

WELCOME

GET A GOOD START
AT ZIBAT ROSKILDE



SEPTEMBER 2018



Zealand Institute
of Business and Technology

Zealand Institute of Business and Technology, ZIBAT, is a higher education institution. We train students for jobs, primarily in the private sector.

We aim to establish a close and professional partnership with our students, through lessons, excursions and interaction between teachers and students. We aim at developing your digital competences, your innovative skills, and your ability to create results, so you become a responsible colleague when you enter the labour market. We have an international study environment and you have the opportunity to do part of your study programme at one of our international partner universities.

We cooperate closely with a large number of companies and organisations and have several partnerships that secure the development of our study programmes and internships, and ensure that our continued and further education offers match the needs of the labour market. This makes our study programmes relevant and practice-oriented.

Our academic level and high ambitions strengthen both the students', the companies', and the region's competitiveness. We provide knowledge at a high theoretical level and, at the same time, all the cases that you will be working with as a student at ZIBAT are concrete, practical and closely related to actual conditions in different companies. At ZIBAT, you learn from companies and they learn from you.

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Welcome

Welcome to the Zealand Institute of Business and Technology, ZIBAT – and more specifically to ZIBAT’s campus in Roskilde.

In the Autumn of 2018 all students at ZIBAT Roskilde will move to our new campus at Maglegårdsvej 2. We are sure you will like it there: brand new classrooms, lots of study rooms and space for group work, a large canteen area, an incubator for start-ups, a digital laboratory, a separate “Students’ House” etc. The new campus provides excellent facilities that will contribute to an inspiring and vibrant study environment in Roskilde.

We look forward to meeting you, and we are very pleased that you chose our college when you decided to pursue further education in a foreign country.

Every year we welcome many international students, and we are proud of our international study environment. We look forward to teaching you your chosen subject and to introduce you to the study and business culture in our part of the world. At the same time, we encourage you to introduce us to the education system and culture of your home country. We believe that in order to get the most out of your studies – no matter where you come from – you have to take part in a mutual exchange of knowledge and culture.

Coming to a new country to study is an adventure but sometimes it can be a challenge too! It takes a while to get settled in a new culture, and there are many things you have to figure out and get used to.

At ZIBAT, we strive to ensure that our students gain knowledge and competences that are useful for companies in Denmark. We focus on innovation and entrepreneurship, and we cooperate closely with a wide range of companies. This means that you will be able to work with cases from "real life" during your studies and you will get many opportunities to build your own network of relevant contacts.

If you do not have a profile on LinkedIn already, I encourage you to get one! It is an excellent platform for networking among professionals, and it is a great place to stay up to date on current development trends in Danish and international business life. You are welcome to invite me to your LinkedIn network. Moreover, we subscribe to the online platform [Graduateland](#) where you can get in direct contact with literally thousands of companies looking for interns and graduates. Please, register here in order to maximize your opportunities.

The aim of this booklet is to help you get a good start at Campus Roskilde. You will find information about being a student here – both study-related and practical information – as well as information about getting settled in Denmark.

We recommend that you familiarise yourself with our online platforms, Fronter and Moodle, where you will find information on just about anything related to your studies. For more information about our online platforms, please go to the section "[Online platforms](#)".

If you can't find answers to your questions in this publication, you are always welcome to ask your teachers, the study administration or the student counsellors.

We hope you will have a pleasant and rewarding stay at our college!



Peter Schwalbe
Head of Academy,
Roskilde
E-mail: pesc@easj.dk
Tel: +45 5076 2668
<https://www.linkedin.com/in/peterschwalbe/>



Study programmes in English at ZIBAT Roskilde

There are approximately 1,200 full-time students and 80 staff members at ZIBAT's campus in Roskilde. We offer the following study programmes in English:

STUDY PROGRAMME	DURATION
AP Programmes	
Marketing Management	2 years
Computer Science	2½ years
PBA/Top-up Programmes	
International Sales and Marketing	1½ year
Web Development	1½ year

For study programmes in English at our other campuses, please go to www.zibat.dk.

