

The Bachelor's Degree Programme in Natural and Cultural Heritage Management

2015 Curriculum

for the Bachelor's Degree Programme in Natural and Cultural Heritage Management (institutional section)



Applicable to students commencing the study programme as of September 2015

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2. Programme modules

The study programme for semesters 1-4 is arranged within the following modules:

1st semester – Natural and cultural heritage management from the perspective of the profession	
Modules	ECTS distribution
Understanding of nature, including in particular ecology, natural history heritage management and physical geography	10 ECTS from the core subject area Understanding of nature, including in particular ecology, natural history heritage management and physical geography
Cultural understanding and analysis	10 ECTS from the core subject area Cultural understanding and analysis, cultural history and cultural encounters
Communication theory	5 ECTS from the core subject area Communication, communication forms and concepts, and experience design
Experience economy	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
2nd semester – Professional intermediation in practice	
Modules	ECTS distribution
Nature experiences, outdoor pursuits, and the human body and health	10 ECTS from the core subject area Nature experiences, outdoor pursuits, and the human body and health
Cultural experiences and cultural institutions	10 ECTS from the core subject area Cultural experiences and cultural institutions
Communication planning	5 ECTS from the core subject area of Communication, communication forms and concepts, and experience design
Experience industries	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
3rd semester – Experience intermediation from an intercultural perspective	
Modules	ECTS distribution
Communication in practice	10 ECTS from the core subject area Communication, communication forms and concepts, and experience design
Cultural tourism, destination branding and cultural training	10 ECTS from the core subject area Intercultural communication with an emphasis on the English and German languages

Experience design and innovation	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
Organisation theory	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
4th semester – Strategy and management in intermediation projects	
Modules	ECTS distribution
Intrapreneurship and entrepreneurship	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
Business development	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
Project management and control	10 ECTS from the core subject area Project management and control
Branding and marketing strategies	10 ECTS from the core subject area Communication, communication forms and concepts, as well as experience design

Descriptions of contents for the individual modules will be available on the Intranet.

3. Order of examinations by semesters

Overview of all examinations and their order

Examination order	Exam	180 ECTS credits distributed across the exams	Internal/external assessment	Assessment
1st semester	1. Compulsory educational component: Natural and cultural heritage management from the perspective of the profession	30 ECTS	Internal	7-point grading scale
2nd semester	2. Compulsory educational component: Professional intermediation in practice	30 ECTS	External	7-point grading scale
3rd semester	3. Compulsory educational component: Experience intermediation from an intercultural perspective	30 ECTS	Internal	7-point grading scale
4th semester	4. Compulsory educational component: Strategy and management in intermediation projects	30 ECTS	External	7-point grading scale
5th semester	5. Internship exam	30 ECTS	Internal	7-point grading scale
6th semester	6. Examination in elective educational components	10 ECTS	Internal/external	7-point grading scale
6th semester	7. Final exam project/professional bachelor's project	20 ECTS	External	7-point grading scale

Information about time and place for each exam can be found on the Intranet.

4. Framework and criteria for the study programme exams

4.1 Examination in the compulsory educational component Natural and cultural heritage management from the perspective of the profession

Examination procedure

The exam is internally assessed and is a combination of an oral and written exam based on a written synopsis and graded according to the 7-point grading scale. The exam is an individual exam or a group exam dependent on the student's choice.

The synopsis is prepared individually or in groups of a maximum of three students.

The exam is worth 30 ECTS credits.

