

September 2017

# Bachelor's Degree Programme in Export and Technology Management



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This curriculum constitutes the national and institutional sections of the curriculum for the Professional Bachelor's Degree Programme in Export and Technology Management, cf. Ministerial Order no. 815 of 2 July 2015 on the Bachelor's Degree Programme in Export and Technology Management.

Link to the order (in Danish):

<https://www.retsinformation.dk/Forms/R0710.aspx?id=173023>

*Subject to errors and omissions*

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## 1. Programme core areas and ECTS credits

The study programme consists of the following core areas:

1. Communication and cultural understanding (26 ECTS)
2. Product development, production and innovation (74 ECTS)
3. Trade and marketing (50 ECTS)

### 1.1 The Communication and cultural understanding core area Contents

The objective of the Communication and cultural understanding core area is to qualify the students to plan and implement communication as well as build up cooperative relationships within different cultures, such as business cultures and national cultures. Based on cultural understanding the students are to achieve competences enabling them to make customer contact in international markets.

Further, the students must be able to communicate and negotiate with the company's stakeholders primarily in the B2B market and, based on the company's business model and strategic considerations make well-argued choices of communications channel and method.

The core area will also contribute to giving the students a basic understanding of a company's organisation, resources and competences as well as to enabling them to form part of professional cooperative relationships. Further, the students are to achieve an understanding of the organisation as a basis for the company's value creation.

Finally, the core area is to contribute to the students achieving competences to identify relevant problems as well as methodical skills to formulate and analyse selected focus areas and discipline-specific issues. Further, the students must be able to account for methodical and scientific considerations in the work on discipline-specific issues.

#### ECTS credits

26 ECTS.

#### Learning outcomes

##### Knowledge

The students should have acquired knowledge about

- applied theories and methods within a company's internal and external communication;
- applied theories and methods within negotiations in the B2B market;
- interpersonal relations and presentation technique;
- applied theories and methods within culture;
- the influence of culture on the company's internal and external relations;
- the company's internal organisation and resources; and
- choice of method, including scientific principles.

## **Skills**

The students should be able to

- identify and formulate a relevant discipline-specific problem;
- describe and substantiate the choice of method with a view to the chosen problem;
- communicate their knowledge in writing in a form which complies with the principles of academic written presentation and source reference;
- use methods and tools to collect and analyse information;
- use negotiation techniques;
- describe the influence of culture on the company's internal and external activities;
- identify cultural barriers and opportunities; and
- communicate technical problems and solutions.

## **Competences**

The students should be able to

- communicate in English in export-related contexts;
- draw up and reflect on a problem-based project process;
- take part in a professional cooperation on solving a chosen problem;
- independently handle a company's communication tasks internally and externally;
- draw up a communications strategy and sales plan based on a company's marketing strategy;
- structure and conduct sales in international markets in consideration of cultural barriers and differences;
- prepare cultural analyses;
- assess the company's organisation and its influence on the company's activities; and
- independently acquire new knowledge within the core area as well as use and reflect on this knowledge.

## **1.2 The Product development, production and innovation core area**

### **Content**

The objective of the Product development, production and innovation core area is to qualify the students to methodically plan and implement product development processes based on market needs and the export company's potential.

The students will acquire knowledge about different production planning principles and production methods, including understanding of different materials. Furthermore, the students must possess knowledge about different quality standards.

The students must be able to use methods and tools for innovation.

The students will acquire knowledge of central industries within, e.g., plastics, iron and metal, IT and electronics, furniture and food as well as technological industries in the energy and environmental area.

### **ECTS credits**

74 ECTS.

### **Learning outcomes**

#### **Knowledge**

The students should have acquired knowledge about

- applied practice in export companies within the technical subject areas;
- applied theories and methods within innovation, product development, production improvement and processes; and
- central industries such as the iron and metal industry, the plastics industry, as well as the furniture and wood industry from a technical perspective.

#### **Skills**

The students should be able to

- develop solutions in cooperation with internal and external partners; and
- document, formulate and communicate technical issues and solutions to internal and external collaborators.

#### **Competences**

The students should be able to

- handle complex and development-oriented issues within production in relation to customers;
- assess and reflect on theoretical and practice-related technical issues as well as select solutions and actions;
- be project managers in connection with the implementation of internal and external projects;
- independently handle the company's tasks in relation to export internally in the company as well as internationally;
- independently cooperate with technical staff internally in the company and internationally; and
- independently acquire new knowledge within the core area as well as use and reflect on this knowledge.

### **1.3 The Trade and marketing core area**

#### **Content**

The objective of the Trade and marketing core area is to qualify the students to be part of an export company from a financial, logistics, legal and marketing perspective.

The students must be able to contribute to the strategic understanding of the company's financial situation by using financial analyses. Further, the students must have knowledge of macroeconomic conditions of significance to international trade.

The students must be able to work targeted at optimising the company's challenges in the supply chain. They will acquire a basic understanding of the company's cooperative relationships with customers, suppliers and other stakeholders at a professional level.

The students must possess knowledge of the overall legal framework of significance to the company's international trade as well as intangible rights.

The students must be capable of analysing and assessing the company's internal and external market situation as well as draw up and implement marketing plans at an operational and strategic level.

#### **ECTS credits**

50 ECTS.

#### **Learning outcomes**

##### **Knowledge**

The students should have acquired knowledge about

- applied theories and methods within export-related parts of economy, marketing, logistics and law within B2B;
- applied theories and models to analyse the company's strategic situation with focus on internal and external conditions;
- the company's strategic opportunities for growth through internationalisation;
- the company's market conditions, including micro- and macroeconomic conditions;
- the company's overall legal framework of significance to the company's trade;
- the company's upstream and downstream supply chain; and
- different funding options.

