

**SPRING 2013**

# THE STUDY HANDBOOK

PBA in Business Economics and  
Information Technology



## DEAR NEW STUDENT!

Welcome to some interesting, fun, difficult and developing years at Copenhagen School of Design and Technology. Our programmes will bring you close to practice. You get to cooperate with private enterprises and public institutions, meet guest lecturers from the business community and carry out project work with realistic cases - and all of KEA's programmes include internships, because we believe that it is important to try out and test the competences that you gain from your studies.

As a first year student you might find it quite overwhelming. There are many things to relate to – not only a lot of new people and a lot of practical things, but also adapting to new ways of thinking and working. For example, there will be a variety of new teaching methods and lots of project work, and this requires that you adopt good study habits and techniques.

This study handbook provides you with tips on how you can adopt good study habits from the start of your study. The handbook also provides you with an overview of a large number of practical considerations, and, of course, you are always welcome to ask the study administration and your lecturers for help.

And remember, no one expects you to cope with everything from day one. Our advice is to take one step at a time. It is truly a learning process to become a student.

Best wishes

Ulla Skram

Director of Education

Ingo Østerskov

Rector

Steen Kildesgaard

Director of Education

## Reading guide

KEA's study handbook consists of three parts that are intended to help you to quickly feel at home at KEA and give you peace of mind so that you can concentrate on studying.

The first part - **Starting out well at KEA** - is an introduction to:

- Practical things to get into place when you start
- How you can get information
- Good advice about study techniques
- Internships and being close to practice

The second part - **Get Connected** - provides information about the study environment, social relationships, the way in which KEA is organised and how you, as a student, have influence:

- Meet fellow Danish and international students
- Obtain knowledge and inspiration across KEA
- Get guidance about the studying abroad
- Gain influence through student democracy
- See how KEA is organised

The last part - **KEA Campus** - is a directory with physical addresses, email addresses and telephone numbers. This is part of an introduction to the places where you can:

- Find knowledge and inspiration
- Contact student guidance regarding your course of study
- Meet your fellow students

However, KEA Campus does not include much about your programme. This information is in the curriculum, in which you can read about modules and subjects for the individual semester, exams and tests, laws and executive orders, leaves of absence, credit and studying abroad, among other things.

The purpose is to develop KEA into an attractive workplace for both students and employees. Therefore there are ongoing changes. One of the more challenging tasks is to develop campus. Educations might be moved to new addresses. The educations are being tuned to match business. Finally we abide to law changes. It all sums up to a general reservation about changes.

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## STARTING OUT WELL AT KEA

### COMPLETE YOUR PROGRAMME WELL

In August 2012, the first class to start on KEA's completely new professional bachelor in Business Economicc and Information Technology programme (ECIT) was welcomed to KEA. This is a unique, combined programme, which encompasses both business-oriented subjects and IT technology. It is a programme that provides the precise mix of competences that are in very high demand by the business community right now. In addition to the cross-disciplinary focus, the programme includes a practical and international depth that ensures a career in the future, either in a global business or independently.

The unique, cross-disciplinary combination of business economics and IT is designed to equip students with the ability to analyse, design, initiate and implement projects in the area of digital business processes. The core subjects are a combination of classical economics subjects, such as micro-economics and macro-economics, budgeting and accounting, as well as of business economics subjects such as organisation, project management, strategy and marketing, and IT subjects such as system development and programming. In addition, there are a number of supporting subjects, such as communication, commercial law and entrepreneurship.

The practical aspect is highly emphasised as a central part of the instruction, the cooperation with businesses and through an internship. And the six-month long internship is an important part of the course of study. KEA supports the process by finding an internship that is just right. And the opportunities are open with regard to choosing a traditional internship or if you want to try out your abilities as an entrepreneur and start your own business.

As a student in ECIT, you will be part of an international environment from day one. The ability to navigate in the international business community in a culturally intelligent manner is increasingly important. At KEA, there are lots of opportunities to practice. However, ECIT is not just an international line with an international focus. In preparing for a global industry, there are plenty of opportunities to study abroad, both in connection with optional subjects in the fifth semester and with the internship in the sixth semester. KEA provides support if you want to go abroad as part of your study or internship.

With ECIT, you will be able to work strategically with optimisation of business processes through the use of IT. This provides opportunities within a number of career directions; for example, as an IT management consultant, an IT project manager, an account manager, a system developer or a systems analyst.

ECIT can either stand alone as professional bachelor programme or be combined with a master's degree at a Danish or international university. Whether your dream is a career in a global company or to start your own business, ECIT gives you a firm foundation upon which to build your future.

## Contacts

- Head of Studies: Ola Pukki, email: [opu@kea.dk](mailto:opu@kea.dk)
- Team coordinator: Iben Ørbæk Andersen, Email: [iba@kea.dk](mailto:iba@kea.dk)
- Student guidance counsellor Birthe Jensen [bije@kea.dk](mailto:bije@kea.dk)
- International coordinator: Anne Dibbern, Lygten 16, 2400 Copenhagen, telephone: 46 46 04 44, email: [annd@kea.dk](mailto:annd@kea.dk)
- Internship guidance counsellor: Henning Schou, [hesc@kea.dk](mailto:hesc@kea.dk)

Find more contact in the last part of the handbook: KEA Campus

## Types of instruction

As a professional bachelor programme, ECIT strives to provide the academic foundation with practical depth. The type of instruction is a dynamic, interactive process, in which the active participation of the individual students is strongly emphasised. The instruction consists of a combination of lectures, group work and individual work.

The work in groups and with cross-disciplinary cases is given ongoing professional input and constructive feedback from the instructors, based on the principle of being responsible for your own learning. All instructors have comprehensive business experience and networks that they can make use of; in addition, there is contact with the business community in the form of guest lecturers, business visits and cross-disciplinary cases from the real world.

### Lessons & timetable

The instruction is divided into modules. The timetable is put in Fronter before each module. In general, there are 20 lessons a week, and they primarily take place as follows:

Monday: 9:00-14:00  
Tuesday: 9:00-14:00  
Thursday: 9:00-14:00  
Friday: 9:00-14:00

Instruction on Wednesdays between 14:00-16:00 can occur, however.

The purpose of your course of study is to gain knowledge, skills and competences within professional areas that are relevant to your education. As a starting point, the instruction takes place at a high level. Knowledge, skills and competences are used in the study programme to describe specific goals of the programme; that is, your benefit in the form of what you learn. The terms knowledge, skills and competences are used in the EU as a joint reference framework, which is to contribute towards comparing programmes so that it is easier to give credits, for example. In your curriculum, you can see the learning goals for your education, divided into knowledge, skills and competences. Here is a short reading guide for knowledge, skills and competences<sup>1</sup>:

- Knowledge and skills can be learned and are the basis for competence. Knowledge is achieved by learning about something through instruction, reading etc., while skills come from practising, and therefore correspond to practice.
- Competence is achieved when knowledge and skills combine and become the basis for acting competently; that is, we are able to use both theory and practice to carry out a task.

**EXAMPLE:** When you take a driver's license, you must know the traffic regulations (knowledge) and you must be able to start, use the pedals, turn, brake, etc. (skills) in order to be competent enough to drive a car – and get a driver's license (competences).

In your study programme, you can see that there are various subjects connected with a number of ECTS points. ECTS is the abbreviation of European Credit Transfer System. This is

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<sup>1</sup> Enterprise and Construction Authority, working paper: Bygherrer skaber værdier – kompetencer, videndeling og partnering (2002-2006).

an EU standard, which is used, among other things, to transfer credit for modules that are at the same educational level, but which are carried out at different educational institutions abroad or in Denmark.

