Curriculum
Service, Hospitality and Tourism Management
Institutional section

2017-2019

UCN

Contents

1. Curriculum for Service, Hospitality and Tourism Management – Institutional section

The curriculum for the study programme consists of two sections (sets of rules):

1. The national section

2. The institutional section

The national section has been prepared by the educational network for the AP degree programme in Service, Hospitality and Tourism Management with a view to ensuring that the discipline-specific content of the national section of the programme is identical at all institutions.

The institutional section has been prepared by the study programme at University College of Northern Denmark (UCN) in consideration of local and regional demands.

This institutional section (and the national section) of the curriculum has been approved by UCN in accordance with the rules that apply to the study programme, including *Ministerial Order on technical and commercial academy profession programmes and professional bachelor programmes*.

In case of discrepancies between this Curriculum and other rules for the programme, such other rules shall apply.

2. Order of national and local subject elements and work placement, including exams

Sem.	National subject elements	Local subject elements	ECTS	Internal/ external
1.	Services & Experiences		15	Internal
	Business understanding		30	Internal
2.	Cooperation & Relations			
		Local subject element	10	Internal
		Elective	5	Internal
3.	Work placement		15	Internal
		Elective	5	Internal
	Business development		25	External
4.				
	Final exam project		15	External
Total ECTS credits			**120**	

All exams are graded according to the 7-point grading scale.

Information about the time and place for exams can be found in the Academic calendar.

3. Local subject elements, including electives

There are local subject elements worth 20 ECTS, of which 10 are electives. The students may have electives at other institutions if they pay the expenses for transport, overnight stays, etc. themselves.

3.1 Hotel & Restaurant Management

3.1.1 Learning outcomes

Knowledge

The students should have acquired knowledge of:

- The practice and development of the hotel and restaurant industry, including ownership structures
- The organisation and running of the hotel as well as the interaction between the different internal and external business partners
- The characteristics of hotel and restaurant services, including international and Danish concepts
- International and Danish classification systems within the hotel and restaurant industry

Skills

The students should be able to:

- Apply the hotel and restaurant industry's professional financial terminology
- Set up and select options for menu plans along with calculations
- Apply the industry's basic numbers and key figures to set up and simulate options
- Identify and apply the hotel and restaurant industry's distribution channels
- Assess digital possibilities and suggest a solution within digital marketing
- Identify critical control areas in production and set up plans for self-monitoring

Competences

The students should be able to:

- Identify and take part in developing and changing processes and deliveries in respect of the service concept
- Take part in pricing the services of the hotel and restaurant

3.1.2 ECTS credits

The subject element is worth 10 ECTS credits.

3.1.3   Content

The subject elements address the hotel and restaurant industry's practice with the guest in focus, including the role of the individual hotel and restaurant company in the industry.

3.2 Tourism Management

3.2.1 Learning outcomes

Knowledge

The students should have acquired knowledge of:

- The practice, development, and strategy of tourism in the public – private interaction
- What characterise tourism products
- Tourism supply and demand

Skills

The students should be able to:

- Collect and process data with a view to preparing a destination analysis
- Identify the tourism distribution and marketing channels
- Convert strategy into practice, involving relevant business partners

Competences

The students should be able to:

- Take part in planning and developing destinations
- Take part in planning and developing new and existing tourism products
- Use the tourism distribution and marketing channels

3.2.2 ECTS credits

The subject element is worth 10 ECTS credits.

3.2.3   Content

The subject element addresses tourism practice with the destination as the central element as well as the role of the individual tourism enterprise in the tourism value chain.

3.3 Sport & Event Management

3.3.1 Learning outcomes

Knowledge

The students should have acquired knowledge of:

- What events are and what development they have undergone
- What tasks relate to the life cycle of events

Skills

The students should be able to:

- Draw up and assess the suitability of a sport and/or event concept based on, i.a., target group and stakeholders
- Identify and assess potential sponsorships and fundraising options
- Assess whether the event is financially sustainable
- Assess which persons and competences are required to run the event, including volunteers
- Assess the suitability of different communication channels for the promotion of events
- Apply digital planning tools for the development of events
- Assess practice-related risks and legal aspects

Competences

The students should be able to:

- Take part in the operational, tactical, and strategic work on developing, planning, and implementing sustainable small and medium-sized events

3.3.2 ECTS credits

The subject element is worth 10 ECTS credits.

