

Institutional Part
Date: 3rd of June 2020

Curriculum 2020

Computer Science

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Please note: this text is a translation of a Danish curriculum and is intended for information purposes only. In the event of any discrepancy between this translation and the original, the original shall prevail. Furthermore, only the Danish text has legal validity.

1. Curriculum for the Computer Science programme; institutional part

The Curriculum for the study programme consists of two parts (sets of regulations):

1. The national part
2. The institutional part

The national part is prepared by the programme director educational network for the study programme in order to ensure that the academic content of the national part of the programme is identical across all educational institutions.

This institutional part is laid down by the study programme at the University College of Northern Denmark (UCN) and is designed to accommodate local and regional needs.

This institutional part of the Curriculum (as well as the national part) has been approved by University College of Northern Denmark (UCN) in accordance with all regulations applying to the programme, including the Ministerial Order on technical and mercantile academy profession degree programmes and professional bachelor's degree programmes (*Bekendtgørelse om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser*).

In the event of any discrepancy between this Curriculum and other regulations governing the study programme, the other regulations take precedence.

2. Distribution and timing of national and local subject elements, internship and exams

Sem.	National subject elements	Local subject elements	ECTS	Internal/ external	Also called
			0	Internal	Academic aptitude exam
1st and 2nd	Programming		30	External	First-year exam
	Systems development		15		
	Business		10		
	Technology		5		
3rd	Programming 2		10	External	Programming exam
	Technology 2		10		
3rd	Systems development 2		10	Internal	Systems development exam
4th		Elective(s)	30	Internal	Elective exam
5th	Internship		15	Internal	Internship exam
5th	Final degree project		15	External	Final exam
Total ECTS credits			150		

Table 1 Overview of all examinations and their order.

All exams are assessed according to the 7-point grading scale, with the exception of the Academic aptitude exam which is assessed pass/fail.

Information about the time and venue for the exams can be found on Pointer and/or Canvas.

3. Local subject elements, including electives

The programme features 30 ECTS credits worth of local subject elements related to elective elements (electives).

3.1 Electives

3.1.1 Learning objectives

Knowledge

The student should have acquired knowledge of:

- the theory and practice of the selected subjects
- the selected subjects' relevance to information technology.

Skills

The student should be able to:

- select, describe and perform literature searches for a problem or issue of their own choice within the field of IT
- demonstrate process-related and analytical skills in the context of the selected topic(s)
- assess problems and specify potential solutions in relation to the selected topic(s)
- present key results.

Competencies

The student should be able to:

- independently acquaint themselves with new topics within the theory or practice of the subject field
- contextualise and relate the selected topics(s) to the other subject fields of the study programme.

3.1.2 ECTS credit weight

The elective educational elements are worth 30 ECTS credits.

3.1.3 Contents

The elective educational elements give the student the opportunity to qualify his/her study-related and professional competencies through specialisation and contextualisation of subjects that are broadly related to the field of IT.

Each year a number of elective elements will be offered, their descriptions being made available on the Intranet.

Students may also design and plan their elective elements by themselves either as a theoretical and/or a practical learning process, which must be approved by the study programme.

4. Framework and criteria for study programme examinations

The framework and criteria for all programme examinations can be found in the Examinations Catalogue for the Computer Science Programme which can be found on ucn.dk/english.

4.1 Automatic registration for all exams

A subject element is completed by way of an exam that takes place immediately after the end of the element. When a student commences a subject element, the student will automatically be registered for the ordinary exam for that subject element.

A student cannot withdraw from any study programme exams.

If an exam was not passed, the student will continue to be registered for that particular exam and must attend a resit. The student has three attempts at passing an exam. If the exam is not passed after three attempts, the student's enrolment on the programme will be terminated.

However, if a student is on leave of absence, s/he will not automatically be registered for exams for that particular semester. After the end of the student's leave of absence, s/he will automatically be registered for the exams that complete the semester s/he commences upon his/her return and also for prior, failed exams – if any.