ECTS points indicate what norm an education and an educational component have with regard to work time. One semester corresponds to 30 ECTS. It is a measurement of the work that you, as a student, put into your course of study. Because this is a full-time programme, ECTS can be translated into an effort of 37 hours per week, divided into preparation, assignments and instruction. For a year, normal holiday periods are included for a full-time employee. However, ECTS points have NOTHING to do with the academic standards, level of difficulty or number of hours of instruction.

## STUDY ACTIVITY

A well carried out programme and a good exam require that you study actively and contribute to creating good cooperation in a team, and that you seek help when necessary. It is important that you actively participate in the instruction, deliver your assignments on time and sit for the exams. If you are not active or are not active enough, it will be difficult for you to find students who wish to be in a group with you. In the worst case, you risk having your exam cancelled or failing.

It would be an advantage to make a weekly calendar of the semester's proposals, major assignments and exams, as well as your study work, business work and holidays. There must be room for days off to spend quality time with friends and family. Such days help you to renew your energy and desire to get back to your books. Planning creates an overview so that you can achieve everything and avoid stress.

Illness, childbirth or other events might mean that you need to take a leave of absence. Make sure that you talk with student guidance. If you simply stay away, you risk losing your place in the programme.

## STUDENT COUNSELLING

Can study techniques make your reading method more efficient? Can you be less nervous during exams and can you learn to love the adrenaline so that it improves your performance? How are equipment and courses on reading and writing techniques allocated to dyslexics? What is the difference between the state education grant (SU) and rehabilitation benefits? How can I study abroad and how do I get a scholarship to study abroad?

The Centre for student service and globalisation is responsible for student guidance in the broad sense. The guidance counsellors have the duty of confidentiality and you can always have a personal, anonymous talk with the student counsellors.

The guidance counsellors are related to the individual programmes, but you are welcome to contact the counsellor of your choice. This might be practical if you need a quick answer. If this is about your programme, you will get the most out of contacting your local student guidance counsellor.

The guidance counsellors offer guidance, advice and help in different areas. So don't hesitate if you, for example, need good advice about your study environment:

- **PLANNING** your course of study



- **STUDY TECHNIQUE:** You might, for example, want to know how you can get more out of the instruction and period of study.
- **NETWORKING:** How you can create a good network, both in your group and across the programmes.
- **GROUP WORK:** Methods for creating groups and roles in the group.
- **STUDY SATISFACTION:** What you want in the study environment.
- **DISPENSATION AND APPLICATIONS FOR CREDIT:** If you already have a previous education, you might be able to be given credit
- **STUDYING ABROAD:** How can this be organised and what does it mean for the programme
- **SPECIAL EDUCATIONAL SUPPORT (SPS):** If you have physical or psychological disabilities. It could be that you have a back injury for which you need an ergonomic chair, or that you are dyslexic and need special CPD equipment.  
**Note:** You can read more about SPS at [www.spsu.dk](http://www.spsu.dk)
- **LEAVE OF ABSENCE:** for example, in connection with childbirth.
- **HOW YOU MANAGE THE EXAM:** You can, for example receive guidance on methods to perform better during the exam.
- **CAREER COUNSELLING:** When you are about to finish your programme and have advice about seeking work, starting your own business or continuing to build upon your education.

You can always find updated information in the guidelines in  **Fronter**. You can also find quick answers in the list of frequently asked questions here:

**<https://www.kea.dk/da/topmenu/studievejledning/spoergsmaalsvar/>**

Student guidance can be contacted by email: [studievejledning@kea.dk](mailto:studievejledning@kea.dk)  
Remember to say which programme you are following.

Find your career guidance counsellor on this home page:

**<https://www.kea.dk/da/topmenu/studievejledning/find-studievejleder/>**

## PRACTICAL CONSIDERATIONS

There are some practical things you need to take care of when you start:

- You need to have a student ID from the administration of the programme to which you are admitted. The ID must have a photograph and you will be given more information when you start. With this ID, you can come and go as needed while you study at KEA.  
**Note:** The student ID can be used for discounts on, for example, books, buses and trains.

- If you do not have a notebook computer, it is possible to lease on through KEA. With this arrangement, you get a PC that has all of the software installed that is relevant to your programme – see more at Fronter. This is an offer, not a requirement.
- You will receive a KEA mail, which can be used, among other things, for obtaining the software that you need for your programme. Your KEA is the email address that will be used in connection with cancellations, IT shut downs, exams and satisfaction surveys. It will not be possible to register a private email address in KEA's systems.
- You will get a unilogin when you start. The unilogin gives you access to the programs to which KEA has licenses and to the library's online access, which gives you access around the clock during your entire period of study.
- When you start, you are given access to a syllabus; that is, the literature list with the books you are to obtain. You should wait to buy books until the instructor has confirmed the list.

At [www.bogpriser.dk](http://www.bogpriser.dk) you can see which books are on stock and where they are least expensive.

**Note:** Some book shops have specialised in educational books and give discounts to students, including the following:

**<http://www.saxo.com/dk/boeger/danske-boeger/studieboeger> and [www.academicbooks.dk/studiepris](http://www.academicbooks.dk/studiepris).**

You can buy the books on the net. If you buy them in the store instead, remember to take your syllabus and student card with you so that you are given a discount.

## DON'T MISS OUT ON ANY INFORMATION

Be sure to keep up to date about what is happening in your programme. Therefore, check:

- **Fronter**, which is the information platform for your programme when you start. Here you find information about the course of instruction, including cancellations and time changes, information meetings, the handing-in of assignments, exams and guest instructors. This is where you must use your **unilogin**.
- **The info screens** provide information about local activities and arrangements at KEA, for example, lectures and theme meetings to which businesses are also invited. The screens are located at the entrances at all campus addresses.
- **www.kea.dk** is the home page, where you can find news, study programmes and a lot of other information about your programme.
- As a student, it is possible to receive **mail** at KEA – by agreement with the study administration, if you need to have your mail addressed to KEA.

## FIND YOUR STUDY TECHNIQUE

We do not all thrive in the same framework or by using the same techniques when we are to learn or work. Some people need silence, others focus when listening to music or diligently writing notes – find out what helps you to concentrate and act accordingly.

Whatever is worth doing is worth doing well! And the driving force behind a good study technique is to wonder and be curious. The same applies with regard to being well prepared and asking questions. This provides a good prerequisite for learning more and remembering more than you would otherwise.

Researchers<sup>2</sup> have investigated for a number of years how we learn and remember best:

- We remember 10% of what we read and only read.
- We remember 20% of what we hear at, for example, a lecture with no pictures.
- When we see an experiment or a video, we remember 30%.
- We remember 70% of what we both see and hear, as in traditional instruction.
- We remember 90% when we work with the material ourselves.
- Tests indicate that we remember 95 % of what we communicate to others – therefore, the exam is not just a measurement but it is also an efficient means of learning.

### READING GROUPS – THE GROUP THAT FUNCTIONS WELL

At KEA you will work in groups of, typically, 3-5 participants on assignments – which are often completed in cooperation with a business. This makes room for working with the assignment yourselves, and you can use whatever good memory and learning strategies you want to, for example in connection with communicating to the others in the group in the form of proposals for parts of the joint assignment.

When the assignment is based on a problem, you can make use of your wonder and curiosity in the group and have some meaningful, instructive discussion on the way towards the result or results you choose. You must organise, plan and comply with deadlines yourselves.

