

Curriculum for the
academy profession degree programme
in Production Technology
Institutional section

Institutional curriculum



1. Table of contents

1.	Table of contents	0
2.	Order of examinations by semester	2
3.	Framework and criteria for the examinations on the study programme	2
3.1	Academic aptitude examination (PRO)	2
3.1.1	Exam type and design	2
3.1.2	Exam contents and requirements	2
3.1.3	Scheduled time	2
3.1.4	Resit exams will be held not later than three months after study programme start.	3
3.1.5	Form of assessment	3
3.1.6	Use of examination aids.....	3
3.1.7	Examination language.....	3
3.1.8	Examination ECTS credits.....	3
3.1.9	Assessment criteria.....	3
3.1.10	If the examination is failed.....	3
3.1.11	Complaints	3
3.1.12	Exemption	3
3.2	First year examination	4
3.3	Automation examination	6
3.3.1	Examination prerequisites	6
3.3.2	Examination procedure.....	6
3.3.3	Assessment criteria.....	6
3.3.4	Scheduled time	6
4.	Elective educational components	6
4.1	Contents	6
4.2	ECTS credits.....	6
4.3	Learning outcomes.....	6
4.3.1	Construction (25 ECTS)	6
4.3.2	Operations (25 ECTS)	8
4.4	Scheduled time	9
4.5	Examination.....	9
4.6	Examination prerequisites	9
4.7	Exam procedure (when students have chosen to follow an elective educational component offered by their educational institution).....	9
4.8	Assessment criteria	10
4.9	Scheduled time	10
4.10	Examination language	10
5.	Internship.....	10
5.1	The internship examination	11

6.	The final degree project	12
7.	Educational components that may take place abroad	13
8.	Learning and teaching methods	13
9.	Credit transfer for elective educational components	13
10.	Obligation to participate	14
11.	Criteria for determining study activity	14
12.	Language	15
12.1	Examination language	15
13.	Resit and illness resit exams	15
13.1	Illness resits.....	15
13.2	Resits	15
14.	Study aids	16
15.	Special exam arrangements	16
16.	Academic misconduct at exams	16
16.1	Use of students' own and others' work - plagiarism.....	16
16.2	Disciplinary actions in events of academic misconduct and disruptive behaviour.....	16
16.3	Suspected academic misconduct at exams including plagiarism, during and after the exam.....	17
16.4	The process of identifying academic misconduct including plagiarism	17
17.	Complaints about exams and appeals against decisions	18
17.1	Complaints about exams.....	18
17.1.1	Complaints about the examination basis etc. the course of the exam and the assessment	19
17.2	Appeals.....	20
17.3	Complaints on the grounds of legal matters	21
18.	Exemption	21

Please note: This document was translated for information purposes only. The study programme is not taught in English.

2. Order of examinations by semester

Table of all examinations and their order

Exam order	Examination	150 ECTS credits distributed across exams	Internal/external assessment	Assessment
1st semester	Academic aptitude examination	0	Internal	Pass/fail
2nd semester	First year exam	60	External	7-point grading scale
3rd semester	Elective component exam	25	External	7-point grading scale
External	Automation exam	5	Internal	7-point grading scale
4th semester	Internship examination	15	Internal	7-point grading scale
4th semester	Final degree project	15	External	7-point grading scale

Information about the time and place for each exam can be found on UCN's intranet.

3. Framework and criteria for the examinations on the study programme

3.1 Academic aptitude examination (PRO)

3.1.1 Exam type and design

The exam is an internally assessed, individual written examination based on completed gates and subjects related to project 1 (P1)

3.1.2 Exam contents and requirements

The exam is based on the lectures and activities that took place in the time from study start until the date of the examination. The objective of the examination is to determine whether the student has in fact commenced their study.

At the examination, the student must answer a number of questions in writing concerning the activities performed in the semester. Furthermore, the answer paper must contain reflections on how the student sees their own future efforts in relation to achieving the study programme learning outcomes as well as their own objectives, including academic aptitude.