It is the student's responsibility to stay informed of the time and venue for exams stated on the study programme's electronic platform.

Please see the current *Examination Regulations for UCN's Undergraduate Programmes*, which are available at UCN's website.

5. Study programme exams in the first semester

5.1 The academic aptitude exam

The examination consists of an internal, individual, on-site written exam based on reflections about study start.

5.1.1 Examination procedure

The examination consists of an internal, individual, on-site written exam based on the student's reflections on study start.

The examination is based on teaching and learning activities completed between study start and the date of the examination. The exam aims to determine whether the student has in fact begun his/her studies.

The student must answer, in writing, a number of questions regarding these activities.

The examination will take as its starting point the student's knowledge of UCN's foundation for learning, study programme administration as well as student rights and obligations.

5.1.2 Scheduled time

The academic aptitude examination will take place no later than two months after the start of the study programme.

A resit exam will be held not later than three months after study programme start.

Further information about time and venue can be found in the semester plan and in Wiseflow.

5.1.3 Exemption

In cases of illness, maternity/paternity leave or exceptional circumstances, the study programme may exempt individual students from the deadlines that have been set for passing the exam. If a student does not pass the exam on the second attempt, the student's enrolment in the study programme will be terminated.

5.1.4 Resit

If a student does not pass the academic aptitude examination, the student will be offered a resit. The resit exam type will be the same as the ordinary exam.

5.1.5 Examination language

The examination language is English.

5.1.6 Exam aids

All exam aids are permitted.

6. Study programme exams in the second semester

6.1 First-year examination: Programming, Systems development, Technology and Business

6.1.1 Examination prerequisites

Students must meet the following requirements to sit the first-year exam:

- Preparation of project report and participation in the assessment of “Mini-project requirements”

The project report for the “Mini-project requirements” must meet the formal requirements, see below, and be submitted in due time according to the submission date announced on the Intranet.

- Cover page and title
- introduction
- main section
- conclusion
- reference list
- appendix (you should only include appendices that are key to the report)

- preparation of project report and participation in the assessment of “Mini-project requirements”

The project report for “Mini-project design” must meet the formal requirements, see Mini project requirements above, and be submitted in due time as per the submission date announced on the Intranet.

- preparation of project report and participation in the assessment of the First semester project

The project report for “Mini-project design” must meet the formal requirements, see Mini project requirements above, and be submitted in due time as per the submission date announced on the Intranet. Furthermore, the following must be included:

- indication of the path and revision number to the version control server where the source code and executable code for the product can be downloaded

- preparation of project report and participation in the assessment of “Mini-project persistence”

the project report for “Mini-project persistence” must meet the formal requirements, see Mini project requirements above, and be submitted in due time according to the submission date announced on the Intranet.

- preparation of the project report for the First-year exam

the project report for the First-year exam, which makes up the written exam component, must meet the following formal requirements and be submitted in due time as per the submission date announced on the Intranet.

-
- cover page with title
 - table of contents
 - introduction, including problem statement
 - main section
 - conclusion
 - reference list (including all sources referenced in the project)
 - appendix (you should only include appendices that are key to the report)
 - indication of the path and revision number to the version control server where the source code and executable code for the product can be downloaded

The maximum length of the project report for the First-year exam is 40 standard pages. The cover page, table of contents, reference list and appendices do not count towards the limit. Appendices are not assessed. The source code is included as basis for the exam.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

If a student does not meet all the examination prerequisites, the student will have used an exam attempt and will then have one less examination attempt remaining to pass the exam.

6.1.2 Examination procedure

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The exam is a combined group and individual oral examination based on a written group project.

A group may have up to 5 members.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is externally assessed according to the 7-point grading scale.

6.1.3 ECTS credits

The examination is worth 60 ECTS credits.

6.1.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the national subject elements: Programming, Systems Development, Technology and Business.

The learning objectives are described in the national part of the Curriculum.

6.1.5 Scheduled time

The exam will take place at the end of the 2nd semester.