Along the way, your cooperation might get shaky. You might think that the others lack concentration. They might think, on the other hand, that you are running your own show. This might indicate that the learning styles you prefer are different. Some people focus best on an assignment by moving around and have a tendency to become restless when they have sat still for a long time, while the person who talks a lot is making use of his or her most effective memory techniques. Don't let this destroy a good group – instead, make use of each other's learning methods and differences in a positive way, just like you have to do at a workplace. It is recommended that you make agreements from the beginning and continue to evaluate how things are going along the way. An agreement might be about:

- How often shall you meet?
- Being late and whether to send your apology if you are ill?
- Where will you meet – at KEA, privately, online or by phone?
- When does illness change the responsibilities and the task allocations in the group?
- How the group should work – will you write joint formulations from the beginning or divide the assignment and then write your individual contributions together at the end?
- Will you have a plan and a goal for your meetings?
- And how much of the group's activities should consist of social life?

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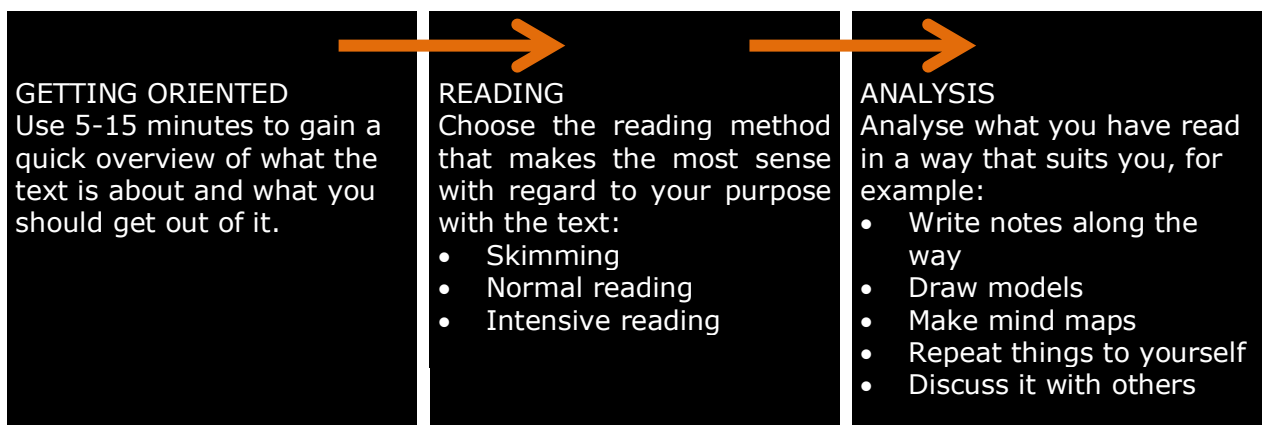
<sup>2</sup> Ole Lauridsen: Fokus på læring – om læringsstile i dagligdagen, Akademisk Forlag, 2009

## READING TECHNIQUES

It can be an advantage to read quickly, BUT it takes time to read about a difficult topic. The purpose of what you read must determine the way you read:

- **OVERVIEW** – look at titles, chapters and headings, prefaces, models and conclusions to find out what it is about, how easy or difficult the text is or you can read with special focus on a specific problem and compare the text with your assignment formulation.
- **SKIMMING** – run through the pages quickly and especially notice key words and important passages in order to find places in the text that you will read more thoroughly or are to find specific information.
- **NORMAL READING** – read everything in order to understand the problem, the totality, the way of thinking, the argumentation and the results. This might, for example, be one of the basic books for your study.
- **INTENSIVE READING** – read word by word, paying attention to all of the details and maybe read it again later in order to recall the content and obtain precise information. Can be used when there is a requirement to have nuanced fingertip knowledge.

You get the most out of reading if you read in stages and take 5-10 minute breaks every hour, and divide your reading into three phases:



## NOTES

For most people, taking notes is a big help. It is your first spontaneous analysis of a text or course lecture. The taking of notes along the way makes it easier to concentrate and remember the content.

It requires a little training and organisation. It can prove to be practical to make notations carefully or wait to do so after having finished reading the material in question. It is also a good idea to use simple marks, for example marking an unclear paragraph with a wavy line or important text with an exclamation mark.

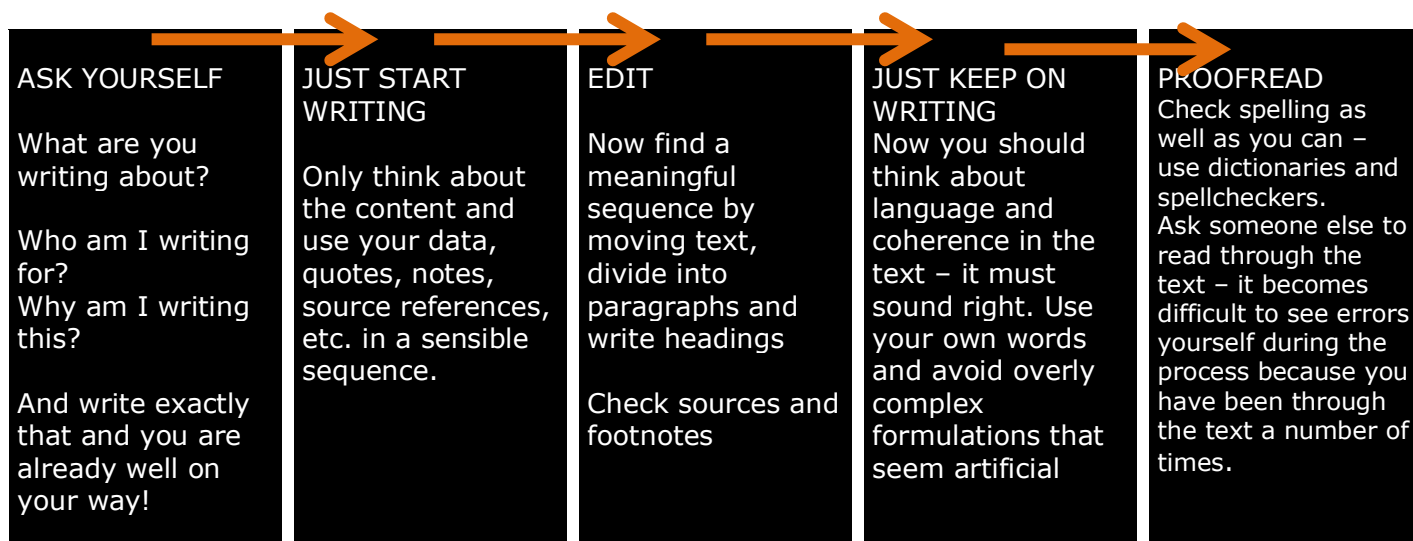
Notes can take various forms, for example models, tables or mind maps, which can be a bit complicated to do while you listen, but which can be excellent tools when you write an assignment or are preparing for the exam. You can read about mind maps at [www.mindmap.dk](http://www.mindmap.dk). You can google for free programs.

If you want to benefit a lot from your notes, you should organize them so that you, regardless of whether they were written by hand or in a file, can find them again. Write the subject, topic, date, page number or other things that would be helpful. There are also digital tools for taking notes.

## WRITTEN ASSIGNMENTS

You will write a number of reports at KEA. A good method for writing a report<sup>3</sup> is to simply start writing and wait to edit it later. In this way, you do not start censoring yourself and you avoid writer's block.

In this method, there will usually be text that must be improved or deleted during the writing process. In other words, not everything should be included when you start to write. The method is the following:



The content can be roughly divided to several types:

- The relevant material that the assignment is about and which you must take a position on in the assignment.
- Background knowledge, which can be included in the text or an attachment, depending on how important it is to the assignment.
- Delete whatever is not relevant and should be removed – even if it is one of your 'darlings' and it hurts.

