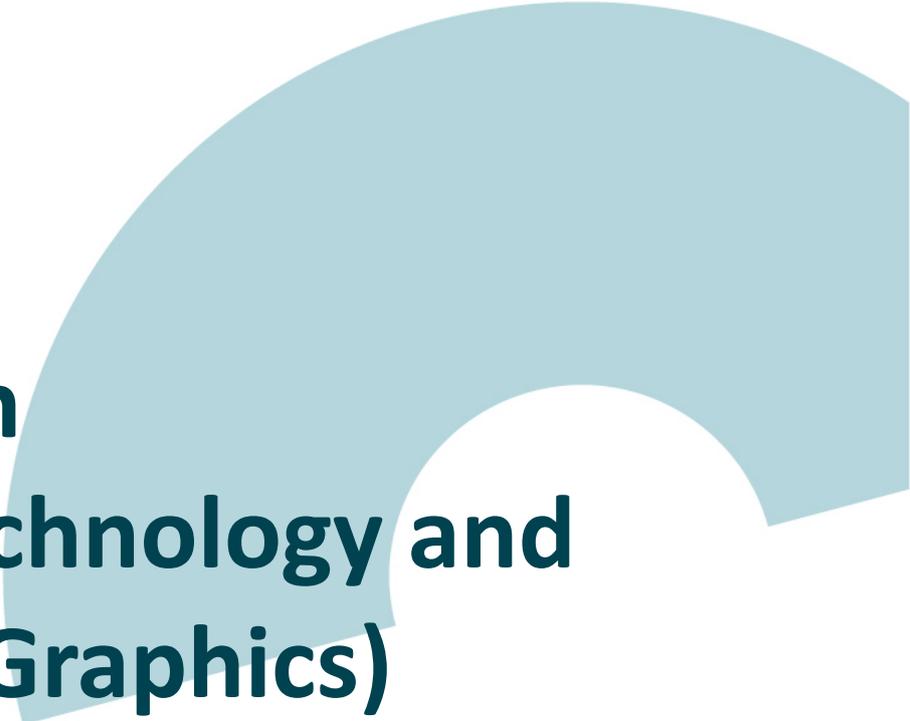


Date: 01 August 2020



Curriculum Design, Technology and Business (Graphics) Institutional Part

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

1. Curriculum for the Academy Profession Degree Programme in Design, Technology and Business (Graphics); institutional part

The curriculum for the programme comprises two parts (sets of regulations):

1. the national part
2. the institutional part

The national part is determined by the network of heads of programme for the Design, Technology and Business programme 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 University College of Northern Denmark (UCN) and is designed to accommodate local and regional needs.

The institutional part of the curriculum (as well as the national part) has been approved by UCN in accordance with all applicable regulations.

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

2. Distribution of national and local subject elements, internship and exams across the course of the study programme

Sem.	National subject elements	Local subject elements, including electives	ECTS	Internal/ External assessment	Also called
1			0	Internal	Academic aptitude exam
1	Design		10	Internal	First-semester exam
	Technology		10		
	Business		10		
2	Design specialisation:			External	Second semester exam
	- Design		15		
	- Technology		10		
	- Communication		5		
	Marketing specialisation:				
	- Concept development		15		
	- Communication		10		
	- Management		5		
		(30)			

3		Design specialisation:	15	Internal	Third semester exam
		Marketing specialisation:			
		Elective 1	10		
		Elective 2	5		
			(30)		
4	Internship		15	Internal	Internship exam
4	Final degree project		15	External	Final exam
Total ECTS credits			120		

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 the programme LMS.

3. Local subject elements for the Design specialisation

The Design specialisation contains three local subject elements: Design, Technology and Communication.

3.1.1 Learning objectives for Design

The Design subject element deals with the development of sustainable graphic-design solutions relating to a specifically defined issue that considers trends, markets and target groups. Students work on issues from the idea phase to a finished product, and the work includes the involvement of project management, composition, design principles, typography and other aesthetic devices for graphical production.