The assignment will take its starting point in the student's knowledge of different disciplinary elements, (which are not part of the learning outcomes for the programme, and for that reason they will be examined later), his/her use of the study programme's IT systems and knowledge of relevant staff and contact persons will be examined.

3.1.3 Scheduled time

The academic aptitude examination will take place at the completion of P1, gate 3, but not later than two months after study programme start.

3.1.4 Resit exams will be held not later than three months after study programme start.

Overall information about time and place of the examination can be found in the semester plan and will be announced in detail on eCampus.

3.1.5 Form of assessment

Pass/fail

3.1.6 Use of examination aids

No examination aids are allowed.

3.1.7 Examination language

The examination language is Danish.

3.1.8 Examination ECTS credits

This examination does not earn students any ECTS credits and is not featured on the degree certificate.

3.1.9 Assessment criteria

The examination is assessed passed or failed based on an evaluation of the student's answer paper, which must correspond to the description in "Exam contents and requirements" above.

If a student fails the examination, the student will have the opportunity to resit the examination not later than three months after study programme start. This means that the student has a total number of two attempts to pass the examination.

3.1.10 If the examination is failed

If the student does not pass the resit examination, the student will be de-registered from the study programme in accordance with Ministerial Order no. 223 of 11 March 2014 on admission to academy profession degree programmes and professional bachelor's degree programmes.

3.1.11 Complaints

Students cannot lodge a complaint about the exam.

3.1.12 Exemption

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

3.2 First year examination

Examination prerequisites

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

- **1st semester assignments.** The student must submit all assignments related to lessons, as stated in "compulsory assignments" for the semester. Information about these assignments will be given at the start of the semester and will comprise 20 to 30 part assignments.
- **1st semester projects 2 and 3.** (P2 and P3) Submission and presentation of projects. Formal requirements for project reports:
 - Cover page with title
 - Table of contents
 - Introduction including problem statement
 - Analysis
 - Solution proposals
 - Conclusion
 - Reference list (including all sources that are referred to in the project)
 - Appendix (only appendices that are central to the report).
 - The maximum allowed length of the project report is 40 standard pages.
- **2nd semester project 4.** (P4)
 - Cover page with title
 - Table of contents
 - Introduction including problem statement
 - Analysis
 - Solution proposals
 - Conclusion
 - Reference list (including all sources that are referred to in the project)
 - Appendix (only appendices that are central to the report).
 - The maximum allowed length of the project report is 40 standard pages.
- **2nd semester semester project** makes up both the assessment basis and the examination basis and must
 - meet the formal requirements stated below, and
 - be submitted in due time according to the exam plan on the intranet.

Non-performance of one or more study activities or incorrect submission or the written project that makes up the written element of the examination means that the student will not be allowed to sit the examination and that one exam attempt will have been used.

Examination procedure

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

The examination is worth a total of 60 ECTS credits.

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

The project is presented by the student; duration maximum 12 min. Next, each student is examined individually. Exam duration is 30 minutes per student, including time for deliberations.

Formal requirements for the written 2nd semester project:

As a minimum, the project report must include:

- Cover page with title
- Table of contents
- Introduction including problem statement
- Research method
- Analysis
- Solution proposals
- Conclusion
- Reference list (including all sources that are referred to in the project)
- Appendix (only appendices that are central to the report).

The maximum allowed length of the project report is 40 standard pages. In addition come enclosures and appendices such as e.g. drawings, diagrams etc.

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

Assessment criteria

The assessment criteria are equivalent to the learning outcomes for the compulsory educational components: 1st semester project period and 2nd semester project period

The learning outcomes are described in the national section of the curriculum.

Scheduled time

The exam will take place at the end of the 2nd semester. Further information about time, location and submission of the written group project can be found on the intranet in the special dates overview.

Examination language

Danish

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

3.3 Automation examination

3.3.1 Examination prerequisites

The student has followed the automation course unit.