A student must pass the examination before the end of the first year of study in order to continue their studies.

In cases of illness, maternity/paternity leave or exceptional circumstances, the study programme may exempt individual students from the deadlines that have been set for passing the exam.

6.1.6 Examination language

The examination language is English.

6.1.7 Exam aids

All aids are permitted.

7. Study programme exams in the third semester

7.1 Programming exam: Programming 2 and Technology 2

7.1.1 Examination prerequisites

Students must meet the following requirements to sit the exam:

- submit a written product to constitute the technical documentation of the project as well as a software product. The written product, which makes up the basis of both the assessment and the exam, must meet the formal requirements (see below) and be submitted in due time, as per the submission date announced on the Intranet.
 - cover page with title
 - introduction
 - architecture considerations
 - communication and middleware
 - dealing with concurrency issues
 - conclusion
 - reference list
 - appendices, if any

The allowed maximum length of the technical documentation is 20 standard pages. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

If a student does not meet all the examination prerequisites, the student will have used an exam attempt and will then have two examination attempts remaining to pass the exam.

7.1.2 Examination procedure

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The examination is an internally assessed, oral examination based on a written project.

A group may have up to 5 members.

The project must treat the subject of the development of a distributed system.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is externally assessed according to the 7-point grading scale.

7.1.3 ECTS credit weight

The examination is worth 20 ECTS credits.

7.1.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the national subject elements: Programming 2 and Technology 2.

The learning objectives are described in the national part of the Curriculum.

7.1.5 Scheduled time

The exam will take place at the end of the 3rd semester. Information about the time and venue for the exam can be found on the Intranet.

In cases of illness, maternity/paternity leave or exceptional circumstances, the study programme may exempt individual students from the deadlines that have been set for passing the exam.

7.1.6 Examination language

The examination language is English.

7.1.7 Exam aids

All aids are permitted.

7.2 The Systems development exam

7.2.1 Examination prerequisites

Students must meet the following requirements to sit the exam:

- preparation of a project report for the Systems development exam

the project report for the Systems development exam must meet the following formal requirements and be submitted in due time as per the submission date announced on the Intranet.

- cover page and title
- introduction
- plan-driven versus agile development explicated through specific methods
- choice of method
- main principles of planning and quality assurance
- quality criteria and architecture
- reflections on methods and their practical application
- conclusion
- appendices, if any

The maximum length of the project report is 20 standard pages. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

If a student does not meet all the examination prerequisites, the student will have used an exam attempt and will then have two examination attempts remaining to pass the exam.

7.2.2 Examination procedure

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The exam is an individual, oral exam.

The presentation and the subsequent oral dialog are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

7.2.3 ECTS credit weight

The examination is worth 10 ECTS credits.

7.2.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the national subject element: Systems development 2.

The learning objectives are described in the national part of the Curriculum.

7.2.5 Scheduled time

The exam will take place at the end of the 3rd semester. Information about the time and venue for the exam can be found on the Intranet.

In cases of illness, maternity/paternity leave or exceptional circumstances, the study programme may exempt individual students from the deadlines that have been set for passing the exam.

7.2.6 Examination language

The examination language is English.

7.2.7 Exam aids

All aids are permitted.

8. Exams in the fourth semester

8.1 The elective element examination

8.1.1 Examination prerequisites

Students must meet the following requirements to sit the exam:

- preparation of a project report for the elective element exam the project report must meet the following formal requirements and be submitted in due time as per the submission date announced on the Intranet.
 - cover page with title
 - table of contents
 - introduction, including problem statement
 - main sections
 - conclusion

-
- reference list (including all sources referenced in the project)
 - appendix (you should only include appendices that are key to the report)

the maximum allowed length of the report is 40 standard pages and in addition to that come any programs and the running system. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

If a student does not meet all the examination prerequisites, the student will have used an exam attempt and will then have two examination attempts remaining to pass the exam.

8.1.2 Exam procedure (for elective elements offered by the home institution)

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The examination is an oral group examination based on a written group project.