Knowledge

The student should have achieved

- knowledge of key subjects within trends, sociology and market understanding.
- an understanding of design processes and design methods in practice.

Skills

The student should be able to

-
- use and combine design processes and methods related to the development of a graphic product from the idea stage to a finished product.
 - assess issues and problems and adjust work flows and work processes accordingly.
 - communicate practise-related issues and potential solutions to partners and users.

Competencies

The student should be able to

- plan and carry out a development-oriented design process from the idea stage to a finished product and be able to engage in mono- and multi-disciplinary cooperation with relevant parties.
- acquire new knowledge, skills and competencies associated with developing graphic solutions, within a structured context.

ECTS weight

The local subject element Design is worth 5 ECTS credits.

3.1.2 Learning objectives for Technology

The Technology subject element deals with the selection and use of suitable tools, materials and methods to produce sustainable graphic-design solutions. All processes in graphic production, including quality assurance, are included.

Knowledge

The student should possess

- knowledge of materials and their sustainability.
- an understanding of how to create solution proposals and how to communicate them to collaboration partners and users using suitable tools and methods.

Skills

The student should be able to

- use and combine technologies to create and perform quality-assurance on solution proposals that relate to the practice and work processes of the field.
- assess practice-related issues and adjust work flows and work processes accordingly.
- communicate practise-related issues and potential solutions to partners and users.

Competencies

The student should be able to

- take part in development-oriented and/or multi-disciplinary work processes.
- carry out defined management- and planning functions relating to the practices of the profession and the subject field.
- acquire new knowledge, skills and competencies associated with the graphic design industry, within a structured context.

ECTS weight

The local subject element Technology is worth 5 ECTS credits.

3.1.3 Learning objectives for Communication

The Communication subject element deals with the development and design of sustainable and user-oriented cross-media communication products. The work is based on innovation- and creativity work, including trends and visual devices.

Knowledge

The student should have

- knowledge of trends and visual communication in practice.
- an understanding of communicative devices in practice.

Skills

The student should be able to

- use communicative devices for developing solutions.
- communicate and argue for the solutions proposed to relevant parties.

Competencies

The student should be able to

- take part in development-oriented and/or multi-disciplinary work processes.
- acquire new knowledge, skills and competencies associated with the graphic design industry, within a structured context.

ECTS weight

The local subject element Communication is worth 5 ECTS credits.

4. Local subject elements for the Marketing specialisation

The Marketing specialisation comprises three local subject elements: Concept development, Communication and Management.

4.1.1 Learning objectives for Concept development

The subject element Concept development concerns market-oriented development of concepts and the design of graphic solutions in commercial contexts. Students deal with practice-related, user-oriented issues with a view to developing a value-adding digital and analogue brand experience.

Knowledge

The student should

- possess knowledge of theories and methods relating to the development of concepts and the design of graphic solutions in the context of the practices of business and the profession.
- understand key theories and methods of concept development for the design of digital and analogue solutions.

Skills

The student should be able to

- apply theories and methods for developing graphic solutions for partners and users
- develop and select creative concepts to solve practice-related problems
- communicate proposals for creative concepts and graphic solutions, and in so doing, the student should be able to use industry-related professional terms and terminology.

Competencies

The student should be able to

- take a professional approach to cooperating with others on work assignments.
- acquire new knowledge, skills and competencies associated with concept development and/or graphic design tasks, within a structured context.

ECTS weight

The local subject element Concept development is worth 5 ECTS credits.

4.1.2 Learning objectives for Communication

The subject element Communication concerns the design of graphic solutions and visual communication to make creative concepts cross-medial.

Knowledge

The student should

- possess knowledge of theories and methods regarding channels, formats and media, and the organisation of their content.
- understand channels, formats and media and the organisation of their content.