##### **Skills**

The students should be able to

- use models and analysis tools to select a company's export markets;
- identify theoretical and practice-related issues as well as select solutions and actions; and
- prepare profit budgets and price products.

## **Competences**

The students should be able to

- independently handle the company's sales-related export assignments;
- handle complex and development-oriented issues within sale in relation to international clients;
- independently cooperate with commercial staff internally in the company and internationally;
- act in managerial functions in relation to the company's export;
- independently acquire new knowledge within the core area as well as use and reflect on this knowledge; and
- assess the financial consequences of an investment.

## **2. Compulsory educational components within the core programme areas**

The programme's compulsory educational components are:

**1: The company and its internal systems (30 ECTS)**

**2: Market understanding (30 ECTS credits)**

**3: Market strategy (30 ECTS)**

**4: Planning the sales (30 ECTS)**

**5: The selling organisation (30 ECTS)**

### **2.1 Compulsory component 1: The company and its internal systems Content**

The objective of this first compulsory educational component is to give the students an understanding of the company's inner relations as a basis for the business foundation.

The educational component is to introduce the students to internal analyses of the company and its different systems. Further, they are to acquire knowledge of the company's quality management systems.

The students are to acquire knowledge of methodical and problem-oriented report writing and to identify and solve practice-related issues.

The students should build up operational English and develop skills to present messages orally and in writing. Further, they will build up knowledge of their own person and behaviour as well as an understanding of its effect on others in business contexts.

**ECTS credits**

30 ECTS credits, distributed across:

- 8 ECTS from core area 1: Communication and cultural understanding
- 14 ECTS from core area 2: Product development, production and innovation
- 8 ECTS from core area 3: Trade and marketing

**Learning outcomes****Knowledge**

The students should have acquired knowledge about

- the company's internal systems, including ERP systems in particular;
- state-of-the-art knowledge of theories related to the company's business foundation;
- the quality concept and the company's quality management systems; and
- cultural standards and values.

**Skills**

The students should be able to

- identify a relevant problem based on a practical issue;
- substantiate choice of method and theory;
- analyse the company's internal matters within finances, marketing, project management, culture and organisation;
- present messages orally and in writing;
- prepare hand sketches, use 3D CAD programs and prepare technical documentation;
- make 3D prints of a simple model prepared in a 3D CAD program; and
- use project management tools.

**Competences**

The students should be able to

- work problem-oriented;
- use spreadsheets as an analysis tool for the subjects of the programme; and
- communicate in English within the framework of the programme.

**Assessment**

The first exam is assessed according to learning outcomes marked with \*, and the second exam is assessed in relation to the other learning outcomes. The exams are graded according to the 7-point grading scale and are worth 8(\*) and 22 ECTS, respectively.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## 2.2 Compulsory component 2: Market understanding

### Content

The objective of this second compulsory educational component is to give the students an understanding of the company's markets and the significance of the markets in the supply chain as well as an insight into specific market conditions that influence concept and product development in the company.

The students must be able to analyse markets with a view to sales in these markets, including acquire an understanding of culture and cultural differences and their influence on the company's business opportunities.

The students should acquire a holistic view of the company's strategic situation as well as its opportunities and basis for initiating international marketing activities and utilising its product development potential.

The students should further be able to make decisions on an informed basis, including be able to critically assess the validity and reliability of data and information. They will further acquire knowledge of quantitative and qualitative analyses.

Dealing with several disciplinary fields, focus is on the students achieving knowledge about an industry and its material.

The students should build up operational English in respect of the trade area of the semester as well as the ability to present a message orally and in writing.

### ECTS credits

30 ECTS credits, distributed across:

- 6 ECTS from core area 1: Communication and cultural understanding
- 14 ECTS from core area 2: Product development, production and innovation
- 10 ECTS from core area 3: Trade and marketing

### Learning outcomes

#### Knowledge

The students should have acquired knowledge about

- the conditions of a selected industry as well as knowledge of materials used in the industry;
- the four market types and their significance to pricing;
- the company's competitive opportunities;
- the market-related conditions affecting the company's global sales opportunities and threats;
- the company's supply chain;
- scientific paradigms;
- quantitative and qualitative methods;
- cultural standards and values;

- different project types;
- the design process as well as choice of material and quality in relation to design and functionality;
- construction and production in respect of material types;
- basic understanding of product development; and
- quality management tools and quality standards.

### **Skills**

The students should be able to

- describe, analyse and evaluate the company's external relations and relationship with collaborators;
- assess the company's strategic situation, its opportunities and basis for starting international marketing activities and exploiting product development opportunities;
- identify cultural characteristics in a business context;
- identify cultural challenges and opportunities in the company's existing and potential markets;
- identify specific market conditions affecting the company's concept and product development;
- describe their scientific starting point for knowledge production;
- use the company's management systems (ERP) and can independently create master data;
- choose material based on design, functionality and quality; and
- in CAD systems structure and handle constructions consisting of several part elements in relation to choice of material.

### **Competences**

The students should be able to

- communicate in English in respect of this semester's topic;
- analyse markets and communicate relevant information from the market to recipients in the company as well as assess the usability of different product development tools; and
- communicate and act in consideration of different national cultures.

**Assessment**

The exam is graded according to the 7-point grading scale and is worth 30 ECTS.

The learning outcomes for the educational components are the same as the learning outcomes for the exam.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

**2.3 Compulsory component 3: Market strategy****Content**

The objective of the third compulsory educational component is to qualify the students to manage the development of a company's market strategy.