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

Thus, the time frame for the examination is:

Group size	Presentation (max.)	Examination	Deliberations
1	10 minutes	20 minutes	10 minutes
2	15 minutes	25 minutes	10 minutes
3	20 minutes	30 minutes	10 minutes

Formal written synopsis requirements

The synopsis must contain the following elements:

- *Cover page with title, number of characters (including spaces) and group members*
- *Table of contents*
- *Introduction*
- *Research question and purpose*
- *Delimitation/scope (this could be incorporated into your research question)*
- *Choice of method and/or theory/empirical data (explanation of the approach to the solution)*
- *Project implementation/approach (how you intend to address your project if you were to realise it with regard to both theory and empirical data)*
- *Conclusion/discussion in which the students place their research and findings in a wider context (in relation to the research question as well as purpose)*
- *Reflection on the process*
- *Reference list*
- *Appendices*
- *Notes (footnotes)*

Scope of the written product

Group size	Number of pages
1	3-4
2	4-6
3	6-9

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list, abstract, figures and appendices. NB! Appendices to the synopsis are included in the assessment.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Natural and cultural heritage management from the perspective of the profession.

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

Scheduled time

The exam takes place at the end of the 1st semester. Further information about time, location and submission of the written synopsis can be found on the Intranet.

The exam must be passed before the end of the 1st year of study in order for students to continue the study.

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

The exam will be held in English.

Exam attendance prerequisites, including obligation to participate

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

- The students will prepare a module assignment for each of the four modules of the semester. The formal requirements and planning of the module assignments will be defined by the lecturer(s) of the module and will be published on the Intranet.
The following modules are evaluated in the 1st semester:
 - Understanding of nature, including in particular ecology, natural history heritage management and physical geography
 - Cultural understanding and analysis
 - Communication theory
 - Experience economy
- Participation in the semester fair. The students are to make a presentation aiming at presenting key components of the synopsis, which forms the basis of the examination in the compulsory educational component.
- Participation in excursions during the semester
- Non-performance of one or more study activities/prerequisites or
- Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The content of the individual study activities/conditions required in order to sit the exam for the compulsory educational component must as a minimum be academically honest (cf. section 11).

Term papers

If a student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to sit the exam. The term paper is to be formulated and assessed by the study programme within a set deadline. The term paper is to be assessed by the study programme before the student can sit the exam. The content of term papers must be academically honest (cf. section 11).

4.2 Examination in the compulsory educational component: Professional intermediation in practice

Examination procedure

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

A group must have 2-4 students.

The exam is worth 30 ECTS credits.

Thus, the time frame is:

Group size	Presentation (max.)	Examination	Deliberations
2	15 minutes	25 minutes	10 minutes
3	20 minutes	30 minutes	10 minutes
4	25 minutes	35 minutes	10 minutes

The examination starts with a presentation by the project group focusing on context, perspectives and further implications of the project. The presentation is followed by an examination of the group members.

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

Formal written project requirements

- *Cover page with title, number of characters and group members*
- *Abstract (summary)*
- *Table of contents*
- *Introduction*
- *Presentation of problem statement, research question and approaches*
- *Background, theory, method, analysis – including description and substantiation of the choice of empirical data, if any – for answering the research question*
- *Conclusion (remember that the introduction and the conclusion must relate to each other. In principle, it should be possible to understand the introduction and conclusion without reading the background and analysis chapters)*
- *Discussion in which the students place their research and findings in a wider context.*
- *Reference list (including all sources referred to in the project)*
- *Appendices (include only appendices central to the report)*

- *Notes (footnotes)*

Scope of the written product

Group size	Number of pages
2	18-21
3	21-24
4	24-28

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list, abstract, figures and appendices. Appendices are not part of the assessment.

If the formal requirements are not met, the project paper may be rejected. If the written product is rejected, the students must be offered guidance.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component Professional intermediation in practice.

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

Scheduled time

The exam takes place at the end of the 2nd semester. Information about time and place can be found on the Intranet.

Use of study aids

Various electronic study aids can be used for the presentation.

Examination language

The exam will be held in English.