Skills

The student should be able to

- apply theories and methods to the selection of a channel, format and medium, and to organise its content.
- assess a channel, its format and the medium with its content in the context of a specific practice-related problem.
- communicate solution proposals for the choice of channel, format, medium and choice of content, and in so doing, the student should be able to use industry-related professional terms and terminology.

Competencies

The student should be able to

- take a professional approach to cooperating with others on work assignments.
- acquire new knowledge, skills and competencies relating to the design of communication products.

ECTS weight

The local subject element Communication is worth 5 ECTS credits.

4.1.3 Learning objectives for Management

The Management subject element concerns project management and the coordination of creative marketing activities.

Knowledge

The student should

- possess knowledge of theories and methods of project management and the coordination of creative processes relating to the practices of the business and the profession.
- be able to understand and apply key theories and methods in project management and coordination.

Skills

The student should be able to

- apply creative project-management- and coordination tools in the development of concepts and the design of graphic solutions.
- select suitable project-management- and coordination tools to manage concept-development- and design processes.
- communicate a project plan, activities, and their choice of tools, and in so doing, the student should be able to use industry-related terms and terminology.

Competencies

The student should be able to

- take a professional approach to cooperating with others on work assignments.
- manage development-oriented situations using suitable project management- and coordination tools.

ECTS weight

The local subject element Management is worth 5 ECTS credits.

5. Elective(s)

Two elective packages, worth 10 ECTS credits and 5 ECTS credits respectively, are available in the third semester. The electives take the form of learning activities, the content of which will be defined in subject descriptions that can be found on the LMS. The content is determined by the local subject elements in the second year of study – Design and Marketing respectively – and it allows students to qualify their academic and professional competencies through in-depth study of current, subject-related topics.

5.1 Learning objectives for electives

Students must select and combine electives worth 15 ECTS by choosing one elective worth 10 ECTS and one elective worth 5 ECTS.

5.1.1 Purpose electives package No. 1: 10 ECTS credits

The purpose of electives package No. 1 is to give students the opportunity to study a current academic and theoretical topic relevant to their specialisation and sought after by potential employers for graduates of the programme and selected by the institution.

5.1.2 Purpose electives package No. 2: 5 ECTS credits

The purpose of electives package No. 2 is to give students the opportunity to immerse themselves in a current subject-related topic relevant to their specialisation within the context of practice.

5.1.3 Knowledge

Students in the Design specialisation should

- possess knowledge of the practices of the profession and the field of design
- be able to understand practices and key applied design theories and methods

Students in the Marketing specialisation should

- possess knowledge of the profession, as well as the practices of the field of branding and marketing.
- be able to understand practices and key applied branding- and marketing theories and methods.

5.1.4 Skills

Students in the Design specialisation should be able to

- apply design methods, -tools and industry-relevant skills.
- assess practice-related issues and propose and select possible solutions.
- communicate practice-related issues and solutions to stakeholders.

Students in the Marketing specialisation should be able to

- apply branding- and marketing methods and -tools as well as industry-relevant skills.
- assess issues from practice and propose and select possible solutions.
- communicate practice-related issues and solutions to stakeholders.

5.1.5 Competencies

Students in the Design specialisation should be able to

- handle development-oriented situations relating to the development of design solutions.
- take a professional approach to co-operating with others within the profession and across professions.

Students in the Marketing specialisation should be able to

- handle development-oriented situations relating to the development of branding- and marketing solutions.

- take a professional approach to co-operating with others within the profession and across professions

5.2 Examination

The electives are tested along with the third semester exam as part of a portfolio exam. See section 9.

5.3 ECTS weight

The elective subjects are worth 15 ECTS credits in total.

6. Framework and criteria for study programme examinations

The following describes the framework and criteria for all examinations of the programme. The framework and criteria for all programme examinations can be found in the exam descriptions for the Design, Technology and Business Programme which can be found on the programme's LMS.

6.1 Automatic registration for all exams

A subject element is finalised by 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.