Based on several professional areas focus is on the students acquiring knowledge of an industry and its material.

The students build up operational English related to the industry area of the semester as well as an ability to present a message orally and in writing, professionally and personally. Also, the students must acquire an understanding of cultural consideration in the company's written communication.

The students will acquire knowledge of budgeting as well as significant macroeconomic areas in a business context.

**ECTS credits**

30 ECTS credits, distributed across:

- 1 ECTS from core area 1: Communication and cultural understanding
- 17 ECTS from core area 2: Product development, production and innovation
- 12 ECTS from core area 3: Trade and marketing

**Learning outcomes****Knowledge**

The students should have acquired knowledge about

- the conditions of a selected industry as well as material used in the industry;
- the company's written communication internally and externally;
- different project management tools;
- the design process as well as choice of material and quality in respect of design and functionality;
- construction and production in respect of types of materials; and
- relevant measuring tools and techniques within quality, construction and production.

## **Skills**

The students should be able to

- work with open issues and include relevant topics in analyses and evaluations;
- work with market-oriented product development;
- prepare a profit budget;
- use tolerances in technical product specifications;
- use the company's management systems (ERP) and can independently create bill of materials and roadmaps;
- adapt the company's written communication to potential cultural differences;
- in CAD systems structure and handle constructions consisting of several part elements; and
- use quality management tools and standards for Statistic Process Control (SPC).

## **Competences**

The students should be able to

- communicate in English within the framework of the semester;
- make an action plan for the marketing effort; and
- participate in a creative process in connection with design and product development.

## **Assessment**

The exam is graded according to the 7-point grading scale and is worth 30 ECTS.

The learning outcomes for the educational components are the same as the learning outcomes for the exam.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## **2.4 Compulsory component 4: Planning the sales**

### **Content**

The objective of this fourth compulsory educational component is to qualify the students at an even higher level than the previous educational components and enable them to set up action plans for production as well as commercial departments in respect of export markets.

Further, the students should develop competences to develop communication material aimed at different target groups and cultures.

Dealing with several disciplinary fields, focus is on the students achieving knowledge about an industry and its material.

The students build up a competence to analyse and prioritise customers and suppliers.

The students build up operational English in respect of the trade area of the semester as well as the ability to present a message orally and in writing, professionally and personally.

Methodically, this fourth compulsory educational component builds on the three previous components.

### **ECTS credits**

30 ECTS credits, distributed across:

- 5 ECTS from core area 1: Communication and cultural understanding
- 16 ECTS from core area 2: Product development, production and innovation
- 9 ECTS from core area 3: Trade and marketing

### **Learning outcomes**

#### **Knowledge**

The students should have acquired knowledge about

- the conditions of a selected industry as well as knowledge of material used in the industry;
- construction and production in respect of material types;
- the design process as well as choice of materials and quality in relation to design and functionality;
- legal aspects of international trade;
- market communication and the influence of culture on the market communication; and
- target group-oriented communication.

#### **Skills**

The students should be able to

- set up action plans for production and sale in the selected industry;
- plan a sales/supplier visit;
- in CAD systems structure and handle constructions consisting of several part elements in relation to choice of materials;
- use the company's management systems (ERP) and can independently create price calculations;
- plan the company's external communication material; and
- use tools for systematic product development.

#### **Competences**

The students should be able to

- communicate in English within the framework of the semester;
- analyse customers and suppliers with a view to earnings potential;
- communicate professionally in respect of customers in different cultures; and

- qualify choice of material in respect of design, functionality and production.

### **Assessment**

The exam is graded according to the 7-point grading scale and is worth 30 ECTS.

The learning outcomes for the educational component are the same as the learning outcomes for the exam.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## **2.5 Compulsory component 5: The selling organisation**

### **Content**

The objective of this 5th compulsory educational component is to qualify the students at an even higher level than the previous educational components.

The educational component is to qualify the students to implement a sales/supplier activity.

The educational component is to support the students in acquiring innovative competences and act as entrepreneurs, including develop a business plan for an export market.

Further, the educational component is to support the students in developing competences that enable them to acquire new knowledge within relevant trade areas.

The students should build up operational English in respect of the trade area of the semester as well as the ability to present a message orally and in writing, professionally and personally.

Methodically, this 5<sup>th</sup> compulsory educational component builds on the previous components.

### **ECTS credits**

30 ECTS credits, distributed across:

- 6 ECTS from core area 1: Communication and cultural understanding
- 13 ECTS from core area 2: Product development, production and innovation
- 11 ECTS from core area 3: Trade and marketing

### **Learning outcomes**

#### **Knowledge**

The students should have acquired knowledge about

- interpersonal communication and personal competences;
- negotiation technique and sales models
- investment methods and forms of financing;
- graphic tools, digital media and online marketing;
- legal aspects of international trade; and
- the company's management systems (ERP), including order flow in the company.

### **Skills**

The students should be able to

- identify and analyse quality costs in a company;
- apply different negotiation techniques in a buying and selling situation;
- plan and design different marketing initiatives;
- make business plans; and
- work with innovation and implement innovative initiatives.

### **Competences**

The students should be able to

- conduct a sale using their knowledge of business culture and communication;
- negotiate with collaborators;
- communicate and act professionally;
- think and act as an entrepreneur; and
- qualify the constructional aspects and risks in respect of design, functionality and production.

### **Assessment**

The exam is graded according to the 7-point grading scale and is worth 30 ECTS.

The learning outcomes for the educational components are the same as the learning outcomes for the exam.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## **3. Number of exams in the compulsory educational components**

The five compulsory educational components are concluded with two exams each. See an overview of the study programme exams in the "Overview of exams" paragraph.

