stair house, the printer, and the lift. Finally, you can also use your student card to get student discounts.

Please order your student card online. NB! You can only order your student card in the [Firefox ESR](#) web browser. Firefox ESR is free to download and can be deleted after you have ordered your student card.

Please upload your photo in Fronter under Student ID.

Photo requirements: The photo you are going to use for your student card must show your full face and must be accurate. Please make sure that your photo is not too dark!

After ordering your student card, you can get it in the reception 2 days later from 10:00 am - 10:30 am.

If you lose your student card, please inform the student secretary for safety reasons. The issue of a replacement card will cost DKK 200.

For further information on how to order a student card, please find our instructions [here](#).

You are also more than welcome to contact Student Hub if you need more help.

6.4 Videnscenteret (the knowledge centre) - books / common areas

Videnscenteret is the room where Student Hub is located. In Videnscenteret and in the common areas on most of the floors, tables and chairs for group work etc. will be available. Please feel free to use the areas! However, the areas cannot be booked, and your person-

al belongings must be removed every day.

Please have respect for your fellow students and the staff at Zibat by keeping your noise level down in the room.

In Videnscenteret, you can find books for all study programmes, publications, newspapers etc. You are more than welcome to use the books in Videnscenteret. **However, the books must stay in Videnscenteret!**

6.5 Sales of materials etc.

At the reception, you can buy materials for reports etc.

The sales are open every day from 10:00 am – 10:30 am.

Please do your shopping as early as possible as we are often very busy – especially during exam periods.

NB! You can only pay by Mobilepay.

6.6 Lockers for rent

At Femøvej, you can rent lockers, which cost a deposit of DKK 200.

Please contact the reception for more information on rental of lockers.

You can only pay by Mobilepay, and the deposit is returned through Zibat's [form system](#).

6.7 Insurances

As a student, you are not covered by Zibat's insurance. Please make sure that you have taken out all the necessary personal insurance policies to cover your school activities, including excursions, company visits, construction site visits, study trips, and internships.



6.8 DSR and KSR

The Student Council (DSR):

DSR, (Zibat's official student council), consists of one representative and one substitute, from each class per study programme. The DSR representatives meet with the management once a month.

KSR (The Council of Construction Management Students) consists of students only. The KSR members meet once a month.

Other study programmes are free to establish their own councils as well. If you are interested in becoming part of DSR/KSR, please contact Student Hub.

6.9 The party planning committee and the Friday bar, Vandhullet (the Water Hole)

The party planning committee consists of dedicated students who make a great effort to create a nice atmosphere and community for the students by arranging parties and Friday bars.

If you are interested in becoming part of the party planning committee, please contact Student Hub.

Vandhullet is the Friday bar at Zibat. It is located in the basement at Femøvej 3 in Næstved. Here, you can have a cold drink, listen to music, play table football etc. It is not allowed to use the basement exit!

6.10 The Canteen Kabysen (the Galley)

Zibat has entered into an agreement with the open sandwich caterer Rugvænget's Smørrebrød on selling food in our canteen located on the deck behind the reception. The canteen is called Kabysen (the Galley). In the canteen you

can buy salads, hot meals, (open) sandwiches, and cold drinks.

In Kabysen you can pay by credit card, Mobilepay, and cash.

The opening hours of Kabysen are:
Monday - Friday, 08:15 am - 09:30 am and 10:00 am - 12:45 pm.

7.0 REGULATIONS

7.1 Kitchen areas/food and drink

At the end of the hallway on each floor, there is a kitchenette with a microwave, a boiler, a hot drinks machine, and a refrigerator, which the students are free to use. It is not allowed to set up/bring your own coffee maker/boiler.

Please keep these kitchens clean and tidy - this is not the cleaner's job.

For the sake of your fellow students, please remove your food scraps from the common refrigerator. The cleaning staff will clear the refrigerators once a month.

Dustbins are available around the house; some of them are for deposit, where others are for normal rubbish. Please make sure to sort your rubbish correctly.

Food and drink must be taken in the common areas - not in the classrooms.

The common areas are cleaned every day - the toilets twice a day. The classrooms are cleaned according to an arranged schedule. All tables must be cleared every day, and chairs and other furniture/equipment must be put back in their places. If not, it may have an impact on the quality of the cleaning.

7.2 Alcohol and drugs

At Zibat's campuses, it is strictly forbidden to drink alcohol and do drugs. Violation of this ban may result in expulsion. Smoking is only allowed at Friday bars and other events where this in advance has been agreed with the head of studies or the head of academy.

7.3 Smoking

According to the current law, smoking is forbidden at all campuses of Zibat - both inside and outside the academy, cf. 2012-06-18 no. 607. Violation of this ban may be sanctioned by a reprimand.

The ban applies to everybody at Zibat.

However, the campus at Femøvej grants an exemption in the cycle shed, provided that the area is kept tidy and clean. Don't throw your cigarette ends/garbage on the ground. Please use the two dustbins provided.

Please don't smoke near the main entrance. This may bother people inside.

7.4 Telephones

Your mobile phone must be turned off or on mute when you are in a classroom etc. If you have to take/make a call, please leave the classroom.

7.5 Classrooms

The classrooms at Femøvej 3 are set up according to a classroom plan. When leaving the classrooms, please put tables and chairs (back) in their right positions so that they comply with the classroom plan.

Don't eat in the classrooms. Please use the common areas instead.

HAVE FUN WITH YOUR STUDIES!

ZEALAND INSTITUTE FOR BUSINESS AND TECHNOLOGY (ZIBAT), NÆSTVED

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