



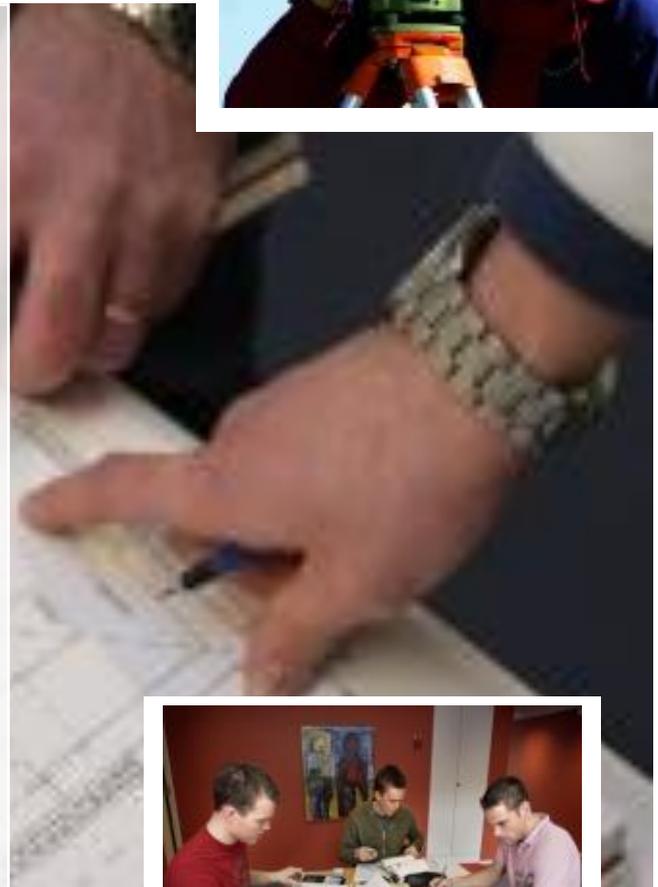
BYGNINGSKONSTRUKTØR



# Curriculum

Bachelor of Architectural Technology  
and Construction Management

Autumn 2014



## Objective of the curriculum

The Ministry of Higher Education and Science requires a curriculum to include a national section for all providers of the study programme as well as an institutional section for the individual educational institutions. This Curriculum constitutes the institutional section, as can be seen from the table of contents. The national section is found separately on [www.ucnorth.dk](http://www.ucnorth.dk).

The national section has been prepared by the committee for the Architectural Technology and Construction Management, the Construction Technology, and the Surveying and Mapping programmes with the following representatives:

University College Northern Denmark – Bruno Larsen  
VIA University College – Ole Lynggaard  
Business Academy Southwest – Mogens Præst  
Lillebaelt Academy of Professional Higher Education – Gorm Guldmann  
Copenhagen School of Design and Technology – Bo Pedersen  
Zealand Institute of Business and Technology – Kirsten Nielsen

This institutional section has been prepared at the University College Northern Denmark, the Architectural Technology and Construction Management programme.

The objective of the curriculum is to

- translate the overall legislation into a common curriculum, which describes the general conditions of the above programmes;
- ensure uniformity across the programmes;
- enable students to move between different learning environments with full credit; and
- ensure a common touch in the curricula in terms of form and content.

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## Curriculum – Institutional section

### Order of examinations by semesters

Scheduled time	Exam	ECTS	Internally/externally assessed	Assessment
1st semester		-	Internally	Pass/fail
2nd semester	1st year exam Plot and house 2-3 storeys	60	Externally	7-point grading scale
3rd semester	3rd semester Industrial buildings	25	Internally	7-point grading scale
	3rd-semester elective	5	Internally	7-point grading scale
4th semester	4th semester Multi-storey residential and commercial buildings	25	Internally	7-point grading scale
	4th semester elective	5	Internally	7-point grading scale
5th semester	5th semester Renovation and conversion	15	Internally	7-point grading scale
	5th semester specialisation module	10		
	5th semester elective	5	Internal	7-point grading scale
6th semester	6th semester Internship	30	Internal	7-point grading scale
7th semester	7th semester elective	10	Internally	7-point grading scale
	Bachelor	20	Externally	7-point grading scale

Please see eCampus for practical information about the exams.

### **Framework and criteria for the study programme exams**

#### **General for all exams**

Please see the UCN examination regulations here: [UCN Examination Regulations](#)

## ***Exams in the compulsory educational components***

### ***Compulsory educational component: Plot and house 2-3 storeys***

1st-year exam

#### **Exam attendance prerequisites, including obligation to participate**

It is a prerequisite for sitting the 1st-year exam that the students have participated in the tuition and the project work on a continuing basis. Study activity is documented partly by the use of portfolios in which the study process is rendered visible, partly through the interdisciplinary project work from which the students should have acquired and documented learning corresponding to the overall theme and objective of the project. The first part of the project work will be based on group work followed by an individual period. In the group work, the group members must divide the workload fairly between them, and all material must be marked with the author so that it is possible to make individual assessments of the students.

The written project, which constitutes the assessment as well as the examination basis, must

comply with the formal requirements, cf. below.

If just one of these requirements is not complied with, the students may not sit the exam, and they will be considered to have made an exam attempt.