A group may have no more than five members.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

8.1.3 Exam procedure (for self-organised elective elements)

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The examination is an oral group examination based on a written group project.

A group may have up to four members.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

8.1.4 ECTS credit weight

The examination is worth 30 ECTS credits.

8.1.5 Assessment criteria

The assessment criteria for the exam are the learning outcomes for the elective educational elements.

The learning objectives are described in the institutional part of the Curriculum.

8.1.6 Scheduled time

The exam will take place at the end of the fourth semester. Information about the time and venue for the exam can be found on the Intranet.

In cases of illness, maternity/paternity leave or exceptional circumstances, the study programme may exempt individual students from the deadlines that have been set for passing the exam.

8.1.7 Examination language

The examination language is English.

8.1.8 Exam aids

All aids are permitted.

9. Internship

9.1 Internship requirements and expectations

During the internship, the student will work on problems that are relevant to the profession while achieving knowledge of relevant work functions. The student will be associated with one or more internship host companies over the course of the internship. The relationship between theoretical studies and the internship will be the starting point for the student's learning objectives for the internship.

Based on the internship learning objectives – see the national part of the Curriculum – the student and the supervisor/contact person will collaborate on defining specific objectives for the student's internship.

The learning objectives must be made in writing and saved in the student internship portal. These objectives will then guide the planning of the student's work during the internship, including the preparation of the internship report.

The internship compares to a full-time job with the same requirements in terms of number of working hours, effort, commitment and flexibility that a graduate can expect to meet in their first job.

The internship may be organised in a flexible and personalised manner and may form the basis of the student's final degree project.

9.2 Examination prerequisites

Students must meet the following requirements to sit the exam:

- preparation of an internship report the report must meet the following formal requirements and be submitted in due time as per the submission date announced on the Intranet.
 - Cover page
 - Title page

-
- Table of contents
 - Introduction
 - Company description
 - Reflections on attaining the concrete learning objectives
 - Description of concrete assignments in the company
 - Conclusion
 - Discussion/perspectives in which you situate your work
 - Reference list (including all sources referenced in the project)
 - Appendix (you should only include appendices that are key to the report. However, a letter of reference/recommendation from the company must be included)

The maximum allowed length of the internship report is 10 standard pages, and it should deal with an issue related to the profession and to the internship company. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

The report must be prepared by each student individually.

If the student does not meet the examination prerequisites and/or the formal requirements, the student will have used an examination attempt. This means that the student has two attempts remaining to pass the examination.

9.3 Examination procedure

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme, which can be found online on www.ucn.dk/english

The examination is an individual, oral examination based on a written project.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

9.4 ECTS credit weight

The examination is worth 15 ECTS credits.

9.5 Assessment criteria

The assessment criteria for the exam are the learning objectives for the subject element: Internship.

The learning objectives are described in the national part of the Curriculum.

9.6 Scheduled time

The exam will take place in the middle of the fifth semester. Further information about the time, venue as well as submission of the written project report can be found on the Intranet.

9.7 Examination language

The examination language is English.

9.8 Exam aids

All aids are permitted.

10. The final degree project

For the requirements for the final degree project as well as the learning objectives, please see the national part of the Curriculum.

10.1 Formal requirements for the examination

The written project that makes up both the assessment basis and the examination basis must

- meet the formal requirements to the final degree project, according to the national part of the Curriculum
- be submitted in due time (as per the exam schedule on the Intranet) and uploaded to 'UC-Viden'.

Late submission or failure to meet all formal requirements for the written project report, which constitutes the written exam component, implies that the student is not allowed to attend the examination and that they have used one examination attempt.

The exam cannot take place until the internship exam and other study programme exams have been passed.

10.2 Examination procedure

For details about the exam procedure for this exam, please see the Examinations Catalogue for the Computer Science Programme and the national part of this Curriculum, which can be found on www.ucn.dk/english

The written component of the final degree project may be prepared individually or in groups of a maximum of 5 students.