The report consists of various elements that comprise the main outline. Which elements are to be included depend of the requirements that have been made. Here are elements to consider:

- **TITLE** that is short and covers the contents.
- **SUMMARY** of a half page about the purpose, methods, the most important results and conclusions.
- **TABLE OF CONTENTS** especially if the report is long.

<sup>3</sup> This section used the following sources:

Den gode opgave. Lotte Rienecker og Peter Stray, Forlaget Samfundslitteratur, 2008  
 Vejledning i rapportskrivning, Jens Borum, Freshwater Biological Laboratory, University of Copenhagen, 2006  
**www.omatskrive.dk**, Per Salling, 2011

- **INTRODUCTION** which presents the reader with the problem statement and the knowledge that there must be to understand the questions and hypotheses upon which the report is built.
- **MATERIALS AND METHODS** can include a description of the way you chose to complete the assignment.
- **RESULTS** in the form of analysed data (raw data) can be put in an attachment, supplemented by models, tables, statistics or other relevant information that supports the text.
- **DISCUSSION** with an interpretation of your results, your conclusions with regard to the original question or the hypotheses used.
- **BIBLIOGRAPHY** that lists the literature that you have used for completing the assignment, including source references in, for example, footnotes.

## SOURCE CRITICISM AN SOURCE REFERENCES

Never use a false source. What you write in reports or say at the exam must be reliable. Always check your sources. If a source is uncertain, you should only use it if you write about the problem with the source and remain critical of it.

You must refer to every single source that you have used, in accordance with specific rules:

- If you use someone else's text as a quote, the text must be marked with 'quotation marks' so that it is clear what is quoted. The source of the quote is given in either a parenthesis after the quote itself or in a footnote at the bottom of the page.
- All sources are listed in a bibliography at the end of the report, for example, books, articles, home pages, laws, footnote, etc., which are listed alphabetically by author. It might be a good idea to list the sources by type, for example with home pages in one place.
- References must provide the following information: Author (family name, given name), title, publisher, year of publishing.
- References to digital sources are written in the same way as printed sources, with the addition of a link to the Internet address and, if the page frequently changes content, also the date when you used this source.

This work is an obligatory part of a good report. It also shows that you are in control of writing your report. In contrast, quotes without source references are considered to be cheating, which results in sanctions, for example, that you will be asked to leave the exam.

## HANDING IN ASSIGNMENTS AND PROJECTS DIGITALLY

Assignments are handed in digitally and in printed for, and copying should only be used to a limited extent. At KEA there is a payment programme for printing or copying.

## LIBRARY AND MATERIALCONNEXION

You can work on your study projects at the library. Here you can find academic books, journals, publications and other main works of reference for all of KEA's programmes. You can also order literature from other specialised libraries in Denmark.

You can search online in KEA's programme-relevant library databases at any given time. For this purpose you need a special user name (kea.dk) and password (bibliotek).

MaterialConnexion is the official name of the materials library, in which you can let yourself be inspired by the comprehensive materials samples from rich silks and bricks to cables. The materials library has approximately 1,500 physical tests and has online access to a total 5,000 tests. In order to gain access to the materials online, you need a user name and a password.

The rules regarding the use of the materials library's databases stipulate that:

- Only KEA's students and employees have access.
- You must log in to gain access to the protected pages in the system. Make sure to get a user login from the library.
- Log out when you are finished.

The library arranges an introduction to the collections and to MaterialConnexion in cooperation with the instructors.

You can contact the library and MaterialConnexion at:  
**telephone no. 46 46 02 40** or at  
**bibliotek@kea.dk**

## COURSES AT KEA+

As a special offer to the students, KEA holds courses within a number of areas. These courses lie outside the exam curriculum, but might be important to you.

The courses are created as needed and in some cases you will have to pay to participate. If you need to take a course, ask career guidance.

Examples of courses:

- Reading and writing courses for dyslexics
- Exam courses

## SUBJECT CAFÉS

Subject cafés are established around KEA as needed. Here you can work on your assignments and get help. They might include:

- CAD café about using drawing software at Prinsesse Charlottes Gade on Wednesdays at 14:00-16:00, start and end dates will be announced at the beginning of the semester
- Mathematics café

If the students in the programme are interested in an academic café, you can contact the head of studies.

## IN AN INTERNSHIP AND BEING CLOSE TO PRACTICE

Internship is a mandatory part of all of KEA's programmes. Among other things, it gives you the opportunity to experience the connection between theory and practice while you study. You can share knowledge, and test your skills and values in a business environment that is relevant to your programme. All of this contributes to making you an attractive employee the day you have finished your education – and you will also have become a known person in your intern company.

Getting close to practice plays a major role in the individual programmes. The course of an internship is usually consecutive, but with various durations:

- Business academy internships last at least three months (corresponding to 10 weeks).
- Top-up programmes, which programmes that build further on business academy programmes at a professional bachelor's degree level, have internships that last for at least three months (corresponding to 10 weeks).
- Internships for professional bachelor's degree programmes last at least six months (20 weeks).

You are involved in finding your internship and it is important that you start looking in plenty of time, because many businesses prepare budgets early in the year that include year's internships and allocate the time and resources, so as an intern, you can receive help and guidance.

## THE FRAMEWORK FOR INTERNSHIPS

In addition to yourself, the internship involves a business, an internship coordinator at your programme and your counsellors. The internship must be agreed to with the internship company. The agreement must be in writing and be approved by KEA. You receive the forms you need to use from the internship coordinator. The coordinator will also provide guidance about how to prepare for the internship and contact with the businesses.

The agreement must describe your assignments during your internship and the learning goals for the internship, and it must be likely that you will be able to live up to your learning goals and obtain sufficient practical experience.

It is important that there are precise goals for the internship that are relevant to vocational area that your programme leads toward – also with regard to professional competences. The internship must, in other words, bring you close to being independent.

This involves a give-and-take relationship between you and the business. Therefore the internship is unpaid. During the internship, the business insures you in the same way as the other employees in the company.

There is also cooperation between you, the business and KEA. For practical reasons, the agreement must also state, where you are to carry out your internship – at the company, by Internet and who the internship guidance counsellor is.

- Who the internship agreement must be entered into with – a purchasing business or KEA as an intermediary between you and the business.
- Following the internship, you will be asked to evaluate the course of your internship so that KEA can have insight into whether what you learned complies with the goals there are for the programme and whether the guidance along the way has been satisfactory.



## THE TIME LINE OF THE INTERNSHIP

Here are the main focus items for internship:



Think ahead along the way

The results that you achieve in your study can be used when you seek employment. Among other things, the results can be shown in a portfolio, for example, an online folder, which is an asset when you add material to it. Architects, artists and fashion models have used portfolios for many years to present themselves and their work.

Now portfolios are also used in connection with educational programmes, and can be used as:

- **WORK PORTFOLIOS** in which you can store your notes, thoughts and comments, as well as goals, drafts and pictures.
- **PRESENTATION PORTFOLIOS** in which you add selected works that represent your goals and your focus in a way that documents your competences.

By using portfolios you can put your tasks and projects that you carry out into a system. If the methodology for your system includes information about time and place, and in the case of the internship, which company and with which guidance counsellor, it will be easy for you to obtain information for your CV. Then you are well on your way when you are to have your internship or as a graduate, look for employment.

When you have passed your programme and are to look for a job, you can:

- Use your internship and any relevant occupational employment while you were studying to create a network.
- Look for jobs while you are still studying.
- Always be sure to read about the business where you are seeking a job.
- Don't fail because of your CV; adjust your application and CV to match the business.
- Maintain your network and expand it, possibly with a profile on LinkedIn or a similar platform for professionals.
- Keep yourself up to date with regard to your profession.
- Take a job if you can, or do voluntary work while you continue to search for your dream job.

