

Curriculum for the Academy
Profession Degree Programme in
Production Technology
Institutional section



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

1. Order of examinations by semesters

Overview of all examinations and their order

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

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

2. Framework and criteria for the study programme examinations

2.1 Academic aptitude examination (PRO)

2.1.1 Exam form and procedure

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

2.1.2 Exam contents and formal 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 students have in fact commenced their study.

At the examination, the students 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 students see 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) and their use of the study programme's IT systems, and their knowledge of relevant staff and contact persons will be examined.

2.1.3 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.

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

Overall information about time and location of the examination can be found in the semester plan and will be announced in detail on UCN's intranet.

2.1.4 Form of assessment

Pass/fail

2.1.5 Use of examination aids

No examination aids are allowed.

2.1.6 Examination language

The examination language is Danish.

2.1.7 ECTS credits of the exam

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

2.1.8 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 formal 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. The student thus has two examination attempts.

2.1.9 If the exam 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.

2.1.10 Complaints

The student cannot complain about the exam.

2.1.11 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.

2.2 1st-year examination

Examination prerequisites

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

- **1st-semester assignments.** The student must submit all assignments related to the tuition, stated as "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 project report requirements:
 - Cover page with title
 - Table of contents
 - Introduction, including problem statement and research question
 - 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 and research question
 - 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.
- **The 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, which can be found on UCN's intranet.

Non-performance of one or more study activities or incorrect submission of 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 externally assessed, individual oral examination based on a written group project and graded according to the 7-point grading scale.

The exam is worth 60 ECTS credits.

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

The project is presented by the student; duration a maximum of 12 minutes. 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 reports must include:

- Cover page with title
- Table of contents
- Introduction, including problem statement and research question
- 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. The 40 pages are exclusive of enclosures and appendices, such as drawings and diagrams

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

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: 1st-semester project period and 2nd-semester project period.

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. Further information about time and location as well as submission of the written group project can be found on UCN's 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.

2.3 Automation examination

2.3.1 Examination prerequisites

The student has followed the automation course unit.

2.3.2 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.

2.3.3 Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Automation 5 ECTS

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

2.3.4 Scheduled time

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

Examination language

Danish.

3. Elective educational components

3.1 Contents

The elective educational components give the students the opportunity to qualify their study-related and professional competences through specialisation and elaboration on subjects that are broadly related to the core areas of the study programme.

3.2 ECTS credits

Two elective educational components are offered, worth 25 ECTS.

3.3 Learning outcomes

3.3.1 Construction (25 ECTS)

Outcome:

- That the graduate has achieved the competences to carry out construction and development assignments and document the constructions to the extent necessary for production.

Knowledge:

- 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 of construction elements
- Basic knowledge of automation

- Knowledge of product development methods
- Knowledge of production technologies

Skills:

- 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 assessments with a view to optimising the product
- 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 the impact of different production technologies on products
- Ability to assess a product with a view to dimensioning
- Ability to prepare and assess the parameters in the requirements specification for a product
- Ability to prepare technical documentation
- Ability to select materials based on a requirements specification

Competences:

- Ability to manage 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 the development or improvement of physical products.

3.3.2 Operations (25 ECTS)

Outcome:

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

Knowledge:

- Knowledge of a company's business concept from idea to finished product
- Knowledge of operating systems
- Knowledge of intercultural understanding
- Understanding of the business aspects of company processes
- Ability to understand interactions in the internal logistics in a company
- Knowledge of supply chain structures

<ul style="list-style-type: none">• 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
<p>Skills:</p> <ul style="list-style-type: none">• 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 optimisations• 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 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
<p>Competences:</p> <ul style="list-style-type: none">• Ability to perform production and process optimisation in companies• Ability to take part in a company's logistics tasks• Ability to handle managing and coordinating tasks within production and process optimisation• Ability to take part in disciplinary/interdisciplinary collaboration at any level in a company• Ability to acquire new skills and knowledge in relation to production and process optimisation

3.4 Scheduled time

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

3.5 Exam

The elective educational components are concluded with an exam.

3.6 Examination prerequisites

The 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 and research question
- 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. The 40 pages are exclusive of enclosures and appendices, such as drawings and diagrams

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list and appendices. Appendices will not be 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, which can be found on UCN's intranet.

Non-performance of one or more study activities or incorrect submission of 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.

3.7 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 exam 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

Each of the written projects, which constitute the written part of the exam must as a minimum contain:

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

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

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

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

3.8 Assessment criteria

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

3.9 Scheduled time

The exam takes place at the end of the 3rd semester. Further information about time and location as well as submission of the written group project can be found on UCN's intranet in the special dates overview.

3.10 Examination language

Danish.

4. Internship

Internship requirements and expectations

During the internship the students will work on discipline-specific issues within the core areas of the study¹ while achieving knowledge of relevant work functions. The students will be associated with one or more companies during the internship. The internship may be organised in a flexible and personalised manner and may form the basis of the students' final exam project.

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

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.

4.1 The internship exam

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

- The weekly 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 UCN's intranet.