10.3 Spelling and writing skills

Spelling and writing skills will be part of the assessment of the written exam project. Spelling and writing skills may, however, only increase or decrease a student's grade by one grade at the most. The assessment

is expressed as an overall assessment of the professional and academic content as well as the student's spelling and writing skills.

10.4 ECTS credits

The examination is worth 15 ECTS credits.

10.5 Assessment criteria

The assessment criteria are the learning objectives for the final degree project, see the national part of the Curriculum.

10.6 Scheduled time

The exam will take place at the end of the final semester of the study programme. Further information about the time and venue can be found on the Intranet.

10.7 Examination language

The examination language is English.

10.8 Exam aids

All aids are permitted. Study aids are not permitted during the oral part of the examination.

11. Subject elements that may be completed abroad

Each of the subject elements of the study programme may be completed abroad if a student applies for and is granted pre-approval of credit transfer by the study programme.

Following the end of a pre-approved period abroad, the student has a duty to document the subject elements that were completed during that period. When applying for pre-approval, the student must consent to allow the educational institution to collect any information that may be required after the student has completed the period abroad.

On final approval of pre-approved credit transfer, the subject element is considered completed if it was passed according to the regulations governing the study programme.

UCN has a large network of partners abroad, and UCN's International Department may help students find out how to complete part of their study outside Denmark. Please contact UCN's International Department for further information. Please note however, that studying or going on an internship abroad requires more work of the student than staying in Denmark. It is the individual student who is responsible for finding out which subjects credits are offered etc. at the higher education institution of their choice. UCN's international office can offer advice etc. but does not go into the detailed planning of a study-abroad period. This is the student's own responsibility.

12. Withdrawal from exams

The regulations for withdrawal from exams can be found at www.ucn.dk/english in the *Examination Regulations for UCN's Undergraduate Programmes*.

13. Applied teaching methods

UCN's study programs are based on Reflective Practice-based Learning (RPL), enabling the students to develop competences to act professionally in a changing world. Throughout the study programme, the student develops professional, social, and personal competences, which enables the student to relate theoretical reflection to practical actions, thus, taking into account the relevant theories, own experiences and prior knowledge.

In the study programmes, RPL promotes teaching and learning activities that link practical knowledge, theoretical knowledge and research-based knowledge. Six fundamental principles guide teaching and learning activities at UCN. The six fundamental principles aim to create constructive conditions for reflection to take place:

- Fundamental Principle No. 1: The students' own experiences are incorporated into teaching and learning activities
- Fundamental Principle No. 2: Teaching and learning activities are designed to include appropriate disturbances
- Fundamental Principle No. 3: Teaching and learning activities are organised as exploration
- Fundamental Principle No. 4: The content of teaching and learning activities is based on the good example
- Fundamental Principle No. 5: Lecturers and students work together on learning processes
- Fundamental Principle No. 6: Lecturers and students create room for dialogue

The six fundamental principles may unfold in different ways in different study programmes, semesters and subjects. Active participation and involvement in relation to the student's own and fellow students' learning is, however, a shared characteristic for all six fundamental principles.