3.3.2 Examination procedure

The exam is a 45-minute individual written examination assessed according to the 7-point grading scale.

The examination is worth 5 ECTS credits.

The student will receive a single grade for the written exam.

3.3.3 Assessment criteria

The assessment criteria for the exam are equivalent to the learning outcomes for the compulsory educational component:

Automation 5 ECTS

The learning outcomes are described in the national section of the curriculum.

3.3.4 Scheduled time

The exam will take place in the 3rd semester. Information about the time and place for each exam can be found on the intranet.

Examination language

Danish

4. Elective educational components

4.1 Contents

The elective educational components give the student the opportunity to qualify his/her study-related and professional competencies through specialisation and elaboration on subjects that are broadly related to the educational field.

4.2 ECTS credits

Two elective educational components are offered worth 25 ECTS.

4.3 Learning outcomes

4.3.1 Construction (25 ECTS)
Outcome:

<ul style="list-style-type: none"> • That the graduate has achieved the competencies to carry out construction and development assignments and document the constructions to the extent necessary for production.
<p style="text-align: center;">Knowledge</p> <ul style="list-style-type: none"> • Knowledge of material properties • Knowledge of tolerancing • Knowledge of statics • Knowledge of simple dynamically affected constructions • Knowledge of norms and standards and approvals by the authorities • Knowledge of a company's operating economy • Knowledge construction elements • Basic knowledge of automation • Knowledge of methods for product development • Knowledge production technologies.
<p style="text-align: center;">Skills:</p> <ul style="list-style-type: none"> • Ability to apply sketching techniques and models to communicate and generate ideas • Ability to apply creative methods for idea generation • Ability to communicate technical solutions in Danish and English to partners and users • Ability to apply economic assessment with a view to optimising products • Ability to use 3D programs for modelling, 2D drawings and presentations • Ability to adopt a user perspective on the product development process • Ability to identify, analyse and solve problems related to products • Ability to assess different production technologies' impact on products • Ability to assess a product with a view to dimensioning • Ability to prepare and assess the parameters in the requirements specification to a product • Ability to prepare technical documentation • Ability to select materials based on a requirements specification.
<p style="text-align: center;">Competencies:</p> <ul style="list-style-type: none"> • Ability to managed and structure a product development process from a business aspect • Ability to adopt a sustainability perspective on the product development process • Ability to manage product development in collaboration with other disciplines • Ability to collaborate with and involve people of various cultural backgrounds in relation to product development • Within the field of business knowledge, the student should have the ability to acquire knowledge related to technical issues, construction principles and to the development or improvement of physical products.

4.3.2 Operations (25 ECTS)

Outcome:

- The the graduate has achieved the competencies to manage tasks across value chains of a company and the ability to optimise the company's production and processing plants.

Knowledge:

- Knowledge of a company's business concept from idea to finished product
- Knowledge of operating systems
- Knowledge of different cultures / intercultural understanding
- Understanding the business aspects of company processes
- Ability to understand interactions in the internal logistics in a company
- Knowledge of supply chain structures
- Understanding of optimisation concepts in a company's supply chain
- Understanding matters relating to a company's production and processes
- Knowledge of materials, technologies, quality, economics, organisation and environment.

Skills:

- Ability to assess problems that occur in relation to a company's supply chains and propose solutions to such problems
- Ability to assess the economy and environmental considerations in production and process optimisation
- Ability to apply methods for production and process optimisation
- Ability to apply quality technique and measuring technique for production and process optimisation
- Ability to apply the quality concept in control functions
- Ability to assess drawings and technical specifications
- Ability to use production technologies, business systems and logistics.
- Ability to communicate practical problems and solution proposals in companies
- Ability to communicate in English.

Competencies:

- Ability to perform production and process optimisation in companies
- Ability to take part in a company's logistics tasks
- Ability to be in charge of managing and coordinating tasks in production and process optimisation
- Ability to take part in disciplinary/multidisciplinary collaboration at any level in a company
- Ability to acquire new skills and knowledge in relation to production and process optimisation.