Non-performance of one or more study activities or incorrect submission of internship report, 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.

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.

Examination procedure

The exam is an internally assessed, individual oral examination based on the 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. 15 minutes are allocated per examinee, 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 exam is worth 15 ECTS credits.

Formal written project requirements

Students must submit an internship journal.

The internship journal, which makes up the written part of the examination, 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 outcomes. The learning outcomes will also have been registered (and approved) on the internship portal.

The oral presentation should include:

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

Non-performance of the prerequisites means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for: Internship

Scheduled time

The exam takes place after completed internship. Further information about time and location as well as submission of the internship report can be found on UCN's intranet in the special dates overview.

Examination language

Danish.

5. The final degree project

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

Examination prerequisites

- A written project, which makes up both the assessment basis and the examination basis, must
 - meet the formal requirements for the final degree project; see the national section of this Curriculum; and
 - be submitted in due time according to the exam plan, which can be found on UCN's intranet.

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 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 examinee, including time for deliberations.

The exam 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 takes place at the end of the 4th semester. Information about time and location of the examination can be found in the special dates overview on UCN's intranet.

Examination language

Danish.

6. Educational components that may take place abroad

Each of the educational components of the study programme 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.

7. Learning and teaching forms

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 (UCN's intranet). Reflective Practice-Based Learning is based on the assumption that the ability to reflect on

practice and specialist knowledge is decisive for participating in the development of the profession. Reflection takes place individually as well as together with others. The learning approach is based on a close connection between the students' discipline-specific, practical, social and personal acquisition of knowledge, skills and competences. The learning approach prepares UCN's graduates for acquiring new knowledge, skills and competences 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 lot of self-studies, individual assignments and projects, presentations in groups and to the whole class, interdisciplinary theme activities and much more. In addition, we also use digital didactic methods.

Common to all these activities is that we always try to define (or help you define) clear goals for the learning activities. The expected distribution of the learning activities can be seen in the Study Activity Model, which is available on UCN's intranet – for the entire programme as well as the individual educational components.

A personality profile ("Insights") is drawn up for all new students to promote their understanding of and reflection on the development of their personal and social competences. This profile is for instance used for discussions of group processes and forms of 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 competences.

8. Credit transfer for elective educational components

Passed elective educational components are the same as 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.

9. 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 for exam participation.

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

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.

10. Criteria for assessing 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.

The definition of study activity is that within the past 12 months the students 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 for participating in exams as described in the curriculum, the coursework being academically honest and not including material that is the copyright of others; and
- 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, 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.

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

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

Rules about the exams in which the students must have participated 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 higher education programmes (Exam Order), and where the order for this study programme lays down deadlines for completion of the education, shall remain in force regardless of the provisions in this document.

11. Language

The major part of the materials used in lectures and lessons are 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).

11.1 Examination language

Examinations must be taken 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.

12. Resit and illness resit exams

12.1 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 UCN's 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.

12.2 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 resits 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.

13. Study aids

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

14. Special exam arrangements

Students may apply for special exam arrangements 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 prob-

lems. 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.

Students whose mother tongue is not English may apply for permission to bring dictionaries to exams.

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.

15. 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.

15.1 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:

- 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;
- 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 the words or ideas of others without giving due credit to the sources; and/or
- reuses text and/or central ideas from their own previously assessed works without observing the stipulations in sections 1 and 3.

15.2 Disciplinary actions in events of academic misconduct and disruptive behaviour

During exams

An examinee who, undoubtedly

- unduly obtains help; or
- helps another student do an assignment, or
- uses non-authorized 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, 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.

15.3 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 his/her own previously assessed work or parts of it without reference (plagiarism);

this will be reported to the relevant programme.

15.4 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 examinee will receive a written warning that any further instances of misconduct may lead to expulsion.

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

16. Complaints about exams and appeals against decisions²

16.1 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:

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

The two kinds of complaints are dealt with differently.

16.1.1 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

3. the exam basis, including the exam questions, assignments etc. and its connection to the objectives and requirements of the programme;
4. the examination procedure; and
5. 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.

2. See section 10 of Ministerial Order no. 1519 of 16 December 2013 on examinations in profession-oriented higher education programmes (the Exam Order): 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

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

1. an offer of a new assessment (re-assessment); this only applies to written examinations;
2. an offer of a new examination (resit); or
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 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.

16.2 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

1. an offer of a new 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 appellant 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 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.

16.3 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 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.

17. Exemption

The institution may grant exemption from the rules in this institutional section of the curriculum that are laid down solely by the institution³, when found substantiated in exceptional circumstances. The institutions cooperate on a uniform exemption practice.

18. Effective date and transition provisions

This institutional section of the curriculum enters into force on 1 September 2015 with effect for all students who are and will be registered in the programme and for all exams commenced on said date or thereafter.

The curriculum (national and institutional sections) from September 2014 will be repealed as of 31 August 2015. However, any examinations commenced before 1 September 2015 shall be concluded in accordance with the previous institutional section of this Curriculum.

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