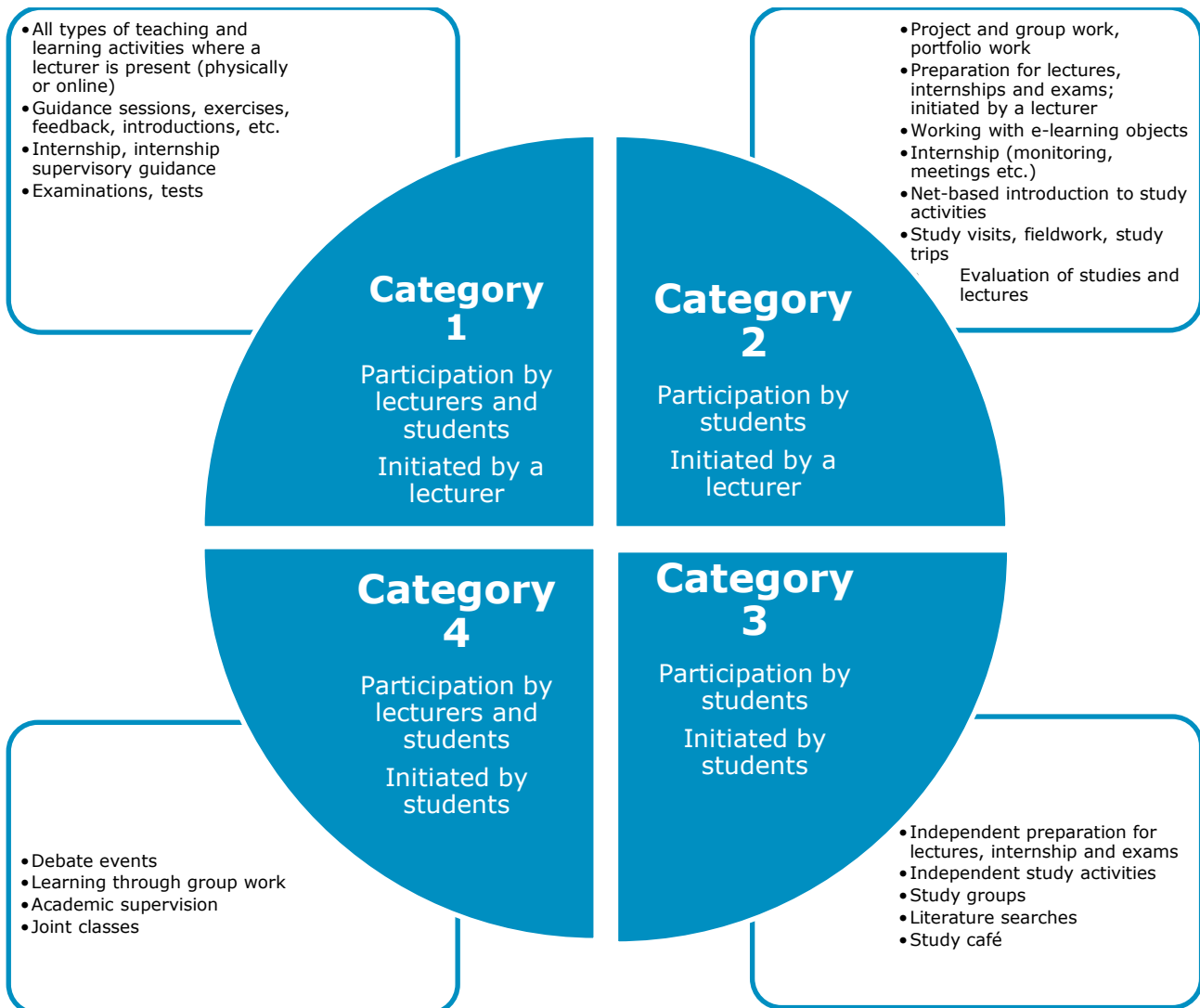
Through systematic feedback processes, studies and contemplation on the profession's current knowledge and practices, the student will qualify himself/herself during the course of his/her studies to become an autonomous, innovative and problem-solving employee in a public or private business. In so doing, and as a result of studies, the student will become strongly rooted in the profession/occupation that the study programme targets.

However, learning is not simply the transfer of knowledge from lecturer to student. A fundamental idea of the Computer Science Programme is that the learning process takes place **within** the student and **in his/her relations** to fellow students and lecturers. and that students learn in different ways. This is why the study programme is designed around a range of teaching methods. The study activity model shows the different study activities that are used to help students achieve the learning objectives for the programme. It is important to emphasise, however, that the student must take ownership of their own education processes.

The study activity model for the programme is available on www.ucn.dk/english and each semester, the semester plan specifies which study activities in the study activity model will take centre stage in the semester in question.

According to the Ministry of Higher Education and Science, a student must achieve "30 ECTS credits of learning" per semester. One ECTS credit equates to 27 working hours for a student. The semester plan gives an overview of the anticipated workload for the various course units/study activities.