## KNOW YOUR INDUSTRY AND YOUR LABOUR MARKET

Trade organisations deal with the condition for businesses and also focus on educational politics and policies in order to ensure that the members will have competent employees and good working conditions. Just as is the case with trade unions, they know a lot about the

labour market and changes in the demand for goods and services. You can often find market analyses and strategies on the organisations' home pages, and there you can find information that might help you to determine what you choose to specialise in in your programme and future job opportunities.

There is no requirement that you, as a student, must be a member of an unemployment insurance fund. However, unemployment insurance funds have special membership programmes for students, typically with reduced membership fees. As a member, you have access to the unemployment insurance fund's labour market information.

## CENTRE FOR CONTINUING EDUCATION

The Centre for continuing education at KEA offers a number of profession-oriented programmes at a continuation level, which, among other things, can supplement a business academic programme or a bachelor programme.

Among the many things that KEA has to offer are:

- Further adult education (VVU)
- Diploma degrees
- Single subjects and further education programmes that include single subjects of your own choice

These programmes can strengthen your competences within, among other things, economics, management and business operation, and prepare you for a good job, or for starting your own business.

### **Centre for continuing education**

Baltorpvej 20 A, 2750 Ballerup  
Telephone 46 46 05 00

# GET CONNECTED

## VALUES ACROSS KEA

As a student you have an interest in doing well in your study. KEA shares this interest, and for this reason the board of directors has adopted a strategy and defined a number of values that are to apply to KEA.

The level of ambition is high, and the goal is that KEA, in close cooperation with the business community and other educational institutions, must develop and deepen business-related programmes at a high academic and practice-oriented level, which accommodates the need for qualified labour in a globally oriented labour market.

### FOCUS

KEA intends to be able to interpret and facilitate the surrounding world's requirements for competence and trends, and make this definite and clear in appropriate educational solutions at a high academic level. This is to be combined with the ability to be able to adjust the institution resolutely in order to support this objective.

### CREATE MEANING AND DELIGHT

KEA wants to create delight and meaningfulness for the individual student and employee. There is always a focus on dialogue and action with great respect for the whole person.

### SEIZE OPPORTUNITIES AND RESPONSIBILITIES

KEA wants to be proactive with regard to the educational requirements of the business community. The requirements define the content and form of the programmes. This supports a culture that is willing to take risks, be innovative and that promotes responsibility.

### CHALLENGE CONVENTIONAL THINKING

KEA wants to be at the forefront when it comes to innovation and trends. Therefore, we meet the challenges of new opportunities and ways of doing things. Thus, KEA can lead the way and break down conventional thinking in the business areas for which we provide education. KEA is willing to accept the battles this may result in.

## THE STUDY ENVIRONMENT

Social life plays an important role in the study environment. Although the programmes are at different locations, KEA's goal is to create a study environment across the programmes, which makes it possible to meet and work together on cross-disciplinary tasks. Here you can obtain knowledge and experience, and participate in innovative processes. You have the opportunity to create a good network across programmes and cultures.

As a student, therefore, you have access to all of KEA. The library and MaterialConnexion can, for example, be used by all students. It is also possible to eat your lunch in the nearest canteen.

Different types of events also contribute to creating joint knowledge and relationships. Here are a couple of examples:

## COMING ENTREPRENEUR

All students at KEA who are considering becoming entrepreneurs, are given a platform for:

- Validating the idea – can it be made more precise?
- Giving priority to the idea – what is most important?

- Executing the idea or concept

The main goal is not to learn about entrepreneurship, but to **do entrepreneurship**. The main objective, therefore, is that the students convert ideas into sustainable businesses, and that this takes place through a streamlined process using the following building blocks:

- Inspiration events and workshops – including ones based on ideation, inspiration and prototyping
- Accelerator – an intensive course lasting a number of weeks to help students develop their ideas into business concepts
- Incubator – an office-like environment in which students continue work on their business concept with the help of mentors

## GUEST LECTURERS

As part of the effort to promote a study environment across programmes, open guest lectures are held, to which access is free as long as there are seats. Guest lecturers are from both the business community and research institutions and contribute new perspectives, including on the tasks that you are to carry out as a student. In special cases there may be limitations. This will be stated in the announcement.

Representatives for manufacturing and performing business also serve as guest instructors from time to time in the individual programmes and groups. This provides good opportunities for a good discussion about developments in their areas.

## KEA Business Forum

KEA Business Forum is a forum for business people and students who meet for presentations and debates on a variety of themes. This means that guest speakers are part of the events, which normally include well-known business people who can provide perspectives about a theme from a variety of points of view, for example, technology, design and communication. The business people are matched with students who present a project that has to do with the theme.

An example from the design and marketing theme is a project group which, in 2012, jointly made a project for Vespa, with the purpose of relaunching the Italian scooter with a contemporary design. The presentation included considerations about how to redesign while faithfully retaining the original expression, and how a new design can be communicated so that it is accepted by customers. In fact, Vespa was so satisfied that the group was invited to Italy.

KEA encourages businesses to give tasks to the students. This is primarily done using two models:

- **The task is given to a project group.** In this case, the project group uses an entire semester on working on a project, the goal of which is to solve the problem that the business presents. The project work is carried out in cooperation with the business, which most often plays the role of the 'customer' of the project group. The business receives a thorough solution that can solve its problem.
- **The task is given to an entire year group in a relevant programme.** The year group typically is given two weeks to carry out the task, after which the business provides feedback about the solution proposals. The form of cooperation provides many solutions,

but within a short time frame, which means that the solutions are often not quite finished. Agreements can also be made to finish the projects that the business is interested in having finished.

## KEA CONNECT

KEA Connect is a STUDENT EXPO, in which KEA's students present their projects to businesses and future students. The projects originate from close cooperation with the business community. The purpose is that the students and businesses can meet in order to create mutual interests, practice and job opportunities; and not least to give future students a sample of what an education at KEA can lead to.

The programme for KEA Connect includes:

- An introductory discussion with invited business people who have experience with cooperating with students from KEA.
- An exhibition of student projects, including physical or digital presentations of the products.
- In 2012, the Danish Association of Managers and Executives took the opportunity to award prizes for the best final projects within HR and management.

## KEABRATION

Keabration is the students' annual party, which takes place in the autumn. Keep an eye out for the invitation because this is a very popular event:

- Where you meet fellow students from all of KEA.
- There is a lot of live music and dancing all night!
- Prices are reasonable for entry, drinks, the cloak room, and so on.
- Take a look at the programme for last year's annual party here:  
**<https://www.kea.dk/da/kea-life/keabration/>**
- Keep informed about events on an ongoing basis at  
**<https://www.kea.dk/da/nyheder/det-sker/naeste-maaned/>**

## FRIDAY BAR

The students organize Friday bars locally by ensuring that there is a license and, together with KEA, ensuring that the rules are complied with. Among other things, the neighbours must be taken into consideration, that bar must close on time and the area must be cleaned. Friday bars must be agreed to by the responsible director of studies.

## CULTURAL MEETINGS

About half of the students at KEA come from abroad and many instructors have a multinational profile. This contributes to establishing a special atmosphere that demands flexibility. It challenges your inter-cultural abilities and prepares you for a future with global opportunities.

We firmly believe that everyone who takes higher education, at some point in his or her career, needs to cooperate with other professionals in the world around us. Professional cooperation is not just a matter of languages ability. It also requires the desire and ability to put oneself in other cultures' professional, special and historic frameworks. These abilities are strengthened when students work across nationalities. In short: We think globally – we act globally!