3.3.3   Content

The subject element addresses the practice of the event with the overall aim of being able – in cooperation with others – to handle the development, planning and implementation of small and medium-sized events

3.4 Electives

Learning outcomes for electives are described in appendix to this Curriculum, "Catalogue of electives for the Service, Hospitality and Tourism Management study programme, 2017-2019".

4. Framework and criteria for the study programme exams

The following is a description of framework and criteria for all programme exams.

4.1 Automatic registration for all exams

A subject element is concluded with an exam in continuation of the subject element. When a student starts on a subject element, the student is automatically registered for the ordinary exam of the subject element.

Students cannot withdraw from programme exams.

If a student fails to pass an exam, the student will continue to be registered for the exam and must resit the exam. Students have three exam attempts. If the student fails to pass the exam after three attempts, the student ceases to be registered as a student.

However, automatic registration will not take place if a student is on leave in a semester. After finished leave the student is automatically registered for the exams that complete the semester in which the student has just started as well as exams not yet passed, if any.

It is the student's own responsibility to obtain information about time and place on UCN's electronic platform.

Please see the Examination Regulations for UCN on UCN's homepage.

4.2 Common exam requirements

Common to all exams in the programme are:

- The written material, which makes up assessment as well as examination basis must as a minimum constitute 75 % of the number of characters described under formal requirements for the individual exams.

- For written exams students must always prepare a new assignment, if they fail to obtain the grade 02 in the exam attempt in question.

- For exams where the exam form is a combination of written material and oral presentations, it is possible to improve the assessment and examination basis (the project), if the grade 02 is not obtained in the exam attempt in question. [1]

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[1] This does not apply to the final exam project; see the national section of this Curriculum.

4.3 Special requirements for online students

The following rules for exam apply to students following the programme online:

- The online students alone are responsible for their own technical set-up[2] for the exam. If the exam cannot be held due to technical problems, the students will be considered to have used an exam attempt, and they will have two attempts left to pass the exam in question.
- Filling in and upload of form about invigilator. [3] The form is available on Pointer

5. Exam in the three national subject elements Services & Experiences, Business understanding and Cooperation & Relations

The three national subject elements Services & Experiences, Business understanding and Cooperation & Relations constitute the 1st-year exam and are examined through two part exams that take place in the 1st year of study:

Part exam: Services & Experiences, a total of 15 ECTS (weighted one third)

Part exam: Business understanding + Cooperation & Relations, a total of 30 ECTS (weighted two thirds)

Both part exams must be passed with at least the grade 02, and the average of the part exams constitute the overall grade for the 1st-year exam.[4]

5.1 The part exam in the national subject element Services & Experiences

5.1.1 Formal exam requirements

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

The written assignment may not exceed eight standard pages (a maximum of 19,200 characters, including spaces and footnotes). The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

If a student does not meet all formal exam requirements, the assignment is rejected. There will not be an assessment, and the student will be regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

5.1.2 Examination procedure

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

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[2] Ensuring a stable internet connection and information about Skype name.
[3] Cf. § 15 of the Grading Scale Order
[4] Cf. § 15 of the Grading Scale Order

5.1.3   Weight

The exam is worth 15 ECTS.

5.1.4   Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the national subject element Services & Experiences.

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

5.1.5   Scheduled time

The exam takes place in the middle of the 1st semester.

The exam must be passed before the end of the student's 1st year of study.

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

5.1.6   Examination language

English.

5.1.7   Study aids

All study aids are permitted.

5.2   Part exam in the national subject elements Business understanding and Cooperation & Relations

5.2.1   Formal exam requirements

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

The written assignment, including executive summary, may not exceed 30 standard pages (a maximum of 72,000 characters, including spaces and footnotes). The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

If a student does not meet all formal exam requirements, the assignment is rejected. There will not be an assessment, and the student will be regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

5.2.2   Examination procedure

The exam is an internally assessed oral group[5] exam graded according to the 7-point grading scale.