Exam attendance prerequisites, including obligation to participate

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

- The students will prepare a module assignment for each of the four modules of the semester. The formal requirements and planning of the module assignments will be defined by the lecturer(s) of the module and will be published on the Intranet.
The following modules are evaluated in the 2nd semester:
 - Communication planning
 - Experience industries
 - Cultural experiences and cultural institutions
 - Nature experiences, outdoor pursuits, and the human body and health
- Participation in the semester fair. The students are to make a presentation aiming at presenting key components of the written product, which forms the basis of the examination in the compulsory educational component.
- Active participation in excursions during the semester

- Non-performance of one or more study activities or
- Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The content of the individual study activities/conditions required in order to sit the examination for the compulsory educational component must as a minimum be academically honest (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to sit the examination. The term paper is to be formulated and assessed by the study programme within a set deadline. The term paper is to be assessed by the study programme before the student can sit the examination. The content of term papers must be academically honest (cf. section 11).

4.3 Examination in the compulsory educational component: Experience intermediation from an intercultural perspective

Examination procedure

The exam is internally assessed and is a combination of an oral and a written group examination based on a project prepared by the students on the basis of a problem statement. The project consists of an intermediation product and a written report.

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

The assignment is prepared in groups of 2-4 students.

The exam is worth 30 ECTS credits.

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

For the examination, a presentation of the physical intermediation product is made by the student(s). Duration not more than 25 minutes. This is followed by an examination of the student(s).

Thus, the time frame is:

Group size	Presentation (max.)	Examination	Deliberations
2	15 minutes	20 minutes	10 minutes
3	20 minutes	25 minutes	10 minutes
4	25 minutes	30 minutes	10 minutes

Formal written report requirements

- Cover page with title, number of characters (including spaces) and group members
- Table of contents
- Introduction including presentation of problem statement, research question and approaches
- Product description including theoretical and methodological considerations
- Visualisation of the finished product (video, poster, photo, sketch, etc.)
- Reflections on the process (no more than half a standard page per group member)
- Conclusion (remember that the introduction and the conclusion must relate to each other. In principle, it should be possible to understand the introduction and conclusion without reading the background and analysis chapters)
- Discussion in which the students place their research and findings in a wider context.
- Reference list (including all sources referred to in the project)
- Appendices (include only appendices central to the report)

Scope of the written product

Group size	Number of pages
2	10-12
3	12-15
4	15-18

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list, abstract, figures and appendices. Appendices are not part of the assessment.

If the formal requirements are not met, the project paper may be rejected. If the written project is rejected, the students must be offered guidance.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Experience intermediation from an intercultural perspective.

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

Scheduled time

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

Use of study aids

Study aids are permitted for the exam.

Examination language

The exam will be held in English.

Exam attendance prerequisites, including obligation to participate

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

- The students will prepare a module assignment for each of the four modules of the semester. The formal requirements and planning of the module assignments will be defined by the lecturer(s) of the module and will be published on the Intranet.
The following modules are evaluated in the 3rd semester:

- Cultural tourism, destination branding and cultural training
 - Organisation theory
 - Experience design and innovation
 - Communication in practice
-
- Participation in the semester fair. The students are to make a presentation aiming at presenting key components of the written product, which forms the basis of the examination in the compulsory educational component.
 - Active participation in excursions during the semester
 - Non-performance of one or more study activities or
 - Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The content of the individual study activities/conditions required in order to sit the examination for the compulsory educational component must as a minimum be academically honest (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to sit the examination. The term paper is to be formulated and assessed by the study programme within a set deadline. The term paper is to be assessed by the study programme before the student can sit the examination. The content of term papers must be academically honest (cf. section 11).

4.4 Examination in the compulsory educational component Strategy and management in intermediation projects

Examination procedure

The exam is an externally assessed exam which is a combination of an oral and written group exam and graded according to the 7-point grading scale.

The group must have 2-4 students.

The exam is worth 30 ECTS credits.

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

The examination must include a presentation in which the students place their research and findings in a wider context. Following the presentation there will be an examination of the group members.