4.4 Scheduled time

The elective educational components take place in the 3rd semester of the study programme.

4.5 Examination

The elective educational components are finalised by examination.

4.6 Examination prerequisites

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

A written report prepared in the 3rd semester (Project 6, P6).

Formal requirements for the written 3rd semester project P6:

As a minimum, the project report must include:

- Cover page with title
- Table of contents
- Introduction including problem statement
- Research method
- Analysis
- Solution proposals
- Conclusion
- Reference list (including all sources that are referred to in the project)
- Appendix (only appendices that are central to the report).

The maximum allowed length of the project is 40 standard pages. In addition come enclosures and appendices such as e.g. drawings, diagrams etc.

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

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

- meet the formal requirements stated below, and
- be submitted in due time according to the exam plan on the intranet.

Non-performance of one or more study activities or incorrect submission of the written project that makes up the written element of the examination means that the student will not be allowed to sit the examination and that one exam attempt will have been used.

4.7 Exam procedure (when students have chosen to follow an elective educational component offered by their educational institution)

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

The examination is worth 25 ECTS credits.

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

The project relating to one of the elective components is presented. Duration: maximum 10 minutes. The student decides which of the two projects to present. After the presentation, the student is examined for 20 minutes; this includes time for deliberations.

Formal requirements for the written projects

The written projects that make up the written element of the examination must as a minimum each contain:

- Cover page with title
- Table of contents
- Introduction
- Problem statement
- Research method
- Technical problem statements and results
- Conclusion
- Reference list (including all sources that are referred to in the project)
- Appendix (only include appendices that are central to the report).

The maximum allowed length of the written work is 40 standard pages exclusive of drawings, diagrams etc.

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

Presentation of the project, maximum duration: 30 min. This is followed by an examination dialogue. Duration of the examination dialogue is 20 minutes per student, including time for deliberations.

4.8 Assessment criteria

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

4.9 Scheduled time

The exam will take place at the end of the 3rd semester. Further information about time, location and submission of the written group project can be found on the intranet in the special dates overview.

4.10 Examination language

Danish

5. Internship

Internship requirements and expectations

During the internship, the student will work on issues that are relevant to the profession and lie within the core areas of the study programme¹ while achieving knowledge of relevant work functions. The student will be associated with one or more companies over the course of the internship. The internship may be organised in a flexible and personalised manner and may form the basis of the students' final degree project.

1. See sections 10(2)(1), 11(2)(1) and 12(2)(1) of Ministerial Order no. 1521 of 16 December 2013 on Academy Profession Degrees and Professional Bachelor's Degrees.

Based on the internship's learning outcomes, see the national section of this Curriculum, the student and the supervisor/contact person will collaborate on setting specific objectives for the student's internship.

These objectives will then guide how the student's work during the internship should be planned.

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 AP graduates in Production Technology can expect to meet in their first job.

5.1 The internship examination

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

- The internship report (journal), which makes up the assessment as well as the examination basis must meet the formal requirements, see below, and it must have been submitted in due time, see the exam plan on the intranet.

Non-performance of one or more study activities or incorrect submission of the internship report that makes up the written element of the examination means that the student will not be allowed to sit the examination and that one exam attempt will have been used.

Examination procedure

The exam is an externally assessed, individual oral examination based on the internship report and is graded according to the 7-point grading scale.

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

Exam duration is 15 minutes per student, including time for deliberations.

The exam begins with the student giving a 6-minute presentation that takes its starting point in the internship. The following 9 minutes are intended for exam discussion and deliberations.

The examination is worth 15 ECTS credits.

Formal requirements for the written project

Students must submit an internship journal.

The internship journal makes up the written element of the examination and must be logged on the internship portal on a weekly basis where the student sums up on/describes his/her work towards the internship learning objectives. The learning objectives will also have been registered (and approved) in the internship portal.