## ECOWEEK

For the first time, a Nordic educational institution will host ECOWEEK, from 13 – 19 May 2013 in cooperation with the City of Copenhagen. Approximately 300 young architects, construction managers, engineers, landscape architects, industrial designers, energy technologists, etc. gather in Copenhagen to work on the challenges in the areas of climate, energy and the environment faced by cities like Copenhagen.

The theme is New Nordic Living – a theme that has a broad span and is inspired by the principle of nearness:

- Gastronomy
- Architecture
- Design
- Renovation
- Using only local materials

During the course of the week, the participants must develop sustainable solutions to real local problems and they are encouraged to cooperate with the residents of the areas in Bispebjerg, where there are approximately 30 cases.

- Read more about ECOWEEK here: <https://www.kea.dk/da/ecowee/about/>

The idea is to have a KEA WEEK on a yearly basis in the future in the form of a theme camp for Danish and foreign students.

## CHARRETTE

The KEA Charrette is an annual event in Copenhagen in which there is an intensive, time-limited cooperative process to provide innovative solutions to complex tasks. The participants are students from different programmes and different countries and cultures. The challenges take place in KEA's surroundings in the Nørrebro quarter in Copenhagen and are held during the autumn.

The concept provides a good framework for learning, cooperating and being innovating in a meeting of cultures. It consists of three fundamental elements:

- Listening to the project's owners and other interested parties
- Imagining how all points of view can be combined so that the result is still, for example, sustainable, financially responsible etc.
- Quickly draw sketches that encourage creative thinking and ongoing dialogue

KEA's students occupy one-third of the places in the charrette, while guest students from partner institutions abroad occupy two-thirds of the places. Students who wish to participate must therefore apply to participate.

- Read more about the charrette at: <https://www.kea.dk/en/kea-life/charrette/>

## STUDY ABROAD

If you are interested in studying abroad during your studies, please contact the student guidance. Note that the most appropriate timing is different from programme to programme. KEA has agreements with foreign educational institutions and student guidance can help arrange:

- Student exchange
- Studying abroad
- Internships abroad

## STUDENT DEMOCRACY

Student democracy is an important part of KEA's combined organisation. The students are represented and have influence in bodies at a number of levels and with different focus areas.

## EXECUTIVE COMMITTEE

The students have two members in KEA's executive committee. Every student at KEA has the right to be a candidate and to vote.

The executive committee also consists of two instructors and 13 external members who represent business and the labour market. The external members are, in contrast to the internal students and instructors, appointed by organisations, educational institutions, municipalities and councils of Danish Regions, which are interested parties with regard to KEA.

## EDUCATIONAL COMMITTEE

The educational committee is a body that covers one or more related programmes and provides advice about competence requirements and development in the business area. The students have two members in the educational committee. The two students are elected by the students who are in programmes within the educational committee's area.

The other members of the educational committee represent participants in areas including business organisations, upper secondary education and related higher education. Finally, the director of studies and two representatives of the instructors are members of the educational committee.

## THE STUDENT COUNCIL

The Student Council (DSR) represents the interests of the students and exists for the individual programmes and as a council across KEA's programmes.

You can contact DRS at **[dsr@kea.dk](mailto:dsr@kea.dk)**

## CLASS REPRESENTATIVES

At KEA, each class elects a class representative who represents the class one semester at a time. The class representatives meet with the director of studies a couple of times per semester regarding current questions from the class or from KEA, and they receive evaluations in which the students must participate.

## STUDENT EVALUATIONS

As a student you will be involved in evaluations, in which your participation makes a difference. When you participate in an evaluation, you can show what you are satisfied with and where KEA can be improved. As a relatively new education institution, we are continuously developing, and for this reason we need to know about the students' expectations and how they experience KEA.

The evaluations are carried out by the Centre for Educational Quality.

## OVERVIEW OF EVALUATIONS IN 2013

	Intro Survey	Student well-being	Instruction evaluation	Internship evaluation	Receiving business and graduate evaluation
Who	New full-time students in the Danish programmes.	All students.	All students except those who are in internships or are working on their final projects.	The students who are in internships and the internship host.	Selected graduates and receiving businesses.
When	At the start of studies, beginning of february.	Start in mid-October.	In the spring.	After internship.	After the final exam.
What	Questions about the students' background and motivation, their parents' educational level and the reason for choosing KEA.	Questions about the students' experience of the physical and psychological instruction and study environment.	An evaluation of the students' experience of the instruction.	An evaluation of the internship and whether the competences obtained match the working tasks.	The survey shows, for example, which jobs the graduates get and how satisfied the receiving businesses are with the graduates.
Why	The survey is combined with facts from EASY and is used, among other things, in connection with the 2013 evaluation. EASY is an administrative system that is used by the business academies.	The survey provides a picture of the students' satisfaction with a number of selected parameters. The follow-up on the results is included in future accreditation of the institution.	The survey clarifies how the students' experience the instruction and is to be used as one of many means to improve the instruction. The follow-up on the results is to be included in future accreditation of the institution.	The survey clarifies how the students' skills match practice and can identify any skills that are in demand by the receiving business. The results are included in the development contract and with the future accreditation of the institution.	The survey provides a picture of how the receiving businesses and the graduates think their skills match practice. The need for other or new skills is clarified. The results are included in the development contract and the future accreditation of the institution.