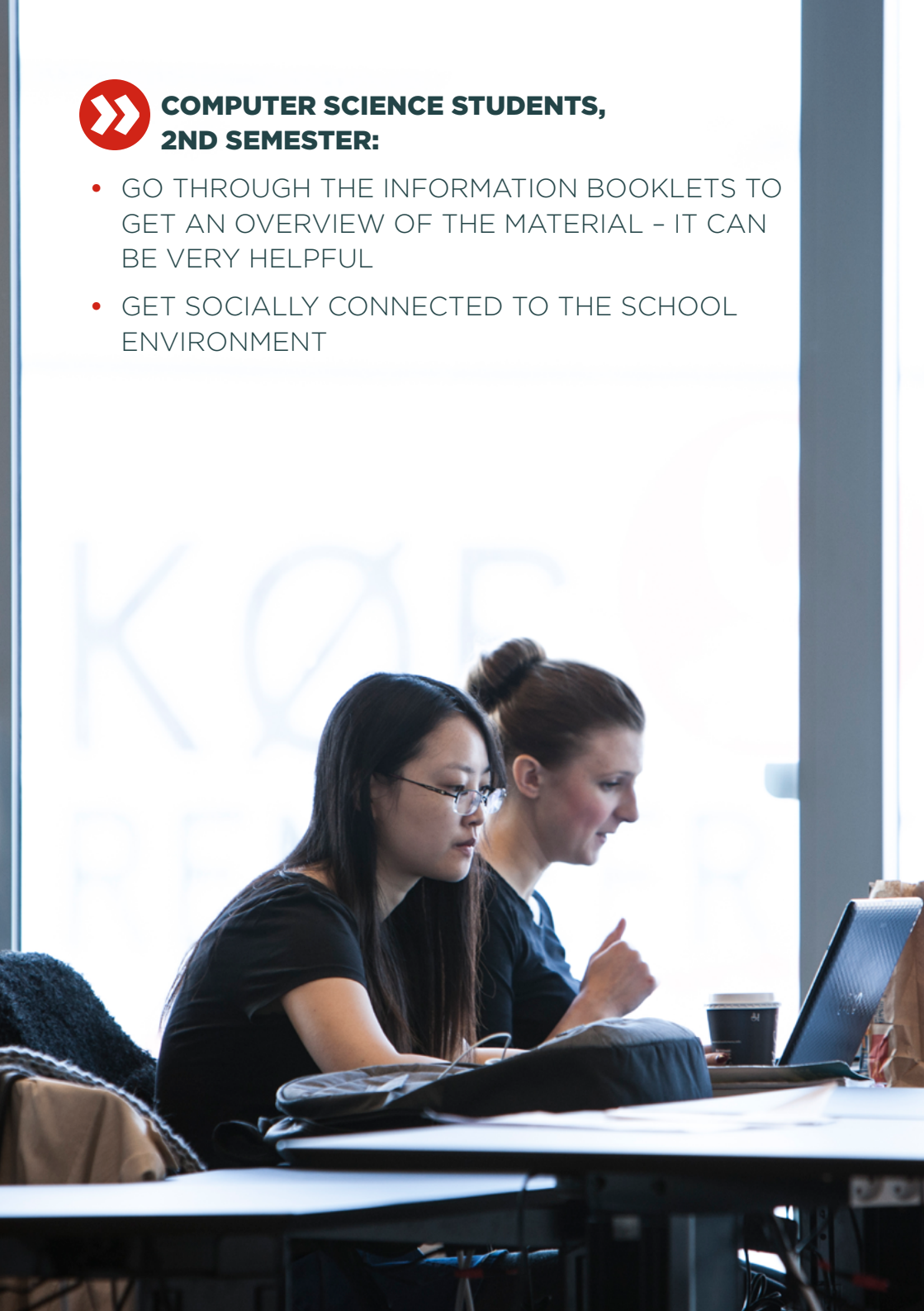


STUDENT COUNSELLING IS FOR ALL STUDENTS AT ZIBAT. TALK TO A STUDENT COUNSELLOR IF YOU HAVE QUESTIONS OR WORRY ABOUT SOMETHING. THE STUDENT COUNSELLORS ARE THERE TO HELP YOU GET THE MOST OUT OF YOUR STUDIES.



COMPUTER SCIENCE STUDENTS, 2ND SEMESTER:

- GO THROUGH THE INFORMATION BOOKLETS TO GET AN OVERVIEW OF THE MATERIAL - IT CAN BE VERY HELPFUL
- GET SOCIALLY CONNECTED TO THE SCHOOL ENVIRONMENT



Who is who at Zibat Roskilde

ACADEMY

Head of Academy	Peter Schwalbe	pesc@easj.dk
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IT PROGRAMMES

Head of Studies	Lars Kofod	lako@easj.dk
Study secretary	Jette Bech	jebe@easj.dk
Student counsellor	Inge Kjær	inkj@easj.dk
Student counsellor	Lotte Falk Primdahl	lopr@easj.dk
Internship coordinator	Vibeke Sandau	visa@easj.dk

SALES AND MARKETING PROGRAMMES

Head of Studies	Poul Faarup	pofa@easj.dk
Study secretary (Marketing Management)	Kristina Maradi	krma@easj.dk
Study secretary (International Sales and Marketing)	Louise Kongeskov Lundberg	lokl@easj.dk
Student counsellor	Lotte Falk Primdahl	lopr@easj.dk
Student counsellor	Inge Kjær	inkj@easj.dk
Internship coordinator	Katharina Lund-Tonnesen	kalu@easj.dk
Student Assistant	Nadia Liban	nali@easj.dk

SU OFFICE

SU secretary	Louise Kongeskov Lundberg	lokl@easj.dk
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INTERNATIONAL MOBILITY

International ambassador	Sabrina Lykkegaard Svidt	sasv@easj.dk
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STUDY ADMINISTRATION AND SU OFFICE

If you have questions about your schedule, the intranet, student proof etc., we encourage you to talk to the secretaries in the study administration.

Please, see the e-mail addresses of the study and SU secretaries above and find below an overview of the opening hours as well as telephone hours of the study administration:

LOCATION	ROOM	OPENING HOURS
Study Secretaries		
Maglegårdsvej 2, Building A	Reception/Front desk at the main entrance	Monday-Friday: 8.30-12.00 & 13.00-14.00
SU Secretary		
Maglegårdsvej 2, Building A	Room A1.014	Monday-Tuesday & Thursday-Friday: 8.30-12.00 & 13.00-14.00

TELEPHONE HOURS		
Days	Hours	Telephone number
Monday-Thursday	8.00-15.00	+45 5076 2630
Friday	8.00-14.00	+45 5076 2630

STUDENT COUNSELLORS

Throughout your studies the student counsellors are available to assist you with guidance, support and coaching on all study-related issues that may arise while you are here. Personal challenges also tend to influence your studies, so do not hesitate to talk to us about any difficulties that you may face. We know that studying in a foreign country can be challenging and that you, being an international stu-

dent, may have lots of questions and considerations that you need to talk to somebody about. We will do our best to help you get the most out of your studies at ZIBAT.

You can contact us in person and by e-mail or telephone. Please, find our e-mail addresses in the section "[Who is who at ZIBAT Roskilde](#)". In the overview below, you will find our opening and telephone hours.