Overview of ECTS credits across the core areas and the compulsory educational components:

Core areas	Compulsory educational components					
	1* The company and its internal systems	2* Market understanding	3* Market strategy	4* Planning the sales	5* The selling organisation	
Communication and cultural understanding (26 ECTS)	8 ECTS	6 ECTS	1 ECTS	5 ECTS	6 ECTS	26 ECTS
2* Product development, production and innovation (74 ECTS)	14 ECTS	14 ECTS	17 ECTS	16 ECTS	13 ECTS	74 ECTS
3* Trade and marketing (50 ECTS)	8 ECTS	10 ECTS	12 ECTS	9 ECTS	11 ECTS	50 ECTS
<b>Total</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>A total of 150 ECTS credits</b>

#### 4. Internship

During the internship, the students will work on discipline-specific issues within the core areas of the study programme. The internship will ensure practice orientation and development of professional and personal competences aimed at the business community. The students are to solve practical problems and issues on a methodical basis, involving relevant theories and models, and through that contribute to the implementation of productive activities in the company.

During the internship, the students will be associated with one or more companies. The internship may form the basis of the students' bachelor's project.

##### Learning outcomes

##### Knowledge

The students should have acquired knowledge about

- the industry/the profession; and
- practical experience from taking part in solving practical tasks within the core areas of the study programme.

##### Skills

The students should be able to

- reflect on practice and compare practice and theory;
- use a versatile set of technical, creative and analytical skills attached to employment within the industry;
- participate in the tasks of an export company;
- use gathered knowledge to independently solve a task;
- describe, formulate and communicate technical issues and solutions to the client;
- independently cooperate with departments across the organisation; and

- develop solutions in cooperation with the client and the company's technical department.

### **Competences**

The students should be able to

- reflect on and relate independently to the use of theory and methods in practice in a structured context;
- handle their own professional and personal role in relation to the specific tasks as well as take part in discipline-specific and interdisciplinary cooperation;
- in a structured context acquire new knowledge, skills and competences in relation to the trade;
- evaluate their own skills against the company's practice and from this reflect on and evaluate the learning fields from which they could benefit during the specialisation; and
- independently cooperate with the company's employees (in both the technical and mercantile areas) in Denmark as well as internationally.

### **ECTS credits**

30 ECTS.

### **Assessment and learning outcomes for the exam**

The internship is concluded with one exam.

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

The learning outcomes for the educational component are the same as the learning outcomes for the exam.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## **5. Elective educational components**

Elective educational components worth 15 ECTS are found in the institutional section of this Curriculum.

## **6. The bachelor's degree project**

The bachelor's degree project must demonstrate that the students have reached the final level of the programme. The learning outcomes for the bachelor's degree project are laid down in Appendix 1 of the Ministerial Order on academy profession degree programmes and professional bachelor's degree programmes (the Programme Order).

The bachelor's degree project is worth 15 ECTScredits.

### **6.1 Bachelor's degree project requirements**

The objective of the bachelor's degree project is to document the students' understanding of practice as well as centrally applied theory and method in relation to a practical problem

or issue based on a specific assignment within the field of the programme. The problem or issue, which must be central to the study programme and the profession, must be formulated by the students in the problem statement and research question, possibly in collaboration with a private or public company. The educational institution must approve the problem statement and research question.

## **6.2 Project report contents**

### **Formal written project requirements**

The project report must include:

- Executive summary
- Front page with title, name of study programme, name(s) of project participant(s)
- Cover page
- Table of contents
- Introduction, including problem statement and research question
- Method and theory
- Analysis and problem-solving
- Conclusion
- Elaboration, if any
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project report must total at least 25 and not more than 30 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures) plus not more than 20 standard pages per group member, exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

That means that a group with two people is to submit at least 45 and not more than 50 pages.

## **6.3 Writing and spelling skills**

The basis for the assessment is the student's individual performance.

Writing and spelling skills form part of the final exam project. The assessment is an expression of an overall assessment of the discipline-specific content as well as the students' writing and spelling skills; however, the academic/professional content weights the most.

Students who can document a relevant specific disability may apply for exemption from the

requirement that writing and spelling skills are included in the assessment. The application is to be submitted to the study programme and directed to the attention of the programme director not later than four weeks before the exam is to be held.

## **6.4 Learning outcomes**

The goals for learning outcomes comprise the skills and competences that an export and technology management graduate must achieve during the programme, cf. annex 1 of the Programme Order.

### **Knowledge**

The students should have acquired knowledge about

- applied practice in export companies within the technical and commercial subject areas;
- applied theories and methods within export-related parts of economy, marketing, supply chain management, law and foreign trade, primarily within business to business;
- applied theories and methods within production processes, product development and innovation, as well as be able to reflect on this;
- project management and negotiation technique;
- business culture and communication
- central industries such as plastics, iron and metal, IT and electronics and furniture as well as technological industries such as the energy and environmental area.

### **Skills**

The students should be able to

- apply methods and tools for collection and analysis of information on the client base of companies in the export market as well as use the analytical findings to develop the export markets of companies through customisation;
- develop the export company's service organisation;
- communicate in English in export-related contexts;
- assess theoretical and practical export-related issues as well as select solutions and actions;
- document, formulate and communicate technical issues and solutions to peers and clients; and
- develop solutions in cooperation with the client and the company's technical department.

## Competences

The students should be able to

- independently handle the tasks of industrial companies in respect of export, internally in the company as well as abroad;
- handle complex and development-oriented issues within production and sale in relation to international clients;
- independently cooperate with technical and commercial staff internally in the company and internationally;
- act in managerial functions in relation to the company's export;
- display cultural understanding in connection with the export assignment; and
- identify own learning needs and develop own knowledge and skills in relation to the export market.