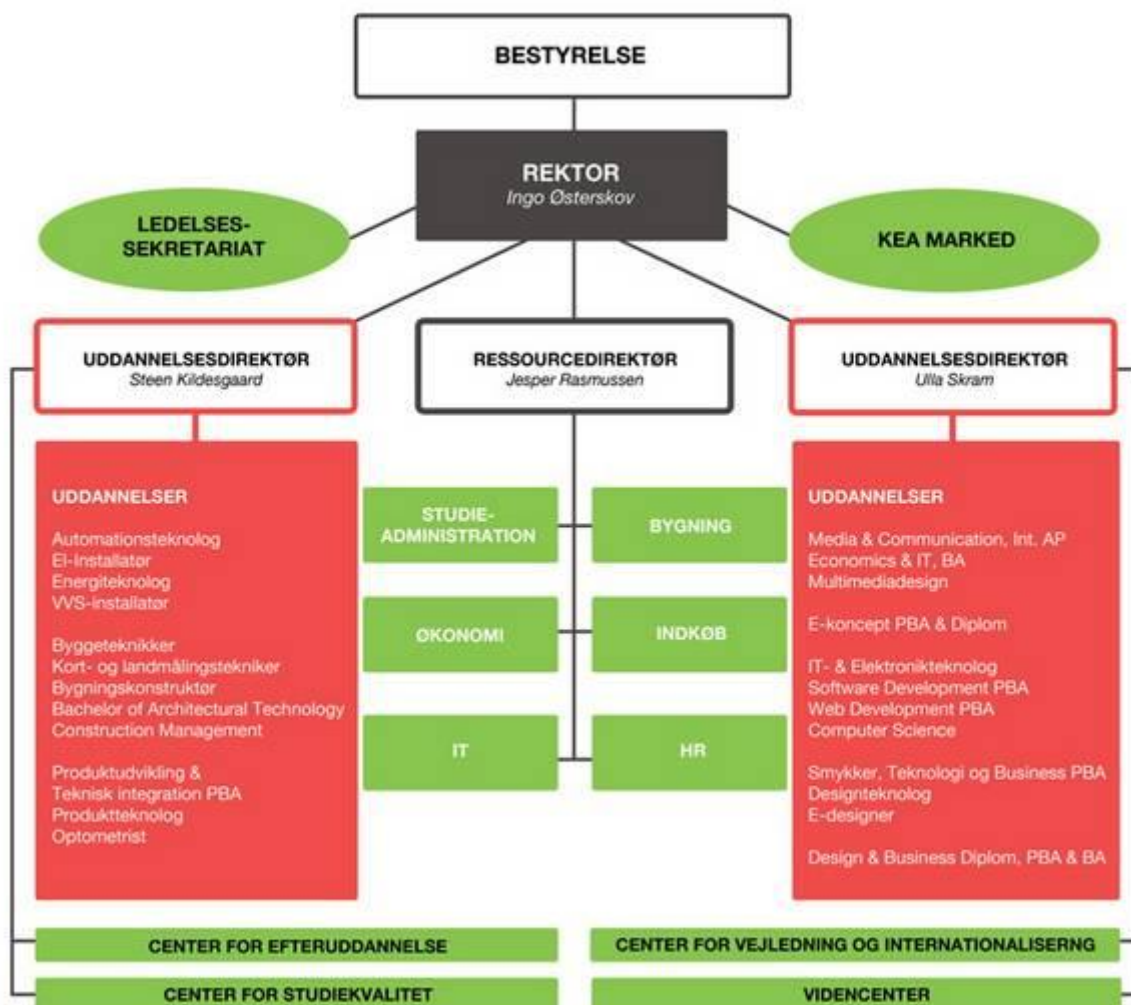


## THE KEA ORGANISATION

The executive committee (bestyrelse) is KEA's highest authority and is responsible for KEA's interests as an educational institution, including determining the guidelines for KEA's organisation, long-term business and development.

KEA works towards developing itself into Denmark's strongest educational brand within practice-oriented higher education for the business community in the form of both business academy and professional bachelor programmes; that is, a brand that is synonymous with:

- Programmes that provide the right competences at the right time.
- The conversion of the latest research into knowledge that works in practice.



KEA is led by Headmaster Ingo Østerskov, who is employed by the executive committee. To help him, the headmaster has two educational directors and the resource director. The various programmes are led by a number of heads of study. The headmaster has the overall management competence in all matters.

The headmaster has a management secretariat, an administration, a number of staff departments and cross-centres at his disposal:

- Finance
- KEA Market
- Study administration
- HR
- IT
- Building operations
- Centre for Continuing Education
- Centre for Educational Quality
- Centre for Student Service and Globalisation
- Knowledge Centre 3.0

## KEA CODE OF CONDUCT

KEA has defined a general code of conduct, which applies to everyone. There can be more detailed rules locally. The general code includes the following:

### Conduct

- At KEA, the code of conduct includes security regulations, house rules, bill-posting, signs and notices on Fronter and the intranet. These local rules must be complied with, even if they are not included in the rules below.
- Everyone who is at KEA is obligated to comply with the rules of order and security regulations.
- Both students and employees at KEA must be considerate and contribute to KEA being able to function constructively, openly and without disturbing anyone.
- The dialogue between students and employees and between the students themselves must be based on respect for the individual and his or her opinions.
- KEA respects the principle of religious freedom, but regards religious practices as being a personal and private matter.
- Smoking is not allowed indoors.  
Note that there can be stricter smoking prohibitions locally
- Noisy behaviour, eating and drinking etc. must take place without disturbing others.
- Alcohol must not be consumed during normal working hours, except during the student café's opening hours. The educational director can grant an exception from this prohibition on special occasions.

### IT regulations

- The students must comply with the applicable IT rules.
- The Internet must not be used to download programs, information from websites or communication that is punishable by criminal law, copyright law or other legislation that regulates the use of the Internet.
- Should a student wish to record a sequence of instruction as an audio or visual file, the student must obtain the prior approval of the class and the instructors involved. The

possibility for recording is primarily intended for students with reading problems.

### Reporting breaches

- Breaches of applicable rules are to be reported to the heads of studies, who decide what is to be done. Reporting to the heads of studies must take place in writing or, as soon as possible, be followed up in writing, which can form the basis for presenting the matter to the student. In case any employee witnesses gross violation of the rules, the employee can dispel the student temporarily from KEA until the case has been reported and processed.
- Criminal acts, such as threats, violence, vandalism, arson, theft etc. that take place at KEA are immediately reported to the police.

### Sanctions

- The heads of study can determine which sanctions a breach of KEA's rules are applicable in the form of the following decisions:
- Issuing a warning. The warning will be included in the student's folder for the rest of his or her period of study.
- Prohibition from participating in some of the instructional activities, including the IT system for a period of 2 weeks. The student must be informed of this decision within two days after the decision has been made.
- Being expelled from KEA for a limited period of time, for no more than two weeks. The student must be informed about being expelled for a limited period of time within two days after the decision has been made. The student must be informed of this decision within two days after the decision has been made.
- Being permanently expelled from KEA. The student must be informed about being permanently expelled within two days after the decision has been made. The student must be informed of this decision within two days after the decision has been made.

### Procedure

Prior to making a decision about the case, the student has the possibility to be heard. The student has the right to be accompanied by a representative.

A decision made by the head of studies can be brought before the educational director within two weeks after the student has been informed about the decision.

### Applicability

These rules replace previous rules and are applicable starting 1 January 2013. These rules do not annul local rules.

#### CENTRE FOR EDUCATIONAL QUALITY

Responsible for a number of cross-disciplinary tasks in connection with development and quality assurance of KEA's programmes.

- Development and quality assurance
- The preparation of statistics and analyses
- Evaluations and accreditation, approval of programmes
- Guidance regarding the legal framework for KEA's programmes.

# KEA CAMPUS

## ADDRESSES AT KEA

PROGRAMME	ADDRESS	POSTAL CODE	PHONE
<b>Architectural Technology and Construction Management (international)</b>	Lersø Parkallé 2	2100 Copenhagen Ø	4646 0300
<b>Architectural Technology and Construction Management (Danish)</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Automation Technology</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0300
<b>Business Economics &amp; Information Technology</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0400
<b>Centre for continuing education</b>	Baltorpvej 20 A	2750 Ballerup	4646 0500
<b>Centre for Educational Quality</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Centre for Student Service and Globalisation</b>	Frederikkevej 8-10	2900 Hellerup	4646 0200
<b>Computer Science</b>	Lygten 37	2400 Copenhagen NV	4646 0400
<b>Construction technology</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Design &amp; Business</b>	Frederikkevej 8-10	2900	4646 0200
<b>Design Technology &amp; Business</b>	Landskronagade 64-70	2100 Copenhagen Ø	4646 0200
<b>E-concept Development</b>	Bispevej 5	2400 Copenhagen NV	4646 0400
<b>E-designer</b>	Landskronagade 64-70	2100 Copenhagen Ø	4646 0200
<b>Energy Technology</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0300
<b>Institute for precious metals</b>	Rosenvængets Allé 20 B	2100 Copenhagen Ø	4646 0200
<b>IT Technology</b>	Lygten 37	2400 Copenhagen NV	4646 0400
<b>Jewellery, Technology &amp; Business</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0200
<b>Knowledge Centre 3.0</b>	Landskronagade 64-70	2100 Copenhagen Ø	4646 0200
<b>Management Secretariat</b>	Ryesgade 3F	2200 Copenhagen N	4646 0000
<b>Multimedia Design &amp; Communication</b>	Lygten 16	2400 Copenhagen N	4646 0400
<b>Optometry</b>	Nordre Fasanvej 27	2000	4646 0300