If a student is on leave of absence, they will not automatically be registered for exams for that particular semester. After the end of the student's leave of absence, they will automatically be registered for the exams that finalise the semester that they have just started and also for any prior, failed exams.

It is the student's responsibility to stay informed of the time and venue for exams as 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.

7. Study programme exams in the first semester

7.1 Academic aptitude exam

The exam is an individual, internally assessed written exam based on the student's reflections on study start.

7.1.1 Exam procedure

The exam is an individual, internally assessed, written on-site examination 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.

In writing, the student must answer a number of questions about the above-mentioned activities. The examination will take as its starting point the student's knowledge of UCN's learning approach, study programme administration as well as student rights and obligations.

7.1.2 Scheduled time

The academic aptitude examination will take place up to two months after the start of the study programme.

A resit exam will take place up to three months after the start of the study programme.

Further information about the general time and venue of the exam can be found in the semester description and will be announced through WISEflow.

7.1.3 Exemptions

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.

7.1.4 Resit exam

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.

7.1.5 Examination language

The examination language is English.

7.1.6 Exams aids

All exam aids are permitted.

7.2 First-semester exam

The first semester is finalised by an individual examination testing the joint compulsory educational elements.

7.2.1 Examination prerequisites

Students must meet the following requirement to sit the exam:

- the student must have duly prepared and submitted all coursework assignments that are specified as interdisciplinary coursework assignments. Such coursework assignments will be announced at the beginning of the semester and will comprise up to 5 assignments per semester. The formal requirements to the coursework assignments are stated in the course descriptions, which can be found on the programme's LMS.

If a student does not comply with the above requirement, the student cannot sit the examination, and one exam attempt will have been used.

7.2.2 Examination method and procedure

The first-semester exam is an individual, internally assessed, oral examination which is based on a written answer paper and submission of one or more products.

7.2.3 Content and formal requirements

The educational institution will prepare an interdisciplinary assignment for testing the students.

7.2.4 Scheduled time

The exam will take place at the end of the first semester.

Further information about time and venue can be found in the semester description, and the information will also be announced through WISEflow.

7.2.5 Use of exam aids

Electronic aids are permitted for the written part of the exam.

7.2.6 Examination language

The examination language is English.

7.2.7 ECTS credits

The examination is worth 30 ECTS credits.

7.2.8 Assessment basis

The assessment basis consists of the written answer paper, the submitted product(s) and the oral exam performance.

7.2.9 Assessment criteria

The assessment criteria of the exam are the learning objectives for the shared compulsory educational elements of the study programme. The learning objectives are described in the national part of the Curriculum.

The written answer paper, the products and the oral performance are assessed as a whole, leading to a single grade on the 7-point grading scale. Spelling and wording ability are not included in the assessment of the written part of the exam.

7.2.10 Resit

Resits take place immediately before or at the very beginning of the subsequent semester. In the event of a resit examination, the institution will create a new interdisciplinary assignment.

A student must pass the first-semester examination before the end of the first year of study 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.

8. Exams in the second semester

The second semester is finalised by an individual, externally assessed, oral exam, which is based on three written products.

8.1.1 Examination prerequisites

Students must meet the following requirement to sit the exam:

- the student must have duly prepared and submitted all coursework assignments that are specified as interdisciplinary coursework assignments. Such coursework assignments will be announced at the beginning of the semester and will comprise up to 5 assignments per semester. The formal requirements to the coursework assignments are stated in the course descriptions, which can be found on the programme's LMS.

If a student does not comply with the above requirement, the student cannot sit the examination, and one exam attempt will have been used.

8.1.2 Examination method and procedure

The exam is an individual, externally-assessed oral examination based on three written products in the form of:

- a written synopsis,
- a product description containing at least one graphical product, and
- a design process log.

The product description and the log must be included as part of the written synopsis.

The student may select the exam topic, but it must take its starting point in a company or business and the subject field of the student's specialisation. The topic and the research question must be approved by the educational institution.