One overall grade will be given based on an overall assessment of the written and oral performance.

25 minutes are allocated per examinee, including time for deliberations.[6]

5.2.3   Weight

The exam is worth 30 ECTS.

5.2.4   Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the national subject elements Business understanding and Cooperation & Relations.

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

5.2.5   Scheduled time

The exam takes place at the end of the 2nd semester.

The exam must be passed before the end of the student's 2nd year of study.

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

5.2.6   Examination language

English.

5.2.7   Study aids

All study aids are permitted. However, not during the oral part of the examination.

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[5] Group size 3-5 students
[6] If the student is granted exemption to sit the exam alone, 30 minutes are allocated for examination, including time for deliberations.

5.3 Exam in the local subject element (Tourism, Hotel & Restaurant, Sport & Event)

5.3.1 Formal exam requirements

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

The written assignment may not exceed 20 standard pages (a maximum of 48,000 characters, including spaces and footnotes). The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

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

- Meet the formal requirements, cf. below

- Be submitted in due time, cf. the Academic calendar

If a student does not meet all formal exam requirements, the student will be regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

5.3.2 Examination procedure

The exam is an internally assessed oral group exam based on the written assignment. The group may consist of three to five students. An individual exam cannot be chosen.

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

One overall grade is given, and the written and oral part weight 50 % each.

25 minutes are allocated per examinee, including time for deliberations.

5.3.3 Weight

The exam is worth 10 ECTS.

5.3.4 Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the national subject elements Tourism Management, Hotel & Restaurant Management, and Sport & Event Management.

The learning outcomes appear from the above.

5.3.5 Scheduled time

The exam takes place at the end of the 2nd semester.

The exam must be passed before the end of the student's 1st year of study.

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

5.3.6 Examination language

English.

5.3.7 Study aids

All study aids are permitted. However, not during the oral part of the examination.

5.4 Electives exam

Learning outcomes for electives are described in appendix to this Curriculum, "Catalogue of electives for the Service, Hospitality and Tourism Management study programme, 2017-2019".

5.4.1 Formal exam requirements

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

The written assignment may not exceed six standard pages (a maximum of 14,400 characters, including spaces and footnotes). The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

The written project, which constitutes the assessment as well as the examination basis, must:
- Meet the formal requirements, cf. below
- Be submitted in due time, cf. the Academic calendar

If a student does not meet all formal exam requirements, the student will be regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

5.4.2 Examination procedure

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

5.4.3 Weight

The exam is worth 5 ECTS.

5.4.4 Assessment criteria

Learning outcomes for electives are described in appendix to this Curriculum, "Catalogue of electives for the Service, Hospitality and Tourism Management study programme, 2017-2019".

5.4.5 Scheduled time

The exam takes place at the end of the 2nd semester.

The exam must be passed before the end of the student's 1ˢᵗ year of study.

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

Other electives exams take place in the 3ʳᵈ semester.

5.4.6   Examination language

English.

5.4.7   Study aids

All study aids are permitted.

6. Work placement

6.1   Work placement requirements and expectations

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

Based on the learning outcomes for the work placement, cf. the national section of this Curriculum, the student and the supervisor/contact person will collaborate on setting the specific personal goals and the relevant research question of the work placement.

The goals and the research question are written down on the student's work placement portal. These goals will determine the planning of the students' work placement tasks and work, including preparation of the work placement report.

The work placement should be considered similar to a full-time job with the same requirements for working hours, effort, commitment, and flexibility that graduates can expect to meet in their first job.

The work placement may be organised in a flexible and personalised manner and may form the basis of the student's final exam project.

6.2   Formal exam requirements

Formal requirements for the written work placement report.

The project report, that constitutes the written part of the examination, must live up to the following formal requirements and as a minimum include:

- Cover page with author's name, class and number of characters with spaces (follow the Internship guide instruction)

- Table of contents
- Introduction, incl. problem area and research question
- Main body, divided into chapters and sections
- Solutions based on the analysis of the collected secondary and primary data
- Conclusion
- Reflection chapter
- Reference list (incl. all sources referred to in the paper)
- Appendices (include only appendices central to the paper)

The written assignment[7] may not exceed 19 standard pages (a maximum of 45,600 characters, including spaces and footnotes), of which the reflection chapter may not exceed four standard pages (a maximum of 9,600 characters, including spaces and footnotes). A standard page is 2,400 characters, including spaces and footnotes. The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

The report is prepared individually.