PROGRAMME	ADDRESS	POSTAL CODE	PHONE
<b>Production Technology</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Product Development and Integrative Technology</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Service Engineering, high voltage</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0300
<b>Service Engineering, plumbing</b>	Lyngbyvej 32	2100 Copenhagen Ø	4646 0300
<b>Software Development</b>	Lygten 37	2400 Copenhagen NV	4646 0400
<b>Surveying and Mapping</b>	Prinsesse Charlottes Gade 38	2200 Copenhagen N	4646 0300
<b>Web Development</b>	Lygten 37	2400 Copenhagen NV	4646 0400

## CANTEENS

ADDRESS	Opening hours
<b>Landskronagade 64-70, 2100 Copenhagen Ø, 1. floor</b>	8:00 – 13:00
<b>Lygten 16, 2400 KBH NV, 1. floor</b>	8:00 – 14:00
<b>Lygten 37, 2400 KBH NV, 3. floor</b>	9:00 – 14:00
<b>Nordre Fasanvej 27, 2000 Frederiksberg</b>	7:30 – 14:00
<b>Prinsesse Charlottes Gade 38, 2200 Copenhagen N Building A, basement</b>	8:00 – 14:00 Friday 8:00 – 4:45

## INTERNSHIP COORDINATORS

ADDRESS	NAME	EMAIL
<b>Frederikkevej 8-10, 2900 Hellerup</b>	Asger Halberg Hansen	ahh@kea.dk
<b>Landskronagade 64-70, 2100 KBH Ø</b>	Asger Halberg Hansen	ahh@kea.dk
<b>Lersø Parkallé 2, 2100 KBH Ø</b>	Michael H. Neldeberg	mhn@kea.dk
<b>Lygten 16, 2400 KBH NV</b>	Henning Schou	hesc@kea.dk
<b>Lyngbyvej 32, 2. og 3. sal, 2100 KBH Ø</b>	Jørgen Gorm Hansen	jogh@kea.dk
<b>Nordre Fasanvej 27, 2000 FRB</b>	Anette Ristorp Ohlsen	aro@kea.dk
<b>Prinsesse Charlottes Gade 38, 2200 KBH NV</b>	Christian Lystager	cly@kea.dk
<b>Prinsesse Charlottes Gade 38, 2200 KBH NV</b>	Jens Boelt Gregersen	jbg@kea.dk
<b>Prinsesse Charlottes Gade 38, 2200 KBH NV</b>	Michael H. Neldeberg	mhn@kea.dk

## GUIDANCE ON EDUCATIONAL AID AND PUBLIC FUNDING

ADDRESS	ADMINISTRATION, OPENING HOURS	EMAIL
<b>Lersø Parkallé 2, 2100 KBH Ø</b>	Klokken 7:30 - 15:00	4646 0300
<b>Frederikkevej 8-10, 2900 H</b>	Klokken 8:00 - 12:45	4646 0200
<b>Landskronagade 64-70, 2100 KBH Ø</b>	Klokken 8:00 - 12:45	4646 0200
<b>Lygten 16 2200 KBH N</b>	Klokken 9:00 - 15:00	4646 0400
<b>Lygten 37, 2200 KBH N</b>	Klokken 9:00 - 15:00	4646 0400
<b>Prinsesse Charlottes Gade 38, 2200 KBN N</b>	Klokken 8:00 - 15:30 Fredag 8:00 - 15:00	4646 0300

## HEADS OF STUDY FOR THE PROGRAMMES

ADDRESS	HEAD OF STUDY	EMAIL
Architectural Technology and Construction Management <b>Lersø Parkallé 2, 2100 KBH Ø</b>	Charlotte Møller	cham@kea.dk
Architectural Technology and Construction Management <b>Prinsesse Charlottes Gade 38, 2200 KBH N</b>	Claudio S. Testa	<a href="mailto:cst@kea.dk">cst@kea.dk</a>
Automation Technology <b>Lyngbyvej 32, 2100 KBH Ø</b>	Annette Weibel Floor	<a href="mailto:awf@kea.dk">awf@kea.dk</a>
Business Economics & Information Technology, <b>Lyngbyvej 32, 2100 KBH Ø</b>	Ola Pukki	<a href="mailto:opu@kea.dk">opu@kea.dk</a>
Computer Science <b>Lygten 37, 2400 KBH NV</b>	Jesper Nordentoft	<a href="mailto:jes@kea.dk">jes@kea.dk</a>
Construction Technology <b>Prinsesse Charlottes Gade 38, 2200 KBH N</b>	Claudio S. Testa	<a href="mailto:cst@kea.dk">cst@kea.dk</a>
Design & Business <b>Frederikkevej 8-10, 2900 Hellerup</b>	Annette Havkær	<a href="mailto:ah@kea.dk">ah@kea.dk</a>
Design Technology & Business <b>Landskronagade 64-70, 2100 KBH Ø</b>	Morten H. Pedersen	<a href="mailto:mhp@kea.dk">mhp@kea.dk</a>
E-concept Development <b>Bispevej 5, KBH NV</b>	Michael J. Frederiksen	<a href="mailto:mjf@kea.dk">mjf@kea.dk</a>
E-design <b>Landskronagade 64-70, 2100 KBH Ø</b>	Bo Pedersen	<a href="mailto:bope@kea.dk">bope@kea.dk</a>
Energy Technology <b>Lyngbyvej 32, 2100 KBH Ø</b>	Annette Weibel Floor	<a href="mailto:awf@kea.dk">awf@kea.dk</a>
Institute for Precious Metals <b>Rosenvængets Alle 20 B, 2100 KBH Ø</b>	Bo Pedersen	<a href="mailto:bope@kea.dk">bope@kea.dk</a>
IT Technology <b>Lygten 37, 2400, KBH NV</b>	Henrik R. Andersen	<a href="mailto:hra@kea.dk">hra@kea.dk</a>

ADDRESS	HEAD OF STUDY	EMAIL
Jewellery, Technology & Business <b>Rosenvængets Allé 20 B, 2100 KBH Ø</b>	Bo Pedersen	<a href="mailto:bope@kea.dk">bope@kea.dk</a>
Multimedia Design & Communication <b>Lygten 16, 2400, KBH NV</b>	Ola Pukki (International) Michael Holmstrøm (Danish)	<a href="mailto:opu@kea.dk">opu@kea.dk</a> <a href="mailto:mho@kea.dk">mho@kea.dk</a>
Optometry <b>Nordre Fasanvej 27, 2000 FRB</b>	Michael A. Johansen	<a href="mailto:miaj@kea.dk">miaj@kea.dk</a>
Product Development and Integrative Technology <b>Prinsesse Charlottes Gade 38, 2200 KBH N</b>	Michael A. Johansen	<a href="mailto:miaj@kea.dk">miaj@kea.dk</a>
Production Technology <b>Prinsesse Charlottes Gade 38, 2200 KBH N</b>	Michael A. Johansen	<a href="mailto:miaj@kea.dk">miaj@kea.dk</a>
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### KNOWLEDGE CENTRE 3.0

The Knowledge Centre cooperates with all programmes across KEA within the areas of sustainability, materials technology and entrepreneurship. KEA's students and instructors are partners as users and producers of, for example, projects that actively contribute to an innovative learning environment in KEA's programmes.

The Knowledge Centre works together with trade associations, NGOs, municipalities, educational and knowledge institutions and the private business community. You can read about ongoing and finished projects at:

<https://www.kea.dk/da/topmenu/videncenter-30/>

#### **Introduction to the Knowledge Centre in Danish and English for the students**

- Projects such as Youth Fashion Summit, FLIBA, ITMV and Summer School
- PHD studies – why they are of interest to students
- MaterialConneXion, library
- Entrepreneur workshops and sparring about business and product ideas

Center for Studiekvalitet  
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