Material without a visible indication of author will not be assessed at the exam. The project must be posted/ready according to the timetable, and the examinee must be ready for an oral defence (cf. timetable etc. on eCampus). Otherwise, the students will be considered to have made an exam attempt.

#### **Exam form and procedure**

The exam is an externally assessed oral examination based on a written interdisciplinary project, which consists of a group and an individual part. The exam starts with a group presentation, followed by individual presentations and examinations.

The exam is graded according to the 7-point grading scale.

The group may have up to four members.

The exam is worth 60 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written, graphical and the oral performance according to the assessment criteria.

The exam is a combination of presentation and defence. The distribution can be seen in the exam folder on eCampus. Each examination is concluded with a grading and feedback. Exam duration is 35 minutes per examinee, including time for deliberations.

**Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Plot and house. Writing and spelling skills form part of the assessment.

The project work will be assessed according to the following criteria:

- The discipline-specific knowledge, the solutions used and their documentation
- The interdisciplinarity and clarity of the assignment work
- The working method and process chosen
- The oral presentation and argumentation

The learning outcomes are described in the national section of this Curriculum.

**Scheduled time**

The exam takes place at the end of the 2nd semester. Further information about time and location and submission of the written group project can be found on eCampus.

**Examination language**

Danish line: Danish

International line: English

**Legal sanctions from not passing the exam**

The exam must be passed before the end of the 2nd year of study in order for the students to continue the study.

The students are automatically registered for the next resit exam. If students fail the resit exam, they are automatically registered for the next ordinary exam. This will be their third and last attempt. The students are not entitled to participate in the tuition in the semester again, but they may apply for permission to do so in exceptional circumstances. The application is sent to the student advisor.

***Compulsory educational component: Industrial buildings***

This compulsory educational component is placed in the 3rd semester.

**Exam attendance prerequisites, including obligation to participate**

It is a prerequisite that the students have participated in the "Innovation week" and the "Building site week" in order to sit the compulsory educational component exam.

If students fail to participate in the above, they must prepare a report, the topic of which is set by the lecturer, worth the ECTS credits allocated to the above course.

**Exam form and procedure**

The exam is an internally assessed oral examination based on a written interdisciplinary project, which includes a group and an individual part. The exam starts with a group presentation, followed by individual presentations and examinations.

The exam is graded according to the 7-point grading scale.

The exam is worth 25 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written, graphical and the oral performance according to the assessment criteria.

The exam is a combination of presentation and defence. The distribution can be seen in the exam folder on eCampus. Each examination is concluded with a grading and feedback. Exam duration is 30 minutes per examinee, including time for deliberations.

**Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Industrial buildings. Writing and spelling skills form part of the assessment.

The project work will be assessed according to the following criteria:

- The discipline-specific knowledge, the solutions used and their documentation
- The interdisciplinarity and clarity of the assignment work
- The working method and process chosen
- The oral presentation and argumentation

The learning outcomes are described in the national section of this Curriculum.

**Scheduled time**

The exam takes place at the end of the 3rd semester. Further information about time and location and submission of the written group project can be found on eCampus.

**Examination language**

Danish line: Danish with selected parts of the presentation in English

International line: English

**Legal sanctions from not passing the exam**

The students are automatically registered for the next resit exam. If students fail the resit exam, they are registered for the next ordinary exam, which will be the third and last attempt. The students are not entitled to participate in the tuition in the semester again, but they may apply for permission to do so in exceptional circumstances. The application is sent to the student advisor.

## ***Compulsory educational component: Multi-storey building***

This compulsory educational component is placed in the 4th semester.

### **Exam attendance prerequisites, including obligation to participate**

There are no exam prerequisites in the 4th semester.

### **Exam form and procedure**

The exam is an internally assessed oral examination based on a written interdisciplinary project, which includes a group and an individual part. The exam starts with a group presentation, followed by individual presentations and examinations.

The exam is graded according to the 7-point grading scale.

The exam is worth 25 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written, graphical and the oral performance according to the assessment criteria.

The exam is a combination of presentation and defence. The distribution can be seen in the exam folder on eCampus. Each examination is concluded with a grading and feedback. Exam duration is 30 minutes per examinee, including time for deliberations.

### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Industrial buildings. Writing and spelling skills form part of the assessment.

The project work will be assessed according to the following criteria:

- The discipline-specific knowledge, the solutions used and their documentation
- The interdisciplinarity and clarity of the assignment work
- The working method and process chosen
- The oral presentation and argumentation

The learning outcomes are described in the national section of this Curriculum.

### **Scheduled time**

The exam takes place at the end of the 4th semester. Further information about time and location and submission of the written group project can be found on eCampus.

### **Examination language**

Danish line: Danish with selected parts of the presentation in English

International line: English

### **Legal sanctions from not passing the exam**

The students are automatically registered for the next resit exam. If students fail the resit exam, they are registered for the next ordinary exam, which will be the third and last attempt. The students are not entitled to participate in the tuition in the semester again, but they may apply for permission to do so in exceptional circumstances. The application is sent to the student advisor.

### ***Compulsory educational component: Renovation***

This compulsory educational component is placed in the 5th semester.

#### **Exam attendance prerequisites, including obligation to participate**

The obligation to participate can be met by participating in two elective educational components with a view to sitting the compulsory educational component exam.