OPENING HOURS

Location	Room	Opening hours
Maglegårdsvej 2, Building A	Room A1.011	Monday -Thursday: 10.00-12.00 & 13.00-14.00

TELEPHONE HOURS

Days	Hours	Telephone number
Monday-Thursday	9.00-10.00 & 14.00-15.00	+45 5076 2680

INTERNATIONAL AMBASSADOR

Do you want to study a semester abroad or do an internship abroad? Or would you just like to know what your options are?

You can get information and guidance concerning international mobility from our international ambassador: Sabrina Lykkegaard Svidt.

OPENING HOURS

Location	Room	Days and hours
Maglegårdsvej 2, Building A	Room A1.015	Monday, Tuesday and Thursday: 9.00-12.00

Sabrina's contact details:

E-mail: sasv@easj.dk

Tel: +45 5076 2673



**IF YOU STUDY IN DENMARK BUT YOU ARE NOT
A DANISH CITIZEN YOU MAY STILL BE ABLE TO
RECEIVE SU IF GRANTED EQUAL STATUS WITH
DANISH CITIZENS**

Being a student at ZIBAT

You will probably feel quite overwhelmed the first weeks of your new life as a ZIBAT student. There are many new things that you have to get used to. You have moved to a new country, you meet a lot of new people, you have to figure out all the practical things related to registration, bank, CPR number, transportation etc., and perhaps studying at ZIBAT is very different from what you are used to in your home country. But don't worry too much! Nobody expects you to be able to figure out everything on your own from day one. Don't hesitate to ask for help from your teachers, the study secretaries, the student counsellors and your fellow students – and remember: most of the other students probably feel just as confused, frustrated and tired as you do.

FIND THE RIGHT STUDY/LIFE BALANCE

As a full time student you should expect to spend around 40 hours per week on your studies. Some of the time you will spend in class or doing group work at ZIBAT; the rest of it you have to manage on your own. We strongly suggest that you make a week planner of some sort, so that you can make sure that – apart from studying – you have time to experience the new city that you live in, meet with friends, exercise, write to your family and, not least, just relax. Your brain also needs to rest sometimes!

NEW FORMS OF STUDYING

You may find that being a student at a higher education programme in Denmark is different from what you are used to in your home country. Our pro-

grammes are quite intensive with many subjects that you have to study. Apart from attending classes, you should also expect to spend many hours working on projects in groups and sometimes you have to make a presentation in front of the whole class. You will get to work with real cases from real companies, giving you a good opportunity to combine theory and practise. Depending on the semester, you may also experience extracurricular activities during the year, such as field trips, visits from experienced business people etc. During your final semester you will do a 10- or 12-week internship in a company in Denmark or another country. You will get more information about this during the first semesters.

It is time consuming being a full time student and it has to be a main priority if you want to do well. Some of the material that you have to read will be difficult to understand at first. You will be introduced to new theories and terms, and you will probably have to work hard for a while before you fully grasp the meaning and before you can use the theories and terms in practice.

IT'S YOUR RESPONSIBILITY – BUT YOU CAN GET HELP

At ZIBAT, we expect you to prepare for classes at home, to participate actively in class and group work and to take responsibility for your own learning. However, you are not on your own.

Your teachers will help “translate” the terms, messages, requirements etc. that you do not understand at first, and in that way they will guide you

through your studies. Just ask them if you have questions.

If you need help in relation to personal issues, exam anxiety, motivational problems or other study-related issues, you are welcome to contact the student counsellors (see the section [“Student counsellors”](#) for contact information and opening hours).

If you have questions regarding your schedule, access to Fronter, exams etc., you are welcome to contact the study secretaries (see the section [“Study administration and SU office”](#) for contact information and opening hours).

Finally, we also advise you to talk to your fellow students if you are worried about something. Maybe they have been in a similar situation and maybe they found a good way to deal with the issues that worried them.

KNOW YOUR CURRICULUM

We strongly recommend that you familiarize yourself with the curriculum of your specific programme as it contains the guidelines for the programme, its contents and objectives as well as the rules that apply to the programme. Furthermore, you will find descriptions of the different subjects and the various forms of examination in the curriculum.

You can find the curriculum for your programme at www.zibat.dk.

STUDY ACTIVITY REQUIREMENTS

Students at ZIBAT are expected to be “active students”. Whether or not





a student is “active” will be assessed, based on the following criteria:

Active participation

Students must participate actively in classroom activities, presentations and in group work.

Mandatory study activities

Each semester the teachers will specify a number of mandatory requirements that you have to fulfil. It could be a written assignment that you have to hand in, a presentation you have to do, a mock exam or another type of task. The mandatory study activities are presented in the semester plan. It is your responsibility to ensure that you fulfil all mandatory study activities. If you do not, you will not be able to go to the exam.

Attendance

Attending classes and participating in group work and other study-related activities is important for all students if they want to do well. Statistics show that the drop-out rate is high among students who do not attend classes regularly.

In some study programmes, your teachers will register if you are absent from classes. You can find all registrations of your absence in UMS, see the section “[Online platforms](#)”.

If you are absent for a longer period of time, i.e. more than a few days, please notify one of the student counsellors by sending an e-mail. Remember to state your name, date of birth, class and the reason for your absence. You may also ask for an appointment in order to talk about your situation. Contact information can be found in the section “[Who is Who](#)”.

In some study programmes, ZIBAT Roskilde will check up on your attendance 2-3 times every semester, and you will be called in for a talk with the student counsellor or the head of study if your absence rate exceeds the limit stated in the curriculum. The purpose of this talk will be to talk about the reasons for your absence and to find a better study strategy, incl. a way to reduce your absence rate.

Specifically for non-EU students: please, be aware that ZIBAT is obliged to report inactive students to the Danish Immigration Service; i.e., if you do not honour all mandatory requirements, attend lessons and pass your exams.