8.1.3 Content and formal requirements

The written synopsis must be prepared on the basis of the approved problem statement and must include:

- cover page
- title page
- table of contents
- introduction/problem field (including considerations/argumentation for the student's choice of topic)
- research question
- choice of research method(s) and theories
- delimitation of scope, if relevant
- analysis: justifications/argumentation/assessments
- conclusion
- appendices: a product description containing at least one graphic product as well as a design-process log
- literature and resource list with a correct indication of sources according to the Harvard referencing standard.

The synopsis must be 4–6 standard pages in length. 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 any one of the formal requirements for the written synopsis has not been met, the synopsis will be rejected and it will not be assessed. As a consequence, the student will have used an exam attempt.

8.1.4 Scheduled time

The exam will take place at the end of the second semester.

Further information about time and venue can be found in the semester description, and the information will also be announced through WISEflow.

8.1.5 Examination language

The examination language is English.

8.1.6 ECTS credits

The examination is worth 30 ECTS credits.

8.1.7 Assessment basis

The assessment basis is made up of the three written parts (see 'Examination method and procedure' above) and the oral exam performance.

8.1.8 Assessment criteria

The assessment criteria of the exam are the learning objectives for the second semester of the specialisation. The learning objectives are described in the national part of the Curriculum.

The written part, the products and the oral performance are assessed as a whole, leading to a single grade on the 7-point grading scale. Spelling and wording ability are not included in the assessment of the written part of the exam.

8.1.9 Resit exam

Resits take place immediately before or at the very beginning of the subsequent semester. For the resit, the student must select a new topic and formulate a new problem statement to be approved by the institution.

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.

9. Exams in the third semester

The third semester is concluded by a joint internally-assessed exam testing the second year of the specialisation and elective subjects.

9.1.1 Examination prerequisites

Students must meet the following requirement to sit the exam:

- the student must have duly prepared and submitted all coursework assignments that are specified as interdisciplinary coursework assignments. Such coursework assignments will be announced at the beginning of the semester and will comprise up to 5 assignments, which will be included in the exam portfolio. See section 9.1.3.
- The student must meet the formal requirements to the coursework assignments, which are stated in the course descriptions. The course descriptions can be found on the programme's LMS.

If a student does not comply with the above prerequisites, the student cannot sit the examination, and one exam attempt will have been used.

If the student does not meet the above-mentioned prerequisites, he/she is entitled to remediation between each assessment. As a starting point the remedy will be the same as the original prerequisites. However, based on a specific assessment, the program may estimate that the student will be able to remedy prerequisites for a measure other than the one originally stipulated.

9.1.2 Examination method and procedure

The third-semester exam is an individual, internally-assessed oral exam made up of three parts:

- a portfolio,
- a written reflection on learning objectives, and
- an oral exam performance.

9.1.3 Content and formal requirements

The portfolio must include:

- graphic products from the interdisciplinary coursework assignments from the third semester of the specialisation and from the third-semester electives. See section 9.1.1.

The written reflection on learning objectives must include:

- a description of how the student has worked to optimise the graphic design products.

A more detailed description of the content of the examination can be found in the exam description for the third-semester exam, which is available on the LMS.

9.1.4 Scheduled time

The exam will take place at the end of the third semester.

Further information about time and venue can be found in the semester description, and the information will also be announced through WISEflow.

9.1.5 Examination language

The examination language is English.

9.1.6 ECTS credits

The exam is worth 30 ECTS credits: 15 ECTS for the specialisation subjects, and electives amounting to 10 ECTS and 5 ECTS respectively.

9.1.7 Assessment basis

The assessment basis is made up of the portfolio, the written reflection and the oral exam performance.

9.1.8 Assessment criteria

The assessment criteria for the exam are the learning objectives for the third semester of the specialisation as well as the learning objectives for the third-semester electives. The learning objectives are described in the institutional part of the Curriculum.

The three parts that make up the assessment basis are assessed as a whole, leading to a single grade on the 7-point grading scale. Spelling and wording ability are not included in the assessment of the written part of the exam.