## Assessment

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

The exam consists of an individual exam based on a written project report or a group project report, an individual oral presentation and an individual examination. The written individual or written group project report forms part of the assessment basis. One individual overall grade is given.

If the project report is written in groups, the group may not consist of more than three persons.

The exam will not take place until the students have passed the final work placement exam as well as the other exams of the programme.

See the institutional section of this Curriculum for exam form, exam procedure, etc.

## 7. Overview of exams

Overview of all examinations and their order

Examination order	Exam	210 ECTS credits, distributed across the exams	Assessment
1 <sup>st</sup> semester	Academic aptitude examination, if any <sup>1</sup>	-	Pass/fail
1 <sup>st</sup> semester	Individual written assignment	8	7-point grading scale
1 <sup>st</sup> semester	Semester project	22	7-point grading scale
2 <sup>nd</sup> semester	Semester project	30	7-point grading scale
3 <sup>rd</sup> semester	Semester project	30	7-point grading scale
4 <sup>th</sup> semester	Individual written	30	7-point grading scale

<sup>1</sup> An academic aptitude examination, if any, will be described in the institutional curriculum, if it is required that the students pass such exam.

Examination order	Exam	210 ECTS credits, distributed across the exams	Assessment
	assignment		
5 <sup>th</sup> semester	Semester project	30	7-point grading scale
6 <sup>th</sup> semester	Work placement exam	30	7-point grading scale
7 <sup>th</sup> semester	Exam in elective educational component(s) <sup>2</sup>	15	7-point grading scale
7 <sup>th</sup> semester	Bachelor's degree project	15	7-point grading scale

## 8. Credit transfer

Passed educational components are equivalent to the corresponding educational components offered by other educational institutions that offer the programme.

The students must provide information on completed educational components from another Danish or international further education and on employment assumed to result in credit transfer. In each case the educational institution approves credit transfer based on completed educational components and employment that matches up to subjects, educational components and internship components. The decision is based on a professional assessment.

### Pre-approved credit transfer

The students can apply for pre-approved credit transfer. Upon pre-approval of a study period in Denmark or abroad the students must, after conclusion of their study, document the completed educational components of the approved study. In connection with the pre-approval the students must give their consent to the institution obtaining the necessary information following completed study.

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.

## 9. Exemption

The institutions may grant exemption from the rules in this national section of the curriculum that are laid down solely by the institutions, when found substantiated in exceptional circumstances. The institutions cooperate on a uniform exemption practice.

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<sup>2</sup> Elective components and exam(s) are described in the institutional curriculum.

## 10. Effective date and transition provisions

This national section of the curriculum enters into force on 1. September 2017 with effect for all students who are and will be registered for the study programme and for exams commenced on said date or thereafter.

The national section of this Curriculum of September 2016 is revoked with effect from 31 August 2017. However, exams started before 1 September 2017 will be concluded according to the national section of this Curriculum not later than 31 August 2018.

## 11. Order of examinations by semesters

*Overview of all exams and their order*

Examination order	Exam	210 ECTS distributed across the exams	Internal/external assessment	Assessment
1 <sup>st</sup> semester	1. Academic aptitude examination	-	Internal	Pass/fail
1 <sup>st</sup> semester	2. Compulsory educational component 1: The company and its internal systems	8 ECTS	Internal	7-point grading scale
1 <sup>st</sup> semester	3. Compulsory component 1: The company and its internal systems	22 ECTS	Internal	7-point grading scale
2 <sup>nd</sup> semester	4. Compulsory component 2: Market understanding	30 ECTS	External	7-point grading scale
3 <sup>rd</sup> semester	5. Compulsory component 3: Market strategy	30 ECTS	External	7-point grading scale
4 <sup>th</sup> semester	6. Compulsory component 4: Planning the sales	30 ECTS	Internal	7-point grading scale
5 <sup>th</sup> semester	7. Compulsory component 5: The selling organisation	30 ECTS	Internal	7-point grading scale
6 <sup>th</sup> semester	8. Internship exam	30 ECTS	Internal	7-point grading scale
7 <sup>th</sup> semester	9. Elective component exam(s)	15 ECTS	Internal	7-point grading scale
7 <sup>th</sup> semester	10. The professional bachelor's degree project	15 ECTS	External	7-point grading scale

*Information about the time and place for exams can be found on Canvas.*

The 1<sup>st</sup>-year exam – that is exams no. 2, 3, 4 and 5, which conclude compulsory educational component 1: The company and its internal systems, and 2: Market understanding – must be concluded before the end of the 2nd year of study.

## 12. Framework and criteria for the study programme exams

### 12.1 Academic aptitude examination

#### Exam form and procedure

The exam is an individual, internally assessed oral exam based on a written report. The written report constitutes the basis for examination as well as assessment.

#### Examination content and formal requirements

The examination content is based on the tuition and the activities during the period from study start up to the time of the exam as well as the submitted report. The purpose is to clarify whether the students have actually started on the study programme.

The exam is a combination of a written and an oral exam.

The written part of the exam is based on a report which the students hand in four weekdays before the oral exam. The report is a written account of the activities held, including a reflection on their own learning process in connection with the activities. Further, the account must include a reflection on how the students see their own future efforts with a view to succeeding with the objectives of the programme as well as their own individual goals, including student readiness.

3-4 standard pages are to be submitted (one standard page is 2,400 characters including spaces). The students themselves organise the assignment. The cover page must include date of submission, name of study programme, name of students, study number, class name and the number of standard pages.