You may find information about rules and laws from the Immigration Service website: www.nyidanmark.dk/en-us.

ABOUT EXAMS

Rules concerning exams are available in the curriculum, and this section only provides a brief overview of a few things that you should be aware of.

In general, it is important for you to know that you always have three attempts to pass every exam. We are sure that you will do everything you can to do well at your exams but in case you do fail an exam; don't panic! You will get a new chance at the following reexam.

If you get sick the day you have to go to an exam, it is important that you contact the study administration right away (tel. 5076 2630 / easj-roskilde@easj.dk). The study secretary will explain to you what you have to do so that your staying away from the exam does not count as a used attempt.

Among other things you will have to send us a doctor's declaration within five working days so that we have proper documentation for your illness. If you have questions concerning exams, you are always welcome to contact the student counsellors, cf. the section "[Student counsellors](#)".

STUDENT ID CARD

In order to get a Student ID card, you have to upload a photo that looks like you on Fronter as soon as possible. You will be able to pick up your student ID card in the Reception in building A once it is ready.

You use this card to prove that you are a student. Always bring your student ID card when you go to exams as you may be asked to identify yourself by showing your card.

Your student ID card is also used to access our buildings after hours, please see the section "[Access to buildings](#)". Some shops, museums etc. grant a discount to students who can present a student ID card, and you also need the card if you want to take part in the student parties at our college.

The Student ID card does **not** give you discounts on public transportation in Denmark.

WHICH BOOKS DO YOU HAVE TO BUY

It is important that you buy your books for classes before the start of the semester. You can find the book list for the each semester at <http://www.polyteknisk.dk/easj> (choose the name of your programme and the relevant semester). You can buy the books from "Polyteknisk Boghandel", but of course you are free to buy them from

any book store (online or physical stores).

STUDENT COUNCIL (DSR)

Students are encouraged to take part in the student democracy through the Student Council – or DSR, which is the Danish abbreviation.

The purpose of DSR is to represent student interests, to contribute to the continuous improvement of the study programmes and to support and contribute to an inspiring, inclusive and active study environment at Campus Roskilde.

The DSR members decide how often they want to meet and how to communicate in between meetings, and they may take the initiative to organise different types of events. There will be a number of DSR committees dealing with e.g. the Friday Café, outdoor activities, marketing, parties and other events, welcoming of new students etc.

You will get more information about DSR during the first weeks of your studies.



STUDY PLAN AND HOLIDAYS: AUTUMN 2018 – SPRING 2019

Exam dates and times will be available on Fronter in due time. Typically,

exams take place in May-June and December-January. Re-exams are usually held in August and January.

2018 AUTUMN SEMESTER				
Date	Month	Weekday	Week	Activity
3	September	Monday	36	Study- and semester start for all students
15-19	October	Monday-Friday	42	Autumn holiday
21	December	Friday	51	Last study day before the Christmas holiday
2	January	Wednesday	1	The first study week after the Christmas holiday
25	January	Friday	4	End of the Autumn semester

2019 SPRING SEMESTER				
Date	Month	Weekday	Week	Activity
28	January	Monday	5	The first study day of the spring semester for current students
4	February	Monday	6	The first study day of the spring semester for new students
15-22	April	Monday-Monday	16-17	Days off due to the Easter holidays
17	May	Friday	20	Day off due to General Prayer Day (St. Bededag)
30-31	May	Thursday-Friday	22	Days off due to The Ascension of Christ holiday
5	June	Wednesday	23	Day off due to Constitution day
10	June	Monday	24	Day off due to The Whitsun holiday
28	June	Friday	26	End of the Spring semester



AS AN EASJ/ZIBAT STUDENT YOU HAVE ACCESS TO VARIOUS RESOURCES ON THE INTERNET AS LONG AS YOU ARE LOGGED ON TO EASJ'S NETWORK.

IT – online platforms, helpdesk, print etc.

When you start at ZIBAT Roskilde, you will receive a username and password to the networks and online platforms that you will need access to as a student. You will have wireless internet access at all locations at ZIBAT Roskilde.

Our IT helpdesk has developed a number of IT guides that will be very helpful when you log on to the various platforms the first time. Please, find the IT guides at the following website: <https://helpdesk.easj.dk/hc/en-us>

ONLINE PLATFORMS

Moodle – ZIBAT’s platform for programme-specific information

Moodle is where you will find information from your teachers, incl. detailed activity plans for each subject, hand-in dates for assignments, materials and messages you have to read etc. It is very important that you log on to Moodle on a daily basis, so that you do not miss important information from your teachers.

You will get a thorough introduction to Moodle when you start your studies.

Fronter – ZIBAT’s platform for general information

ZIBAT’s intranet is called Fronter and it is the main communication channel for both students and staff. On Fronter you will find semester plans and information about exams, exchange programmes, SU, internship, final dissertation, electives etc.

You can access Fronter with a browser from just about any computer, anywhere in the world – you just have to use your UNI-login username and password. ZIBAT will provide you with log-in information when you start your studies.

You can log in through www.zibat.dk.

Register your phone number on Fronter

Register your phone number in Fronter as soon as possible so that you will receive messages from your teachers and the administration, e.g. about cancelled classes.

If you get a new phone number, it is important that you change your number on Fronter.

Check you student e-mail – your “edu-mail”

All ZIBAT students have a student e-mail; a so-called edu-mail (xxxx@edu.easj.dk).

News and important messages from ZIBAT will be sent to your edu-mail. Therefore, it is very important that you check your edu-mail on a daily basis. You can choose to redirect messages from your edu-mail to your private e-mail.