The oral presentation should include:

- Description of the internship host/place of internship (What is the internship host's line of business)
- Reflections on the achievement of specific learning outcomes
- Description of specific tasks.

Non-performance of any exam prerequisite means that the student cannot sit the exam and that an exam attempt will have been used.

Assessment criteria

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

Scheduled time

The exam will take place after completion of the internship. Further information about time, location and submission of the internship report can be found on the intranet in the special dates overview.

Examination language

Danish

6. The final degree project

For requirements for the final degree project and learning outcomes, please see the national section of this Curriculum.

Examination prerequisites

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

- meet the requirements for the final degree project; see the national section of this Curriculum
- be submitted in due time according to the exam plan on the intranet.

Incorrect submission or the written project that makes up the written element of the examination means that the student will not be allowed to sit the examination and that one exam attempt will have been used.

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

Examination procedure

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

The written and oral performances are assessed as a whole, leading to a single grade. The examination is assessed and graded according to the 7-point grading scale.

A group may have no more than two members.

The project is presented by the student; maximum duration: 15 minutes. This is followed by individual examination dialogues. Exam duration is 40 minutes per student, including time for deliberations.

The examination is worth 15 ECTS credits.

Assessment criteria

The assessment criteria are the same as the learning outcomes for the examination = the learning outcomes for the final degree project, see 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 of the examination can be found in the special dates overview on the intranet.

Examination language

Danish

7. Educational components that may take place abroad

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

In cases of pre-approved credit transfer, students are under a duty to document completion of the pre-approved educational components, upon completion of the study-abroad period. When applying for pre-approval, students must consent to allow the educational institution to collect any required information upon the students' completion of the study-abroad period.

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

8. Learning and teaching methods

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

The teaching methods are based on *Reflective Learning in Practice* – UCN's common learning approach (the intranet). Reflective learning in practice is based on the assumption that the ability to reflect on practical and profession-related knowledge is decisive in the students' participation in developing their profession. Reflection takes place in the individual alone and in relations with others. The learning approach is based on the close connection between the students' disciplinary, practical, social and personal acquisition of knowledge, skills and competencies. This learning approach prepares UCN's graduates for acquiring new knowledge, skills and competencies to qualify and develop practice.

The overall teaching methods are dialogue-based, class-taught lessons; team assignments and project work. However, the programme also features a great deal of independent study, individual assignments and projects, presentations in front of groups and the whole class, multidisciplinary theme activities and more. In addition, we also use digital didactic methods.

Common to all these activities is that the study programme always tries to define (or helps students define) clear objectives for the learning activities. The expected distribution of learning activities is described in the *Study Activity Model*, which can be found on UCN's intranet, for the entire study programme and for educational components respectively.

To promote understanding and reflection in terms of developing personal and social competencies, a personality profile ("*Insights*") is prepared for all new students. This profile is used to discuss group processes and types of group collaboration as well as personal learning styles.

Furthermore, we offer different activities that may help promote learning in the individual: extra individual guidance sessions and coaching. During lessons, we focus on the professional, disciplinary working processes to support development of professional skills and competencies.

9. Credit transfer for elective educational components

Passed elective educational components are equivalent to the corresponding educational components offered by other Danish providers of this study programme and they are also equivalent to educational components of other study programmes.

If students want transfer credit for educational components not offered by this study programme, credit transfer must be applied for.

10. 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.

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

Furthermore, some programme elements may impose an obligation to attend.

The description of each examination states whether obligations to participate and any obligations to attend are prerequisite to participating in exams.

11. Criteria for determining study activity

Registration may be terminated for students who have not complied with the study activity requirements for a continuous period of at least one year.

Study activity is defined as the following requirements: within the past 12 months students must have:

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

Non-compliance with one or more criteria in the definition of 'study activity' may be the grounds of termination of registration as a student.

Periods during which students have been away due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count as non-compliance with study activity requirements. On request, students must provide documentation of such matters.