If students fail to participate in the above, they must prepare a report, the topic of which is set by the lecturer, worth the ECTS credits allocated to the above course.

#### **Exam form and procedure**

The exam is an internally assessed oral examination based on a written interdisciplinary project, which includes a group and an individual part. The exam starts with a group presentation, followed by individual presentations and examinations.

The exam is graded according to the 7-point grading scale.

The exam is worth 25 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written, graphical and the oral performance according to the assessment criteria.

The exam is a combination of presentation and defence. The distribution can be seen in the exam folder on eCampus. Each examination is concluded with a grading and feedback. Exam duration is 30 minutes per examinee, including time for deliberations.

#### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Industrial buildings. Writing and spelling skills form part of the assessment.

The project work will be assessed according to the following criteria:

- The discipline-specific knowledge, the solutions used and their documentation
- The interdisciplinarity and clarity of the assignment work
- The working method and process chosen

- The oral presentation and argumentation

The learning outcomes are described in the national section of this Curriculum.

### **Scheduled time**

The exam will take place at the end of the 5th semester. Further information about time and location and submission of the written group project can be found on eCampus.

### **Examination language**

Danish line: Danish with selected parts of the presentation in English

International line: English

### **Legal sanctions from not passing the exam**

The students are automatically registered for the next resit exam. If students fail the resit exam, they are registered for the next ordinary exam, which will be the third and last attempt. The students are not entitled to participate in the tuition in the semester again, but they may apply for permission to do so in exceptional circumstances. The application is sent to the student advisor.

## ***Elective educational components***

The programme includes elective educational components worth 55 ECTS.

The programme has the following elective educational components:

Written elective educational components (electives):

- 5 ECTS in the 3rd semester
- 5 ECTS in the 4th semester
- 5 ECTS in the 5th semester
- 10 ECTS in the 7th semester

Project-related reflection in the 5th semester worth 10 ECTS

The bachelor project in the 7th semester worth 20 ECTS

### **Learning outcomes**

#### ***Knowledge***

The students should have acquired knowledge about

- the theory and practice of the selected subject(s); and
- the relevance of the selected topic(s) to constructional issues.

#### **Skills**

The students should be able to

- select, describe and undertake literature search for an elective discipline-specific problem statement;
- discuss processual and analytical skills related to the selected topic(s);

- assess problems and suggest solutions in the context of the chosen topic(s); and
- communicate central results.

### **Competences**

The students should be able to

- independently acquaint themselves with new topics within the theory or practice of the subject field; and
- elaborate the chosen subject(s) and relate it/them to the other study programme subject fields.

### ***Elective educational components (written electives) in the 3rd, 4th, 5th and 7th semester***

Electives are separate study components with an appointed supervisor. The learning outcomes of the electives are to acquire knowledge and skills in one or more selected areas within the profession area and at the same time develop competences, as described in the qualifications framework for higher education.

The qualifications framework states that: Students *"Must be able to identify their own learning needs and develop their own knowledge, skills and competences related to the profession"*. Further, in the course of the study programme, the students must be able to document the communicative skills requirement: Students *"Must be able to communicate practice-oriented and academic issues and solutions to collaboration partners and users."* The objective of the electives are thus that the students should be able to identify their own learning needs, acquire the necessary knowledge and address it in writing as well as communicate it to their collaborators. The elective reports of the architectural technology and construction management programme at UCN should therefore be directed to the appointed supervisor at a level corresponding to their supervisor being the recipient.

Further, the electives will motivate the students in their competence acquisition. The qualifications framework says: *"The distinction between skills and competences is where students, using their own initiative, independently transfer specific skills to new areas, relationships and actions."*

The elective part of the programme should be seen as an opportunity for students to aim their studies in a deliberate direction and be able to absorb themselves in professionally relevant topics and thereby support the interdisciplinary projects and give them theoretical depth.

### **Elective catalogue**

UCN has developed an elective catalogue, which provides a deeper insight into the objectives of the electives in the individual semesters as well as communicates the practical aspects of the electives. [The Elective catalogue](#) can be found on eCampus.

## Formal electives requirements

### Prerequisites

For students to be able to have their elective assessed, it must be academically honest. The assignment must meet the formal requirements and be submitted correctly and in due time.

### The written assignment

#### *Contents*

- Problem statement
- Explanation of a profession-related problem and presentation of the arguments for its relevance
- Statement of reasons for the restriction of scope into a research question

#### *Methodology*

- Description and reasoned choice of (empirical data,) theory and method for answering the research question
- Description of literature search

#### *Analysis/discussion*

- The data and theory used in the elective must be discussed and analysed in relation to the chosen research question

#### *Conclusion/elaboration*

- *Should be in relation to the stated problem statement*

#### *Reference list*

- *Including all sources used in the elective*

#### *Appendices*

- *Include only appendices central to the elective. It must be possible to read and understand the elective without appendices, as appendices are not assessed*

#### *Formal requirements*

The extent of the written elective differs on the semesters. The extent and scope requirement can be found in the elective catalogue. Please see UCN's regulations on written assignments

### Submission

The written assignment must be submitted as stated in UCN's Elective catalogue (see eCampus).

A digital version of the elective must be submitted. It will be used to control if plagiarism is present in the work.