The assignment must meet the formal requirements and be submitted in due time.

If a student fails to meet the formal exam requirements, the student is regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

6.3   Work placement exam

At the end of the work placement there will be an individually assessed exam (30 minutes, including time for deliberations) based on a written work placement report.

Oral and written exam

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

One overall grade will be given based on an overall assessment of the work placement report and the oral performance.

6.4   Weight

The exam is worth 15 ECTS.

6.5   Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the national subject element Work placement.

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

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[7] See work placement guide for further elaboration.

6.6 Scheduled time

The examination will take place in the middle of the 3rd semester. Information about time and place and of submission of the written project can be found in the Academic calendar.

6.7 Examination language

English.

Study aids

All study aids are permitted. However, not during the oral part of the examination.

7. Exam in the national subject element Business development

7.1 Formal exam requirements

Formal requirements for the written assignment

The written assignment may not exceed 20 standard pages (a maximum of 48,000 characters, including spaces and footnotes). The character count is exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

The written assignment, which constitutes the assessment as well as the examination basis, must:
- Meet the formal requirements, cf. below
- Be submitted in due time, cf. the Academic calendar

If a student does not meet all formal exam requirements, the student will be regarded as having used an examination attempt. The student thus has two attempts left to pass the exam.

7.2 Examination procedure

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

One overall grade will be given based on an overall assessment of the written and oral performance.

20 minutes are allocated per examinee, including time for deliberations.[8]

7.3 Weight

The exam is worth 25 ECTS.

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[8] If the student is granted exemption to sit the exam alone, 30 minutes are allocated for examination, including time for deliberations.

7.4   Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the national subject element Business development.

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

7.5   Scheduled time

The exam takes place in the middle of the 4th semester.

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

7.6   Examination language

English.

7.7   Study aids

All study aids are permitted. However, not during the oral part of the examination.

8. Final exam project

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

8.1   Formal exam requirements

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

- Meet the formal requirements for the final exam project; cf. the national section of this Curriculum
- Be submitted in due time, cf. the Academic calendar
- Be uploaded in UC-Viden

Incorrect submission or incomplete fulfilment of the formal requirements for the written project, which makes up the written part of the exam, means that the students will not be allowed to sit the examination, and that they will be regarded as having used an exam attempt.

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

8.2   Examination procedure

The examination is an externally assessed oral examination based on the written project. The written part of the final exam project may be prepared individually or in groups of two or three students.

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

8.3   Writing and spelling skills

Writing and spelling skills form part of the assessment of the written exam project. However, writing and spelling skills can only change the grading with one grade up or down. The assessment is an expression of an overall assessment of the discipline-specific content as well as writing and spelling skills.

8.4   ECTS credits

The exam is worth 15 ECTS credits.

8.5   Assessment criteria

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

8.6   Scheduled time

The exam takes place at the end of the last semester of the programme, cf. the Academic calendar.

8.7   Examination language

English.

8.8   Study aids

All study aids are permitted. However, not during the oral part of the examination.

9. Subject elements that may take place abroad

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

Upon pre-approval of a study abroad period the students must, after conclusion of their study abroad, document the completed subject elements 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 visit.

For the final approval of pre-approved credit transfer, the subject element is considered completed if it is passed in accordance with the regulations applying to the study programme.

UCN has a broad network of partners abroad, and UCN's International Department may help students to do part of their study abroad. UCN's International Department can be contacted for further information. However, it takes more work on the part of the individual students if they want to study abroad. It is up to the individual students to examine which subjects to study abroad, etc. at the desired university. The International Department will be of assistance with good advice, but they do not take part in the detailed planning. That is up to the students themselves.

10. Withdrawal from exams

The rules on withdrawal from exams are found here: www.ucn.dk/english/about-ucn, Examination Regulations.