Wiseflow

You use [Wiseflow](#) when you have to upload assignments, projects, exam papers etc. You will receive an e-mail, sent to your edu-mail, when a flow in

Wiseflow has been opened for you and when you can find information about when and where your exams take place.

UMS

UMS is the platform where you can see your weekly schedule and your absence rate. This is also where you change your passwords. [Log on to UMS](#) with the access code that you have received.

Erhvervsakademi Sjælland App

ZIBAT has its own app, called "Erhvervsakademi Sjælland". It is a version of UMS that has been adjusted to fit mobile phones. This app is free and you can download it from where you normally get your apps.

Office 365

Microsoft Office 365 is used by all students at ZIBAT. As long as you are enrolled as a student at ZIBAT you will have free access to the Office 365 programmes. You can enter Office 365 through Fronter > "Mit EASJ" (my EASJ/ZIBAT); please look for the Office 365 icon. Your edu-mail is connected to Office 365, and you use your edu-mail and password to sign in.

PRINTERS, COMPUTERS AND IT HELPDESK

It is expected that you bring your own laptop to all classes. If there are specific requirements in relation to your laptop, you will be informed before study start.

Photocopying and printing

As a student you can use the following printers which can also be used for photocopying:

- Building A: 1st floor in the room "Kopi & print A3"
- Building C: 1st floor in the room "Studieområde C"
- Building D: There are printers on the 1st and 2nd floor
- Building E: 1st floor in the room "Kopi & print E1"

You use your uni-login to log on to the printers. You have to pay for both your prints and photocopies. You will get more information about printers and payment during the first weeks of your studies.

IT Helpdesk

The IT Helpdesk has office hours at the ZIBAT Roskilde campus in building A, room A1.026, three days a week:

- Monday, Wednesday and Thursday between 8.30-12.00

You can find useful IT guides at this website: <https://helpdesk.easj.dk/hc/en-us>. You can also ask for help concerning IT problems through this website.

Outside office hours in Roskilde you can also contact the IT Helpdesk by e-mail or telephone:

- Tel.no.: +45 5667 0700; Monday-Thursday 8.00-15.30 & Friday 8.00-15.00
- E-mail: helpdesk@easj.dk

Getting settled in Denmark

ADJUSTING TO A NEW CULTURE

You have arrived in Denmark and you probably wonder about a lot of things. The food is not the same as back home, the currency is different, you don't understand a word when people speak in Danish, the weather may be different, and it may be difficult to really grasp what is expected of you at your new college. You may find that even everyday routines and the smallest things become difficult and frustrating, and all of a sudden your family and friends seem very far away.

The feelings of disorientation, confusion and frustration are very common for people who move from a familiar to an unfamiliar place. You may experience both physical and psychological reactions, and at some point you may ask yourself why you decided to leave your family and friends to study in Roskilde. If this happens, remind yourself that most students who go abroad to study, return to their home country with lots of great experiences, greater confidence and excellent intercultural skills.

If you begin to feel lonely or bored; if you cannot sleep or experience mood swings or headaches; or if you find it impossible to solve even the smallest problems – don't panic! You are not alone. Talk to your fellow students about your feelings and/or specific problems that you may have. You are also welcome to come and talk to your student counsellors (see

contact details in the section [“Who is Who at ZIBAT Roskilde”](#)).

Finally, a few ideas that may be helpful in dealing with feelings of loneliness, sadness, frustration etc.:

- Remember that your reactions are normal for people who move to a new culture – it can be quite overwhelming at first
- Try to accept that this is how you feel right now
- Talk to somebody about your feelings
- Keep an open mind – people in Denmark may speak and act differently than back home, but remember that they act according to their cultural values and part of your “job” is to find out what these cultural values are all about.
- Do not hesitate to ask the ZIBAT staff if you wonder about something.

ACCOMMODATION

Finding accommodation

Unfortunately, it is generally quite difficult to find decent accommodation at a reasonable price in Roskilde and the Copenhagen area.

ZIBAT Roskilde has no residential/accommodation facilities and it is your own responsibility to find a place to live. There are a number of student halls of residence, both in Roskilde and the Copenhagen area. International students are eligible for rooms on equal terms with Danish students – but demand is greater than supply.





To find out more, go the accommodation portal on our website: zibat.dk/accommodation.

When you have found accommodation

Whether you live in a rented room, flat, student dormitory or with a host-family, it is important to observe the following: **Always have a sign with your full name on your front door and your mail box. If you do not, you will not receive any mail (i.e., physical mail).**

It is important that you ask the owner for a **contract** when you rent a room, flat etc. The contract must be signed both by you and the owner. It is normal procedure to pay a deposit when you have signed the contract – usually three months' rent. Remember to get a receipt!

When you rent accommodation, you have to leave the place in the same condition as when you moved in. It may be a good idea to take photos of the place when you move in – especially if there is a scratch in the floor, a broken tile in the bathroom etc. That way you can document that these flaws were already there when you moved in.

Also, it is a good idea to keep your room/accommodation tidy and clean at all times. If you wish to get your deposit back, you must leave the room in the same condition as when you moved in. Any renovation of the room must be paid by you before you move out. The owner will use part or all of your deposit for this, depending on what needs to be done to the room.

Legal/illegal address

In Denmark, there are strict rules concerning housing. Most rooms in student residence halls are meant for only one person and if two persons share one of

these rooms, only the one on the contract has a legal address. The other one is living there illegally.

Bottom line is: if you cannot get a contract with your name on it – don't move in! No contract = you're living there illegally.

Payment of rent

It is important to pay the rent on time; and “on time” means **on time** in Denmark! If the rent is not paid on time, you may be asked to leave on the spot without any refund of your deposit. ZIBAT will not be able to help you if this happens.

Electricity

As a rule, electricity is not included in the rent. When you move in or out of your dorm, flat etc. you must make sure to read the meter and inform the electric company about it. Otherwise you might end up being charged for more than you have used.