**Non-compliance with *content requirements*:**

If a written assignment has academically dishonest contents or if it contains intellectual property of others, e.g. text, figures, tables, templates etc., without references to the source(s) (plagiarism), cf. UCN's written assignment requirements, it will be rejected on the grounds that the obligation to participate and thus the content requirements have not been met. This means that the students will be considered to have made an exam attempt.

A rejection of an assignment and non-compliance with formal requirements will furthermore be registered as non-compliance with the requirement for active participation in studies regarding cessation of registration as a student with UCN and receipt of SU, if the student is so eligible. Please see the regulations on this matter.

## ***Internship***

### ***6th semester: Internship***

The compulsory internship period in the Architectural Technology and Construction Management programme is placed in the 6th semester and is worth 30 ECTS credits. The students can do their internship in one or more companies within the profession area, and the choice of internship company may contribute to an even more clear-cut profile for the individual students. During the internship, the students work on relevant discipline-specific issues within the core areas of the study programme and achieve knowledge of relevant business functions.

The internship is placed at the end of the study in order to enable the students to use the acquired skills in practice and thus give them knowledge and understanding of practical matters as well as applied methods, processes and work functions in a company.

The internship period may take place abroad.

The internship companies must be approved by the educational institution. An internship coordinator and supervisor will be appointed to follow the student throughout the internship period, and there will be a collaboration between internship coordinator and supervisor, internship company and student with a view to following up on the specific goals and problems and issues set up by the student in cooperation with the internship supervisor and the internship company. This is subsequently guiding for the planning of the students' work in the internship period and forms part of the examination in the final exam, cf. the section on assessment criteria.

The learning outcomes of the internship appear from the national section of this Curriculum.

The internship should be likened to a full-time job with the same requirements for working hours, effort, commitment and flexibility that Architectural Technology and Construction Management graduates can expect to meet in their first jobs.

### **Exam attendance prerequisites, including obligation to participate**

The guidelines for the implementation of the internship can be found in UCN's internship guidelines, which are available on eCampus under [Internship](#).

The students must meet the following requirements in order to sit the exam:

- The Internship Portal's requirements for filling in of internship contract, learning outcomes, log, etc.
- The written report, which constitutes the assessment as well as the examination basis, must
  - comply with the formal requirements, cf. below; and
  - be submitted in due time according to the submission deadline, which can be found on eCampus.

Non-performance of one or more prerequisites means that the students may not participate in the exam, and that they will be considered to have made an exam attempt.

### **Exam form and procedure**

The exam is an internally assessed oral individual examination based on a written internship report, which includes a process part, a theoretical part and reflection.

The exam is graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

### **Formal written project requirements**

The report must include:

- Cover page with title
- Title page
- Table of contents
- Learning outcomes as listed when filling in the Internship Portal
- Reflection on learning outcomes
- Discussion of positive and negative experience during internship
- Conclusion on the fulfilment of the learning outcomes
- Appendices (include only appendices central to the report)

The project must total at least ten and no more than 20 standard pages.

A standard page is 2,400 characters including spaces and footnotes. Said pages are exclusive of cover page, table of contents and appendices.

One individual overall grade is given based on an overall evaluation of the written and oral performance.

**Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the internship.

The learning outcomes are described in the national section of this Curriculum. The individual learning outcomes must be set up according to these as well as to the PULSE approach; head, heart and legs.

The internship is aimed at a future employment as an architectural technology and construction management graduate and is to be completed in a private or public company in Denmark or abroad. The internship company must offer internship assignments with a work content that is relevant to the study programme, as well as guidance.

The assessment is made by UCN examiners (internal assessment). An opinion from the internship company is welcome – but is only for the student's use.

**Scheduled time**

The exam takes place at the end of the 6th semester. Further information about time and location and submission of the written report can be found on eCampus under Internship.

**Examination language**

Danish line: Danish

International line: English

***The final professional bachelor's project*****Exam attendance prerequisites, including obligation to participate**

All previous exams must be passed in order to sit the 7th-semester exam.

**Exam form and procedure**

The bachelor project is to document the student's understanding of and ability to reflect on the profession's practises and use of theories and methods in relation to a practise-related problem. The problem statement, which must be central to the study programme and the profession, must be formulated by the student, possibly in collaboration with a private or public company. The educational institution must approve the problem statement and research question.

The bachelor project may be prepared individually or in groups of two or three students. It must be prepared on the basis of a problem statement and research question approved by the study programme. The students themselves choose and formulate their problem statement and research question. Based on that, the learning procedure is conducted in such a way that the students can document their ability to reflect on the practice of the profession and the use of theories and methods.

The bachelor project exam will feature an individual oral defence based on the prepared material, either posted on boards or through a digital presentation.

The exam is graded according to the 7-point grading scale.

The exam is worth 20 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written, graphical and the oral presentation.

The exam is a combination of presentation and defence. The distribution can be seen in the exam folder on eCampus. Each examination is concluded with a grading and feedback. Exam duration is 55 minutes per examinee, including time for deliberations.

### **Assessment criteria**

The exam is assessed according to criteria set out in Ministerial Order no. 1521 of 16 December 2013 on Academy Profession Programmes and Professional Bachelor Programmes. *[The students must thus] document [their] understanding of practice and central applied theory and methodology in relation to a practice-centred issue. The problem statement, which must play a central role for the programme and the trade, is drawn up by the student, possibly in collaboration with a private or public enterprise. The institution approves the problem statement.*

Writing and spelling skills form part of the assessment.