11. Learning and teaching forms

UCN's learning approach is called "Reflective Practice-Based learning". Reflective means that, through their study, students are motivated to develop personal and professional competences, such as the competence to reflect on and assess their own learning outcome.

Through systematic feedback processes, surveys and decisions on the knowledge and practice of the profession/industry so far, the students will qualify to becoming independent, innovative, and problem-solving in their work as employees in an organisation. Via their study the students will become deeply rooted in the professions/industries which the study programme aims at.

However, learning is not transfer of knowledge from lecturer to student. In the Service, Hospitality and Tourism Management programme the point of departure is that learning takes place *within* the students and *in the relation* with fellow students and lecturers. The basis of learning in the study programme is also that students learn in different ways. Therefore, the programme is planned based on different educational methods. The Study Activity Model shows the different study activities that are brought into play to get the students to achieve the learning outcomes of the study. However, it is important to stress that the students must take ownership of their study.

The Study Activity Model can be seen on www.ucn.dk, and for each semester the different study activities to work with in the semester in question are specified in thematic descriptions.

According to the Ministry of Education and Science, the students must achieve 30 ECTS credits worth of tuition per semester. 1 ECTS credit equals 27 work hours for the student. The subject descriptions thus include an overview of the expected workload in the different subjects/study activities.

11.1 The Study Activity Model
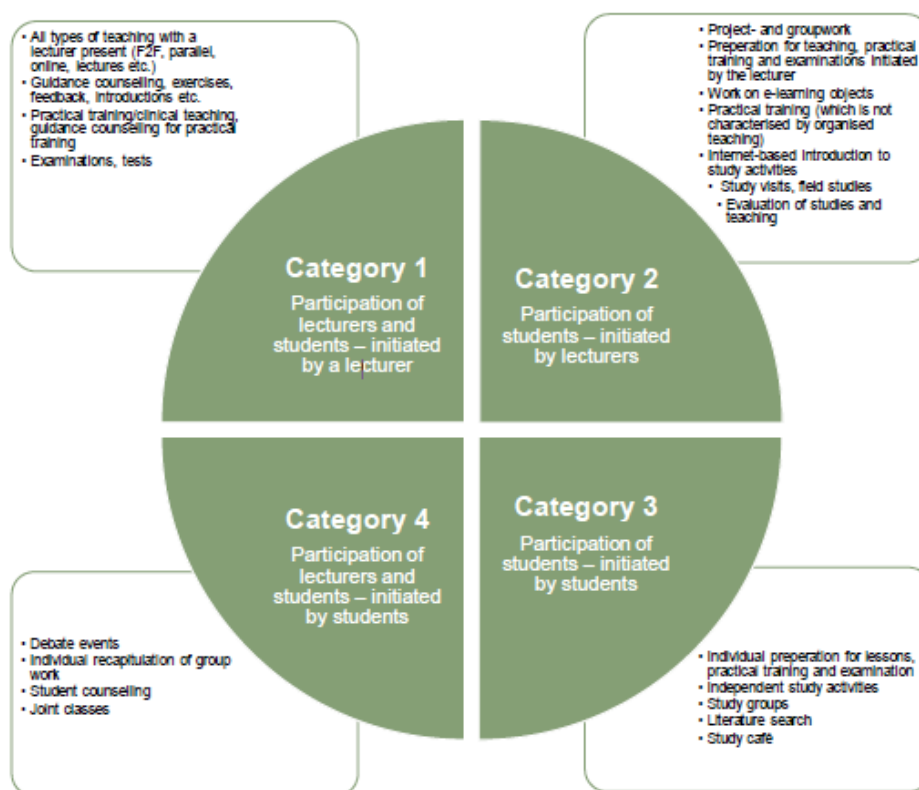
In the programme, we thus use a wide range of learning and teaching methods that combined support the students in achieving the learning outcomes described in the national as well as the institutional sections of this Curriculum. Through the programme there is a clear progression in the learning forms, so that they move from knowledge-oriented and teacher-led tuition to problem-oriented and participatory tuition.

Further, the tuition is based on relevant industry practice and connects practice and theory – *Practice-based learning*. Issues from the different types of companies within the professional areas of the programme are involved.