Thus, the time frame is:

Group size	Presentation (max.)	Examination	Deliberations
2	15 minutes	20 minutes	10 minutes
3	20 minutes	25 minutes	10 minutes
4	25 minutes	30 minutes	10 minutes

Formal written project requirements

- *Cover page with title, number of characters and group members*
- *Abstract (summary)*
- *Table of contents*
- *Introduction*
- *Presentation of problem statement, research question and approaches*
- *Background, theory, method, analysis – including description and substantiation of the choice of empirical data, if any – for answering the research question*
- *Conclusion (remember that the introduction and the conclusion must relate to each other. In principle, it should be possible to understand the introduction and conclusion without reading the background and analysis chapters)*
- *Discussion in which the students place their research and findings in a wider context.*
- *Reference list (including all sources referred to in the project)*
- *Appendices (include only appendices central to the report)*
- *Notes (footnotes)*

Scope of the written product:

Group size	Number of pages
2	18-21
3	21-24
4	24-28

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list, abstract, figures and appendices. Appendices are not part of the assessment.

If the formal requirements are not met, the programme director may reject the project paper. If the project paper is rejected, the students will be considered to have made an exam attempt, cf. below. If the project paper is rejected, the students must be offered guidance.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Experience intermediation from an intercultural perspective.

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

Scheduled time

The exam will take place at the end of the 4th semester. Information about time and place can be found on the Intranet.

Use of study aids

Study aids are permitted for the exam.

Examination language

The exam will be held in English.

Exam attendance prerequisites, including obligation to participate

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

- The students will prepare a module assignment for each of the four modules of the semester. The formal requirements and planning of the module assignments will be defined by the lecturer(s) of the module and will be published on the Intranet.
The following modules are evaluated in the 4th semester:
 - Branding and marketing strategies
 - Intrapreneurship and entrepreneurship
 - Business development
 - Project management and control
- Participation in the semester fair The students are to make a presentation aiming at presenting key components of the written product, which forms the basis of the examination in the compulsory educational component.
- Active participation in excursions during the semester
- Non-performance of one or more study activities or
- Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The content of the individual study activities/conditions required in order to sit the examination for the compulsory educational component must as a minimum be academically honest (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to sit the examination. The term paper is to be formulated and assessed by the study programme within a set deadline. The term paper is to be assessed by the study programme before the student can sit the examination. The content of term papers must be academically honest (cf. section 11).

5. Internship

Internship requirements and expectations

During the internship, students work with professionally relevant issues and acquire knowledge of relevant job functions. The connection between the theoretical tuition and the internship forms the basis of the student's internship goals.

Based on the learning outcomes for the internship (cf. the national section of this Curriculum), the students and the supervisors will collaborate on setting the specific goals for the learning outcomes of the internship. 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 Natural and cultural heritage management graduates can expect to meet in their first jobs.

The internship may be organised in a flexible and personalised 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 students have participated actively in the internship
- Participation in the semester fair. The students are to make a presentation aiming at presenting key components of the written product, which forms the basis of the internship. The written project, which forms the basis of assessment as well as examination, must meet the formal requirements, cf. below, and must be submitted on time, cf. the examination plan, which can be found on the Intranet.
- Non-performance of one or more study activities or
- Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

Examination procedure

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

One individual overall grade is given based on an overall evaluation of the written and oral performance. 30 minutes are allocated per examinee, including time for deliberations.

The exam is worth 30 ECTS credits.

Formal requirements for the written internship report

- Cover page with title and number of characters (including spaces)
- Table of contents
- Introduction
- Description/Experience
This section provides a free framework for describing the place of internship, describing and explaining about the period of work experience as a time of learning, the organisation structure, work tasks, etc.
- Analysis
An analysis of one selected problem or issue. The problem or issue should take a relevant experience during the internship as its starting point, e.g. professional, communicative or intercultural challenges. The aim is a theoretical discussion of experienced professional practice. This should be the main section.
- Conclusion/summary

- A summary in bullet point form of what has been learned, and the important topics to keep investigating.
- Reference list
- Appendices

The internship report must cover a minimum of 12 and a maximum of 15 standard pages.