### **Scheduled time**

The exam will take place at the end of the 7th semester. Information about time can be found on eCampus.

### **Examination language**

Danish line: Danish

International line: English

### **Legal sanctions from not passing the exam**

The students are automatically registered for the next resit exam. If students fail the resit exam, they are registered for the next ordinary exam, which will be the third and last attempt. The students are not entitled to participate in the tuition in the semester again, but they may apply for permission to do so in exceptional circumstances. The application is sent to the student advisor.

### ***Educational components that may take place abroad***

University College Northern Denmark has exchange agreements with a number of educational institutions and universities abroad. It is possible to go abroad on an exchange stay of up to six months during the programme. It is also possible to take one's internship abroad. The host company receiving the student must agree to a series of learning outcomes that the student and University College Northern Denmark have collectively agreed.

Each of the educational components of the study programme may take place abroad if students apply for and are granted pre-approval of credit transfer by the study programme.

Upon pre-approval of a study abroad period the students must, after conclusion of their study abroad, document the completed educational components of the approved study abroad. In connection with the pre-approval, the students must give their consent to the institution obtaining the necessary information following completed study abroad.

For the final approval of pre-approved credit transfer, the educational component is considered completed if it is passed in accordance with the regulations applying to the study programme.

### ***Learning and teaching forms***

In the programme we use a wide range of learning and teaching methods that combined support the student in achieving the learning outcomes described in this Curriculum.

The learning and teaching methods are based on UCN Technology's common learning and teaching approach. The approach is based on the PULSE philosophy about "the whole person", which describes the learning outcome as three-dimensional, namely:

- Head: "Knowledge, reflection and the ability to generate ideas"
- Heart: "Personal insight and development, relations and co-operation"
- Legs: "Initiative and responsibility"

Through the educational process, learning conditions are created to enable students to develop professional competences in order to be able to function independently in the industry and to continue in qualifying further education and training. The learning processes are organised so that the students acquire and develop independence, interpersonal skills as well as the ability to reflect on the profession and the learning process. It is important for the students to be able to identify the necessary learning needs and to acquire the necessary knowledge and skills to make them competent architectural technology and construction management/construction technology graduates who are able to provide technical innovation within the professional field. We therefore have a constructivist approach to learning at the architectural technology and construction management programme at UCN. In an educational context, constructivism is a learning theory where one believes that knowledge is not transmitted unchanged from person to person, but is an active process where knowledge is recreated in a new context. This means that in a constructivist perspective, the learning process is very important and must be compared with the knowledge acquired by the individual. Knowledge can be acquired as a product of individual mental processes and as a product of collaboration. This means that on the architectural technology and construction management programme we have a focus on several areas: process, collaboration, problem solving, reflection, meta-cognition, communication and self-evaluation.

Learning and teaching forms as well as work forms reflect the academic content and hereby support the development of knowledge, skills and competences. Variation, differentiated work forms and the use of relevant media contribute to the students experiencing perspec-

tive and coherence between the individual subject areas and the various study programme learning projects.

The tuition forms and the methods used in the programme seek to promote creative qualities and innovative competences. Versatile learning and teaching forms as well as work forms make it possible to accommodate differences in the learning styles of the individual students and enable them to acquire study competences that go beyond the preferred learning style, allowing more holistic and deeper learning.

The learning and teaching forms in the Danish and the international lines will have the same end objectives; however there will be differences through the semesters. The tuition will be based on the students' preconditions and the study resources they possess when starting on the programme.

### ***Problem-based learning***

We practice problem-based learning to support the constructivist understanding of learning and teaching, and we use tuition methods that prepare students to manage themselves in a changing society. The tuition throughout the programme will be a combination of communication through traditional teaching, assignments, self-study, guided discussions and project work. All supported by reflection and absorption. In each semester there will be one or more general projects linked to the semester theme. Throughout the studies there will be a progression in the students' ability to adapt their learning in an intended direction, where Ministerial Order no. 715 of 7 July 2009 on the Bachelor's Degree Programme of Architectural Technology and Construction Management (the Programme Order) lays down the overall framework.

Studying in a problem-based environment means that students are required to identify the necessary tasks and solve them in collaboration with supervisors and fellow students. The legal basis forms the overall framework followed up by this Curriculum and the semester plans for each semester.

Programmes are designed for professional and educational progression, and the internship provides the students with the opportunity to combine theoretical knowledge with practical skills. It also makes it possible for students to generate knowledge and skills in close contact with the profession. The individual student will end up being the agent of change and the reflective practitioner; someone who can navigate in a rapidly changing society.

### ***Portfolio and process guidance***

In the UCN architectural technology and construction management programme, portfolio work is essential for documenting the work processes of the students. We distinguish between different forms of portfolios: process portfolio, presentation portfolio and competence portfolio.

The process portfolio which begins at study start, must include the students' development perspective and express the responsibility they exhibit in relation to their learning process.

This portfolio will thus include the students' goals, reflections, follow-up on goals and self-evaluations as well as follow-up on feedback from examinations and evaluations. The portfolio must also show the opportunities acquired by the students through their study and in that way contribute to underpinning the individualisation.