9.1.9 Resit exam

Resits take place immediately before or at the very beginning of the subsequent semester. The resit is based on the student's improvement of his/her own portfolio and the written reflection.

The examination must have been passed before the student can attend the final examination.

10. Internship exam

10.1.1 Internship requirements and expectations

During the internship, the student will work on problems that are relevant to the profession while acquiring knowledge of relevant work functions. 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 study programme learning objectives, the student and the internship host supervisor collaborate on setting specific objectives for the student's internship.

The learning objectives must be entered in the student's record in the Internship portal.

The student's UCN supervisor must approve that the learning objectives fall within the scope of the curriculum's internship learning objectives.

The objectives will then guide the planning of the student's work during the internship.

The internship should be considered similar to a full-time job with the same requirements in terms of number of working hours, effort, commitment and flexibility that a Design, Technology and Business graduate would be expected 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.

10.1.2 Exam prerequisites

Students must meet the following requirements to sit the exam:

- the student must have completed an internship worth 15 ECTS credits.
- the student must write a journal in the internship portal and do this continuously every week.
- the student must submit a written assignment. The written assignment must meet the formal requirements below.

If any one examination prerequisite has not been met, the student will not be allowed to attend the exam, and an examination attempt will have been used.

10.1.3 Examination method and procedure

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

The examination is worth 15 ECTS credits.

10.1.4 Formal requirements for the written project

The written part of the exam must include the following:

- cover page
- table of contents
- introduction/problem field (including considerations/argumentation for the student's choice of topic)
- reflections on the achieved learning objectives, based on the selected topic, the student's own and the internship company's practices.

The written work may not exceed 5 standard pages in length. One standard page is 2,400 characters, including spaces and footnotes.

10.1.5 Assessment basis

The assessment basis consists of a completed internship equivalent to 15 ECTS credits, the written project report and the oral exam performance.

10.1.6 Assessment criteria

The assessment criteria for the exam are the learning objectives for the internship. The learning objectives are described in the national part of the Curriculum.

The written project and the oral exam performance are assessed as a whole, leading to a single grade. Spelling and wording ability are not included in the assessment of the written part of the exam

10.1.7 Scheduled time

The exam will take place at the end of the internship period. Further information about the time and venue for the exam can be found on the study programme's LMS.

10.1.8 Examination language

English

11. The final examination

11.1.1 Examination method and procedure

The exam is an individual, externally-assessed oral exam based on the written project report.

The final degree project is made up of three written products in the shape of:

- a report,
- a product description containing at least one graphic product, and
- a design-process log.

The product description and the log must be included as part of the report.

The student(s) may select the topic of the final degree project, but it must take its starting point in a public or private business and be central to the graphic design profession.

The topic and the research question must be approved by the educational institution.

The examination is worth 15 ECTS credits.

11.1.2 Formal requirements for the report

The report must be prepared on the basis of the approved research question and must contain:

- cover page
- title page
- table of contents
- introduction/problem field (including considerations/argumentation for the student's choice of topic)
- research question
- choice of research method(s) and theories
- delimitation of scope, if relevant
- analysis: justifications/argumentation/assessments
- conclusion
- appendices: a product description containing at least one graphic product as well as a design-process log
- literature and resource list with correct indication of sources according to the Harvard referencing standard.

The report must be 10-15 standard pages in length. 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 any one of the formal requirements for the report has not been met, the report will be rejected, and it will not be assessed. As a consequence, the student will have used an exam attempt.

11.1.3 The assessment basis

The assessment basis consists of the three written products (see 'Examination method and procedure') and the oral exam performance.

11.1.4 Assessment criteria

The assessment criteria for the exam are the learning objectives of the study programme, see the national part of the Curriculum for the Design, Technology and Business (Graphics) programme.

The exam is assessed and graded according to the 7-point grading scale. The three written products and the oral exam performance are assessed as a whole, leading to a single grade. Spelling and wording ability are not included in the assessment of the written part of the exam.