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and appendices. Appendices will not be assessed.

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 takes place at the end of the 5th semester. Information about time and place can be found on the Intranet.

Examination language

The exam will be held in English.

6. Elective educational components

Contents

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 natural and cultural heritage management area.

In addition, there is an option to take modules worth up to 10 ECTS in another study programme or at a different institution. The course of study must be approved by the programme director.

The students may plan their elective educational components themselves as a theoretical and/or practical programme to be approved by the study programme.

A description of elective educational components and the exam form can be found on the Intranet.

ECTS credits

The elective educational components can be offered with the following ECTS credits: 10 ECTS

Learning outcomes

Knowledge

The students should have acquired knowledge of:

- the theory and practice of the selected subject(s); and
- the relevance of the selected subject(s) to the theory and practice of natural and cultural heritage management.

Skills

The students should be able to

- select, describe and perform literature search for an elective natural and cultural heritage management issue;
- discuss processual and analytical skills related to the selected topic(s);
- assess problems and suggest solutions in the context of the chosen subject(s); and
- convey central results.

Competences

The students should be able to

- independently acquaint themselves with new subjects within the theory and/or practice of the subject area; and
- place their research and findings in a wider context and relate the chosen subject(s) to the other subject fields of the study programme.

Scheduled time

The elective educational components take place in the 6th semester of the study programme.

Examination procedure

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

Examination language

The exam will be held in English.

7. The professional bachelor's project

For requirements concerning the professional bachelor's project and learning outcomes, please see the national section of this Curriculum for the Natural and Cultural Heritage Management programme.

Examination participation prerequisites

- The written project, which constitutes the assessment as well as the examination basis, must
 - meet the formal requirements for the professional bachelor's project; cf. the national section of this Curriculum
 - be submitted in due time, cf. the important dates document, which can be found on the Intranet.

Incorrect submission of the written project, which constitutes the written part of the exam, and/or absence from the semester fair means that the students cannot 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 externally assessed and is a combination of an oral and a written examination based on a written project. The exam is an individual exam or a group exam dependent on the student's choice.

One individual overall grade is given based on an overall evaluation of the written and oral performance. The exam is graded according to the 7-point grading scale.

The project may be prepared individually or in groups of two students.

Scope of the written product

Group size	Number of pages
1	25-30
2	40-45

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and appendices. Appendices will not be assessed.

The professional bachelor's project must also incorporate an abstract (summary) of no more than half a standard page. The abstract must be placed before the table of contents and is not included in the assessment.

In the case of a group project, each person must write at least 15 pages. The report must show clearly who has written what.

Thus, the time frame is:

Group size	Presentation (max.)	Examination	Deliberations
1	10 minutes	20 minutes	10 minutes
2	20 minutes½	30 minutes	10 minutes

The exam is worth 20 ECTS credits.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the final exam project/the professional bachelor's project, cf. the national section of this Curriculum.

Scheduled time

The exam takes place at the end of the 6th semester. Information about time and place can be found on the Intranet.

Examination language

English.

8. Educational components that may take place abroad

The 4th semester and the internship semester (5th semester) may take place abroad if the student applies for and is 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.

9. Learning and teaching forms

In the Natural and Cultural Heritage 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 general learning and teaching methods are dialogue-based class tuition, assignments and project work in groups. However, the programme also features many other activities such as study group work, self study, individual assignments and projects, presentations in front of groups and the whole class, interdisciplinary theme activities and much more.

Furthermore, different activities that can help promote learning in the individual are offered, such as individual guidance. The tuition focuses on the work processes of a natural and cultural heritage manager in order to support the development of the skills and competences of the profession.