Furniture

In most cases, rooms in residence halls (“kollegier” in Danish) will not be furnished. This means that you have to buy a bed, a table, a chair, a lamp and so on. Sometimes the room does not have curtains, either. You can find furniture, lamps etc. at reasonable prices at IKEA and JYSK, e.g.

If you prefer second-hand, there are several options:

- Search on the internet. The website www.dba.dk is used by many people (in Danish only, though)
- Go to a flea market
- Go to a second-hand store. In Roskilde, you will find a quite varied selection of almost anything at e.g. “IGEN”, Københavnsvej 67, 4000 Roskilde.

Moving out

Please note that if you want to move, you will need to give a written notice to the owner. Normally, the notice must be given 1-3 months before you wish to move out (this should be specified in your contract) – and normally your notice must be given to the owner before the first day of a month if you wish to move by the end of that month. In general, moving out from one day to the next is not possible in Denmark. That is to say, of course you can move but you still have to pay rent according to the terms of the contract.

When you move to a new place you have to inform the “Borgerservice” (Citizen Service) in your new municipality (“kommune” in Danish). You also have to inform your bank, your employer, etc. about your new address.

It is also important to inform the post office of your new address so they can forward your post. However, you don't have to inform the ZIBAT administration about your new address – we will get this information from the authorities.

GETTING REGISTERED IN DENMARK

Central registration number (CPR number)

Upon arrival in Denmark, you have to register as a resident in Denmark. We recommend that you go to the website of “The International House” in Copenhagen: <https://ihcph.kk.dk/indhold/services>. They provide detailed information about what you have to do, which deadlines you have to meet, where you have to go, which documents you should bring etc.

Please, be aware that there are different procedures depending on where you come from:

- **Non-EU students** can do everything concerning their registration at The International House.
- **EU students** have to follow a two-step procedure that involves both the State Administration and The International House.
- **Nordic students** can register for a Danish CPR number at The International House.

The CPR number is yours for life and if you leave Denmark and return many years later you will still be known by that number. The first six figures show your date, month and year of birth, and the last four is your personal code.

Yellow health insurance card

When you apply for your CPR number, you automatically apply for your yellow health insurance card. You will receive your yellow card – with your CPR number on it – by post after approximately two weeks. Make sure that you put your name on your door/mailbox so that the mailman can deliver the card to you.

We call the yellow card a “health insurance certificate” because it proves that you are entitled to free medical care.

You can only get the yellow card if you have a legal address in Denmark (see the section “[Legal/illegal address](#)”). If you move to a place where you cannot be registered, you also lose your yellow card.



If you move to a new address, please contact the local “Borgerservice” (Citizen Service in your municipality) in order to get a new yellow card (see the section “[Moving Out](#)”).

Bank

We strongly recommend that you place your money in a bank account.

Danish banks provide a service (“Betalingservice”) which automatically makes sure that your rent and other regular expenses (telephone, insurance etc.) are paid every month – provided there is money on your bank account, of course. This service is free of charge.

Furthermore, you need a Netbank. Through your Netbank you have online access to your bank account(s), you have an overview of your expenses and you can transfer money from one account to another. Everything is available online. You log on using your NemID (see below). Ask your bank how to get registered.

Nemkonto (“Easy account”)

All citizens registered in Denmark are required to have a NemKonto. A NemKonto is a normal bank account that you assign as your NemKonto. If you only have one bank account, you just use that as your NemKonto.

You have to tell your bank which account you want as your NemKonto.

All public authorities will make payments to this account, e.g. tax refunds.

For more information about NemKonto, please go to: www.nemkonto.dk/da/ServiceMenu/Engelsk

NemID

NemID is a digital signature that you

need to log on to public and private services on the Internet. Your NemID login remains the same regardless of where you use it. The way you log in will always be the same, whether you are accessing your online banking service, e-Boks or the local public authorities' self-service or whether you are checking your insurance or retrieving your tax return from the Danish tax authorities, SKAT.

Read more at: <https://www.nemid.nu/dk-en/>

e-Boks – your personal online mailbox

e-Boks is your personal online mailbox where you will receive letters from all public authorities in Denmark (in general, they seldom send physical letters anymore).

Be aware that important messages from ZIBAT will also be sent to your e-Boks.

You can access your e-Boks through:

- www.e-boks.dk (go to the bottom of the page to change to English)
- www.borger.dk (go to the bottom of the page to change to English and then click on “Digital Post”)

You use your NemID to log on to your e-Boks.

Check your e-Boks regularly! Or even better, register your e-mail address and/or phone number to get a message automatically, when there is a new message in your e-Boks.

Insurance

As an educational institution, ZIBAT does not carry any liability for the students' health, personal liability or property. In Denmark it is your responsibility

to insure yourself and your belongings while staying here.

When arriving we highly recommend that you take out the following insurance policies:

- Third-party insurance/liability insurance (*ansvarsforsikring*) is a **must**: this insurance covers any loss you might have if you need to pay compensation to another person.
- Accident insurance (*ulykkesforsikring*): this insurance covers the financial consequences of an accident.
- Home insurance (*indboforsikring*): insurance of your personal belongings.

Please note that all motorized vehicles must be covered by compulsory liability insurance and it is very important that you take out an insurance policy when you purchase a motorized vehicle. Failure to do so can cost you a lot of money.

Work permit for non-EU/EEA students

Non-EU/EEA students are entitled to work up to 20 hours a week (check your visa!) and full time during the summer holidays. The work permit is stated on your residence card, which you have to show to your employer. When you get a job you have to pay taxes, and SKAT (the Danish Tax Authorities) will provide you with a tax card which you have to give to your employer or which he can get online directly from SKAT.