The study programme may grant exemption from these provisions in exceptional circumstances. An exemption application 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-mentioned 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.

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

The student may make a complaint to the programme director about the decision within two weeks of receipt of the decision. The complaint will suspend proceedings. If the programme director maintains the deci-

sion, the student may appeal to the Ministry of Higher Education and Science within two weeks of receipt of the decision, but only in respect of legal matters.

The rules about the exams that students must have attended before the end of the 2nd semester and passed before the end of the 2nd semester according to Ministerial Order no. 1519 of 16 December 2013 on examinations in profession-oriented higher education programmes (the Exam Order), and the deadlines for completion of the education stated in the ministerial order for this study programme, remain in force.

12. Language

The major part of the materials used in lectures and lessons is in Danish, but English/American and German reference material may be used. Lectures and lessons are in Danish.

Students are not required to have any knowledge of foreign languages other than that stated in Ministerial Order no. 223 of 11 March 2014 on admission to academy profession degree programmes and professional bachelor's degree programmes (the Admission Order).

12.1 Examination language

Exams must be conducted in understandable Danish.

Students whose mother tongue is not Danish may apply for an exemption from the requirement that writing and spelling skills must form part of the assessment criteria for the final degree project. The application must be submitted to the programme not later than four weeks before the exam is to take place.

13. Resit and illness resit exams

13.1 Illness resits

Students who were prevented from attending an exam owing to verified illness or other unforeseen reason will have the opportunity to resit the exam or sit the illness resit 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 to the next ordinary exam. It is the students' responsibility to stay informed on when (illness) resit will be held.

Information about the time and place for illness resits can be found on UCN's intranet.

Illness must be verified by medical certificate. The educational institution must have received the medical certificate within three working days after the exam was held. Students who suddenly become ill during an exam must submit documentation verifying that they were ill on the day in question.

If illness is not supported by documentary evidence according to the above rules, the student will have used an exam attempt.

It is the student's responsibility to cover the expense of the medical certificate.

13.2 Resits

Where students have failed or not attended an exam, they are automatically registered for a resit, as long as exam attempts remain. A resit exam may be identical to the next ordinary exam.

It is the students' responsibility to stay informed on when resit exams will be held.

Information about the time and place for each resit exam can be found on UCN's intranet.

The study programme may grant exemption from automatic exam registration when this is based on exceptional circumstances, including verified disability.

14. Study aids

Any rules governing the reduced use of study aids at examinations will be stated in the description of the individual exam.

15. Special exam arrangements

Students may apply for special exam arrangements if a physical or mental impairment qualifies them to do so. The application should be submitted to the study programme not later than four weeks before the exam is to be held. The application deadline may be disregarded 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 student's condition or relevant specific impairment.

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

Applications for permission to bring other study aids must be submitted to the programme not later than 4 weeks before the exam is to be held.

16. Academic misconduct at exams

When submitting a written exam assignment, students must confirm by signature that the assignment was prepared without undue help.

16.1 Use of students' own and others' work - 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 examinee or examinees themselves, even though the assignment:

- includes identical or near-identical wording of other people's statements or works where the text is not marked by quotation marks, italics, indentation or any other clear indication with a reference to the source; see the institution's written work requirements
- 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
- includes the use of other's words or ideas without giving due credit to the sources
- re-uses text and/or central ideas from the student's own previously assessed work without observing the stipulations in sections 1 and 3.

16.2 Disciplinary actions in events of academic misconduct and disruptive behaviour

During exams

An examinee who, without question,

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

and

an examinee who

- behaves in a disruptive manner

at an exam may be expelled from the exam room while the exam is taking place by the programme director, by a person authorised by the programme 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 less serious cases of disruptive behaviour, the student will first be given a warning.

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

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

- having obtained or provided undue help,
- passing off another person's work as their own (plagiarism), or
- having used their own previously assessed work or parts of it without reference (plagiarism),

this will be reported to the relevant study programme.