11.1.5 Scheduled time

The exam will take place at the end of the fourth semester. Further information about the time and venue for the exam can be found on the study programme's LMS.

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

11.1.6 Examination language

English

12. 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 do 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 up to the student to find out which subjects can be studied abroad etc. with the higher education institution that s/he wants to attend. UCN's International Department will offer advice, help etc. but will not go into the detailed planning of a study-abroad period. This is the student's own responsibility.

13. 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*.

14. Teaching and learning methods

UCN's programmes are based on Reflective Practice-based Learning (RPL), which helps students build the competencies to act professionally in an ever-changing world. Through studies, students develop professional, social and personal skills are developed to enable students to relate theoretical reflection with practical action and to reflect and involve relevant theory and knowledge.

In our study programmes, RPL sets the stage for students to engage in practice-related learning activities that combine practice-related knowledge, theoretical knowledge and research-based knowledge. The various teaching and learning activities are organised on the basis of 6 fundamental principles that create favourable conditions for reflection:

- 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 be expressed in different ways in different study programmes, semesters and subjects. What they all have in common is that they require active participation and involvement of students in relation to their own and fellow students' learning.

15. 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 students are subject to compulsory participation in the form of

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

Submission of an assignment may be expressed as an examination prerequisite.

Non-compliance with compulsory participation/examination prerequisites, e.g. if a written assignment is rejected or if formal requirements are not satisfied, 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 supervisory guidance as soon as possible if a student is neglecting his/her obligation to participate.

15.1 Student counselling and student advisors

Students who find it difficult to meet the obligation to participate can talk to the study programme's student advisor. 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.

15.2 Lecturers as supervisors

The lecturers on the study programme will 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: in particular

- The content of the project
- Working methods and processes
- Group dynamics and processes
- Learning and metacognition

16. Criteria for determining study activity

A student's enrolment in 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 (leave, illness or military service).

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

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.

17. Credit transfer for subject elements

Credit transfer assessments take place in different situations.

17.1 Subject elements from the same study programme passed with another educational institution

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

17.2 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 study 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 on the basis of completed educational elements and work experience that compare with subjects, educational elements or internship elements. The decision whether to award credit transfer is based on an academic assessment.

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

If a student fails to disclose information about prior education and work experience on admission/enrolment, the student must subsequently submit an application for credit transfer. Such applications will be considered twice a year (in July and January in relation to the start of studies).

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 may not be made in due time before the examination concerned.

- *If a student does not sit an 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 apply 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, and irrespective of whether the student failed the 'new' exam.

Once a student has decided to sit an exam, this will exclude the possibility of awarding due transfer credit after the application has been processed.

17.4 Pre-approval of credit transfer and final credit transfer

Before going to another educational institution in Denmark or abroad to get credit transfer for a subject element under this Curriculum, students must submit an application for pre-approval of credit transfer.

Pre-approval of credit transfer will be carried out by UCN.

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

If the student has not 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*.

18. 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 what is stated in the Ministerial Order on admission to academy profession degree programmes and professional bachelor's degree programmes (the Admission Order).

18.1 Examination language

Exams must be conducted in understandable English.

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

19. Resits 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.

20. Exams aids

Any regulations on the restricted use of exam aids are indicated at each individual examination description.

21. 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 disability or 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.

22. Academic misconduct during exams

Examinees must submit their written work through Wise Flow™ and in so doing they confirm that the assignment was made without undue help.

22.1 Use of one's own work and the work of others – plagiarism

The rules for the 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*.

22.2 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*.

23. 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*.

24. Exemptions

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 cooperate on a uniform exemption practice.

25. Effective date and transition regulations

This Institutional Curriculum comes into force on 1 August 2020, and students who are admitted after that date will follow this curriculum. Students enrolled before the 1st August 2020 will follow the curriculum according to which they have been admitted until 1st August 2021, when they will be transferred to this curriculum.