The work on the process portfolio is supported by a process supervisor appointed by the institution. The aim of process guidance is to assist the students in their learning process.

### ***Guidelines for differentiated learning***

The architectural technology and construction management programme offers a differentiated course of study in the 1st semester. This is designed to allow for joint studies for students with very different backgrounds. Differentiated courses of study are offered in basic mathematics and basic building and construction understanding, respectively.

Differentiated building and construction is targeted at students who enter the programme with a good knowledge of theoretical and study-related disciplines, but who would benefit from an increased understanding of building and construction. The course may include site visits, construction, material and product understanding as well as drawing technique.

Differentiated mathematics targets the tradesmen who need to update their mathematical skills and is planned so that each student can use their time most optimally. The course includes instruction in algebra and equations at a level which makes it possible to follow the coeducation in the semester.

The work form enables students to acquire knowledge, skills and competences at various levels, and the work form allows each student to acquire knowledge, considering his/her own learning style.

We have divided the tuition into four learning spaces that support their own separate learning styles. The four learning spaces are:

- The 'classroom space', using traditional tuition with lectures/blackboard teaching
- The 'study space' where students acquire knowledge through self-study or discussions / discussions facilitated by teachers.
- 'The workshop space' where students work on assigned tasks.
- The 'project space', where the students work on elective problems or issues within a limited area

To acquire a holistic understanding of learning, it is important to use all four learning spaces. Each space has its own learning style, and we want our students to be able to benefit from all learning spaces through their study.

### ***Credit transfer for the elective educational components***

Passed elective educational components are equivalent to the similar educational components at other educational institutions that offer this study programme as well as in other programmes.

Pre-approved credit transfer can be applied for if credit is requested for educational components not offered by the programme.

### ***Obligation to participate***

For the teaching and learning methods of the study programme to work as intended, students are under an obligation to participate, which includes an obligation to submit or present assignments/projects.

The obligation to participate may also be a prerequisite for exam participation.

Furthermore, some programme elements may have compulsory attendance. This will appear from the semester plans.

An obligation to participate and an obligation to attend, if any, that are prerequisites of participating in exams, will appear from the description of the individual exam.

### ***Criteria for assessing study activity***

Registration may be terminated for students who have not been participating actively in studies for a continuous period of at least one year.

The definition of study activity is that within the past 12 months the students

- have participated in at least two different exams;
- have passed at least one exam;
- have fulfilled their obligation to participate in any kind of activity that is part of the education, including group projects, joint projects, distance learning activities etc. as described in this Curriculum, that are prerequisites for participating in exams as described in the curriculum; the coursework being academically honest and not including material which is the copyright of others; and
- have attended activities to which an obligation to attend applies as stated in this Curriculum.

Non-compliance with one or more criteria in the definition of study activity may cause cessation of registration as a student.

Periods in which the students have not participated actively in studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count against the period of 12 months required for participating actively in studies. On request, the students must provide documentation of such matters.

The study programme may ignore these stipulations in exceptional circumstances. The application for exemption should be submitted to the programme director.

Before registration is terminated, the individual students will be notified in writing. In connection with such notification, the students will be made aware of the above rules. The letter to the students must state that they have 14 days to document that periods in which they did not participate actively in studies should not count in; together with a deadline for making an appeal for exemption.

If the students have not responded within the fixed deadline, their registration as students will be terminated.

If the students request that registration is not terminated, the procedure will be suspended until the programme director has decided the case.

The students may make a complaint about the decision to the programme director within two weeks of receipt of the decision. See the Examination Regulations for an elaboration of the procedure.

The rules about the exams in which the students must have participated before the end of the 2nd semester and passed before the end of the 2nd semester according to Ministerial Order no. 1519 of 16 December 2013 on examinations in higher education programmes (the Exam Order), and where deadlines for completion of the education are laid down in the Programme Order, remain in force regardless of the stipulations in this document.

## ***Language***

The teaching materials are in English, and the lessons are taught in English.

The students' English skills must meet the requirements of the Ministerial Order on Admission to Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes (the Admission Order). Students are not required to have any knowledge of foreign languages other than that stated in the Admission Order.

### ***Examination language***

The exams will be conducted in English.

## ***Illness resit examinations and resit examinations***

### ***Illness resits***

Students who were prevented from attending an exam owing to verified illness will be able to resit the exam cf. [UCN Examination Regulations](#).

It is the students' responsibility to stay informed on when (illness) resit exams will be held. Information about time and place for resits can be found on eCampus.

Illness must be verified by a medical certificate. UCN must receive the medical certificate within three working days after the exam was held.

## **Resits**

Students who have not passed an exam, including "not passed" based on "non-attendance", are automatically registered for a resit, as long as exam attempts exist, cf. [UCN Examination Regulations](#).

The resit may be identical with the next ordinary exam.

It is the students' responsibility to stay informed about when resits will be held.

Information about time and place for illness resits can be found on eCampus.

The programme can grant exemption from continued registration when this is founded in exceptional circumstances, including documented disability.

## **Study aids for exams**

Any rules governing restriction of the use of study aids will appear from the description of the individual exam.