The Danish Immigration Service has asked us to convey the following information to all students:

- SKAT has started to cross-check income statements against the public immigration databases which include all types of residence permits (including study permits).

- The outcome has been that a number of persons holding a study permit have been called for a meeting with SKAT to explain how they have been able to generate their income.
- It is important to remember that the study permit only comes with a part time work permit. The definition of part time work is **maximum 20 hours per week** and full time during the summer holidays (July and August). Violation of the rules can result in:
 - **fin**es from SKAT (e.g. if you work more than 20 hours per week)
 - **cancellation of your study permit** (how can you study if you work e.g. 40 hours a week?).

We strongly advise you not to work too many hours a week. First of all, you have to follow Danish legislation as long as you are here, obviously. Furthermore, it is our experience that

PROFESSIONAL ASSOCIATIONS

As a student, you can become a member of a professional association. Most of them offer free memberships as long as you are a student.

Being a member of a professional association within your field of study gives you several advantages, such as cheaper insurance, relevant courses

working too many hours will have a negative influence on how well you do in your studies.

DANISH STATE EDUCATIONAL GRANT (SU) FOR EU/EEA CITIZENS

As an EU or EEA citizen, you can apply for SU for a fulltime study programme in Denmark. However, you must fulfil specific conditions in order to apply for and receive SU. First of all you must have a job where you work at least 10-12 hours per week. You also need a NemID and an e-Boks (see above).

You can find detailed information about the requirements in our 'SU for EU citizens' folder, which is available on Fronter > Campus Roskilde > For New Students. The folder also contains a step-by-step guide that will help you through the process of applying for SU.

and other activities - not to mention the possibility of keeping up to date on developments within your field.

In the table below, we have listed a few associations that could be relevant for you (but there are several others). If you would like to find out more, please visit the associations' websites:

INTERNATIONAL SALES AND MARKETING	COMPUTER SCIENCE
www.hk.dk	Samdata/HK. Find Samdata through www.hk.dk
www.ftf.dk	www.prosa.dk
www.businessdanmark.dk	

LEGAL AID

If you need assistance with legal problems, you may contact one of the following services that provide free legal aid:

Copenhagen Legal Aid (Retshjælpen i København)

Stormgade 20, 1st floor
1555 Copenhagen V
Tel.no.: 33 11 06 78
Monday-Thursday: 18:30-21:00
Friday: 18:30-20:00
www.retshjaelpen.dk

Legal Aid (Roskilde Jurist)

Fælledvej 63
4000 Roskilde
Tel.no.: 91 10 12 75
E-mail: info@roskildejurist.dk
www.roskildejurist.dk
Mondays 16:00-21:00
Wednesdays 17:00-21.00

Roskilde Legal Aid (Retshjælpen i Roskilde)

Roskilde Library
Dr. Margrethes vej
4000 Roskilde
Wednesdays 16:30-18:30 (except during school breaks and national holidays)

The Mobile Legal Aid (Den Mobile Retshjælp)

Telefon nr. 72 11 90 77
E-mail: mail@mobilretshjaelp.dk
Telephone hours: Monday-Friday
10:00-12:00

DENTIST

You can choose any dentist you like. In general, going to the dentist is not free of charge. However, the Dental School in Copenhagen offers free dental treatment. Students carry out the treatment, under supervision by teachers. You can contact them to find out more about their services. Their contact details are:

Dental School in Copenhagen
Nørre Allé 20
2200 København N.
Phone number: 35 32 67 00

DOCTOR

You will find your doctor's name and telephone number on your yellow card. Most doctors have a website where you can find information about opening hours, telephone consultations etc.

Name and address of your doctor



After hours doctors

If you live in **Roskilde** and need to contact a doctor on weekdays after 4 p.m. or during the weekend, please call the **emergency doctor at 70 15 07 00**. In **Copenhagen** you have to **call 1813**. Please have your yellow card ready be-

fore you call. The doctor on duty will ask you about your problem and possibly tell you to come to her/his office at the hospital. Be patient when you call: first there is a message in Danish, then in English.

DANISH COURSES

Learning the language of the country where you are studying is often a good investment. Knowing enough Danish to be able to carry out a basic conversation is usually helpful and may open new doors for you.

Once you have a CPR number, you are entitled to attend free Danish language courses in the municipality where you live. However, as an international student you will be charged a deposit of DKK 1,250. The deposit will be returned to you when you have passed the first module.

If you live in Roskilde, you can sign up for Danish courses at the CLAVIS Language Centre. You can find more details, including contact details, at: www.clavis.org

If you live elsewhere, please contact “Borgerservice” in your municipality to find out where you can sign up for Danish courses.

TRANSPORTATION AND “UNGDOMSKORT”

Depending on how often you go by train, metro or bus, you can buy:

- one way tickets (which are generally very expensive)
- a monthly card
- a Rejsekort (www.rejsekort.dk/?sc_lang=en)
- a student discount card (Ungdomskort, please see below)

In Denmark you have to show your ticket or check in with your card when you enter the bus or before you enter the train. If you travel on the bus or the train without a valid ticket, you will be fined DKK 750.

Use www.rejseplanen.dk and www.dinoffentligetransport.dk to plan your itinerary.

Buses to and from college

It takes approximately 15 minutes to walk from the train station in Roskilde to our campus at Maglegårdsvej 2. You can also go by bus; please consult www.rejseplanen.dk.

“Ungdomskort”

An “Ungdomskort” (youth card) is a public transportation discount card that you can apply for if you are enrolled as a full time student in a higher education programme.

All students, no matter where you come from, can apply for an Ungdomskort. However, you need a CPR number in order to apply. You can find a guide on how to apply for an Ungdomskort on **Fronter > Campus Roskilde > For New Students**.