16.4 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 the report

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 plagiarised text must also be indicated in the source text.

Involving the examinee - hearing of the parties

The programme director decides whether the hearing of the student will be conducted orally, 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 suspected academic misconduct and where they will be able to state their point of view. The examinee has a right to bring a companion.

For a written hearing, the documentation of suspected academic misconduct will be sent to the student requesting a written statement of their point of view.

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 will be able to have an influence on the assessment of the student's performance, the programme director will expel the student from the exam.

In less serious offences, the student will first receive a warning.

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

Suspension means that any grades awarded for the exam in question will be annulled, and that the student will have used an exam attempt.

The student will not be allowed to resit the exam and will have to wait until the next ordinary exam.

In cases of aggravating circumstances, the programme director may decide to suspend the student from the educational institution for a period of time at the programme director's discretion. In such cases, the student 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 has used an exam attempt and is suspended for academic misconduct 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 educational institution and directed to the attention of the programme director who will make a statement. The student will have the opportunity to comment on the statement, the deadline being usually one week. The institution will forward 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, see section 51 of the Exam Order.

17. Complaints about exams and appeals against decisions²

17.1 Complaints about exams

Examinees are recommended to seek guidance from a student advisor about the complaints procedure and writing a complaint.

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

The Exam Order distinguishes between two kinds of complaints:

1. complaints about the examination basis etc., the course of the exam and/or the assessment, and
2. complaints on the grounds of legal matters

The two kinds of complaints are dealt with differently.

2. See section 10 of Ministerial Order no. 1519 of 16 December 2013 on examinations in profession-oriented higher education programmes (the Exam Order): <http://ufm.dk/en/legislation/prevailing-laws-and-regulations/education/files/ministerial-order-on-examinations-on-professionally-oriented-higher-education-programmes-161213.pdf>

17.1.1 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:

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

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

The complaint should 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 base 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 concern

1. an offer of a new assessment (re-assessment), this only applies to written examinations
2. an offer of a new examination (resit)
3. 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 student does not accept the offer within the deadline, re-assessment or a resit exam will not be carried out.

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

On re-assessment, the assessors must be presented with the case documents: The exam paper, the complainant's assignment, the statements made by the original assessors with the comments made by the student, 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 students who took the exam in question if their assignment features the same deficiency as the one 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.

17.2 Appeals

The appellant may bring the institution's decision on discipline-specific 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 should be submitted to the programme director.

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

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

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

The appeals board will process the appeal, and the decision may concern:

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

If the decision is to offer the 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 student does not accept the offer within the deadline, re-assessment or a resit exam will not be carried out.

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

On re-assessment, the assessors must be presented with the case documents: The exam paper, the appellant's assignment, the statements made by the original assessors with the comments made by the appellant, and the decision made by the institution.

The appeals board must have made a decision 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.

17.3 Complaints on the grounds of 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 (e.g. 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 forward the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The institution will submit the complaint, the statement and any comments made by the complainant to the Agency. The deadline for lodging complaints with the institution is two weeks (14 days) from the day the complainant was notified of the decision.

18. Exemption

The educational institution may grant exemption from those rules in the national section of this Curriculum that were laid down solely by the educational institutions³, when exemption is substantiated by exceptional circumstances. The educational institutions co-operate on a uniform exemption practice.

19. Effective date and transition provisions

This institutional section of this Curriculum comes into effect on 1 September 2014 and applies to all students who are and will be registered for the programme and to all examinations commenced on said date or thereafter.

The curriculum (national and institutional sections) of September 2013 will be repealed as of 31 August 2014. However, any examinations commenced before 1 September 2014 shall be concluded, not later than 30 June 2015, in accordance with the national section of this Curriculum.

3. This means that the individual educational institution cannot deviate from rules originating in the ministerial orders, such as the rule stating that the internship exam is to be assessed according to the 7-point grading scale, or the rule stating that all exams must be passed before students can take an exam on their final exam project.