The Study Activity Model



As noted, the study programme uses a wide range of teaching and learning methods that – in combination – are intended to support the above and promote the achievement of the learning objectives described in this Curriculum. Throughout the study programme, there is clear progression in the teaching and learning methods, from being knowledge-oriented and managed by the lecturer, to being problem-oriented and managed by the participants.

The learning and teaching activities are also based on relevant occupational practices and link together practice and theory: **Practice-based Learning**. Professional problems and challenges from various types of

businesses and companies related to the professional disciplines of the study programme are included in the subject fields of the programme.

Learning and teaching activities can be designed to include foreign languages in teaching materials and in the class room. The student's development of information and communication technology competencies are also supported through the learning and teaching methods used.

14. Obligation to participate

To achieve the learning objectives and -outcomes of the study programme and for the associated forms of teaching and learning to work, it is also important to underline that the student is subject to compulsory participation in the form of

- submission/presentation of assignments/semester examinations/projects etc.

Assignment submission may be expressed as an examination prerequisite.

Non-compliance with compulsory participation/the examination prerequisite, e.g. if a written assignment is rejected, or cases of non-compliance with formal requirements, means that the student will have used an exam attempt. Subsequently, the student will only have two attempts remaining to pass the examination.

The study programme will offer help and guidance as soon as possible if a student is neglecting his/her obligation to participate.

14.1 Student counselling

Students who find it difficult to meet the obligation to participate can talk to the student advisor belonging to the study programme. Students can also turn to the student advisor if they have questions about the design and course of studies, periods abroad etc. Find contact information for your student advisor on www.ucn.dk/english.

14.2 Lecturers as supervisors

The lecturers on the study programme often act as supervisors to the students when it comes to study activities such as project assignment work.

Supervisory guidance is provided because UCN wishes to:

- support the development of a good learning environment
- support social learning processes and constructive collaboration
- support innovation and development
- support study groups to gradually take over the functions of the supervisor at a pace that matches the group's competencies

generally, the supervisor will focus on project and learning processes, particularly:

- the content of the project

-
- working methods and processes
 - group dynamics and processes
 - learning and metacognition.

15. Criteria for determining study activity

A student's enrolment on a study programme will be terminated if the student has failed to pass at least one exam over a continuous period of at least one year (non-compliance with study activity requirements).

Periods during which a student has not actively participated in their studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service are not considered as non-compliance with study activity requirements. On request, the student must provide documentation of such matters.

The study programme may grant exemption from these provisions in exceptional circumstances. An application for exemption must be submitted to the programme director.

The student will be informed in writing before their enrolment is terminated. In connection with such notification, the student will be made aware of the above-mentioned regulations.

16. Credit transfer for subject elements

Credit transfer evaluations take place in different situations.

16.1 Subject elements from the same study programme passed at another educational institution

Passed subject elements are equivalent to corresponding subject elements offered by other educational institutions providing the same study programme.

16.2 Credit transfer assessment (compulsory credit transfer) in connection with application for admission/enrolment on a study programme

When a student has met his/her duty to disclose information about passed subject elements from another Danish or foreign higher education programme and about any work experience that may be assumed to warrant credit transfer, the study programme will decide whether or not to grant credit transfer in each individual case and based on completed educational elements and work experience that compare with subjects, course units or internship elements. The decision whether to award credit transfer is based on an academic assessment.

16.3 In the event that a student does not meet their duty to disclose information on admission/enrolment

Twice a year (in July and January, respectively, in connection with the start of studies), any applications submitted by a student subsequent to a failure to disclose information about prior education and work experience on admission/enrolment, are assessed to determine whether or not credit transfer should be granted.

This means that the student may have to wait longer than anticipated for a decision of credit transfer. It is therefore the student's choice to run the risk that a decision of credit transfer is not made in due time before the examination concerned.