ONCE YOU HAVE ACQUIRED A DANISH BANK ACCOUNT YOU WILL BE ABLE TO TRANSFER MONEY BETWEEN YOUR HOME ACCOUNT AND YOUR DANISH ACCOUNT.

Practical information

ACCESS TO BUILDINGS

All buildings are open Monday-Friday between 07.00-17.00.

After 17.00 and on weekends and holidays, the following applies:

- **Buildings D and E:** You can access these two buildings with your student ID card Monday-Friday between 17.00-21.00 and between 07.00-21.00 during weekends and holidays
- **Buildings A, B, C, F and G:** You cannot access these buildings after 17.00 Monday-Friday. During weekends and holidays you cannot access these buildings either.

Alarms

- Alarms will be on in all buildings between 21.30-07.00 Monday-Friday
- In buildings A, B, C, F and G, the alarm system is on all day and night during weekends and holidays
- In building D and E, the alarm system will be on between 21.30-07.00 during weekends and holidays.

CANTEENS

You will find the canteen in building D, ground floor. In the canteen you can buy salads, cold and warm dishes, bread, cakes, cold and warm drinks etc.

Please, note that the canteen does not open until mid-September due to a delay in the process of establishing a canteen. This is of course unfortunate and we do apologise.

LOST AND FOUND

Lost and found items should be handed over to the study administration

in their Frontdesk (the reception in Building A). If you lose something, this is also the place to go and ask if it has been found and handed in.

After some time, the items are handed over to lost property.

ALCOHOL, DRUGS, SMOKING AND GAMBLING - NOT ALLOWED!

Alcohol and narcotics

Alcohol consumption is not allowed on ZIBAT's premises. For special events, however, the Campus Roskilde management may allow people over the age of 18 to consume alcohol on our premises.

It is strictly forbidden to use, possess, sell or distribute any drugs or other illegal substances.

Smoking

Smoking on the college premises (all locations) is strictly forbidden, both indoors and outdoors.

If you wish to smoke you have to leave the premises. This means that you have to go to the nearest street outside the college premises.

Gambling

It is not allowed, under any circumstances, to play any game for money or other valuables at ZIBAT Roskilde.

Consequences

If the rules about alcohol, drugs, gambling and smoking are not respected, it may result in expulsion from the college - either temporarily (e.g. the rest of the day/week) or permanently,

which is the same as a withdrawal from your study programme.

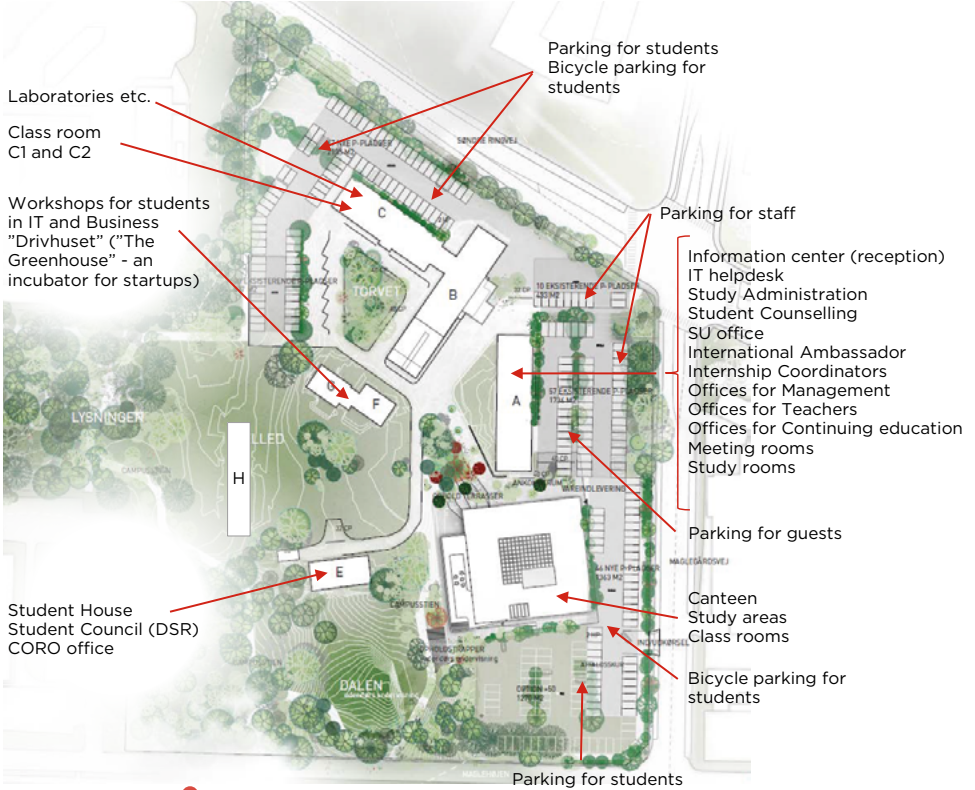
Each case is assessed individually. Before a temporary or permanent expul-

sion is executed, the student in question will be invited to a meeting with the head of study or the head of academy. It is compulsory for the student to attend this meeting.



OVERVIEW OF ZIBAT ROSKILDE'S NEW CAMPUS

The address is: Maglegårdsvej 2, DK-4000 Roskilde



ZEALAND INSTITUTE FOR BUSINESS AND TECHNOLOGY (ZIBAT) IN ROSKILDE

Maglegårdsvej 2
4000 Roskilde

Tlf. +45 5076 2630
www.zibat.dk

ZIBAT ROSKILDE IS LOCATED CLOSE TO...



Ragnarock - a museum for pop, rock and youth culture



Roskilde Festival - North Europe's largest music and culture festival