## **Special exam arrangements**

Students may apply for special exam conditions if their medical condition or relevant specific disabilities qualify them to do so. The application must be submitted to the programme not later than four weeks before the exam is to be held. The application deadline may be extended in cases of sudden health problems. The application must be accompanied by a medical certificate; a statement from e.g. a speech, hearing, dyslexia or blind institute; or other evidence of health conditions or a relevant specific disability.

Students whose mother tongue is not English may apply for permission to bring dictionaries to exams.

Applications for permission to bring study aids other than dictionaries must be submitted to the programme not later than four weeks before the exam is to be held.

## **Academic misconduct at exams**

On submission of a written exam assignment, the students must confirm by signature that the assignment was prepared without undue help.

## **Use of own work and that of others – plagiarism**

Academic misconduct at exams in the form of plagiarism are instances where a written assignment/project, in full or in part, appears to have been made by the students themselves, even though the assignment

1. includes identical or near-identical wording of other people's statements or works where the text is not set off by quotation marks, italics, indentation or any other

clear indication with a reference to the source, cf. UCN's requirements for written work;

2. includes substantial sections of text that are so similar to another work in wording etc. that on comparison it is clear that the sections could not have been written without the use of the other work;
3. includes the use of the words or ideas of others without giving due credit to the sources; and
4. re-uses text and/or central ideas from their own previously assessed works without observing the stipulations in sections 1 and 3.

### ***Disciplinary actions in events of academic misconduct and disruptive behaviour during an exam***

- An examinee who without question unduly obtain help; or
- helps another student answer an assignment; or
- uses non-authorised aids; and
- an examinee who behaves in a disruptive manner

at an exam may be expelled from the exam room while the exam is taking place by the programme director, a person authorised by the director, or jointly by the assessors. In such cases, the justification of the expulsion from the exam room will be assessed in connection with the subsequent decision on the sanctions to be imposed.

In cases of less serious disturbing behaviour, the students will first be given a warning.

### ***Suspected academic misconduct at exams, including plagiarism, during and after the exam***

If during or after an exam, an examinee is suspected of

- having obtained or provided undue help;
- passing off another person's work as their own (plagiarism), or
- having used his/her own previously assessed work or parts of it without reference (plagiarism), this will be reported to the programme.

### ***The process of identifying academic misconduct, including plagiarism***

#### ***Suspension of the exam***

If the reported misconduct regards plagiarism in a written assignment that is to make up the basis of assessment for a subsequent oral exam, the programme director will suspend the exam if the matter cannot be settled before the fixed examination date.

### ***Form and contents of the report of misconduct***

Misconduct must be reported without undue delay. The report must include a written presentation of the case with information to identify the reported persons, as well as a brief account of the matter and the existing evidence. Previous incidents of academic misconduct by one or more of the reported students must be stated explicitly.

When plagiarism is reported, the plagiarised sections must be marked with a clear reference to the sources from which they are plagiarised. The plagiarised text must also be indicated in the source text.

### ***Involving the examinee – hearing of the parties***

The programme director decides whether the hearing of the students will be oral, made in writing or a combination.

For an oral hearing, the examinee will be summoned for a talk for further clarification of the case where he/she will be presented with the documentation of the assumption of academic misconduct and be able to state his/her point of view. The examinee has a right to bring a companion.

For a written hearing, the documentation of suspected academic misconduct will be sent to the students requesting them to state their point of view in writing.

### **Sanctions against academic misconduct and disruptive behaviour during exams**

If the suspected misconduct is confirmed after the matter has been investigated, and if the misconduct has had or may be having an influence on the assessment of the examinee's performance, the programme director will suspend the examinee from the exam.

For less serious offences, the examinee will first receive a warning.

In aggravating circumstances, the programme director may suspend the examinee for a period of time. In such cases, the examinee will receive a written warning that any further instances of misconduct may lead to expulsion.

A period of suspension means that any grades awarded for the exam in question will be annulled, and that the examinee will be considered to have made an exam attempt.

The examinee will not be allowed to resit the exam and will have to wait until the next ordinary exam in that particular programme is offered.

In cases of aggravating circumstances, the programme director may decide to suspend the examinee from the institution for a period of time. In such cases, the examinee will receive a written warning that any further instances of misconduct may lead to expulsion.

The student cannot participate in lectures or exams while suspended.

## **Complaints**

The decision that a student is suspended and has used an exam attempt is final and cannot be brought before a higher administrative authority.

Complaints on the grounds of legal matters (e.g. legal incapacity, the hearing procedure, guidelines on making complaints, correct interpretation of the Exam Order, etc.) may be brought before the Danish Agency for Higher Education. The complaint must be brought before the institution and directed to the attention of the programme director who will make a statement. The complainant will have the opportunity to comment on the statement, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The deadline for complaints made to the institution is two weeks from the day the complainant was notified of the decision, cf. section 50 of the Exam Order.

## ***Complaints about exams and appeals against decisions***

### ***Complaints about exams***

The examinee is recommended to seek guidance from the student advisor in connection with the complaints procedure and writing a complaint.

The rules on complaints about examinations can be found in chapter 9 of the [Examination Regulations at UCN](#)

### ***Complaints about the examination basis etc., the course of the exam and the assessment***

Within two weeks after the assessment of the exam has been announced in the usual way, an examinee may submit a written, substantiated complaint about

1. the exam basis, including the exam questions, assignments etc., and its connection to the programme objectives and requirements;
2. the examination procedure; and
3. the assessment.