The oral part of the exam is based on the written reflection and is in the form of a conversation between lecturers and the individual students. The exam includes a test of the students' knowledge of the different academic/professional components (which are not part of the learning outcomes of the programme), their use of the programme's different IT systems and their knowledge of relevant staff/contact persons. Finally, it is up to the students to document their concrete study activity at the exam, for instance through participation in the tuition, handing in of assignments (mandatory assignments as well as assignment exercises) with reasonable content, acquisition of syllabus, etc.

### **Scheduled time**

The academic aptitude examination is held not later than two months after the start of the programme.

*Resit examinations are held not later than three months after the start of the programme.*

Information about time and place can be found in the semester description and is posted in detail on Canvas.

### **Assessment form**

Pass/fail

### **Use of study aids**

No study aids are permitted for the oral exam.

### **Examination language**

The exam is conducted in English.

### **ECTS credits of the exam**

No ECTS credits are granted, and the exam does not figure on the degree certificate.

### **Assessment criteria**

The exam is assessed as passed/failed based on an overall evaluation of the students' report and examination, which combined must match the description under "Examination content and formal requirements" above.

If the students do not pass the test, they may take a resit exam to be held not later than three months after the start of the programme. The students thus have two examination attempts.

#### **If the exam is failed**

If students fail the resit exam, their registration as students will be terminated, cf. the Ministerial Order on admission to academy profession degree programmes and professional bachelor's degree programmes (the Admission Order).

#### **Complaints**

The students cannot complain about the exam.

#### **Exemption**

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

### **13. 1<sup>st</sup> examination in compulsory educational component 1: The company and its internal systems**

#### **Examination procedure**

The exam is an individual, internally assessed, written exam graded according to the 7-point grading scale.

The written part of the exam is a 48-hour '*take home*' assignment to be solved individually based on a case introduction in English. The students are to solve the assignment within 48 hours.

The exam is worth 22 ECTS credits.

#### **Formal written project requirements**

- Cover page and title page
- Table of contents
- Introduction to the paper
- The assignment paper
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The written assignment may not exceed ten standard pages of 2,400 characters including spaces.

Cover page, table of contents, reference list and appendices are not included in the required number of pages. The appendix may not exceed five pages.

A standard page is 2,400 characters including spaces and footnotes. Cover page, table of contents, reference list and appendices are not included, and the appendix will not be

assessed.

If the formal requirements are not complied with or the assignment is handed in too late, the students cannot sit the exam, and they will be considered to have made an exam attempt.

**Assessment criteria**

According to the assessment criteria for the exam, the students must be able to do hand sketches, use 3D CAD programs and prepare technical documentation.

**Scheduled time**

The exam will take place in the 1<sup>st</sup> semester. Further information about time and location can be found on Canvas.

The study programme may exempt individual students from the deadlines specified for passing the exam, if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

**Examination language**

English

**14. 2<sup>nd</sup> examination in compulsory educational component 1: The company and its internal systems**

The examination in compulsory educational component 1: The company and its internal systems is a group-based written project report.

**Formal written project requirements**

The project report must include:

- Front page with title, name of study programme, name(s) of project participant(s)
- Cover page
- Table of contents
- Introduction, including problem statement and research question
- Method and theory
- Analysis and problem-solving
- Conclusion
- Elaboration, if any
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project report must total at least 20 and not more than 25 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures)

exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

### **Exam form and procedure**

The exam is individual, internally assessed and is a combination of an oral and written group examination based on a written group project and graded according to the 7-point grading scale.

A group may have up to six members.

The exam is worth 22 ECTS credits.

1. Group presentation of project: 15 minutes
2. Group examination based on project and semester syllabus: 10 minutes per group member, minimum 30 minutes
3. Deliberations and announcement of grades: 10 minutes

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 compulsory educational component 1: The company and its internal systems, except for learning outcomes marked with \*.

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

### **Scheduled time**

The exam will take place at the end of the 1<sup>st</sup> semester. Further information about time and location as well as submission of the written group project can be found on Canvas.

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

### **Examination language**

English

## **15. Examination in compulsory educational component 2: Market understanding**

The examination in compulsory educational component 2: Market understanding is a group-based written project report.

### **Formal written project requirements**

The project report must include:

- Front page with title, name of study programme, name(s) of project participant(s)

- Cover page
- Table of contents
- Introduction, including problem statement and research question
- Method and theory
- Analysis and problem-solving
- Conclusion
- Elaboration, if any
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project report must total at least 30 and not more than 35 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures) exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

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

The exam is individual, externally assessed and is a combination of an oral and written group examination based on a written group project and graded according to the 7-point grading scale.

A group may have up to six members.

The exam is worth 30 ECTS credits.

4. Group presentation of project: 15 minutes
5. Group examination based on project and semester syllabus: 10 minutes per group member, minimum 30 minutes
6. Deliberations and announcement of grades: 10 minutes

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 compulsory educational component 2: Market understanding.

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

#### **Scheduled time**

The exam will take place at the end of the 2<sup>nd</sup> semester. Further information about time and location as well as submission of the written group project can be found on Canvas.

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or

exceptional circumstances.

### **Examination language**

English

## **16. Examination in compulsory educational component 3: Market strategy**

The examination in compulsory educational component 3: Market strategy is a group-based written project report.

The project report must include:

- Front page with title, name of study programme, name(s) of project participant(s)
- Cover page
- Table of contents
- Introduction, including problem statement and research question
- Method and theory
- Analysis and problem-solving
- Conclusion
- Elaboration, if any
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project report must total at least 30 and not more than 35 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures) exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

### **Examination procedure**

The exam is individual, externally assessed and is a combination of an oral and written group examination based on a written group project and graded according to the 7-point grading scale.