10. Credit transfer for elective educational components

Passed elective educational components are equivalent to the corresponding educational components offered by other providers of this study programme as well as to educational components of other study programmes.

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

11. Academic honesty

The content of the individual study activities required in order to sit the examination must as a minimum be academically honest. In this context, academic honesty means that a student's work conforms with recognised standards of proper academic behaviour. It must be obvious that the student has made an honest attempt at completing the activity. Cheating or plagiarism is not allowed. If the assignment is not academically honest, including if it is (partially) plagiarised, the assignment may be rejected.

Non-compliance with content requirements

The individual lecturers assess whether the content is academically honest. In cases where the content is not academically honest, the programme director will be involved, and sanctions may be imposed.

If a written assignment includes academically dishonest contents or if it contains e.g. text, figures, tables or templates that are the copyright of others without a reference (plagiarism), the assignment will be rejected. The obligation to participate and the content requirements will thus not have been met, and this will be considered equivalent to a failure to show at the exam. This means that the student will have used an exam attempt.

A rejection of an assignment and non-compliance with formal requirements will furthermore be recorded as a violation of the requirement to participate actively in studies in relation to cessation of registration as a student and receipt of SU if the student is so eligible.

12. Obligation to participate

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

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.

13. Criteria for assessing study activity

Registration will be terminated for students who have not passed at least one exam for a continuous period of at least one year (non-compliance with the study activity requirements).

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 during which they were not participating should not count as non-compliance with 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.

14. Language

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

The students' English skills must meet the requirements of the Ministerial Order on admission to academy profession degree programmes and professional bachelor's degree programmes (the Admission Order). Students are not required to have any knowledge of foreign languages other than that stated in the Admission Order.

14.1 Examination language

Examinations must be taken in understandable English.

15. Access to examinations

Commencing an educational component, a semester, etc. is considered registration for the associated examinations. Registration means that one exam attempt is used. However, this does not apply if the student is prevented from sitting the exam due to documented illness or maternity leave.

An examination that has received a passing grade cannot be resat. If an examination has not been passed, the student will continue to be registered for the exam. The student can try three times for the same exam. The educational institution may grant permission to have further exam attempts where this is founded in exceptional circumstances. When determining whether exceptional circumstances exist, the student's academic ability cannot be included in the considerations.

Resits must be arranged at the earliest possible opportunity, and if at all possible not later than the next time the examination is offered, for example as an illness resit examination. The exams in which the students are required to participate before the end of the 1st year of study must be passed before the end of the 2nd year of study in order for them to continue as students in the programme.

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.

16. Resit and illness resit exams

16.1 Illness resits

Students who were prevented from attending an exam owing to verified illness or other unforeseen reason will be able to resit the (illness resit) exam as soon as possible. If the exam takes place in the final exam term, students will have the opportunity to resit the exam in that exam term or immediately after the term.

The illness resit may be identical with the next ordinary exam. It is the student's responsibility to stay informed on when (illness) resit exams will be held.

Information about time and place for each illness resit can be found on the Intranet.

Illness must be verified by medical certificate. The educational institution must receive the medical certificate within three working days after the exam was held. Students who suffer from acute illness during an exam must substantiate that they have been ill on the day in question.

If illness is not verified according to the above rules, the students will be considered to have made an exam attempt.

It is the students' responsibility to cover the expense of a medical certificate.

16.2 Resits

Where the students have failed or not attended an exam, they are automatically registered for a resit, as long as exam attempts remain. The resit exam may be identical with the next ordinary exam. It is the students' responsibility to stay informed on when resit exams will be held.

Information about time and place for each resit exam can be found on the Intranet.

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

17. Study aids

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

18. 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 take place. The application deadline may be extended in cases of sudden health-related problems. With the application the following should be enclosed: a medical certificate; a statement from e.g. a speech, hearing, dyslexia or blind institute; or other evidence of the health condition or relevant specific functional impairment.