- *IF the student does not sit the examination, and UCN later decides NOT to grant the student transfer credit, the student will have used an exam attempt.*
- *IF the student decides to sit the exam before UCN has made a credit transfer decision and if UCN would have granted the credit transfer, credit transfer will NOT be awarded because the student has decided to sit the exam. In this instance, the grade from the 'new' exam will be applicable irrespective of whether the 'old' exam grade – which might have resulted in credit transfer, had the student applied for it in due time – is higher than the 'new' exam grade, and irrespective of whether the student failed the 'new' exam.*

Once the student has decided to attend an examination this will exclude the possibility of awarding transfer credit after the application has been processed, even in cases where transfer credit would have been awarded.

16.4 Pre-approval of credit transfer and final credit transfer

If a student wishes to obtain credit transfer for a subject element under this Curriculum, the student must submit an application for pre-approval of credit transfer prior to leaving UCN for another educational institution in Denmark or abroad.

Pre-approval of credit transfer is carried out by UCN.

When the student has successfully completed the requested subject element, and once the application for final credit transfer with the appropriate documentation has been received, final credit transfer will be granted.

If the student has not completed/passed the requested subject element, the student must sit an exam according to the regulations for said subject element as set out in this Curriculum.

For an in-depth description of the rules, please refer to the current *Examination regulations for UCN's undergraduate programmes*.

17. Language

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

Students are not required to have any knowledge of foreign languages other than that stated in the Ministerial Order on admission to academy profession degree programmes and professional bachelor's degree programmes (in Danish: Adgangsbekendtgørelsen).

17.1 Examination language

Exams must be conducted in understandable English.

Please see the description of the individual exams in the curriculum.

18. Re-sits and resits due to illness

The rules and regulations for resit exams and resit exams due to illness (illness resit exams) can be found at www.ucn.dk/English in the Examination Regulations for UCN's Undergraduate Programmes.

19. Study aids

Regulations on the restricted use of aids, if any, are set out under each individual examination.

20. Special exam arrangements

A student may apply for special exam arrangements if a physical or mental impairment qualifies them to do so. The application must be submitted to the study programme no later than four weeks before the exam is to be held. The application deadline may be waived in cases of sudden health-related challenges. The application must be accompanied by a medical certificate, a statement from e.g. an institute for speech, hearing, dyslexia or blindness, or other evidence of the student's health-related condition or relevant specific impairment.

If the exam language is Danish:

Students whose mother tongue is not Danish may apply for permission to bring dictionaries to exams where aids are not otherwise permitted.

Applications for permission to bring other aids must be submitted to the study programme no later than four weeks before the exam is to be held.

21. Academic misconduct during exams

The examinee must deliver his/her written work through Wise Flow™ and thereby confirms that the assignment was made without undue help.

21.1 Use of own work and the work of others – plagiarism

The rules for use of one's own or other people's work – plagiarism – can be found at www.ucn.dk/english in the *Examination Regulations for UCN's Undergraduate Programmes*.

21.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations

The rules on disciplinary actions in events of academic misconduct and disruptive behaviour at examinations can be found at www.ucn.dk/English in the *Examination Regulations for UCN's Undergraduate Programmes*.

22. Complaints about exams and appeals against decisions

The rules on complaints about exams and appeals against decisions can be found at www.ucn.dk/english in the *Examination Regulations for UCN's Undergraduate Programmes*.

23. Exemption

The educational institution may grant exemption from the rules in the institutional part of the Curriculum (rules that were laid down by the educational institution alone) on the grounds of exceptional circumstances. The educational institutions co-operate on a uniform exemption practice.

24. Effective date and transition regulations

This institutional part of the Curriculum comes into effect on the 1st of February 2020, and students who are admitted after this date will be subject to this Curriculum. All students who are enrolled on the programme will be subject to this Curriculum as of the 1st of February 2020. Exams that have already commenced can be finalised under the September 2019 Curriculum until 1 February 2021.

At the same time, the institutional part of the Curriculum of the 1st of September 2019 will be repealed.