A group may have up to six members.

The exam is worth 30 ECTScredits.

7. Group presentation of project: 15 minutes
8. Group examination based on project and semester syllabus: 10 minutes per group member, minimum 30 minutes
9. Deliberations and announcement of grades: 10 minutes

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 compulsory educational component 3: Market strategy.

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

### **Scheduled time**

The exam will take place at the end of the 3<sup>rd</sup> semester. Further information about time and location as well as submission of the written group project can be found on Canvas.

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

### **Examination language**

English

## **17. Examination in compulsory educational component 4: Planning the sales**

The examination in compulsory educational component 4: Planning the sales is an individual written assignment.

### **Examination procedure**

The exam is an individual, internally assessed, written exam graded according to the 7-point grading scale.

The written part of the exam is a 48-hour *'take home'* assignment to be solved individually based on a case introduction in English. The students are to solve the assignment within 48 hours.

The exam is worth 30 ECTS credits and grade is given according to the 7-point grading scale.

### **Formal written project requirements**

- Cover page and title page
- Table of contents
- Introduction to the exam paper
- Background, theory, method, analysis, including description and substantiation of the choice of empirical data, if any, to answer the problem formulation
- Conclusion
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project must include a method section based on the questions for the case, but not a problem formulation.

The exam project may not exceed 10 standard pages of 2,400 characters, including spaces.

Cover page, table of contents, reference list and appendices are not included in the required number of pages. The appendix may not exceed five pages.

A standard page is 2,400 characters including spaces and footnotes. Cover page, table of contents, reference list and appendices are not included, and the appendix is not assessed.

If the formal requirements are not complied with or the project is handed in too late, the students cannot sit the exam, and they will be considered to have made an exam attempt.

### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for compulsory educational component 4: Planning the sales.

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

### **Scheduled time**

The exam will take place at the end of the 4<sup>th</sup> semester. Further information about time and location can be found in the semester plan on Canvas.

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

### **Examination language**

English

## 18. Examination in compulsory educational component 5: The selling organisation

The examination in compulsory educational component 5: The selling organisation is a group-based written project report.

### Formal written project requirements

The project report must include:

- Executive summary
- Front page with title, name of study programme, name(s) of project participant(s)
- Cover page
- Table of contents
- Introduction, including problem statement and research question
- Method and theory
- Analysis and problem-solving
- Conclusion
- Elaboration, if any
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

The project report must total at least 30 and not more than 35 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures) exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

### Exam form and procedure

The exam is an individual, internally assessed exam, which is a combination of an oral and written group examination based on a written group project. The exam is graded according to the 7-point grading scale.

A group may have up to six members.

The exam is worth 30 ECTS credits.

10. Group presentation of project: 15 minutes

11. Group examination based on project and semester syllabus: 10 minutes per group member, minimum 30 minutes

12. Deliberations and announcement of grades: 10 minutes

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 compulsory educational component 5: "The selling organisation"

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

**Scheduled time**

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

The study programme may exempt individual students from the deadlines that have been set for passing the exam if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

**Examination language**

English

**19. Internship****Internship requirements and expectations**

During the internship, the students will work on issues that are relevant to the profession while achieving knowledge of relevant business functions. The connection between the theoretical tuition and internship is the foundation for the students' learning outcomes for the internship.

Based on the learning outcomes for the internship, cf. the national section of this Curriculum, the students and the supervisors/contact persons will collaborate on setting the specific goals for the learning outcomes of the internship. The outcomes is written down and placed in the study journal of the student.

These goals will determine the planning of the students' internship tasks and work.

The internship should be likened to a full-time job with the same requirements for working hours, effort, commitment and flexibility that export and technology management graduates can be expected to meet in their first jobs.

The internship may be organised in a flexible, varied manner and may form the basis of the students' final exam project.

**Exam participation prerequisites**

Students must meet the following requirements in order to sit the exam:

- The written project and the internship diary, which constitute assessment as well as examination basis, must meet the formal requirements, cf. below
- The written project must be submitted in due time according to the exam plan, which can be found on Canvas

A failure to meet one or more prerequisites or formal requirements or to hand in a project in time means that the students may not sit the exam, and that they will be considered to have made an exam attempt.

#### **Formal internship diary requirements**

- The internship diary is to be filled in once a week
- The diary must include a description of the assignments, activities, reflections, etc. in respect of what the student has learnt at a personal level as well as the theories applied

#### **Formal written project requirements**

The project report must include:

- Front page with title, name of study programme, name(s) of project participant(s)
- Cover page
- Table of contents
- Introduction and presentation of place of internship
- Theoretical reflection on methods and theories used during the internship based on the internship diary
- Reflection on the fulfilment of learning outcomes, cf. the learning outcomes for the internship
- Conclusion on internship
- Possible elaboration in respect of elective subjects, specialisation (cf. elective subject description) and bachelor project
- Reference list (incl. all sources referred to in the project)
- Appendices (include only appendices central to the report)

- 20.** The project report must total at least 8 and not more than 10 standard pages (one standard page is 2,400 characters including spaces, references, models and pictures) exclusive of appendices. Only the actual assignment is assessed, as preface, table of contents, reference list and appendices are not included in the assessment.

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

The exam is internally assessed and is a written examination based on an individual internship diary and a project report. The exam is graded according to the 7-point grading scale.

One individual overall grade is given based on an overall evaluation of the internship diary and written project.

The exam is worth 30 ECTS credits.

#### **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.

**Scheduled time**

The exam will take place at the end of the 6<sup>th</sup> semester. Information about time and place can be found on Canvas.