The complaint may concern any exam, including written exams, oral exams and combined exams as well as practical or clinical exams.

The complaint is to be submitted to the programme director.

The complaint will immediately be brought before the original assessors, i.e. the examiner and the external examiner from the exam in question. The statement made by the assessors must be usable as the basis of the institution's decision on academic/professional matters. The institution will usually give the assessors a deadline of two weeks in which to make their statements.

Immediately after the statements are made available, the complainant will be given the opportunity to comment on them within, usually, one week.

The decision will be made by the institution based on the academic/professional statements made by the assessors and any comments made by the complainant.

The decision must be made in writing and be substantiated. It may regard

1. an offer of a new assessment (re-assessment) – this only applies to written examinations;
2. an offer of a new examination (resit); or
3. a dismissal of the complaint.

If it is decided to offer a re-assessment or a resit exam, the programme director will appoint new assessors. Re-assessment may only be offered for written exams where material exists for assessment, as new assessors will not be able to (re-)assess an already held oral exam, and as the notes of the original assessors are personal and cannot be passed on to others.

If the decision is to offer the students a re-assessment or resit exam, the complainant must be notified that a re-assessment or a resit exam may result in a lower grade. The complainant must accept the offer within two weeks of the announcement of the decision. Acceptance of an offer cannot be cancelled. If the complainant does not accept the offer within the deadline, re-assessment or a resit exam will not be held.

Re-assessment or a resit exam must take place as soon as possible.

For re-assessments, the assessors must be presented with the case documents: the exam paper, the students' assignment, the complaint, the statements made by the original assessors with the comments made by the complainant and the decision made by the institution.

The assessors will deliver the result of the re-assessment including a written explanation and their assessment. Resit exams and re-assessments may result in lower grades than the initial grades.

If it is decided that a re-assessment or resit exam will be offered, the decision will apply to all examinees who took the exam in question, if their assignment features the same deficiency as the one being complained about.

The complaint must be submitted to the programme director not later than two weeks (14 calendar days) after the announcement of the assessment results of the exam in question. If the deadline falls on a holiday, the deadline will be extended to expire on the first weekday after that day.

The deadline may be disregarded in exceptional circumstances.

## ***Appeals***

The appellant may bring the institution's decision on academic/professional matters before an appeals board. The activities of the appeals board fall under the Danish Public Administration Act, including the stipulations on legal incapacity and the duty of confidentiality.

The appeal is to be submitted to the programme director.

The deadline for appeals is two weeks after the examinee has been notified of the decision. The requirements stated above under complaints (being in writing, substantiated etc.) also apply to appeals.

The appeals board is made up of two external examiners who will be appointed by the chairman of the external examiners, one examiner and a student within the same field (from the study programme), both appointed by the programme director.

The appeals board will make a decision based on the material that formed the basis of the institution's decision and the appellant's substantiated appeal.

The appeals board will consider the appeal, and the decision may regard

1. an offer of a new assessment made by new assessors – this only applies to written examinations;
2. an offer of a new examination (resit) with new assessors; or
3. a dismissal of the appeal.

If the decision is to offer the student a re-assessment or resit exam, the appellant must be notified that a re-assessment or a resit exam may result in a lower grade. The appellant must accept the offer within two weeks of the announcement of the decision. Acceptance of an offer cannot be cancelled.

If the appellant does not accept the offer within the deadline, re-assessment or a resit exam will not be held.

Re-assessment or a resit exam must take place as soon as possible.

For re-assessments, the assessors must be presented with the case documents: the exam paper, the students' assignment, the complaint, the statements made by the original assessors with the comments made by the appellant and the decision made by the institution.

The appeals board must have made a decision not later than two months – three months for summer exams – after the appeal was made.

The decision of the appeals board is final, meaning that the case cannot be brought before a higher administrative authority regarding the parts of the appeal that concern academic/professional elements.

## ***Complaints about legal matters***

Complaints about legal matters in decisions made by the assessors in connection with re-assessment or resit exams or the appeals board's decisions may be brought before Universi-

ty College of Northern Denmark within two weeks of the day the complainant was notified of the decision.

Complaints about legal matters in decisions made by the institution according to the stipulations of the Exam Order (e.g. legal incapacity, the hearing procedure, correct interpretation of the Exam Order, etc.) may be submitted to the institution, which will make a statement on which the complainant must be given the opportunity to comment, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The institution will submit the complaint, the statement and any comments made by the complainant to the Agency. The deadline for lodging complaints with the institution is two weeks (14 calendar days) from the day the complainant was notified of the decision.

### ***Exemption***

In extraordinary circumstances, the educational institution may opt to disregard stipulations in the curriculum made by the institution or jointly by the institutions offering the programme.

### ***Effective date and transition provisions***

This institutional section of the curriculum enters into force on 1 September 2014 with effect for all students who are and will be registered in the programme and for all exams commenced on said date or thereafter.

The institutional section of the Curriculum of September 2013 is revoked with effect from 31 August 2014. However, exams started before 1 September 2014 will be carried out according to this institutional section of the curriculum not later than 31 August 2014 + two semesters.