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

19. Academic misconduct at exams

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

19.1 Use of your own work and the work of others – plagiarism

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

1. includes identical or near-identical wording of other people's statements or works where the text is not set off by quotation marks, italics, indentation or any other clear indication with a reference to the source, cf. UCN's requirements for written work;
2. includes substantial sections of text that are so similar to another work in wording etc. that on comparison it is clear that the sections could not have been written without the use of the other work;
3. includes the use of the words or ideas of others without giving due credit to the sources; and/or
4. reuses text and/or central ideas from their own previously assessed works without observing the stipulations in sections 1 and 3.

19.2 Disciplinary actions in events of academic misconduct and disruptive behaviour

An examinee who, undoubtedly

- unduly obtains help; or
- helps another student do an assignment, or
- uses non-authorised aids

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and

an examinee who

- behaves in a disruptive manner

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

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

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

If, during or after an exam, suspicion arises that an examinee

- has obtained or provided undue help,
- has passed off another person's work as their own (plagiarism), or
- has used his/her own previously assessed work or parts of it without reference (plagiarism);

this will be reported to the relevant programme.

19.4 The process of identifying academic misconduct, including plagiarism

Suspension of the exam

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

Form and contents of a report of misconduct

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

When plagiarism is reported, the plagiarised sections must be clearly indicated and a reference to their sources stated. The copied text must also be indicated in the source text.

Involving the students – hearing of the parties

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

For an oral hearing, the examinee will be summoned for a discussion for further clarification of the case where they will be presented with the documentation of the assumption of academic misconduct, and where they will be able to state their point of view. The examinee may bring a companion.

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

Sanctions against academic misconduct and disruptive behaviour during exams

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

In less serious cases, the examinee will first be given a warning.

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

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

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

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

The student cannot attend lectures or exams while suspended.

Complaints

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

Complaints on the grounds of legal matters (e.g. legal incapacity, the hearing procedure, guidelines on making complaints, correct interpretation of the Exam Order, etc.) may be brought before the Danish Agency for Higher Education. The complaint must be brought before the institution and directed to the attention of the relevant programme director who will make a statement. The complainant will have the opportunity to comment on the statement, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The deadline for complaints made to the institution is two weeks from the day the complainant was notified of the decision, cf. section 51 of the Exam Order.

20. Complaints about exams and appeals against decisions

20.1 Complaints about exams

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

The regulations on complaints about exams can be found in section 10 of the Exam Order.

The Exam Order distinguishes between two kinds of complaints:

- Complaints about the examination basis etc., the course of the exam and/or the assessment
- Complaints about legal matters

The two kinds of complaints are dealt with differently.

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

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

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

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

The complaint is to be submitted to the programme director.

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

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

The decision will be made by the institution based on the discipline-specific statements made by the assessors and any comments made by the complainant.

The decision must be made in writing and must include a rationale. It may regard

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

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

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

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

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

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

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

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

In exceptional circumstances, the deadline may be disregarded.

20.2 Appeals

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

The appeal is to be submitted to the programme director.

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

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

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

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

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

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

If the appellant does not accept the offer within the deadline, re-assessment or a resit exam will not be held. Re-assessment or a resit exam must take place as soon as possible.

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

The appeals board must have made a decision within two months – and within three months for summer exams – after the appeal was made.

The decision of the appeals board is final meaning that the case cannot be brought before a higher administrative authority regarding the parts of the appeal that concern discipline-specific matters.

20.3 Complaints about legal matters

Complaints on the grounds of legal matters in decisions made by the assessors in connection with re-assessment or resit exams or the appeals board's decisions may be brought before University College of Northern Denmark within two weeks of the day the complainant was notified of the decision.

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

21. Exemption

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

22. Effective date and transition provisions

This institutional section of the curriculum comes into effect on 1 September 2015 and applies to all students who are and will be registered for the programme in September 2015 and who will later be registered for the programme and to all examinations commenced on said date or thereafter.