**Examination language**

English

## **21. Elective educational components**

**Content**

The elective educational components give the students the opportunity to qualify their study and professional competence through specialising and further expanding subjects that are broadly related to the export and technology management field.

Each year the programme offers a number of elective subjects, which can be found on Canvas.

Students may also plan their elective educational components on their own as a theoretical and/or practical learning process, which must be approved by the study programme.

**ECTS credits**

The elective educational components are offered with the following ECTS credits: 5, 10 and 15 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 the theory and practises of the export and technology management field.

**Skills**

The students should be able to

- select, describe and perform literature search for an elective export and technology management problem statement;
- discuss process-related 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.

#### **Scheduled time**

The elective educational components take place in the 7<sup>th</sup> semester of the study programme.

#### **Examination procedure**

The exams can be internally or externally assessed depending on elective subjects and will be graded according to the 7-point grading scale.

In case of an elective theoretical and/or practical learning process, which is approved by the study programme, the exam is internally assessed and graded according to the 7-point grading scale.

#### **Examination language**

Danish or English, depending on the language in which the elective is offered.

## **22. Professional bachelor's degree project**

Please see the national section of this Curriculum for the Export and Technology Management programme for professional bachelor's degree project requirements as well as learning outcomes.

#### **Exam participation prerequisites**

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

- comply with the formal requirements for the final exam project, cf. the national section of this Curriculum; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Incorrect submission of the written project, which constitutes the written part of the exam, means that the students will not be allowed to sit the exam, and that they will be considered to have made an exam attempt.

The exam will not take place until the students have passed the final internship exam as well as the other exams of the programme.

#### **Examination procedure**

The exam is an individual, externally assessed oral examination in the form of an oral presentation and an examination based on the written project report.

The presentation is solved as an *individual* assignment.

Procedure for the oral exam:

1. Individual presentation of project: 15 minutes
2. Individual examination based on project: 25 minutes
3. Deliberations and announcement of grades: 5 minutes

#### **Scheduled time**

Further information about time and location and submission of the written group project can be found on Canvas.

#### **Examination language**

English

### **23. Withdrawal from exams**

Rules on withdrawal from exams are found in the [UCN Examination Regulations](#) on ucn.dk.

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

Each of the educational components of the study programme may take place abroad if the 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.

### **25. Learning and teaching forms**

In the Export and Technology Management programme, we use a wide range of learning and teaching methods that combined support the above and promote the achievement of the learning outcomes described in this Curriculum.

The learning and teaching forms are based on UCN's common learning approach, which is continuously updated and described here: [ucn.dk](#).

The overall tuition methods are dialogue-based class teaching, assignment work and project work in groups. However, the programme also contains a lot of study group activities, self-study activities, individual assignments and projects, presentations in front of groups and the whole class, interdisciplinary theme activities and much more.

Common to all these activities is that we always try to define (or help you define) clear goals for the learning activities.

## **26. 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.

## **27. 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/present assignments/projects.

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

Furthermore, some programme elements may have compulsory attendance.

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.

## **28. Criteria for assessing study activity**

### **Criteria for cessation of registration of students who are not participating actively in studies**

Registration will be terminated for students who have not passed at least one exam for a continuous period of at least one year.

Periods during which the students have not been participating 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 grant exemption from these stipulations in exceptional circumstances. The application for exemption should be submitted to the programme director.

Students will be informed in writing before their student registration is terminated. In connection with such notification, students will be made aware of the above rules. In the letter, students must be informed that they will have 14 days to submit documentary evidence to prove that periods in which they were not participating should not count as non-compliance with the study activity requirements. Furthermore, students will be notified of the deadline for making an appeal for exemption.

If the student has not responded within the fixed deadline, his/her registration as a student will be terminated.

## **29. Language**

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

The students' English skills must meet the requirements of the Admission Order. Students are not required to have any knowledge of foreign languages other than that stated in the Admission Order.

### **28.1 Examination language**

Exams must be conducted in understandable English with the possibility of Danish in the internship and elective study components.

Students whose mother tongue is not Danish/English may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria for the professional bachelor's degree project as well as exams in which such skills are stated in this curriculum to be part of the assessment criteria. The application must be submitted to the programme not later than four weeks before the exam is to take place.

## **30. Illness resit examinations and resit examinations**

Rules about illness resit examinations and resit examinations can be found in [UCN Examination Regulations](#) on ucn.dk.

## **31. Study aids**

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

## **32. 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-related problems. The application is to 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.

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

## **33. Academic misconduct at exams**

When handing in a written exam assignment, the student must confirm by signature or individual upload in the exam system that the assignment was prepared without undue help.

### **32.1 Use of your own work and the work of others – plagiarism**

The rules on the use of your own work and the work of others – plagiarism – are found in [UCN Examination Regulations](#) on ucn.dk.

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

The rules on disciplinary actions in events of academic misconduct and disruptive behaviour during exam are found in [UCN Examination Regulations](#) on ucn.dk.

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

The rules on complaints about exams and appeals against decisions are found in [UCN Examination Regulations](#) on ucn.dk.

### **32. Exemption**

The institutions may grant exemption from the rules in this national section of the curriculum that are laid down solely by the institutions, when found substantiated in exceptional circumstances. The institutions cooperate on a uniform exemption practice.

### **33. Effective date and transition provisions**

This institutional section of the curriculum enters into force on 1. September 2017 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 national section of this Curriculum of September 2016 is revoked with effect from 31 August 2017. However, exams started before 1. September 2017 will be carried out according to the national section of this Curriculum not later than 31. August 2018.