The tuition supports the ICT competences of the students.

12. Duty to participate and duty to attend

UCN expects the students to attend the scheduled tuition, and absenteeism is registered. UCN expects this from the students because learning requires attendance and active participation in the study activities.

In order to achieve the learning outcomes of the programme and for the tuition forms to work, it is also important to specify that the students have a duty to participate in the form of:

- Submission / presentation of assignments / projects, etc.

Non-compliance with the duty to participate/the attendance prerequisite, such as rejection of a written assignment, or non-compliance with formal requirements for the assignment means that the students have used an exam attempt.

The student now only has two attempts left at passing the exam.

The study programme intervenes with help and guidance as early as possible, if, contrary to expectations, students fail to attend the tuition or to live up to their duty to participate.

12.1   Student counselling

As a student you can contact the student advisor if you experience challenges in respect of meeting the requirements of the study as to participation and attendance. The students can also contact the student advisor if they have questions about the form of the study, stays abroad, etc. See contact information for the student advisor on www.ucn.dk.

12.2   Lecturers as supervisors

The lecturers often act as supervisors for the students as regards the study activities, for instance in project work.

This is because we want to:

- Support the development of a good learning environment

- Support social learning processes and constructive collaboration

- Support innovation and development

- Support the study group in gradually taking over the supervisor's functions at a pace that fits the competence of the group

The supervisor will generally focus on project processes with focus on:

1. Project content

2. Working method and process

3. Group dynamics and process

4. Learning and meta cognition

13.   Criteria for assessing study activity

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

Periods in which the students have not participated actively in studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count against the period of 12 months required for participating actively in studies. On request, the students must provide documentation of such matters.

The study programme may ignore these stipulations in exceptional circumstances. The application for exemption is to be submitted to the programme director.

Before registration is terminated, the individual students will be notified in writing. In connection with such notification, the students will be made aware of the above rules.

14. Credit transfer for subject elements

Credit assessments take place in several contexts.

14.1   Passed subject elements from the same study programme at another institution

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

14.2   Credit assessment (compulsory credit) in connection with application for admission to/enrolment in the programme

When the students have fulfilled their duty to inform about completed subject elements from another Danish or international further education and on employment assumed to result in credit transfer, the educational institution will grant credit transfer in each individual case based on completed/passed subject elements and occupations that match course units and parts of the work placement. The decision is based on a professional assessment.

14.3   If students have not fulfilled their duty to inform the institution about admission/ enrolment

Twice a year (July and January, respectively, there will be a credit assessment of an application which the student might subsequently send to the institution, if the duty to inform the institution in connection with the admission/enrolment has not been fulfilled.

That may mean that the student has to wait for the decision on a granting of credit transfer.

It is, thus, the student who bears the risk of the decision on credit transfer not being made prior to the exam.

- *IF the student omits to sit the exam*, and UCN subsequently declines credit transfer, the student is considered to have used an exam attempt

- *IF the student chooses to sit the exam before UCN has made its decision on credit transfer*, and UCN would have granted credit transfer, credit will NOT be granted in this situation, as the student has chosen to sit the exam. Therefore, the grade given for the new exam will apply, no matter if the "old exam" – which could have resulted in credit transfer, if the student had applied for it in due time – was higher, and no matter if the student did not pass the new exam

If the student has chosen to sit the exam, it will not be possible to be granted credit transfer after the application has been considered.

14.4   Pre-approval of credit transfer and final credit transfer

Before a student travels to another institution in Denmark or abroad, and if the student wants to apply for credit transfer for a subject element from this curriculum, the student must send an application for pre-approval of credit transfer.

UCN decides on pre-approval of the credit transfer.

When the student has successfully completed the desired subject element, and the application for final credit transfer has been received with relevant documentation, the final credit transfer is granted.

If the student has not passed the desired subject element, the student must sit an exam according to the curriculum rules for the subject element.

For further elaboration of the rules, see UCN's Examination Regulations.

15. Language

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

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

15.1   Examination language

Examinations must be taken in understandable English.

16. Resit and illness resit exams

The rules on resit and illness resit exams are found here: www.ucn.dk/english/about-ucn, Examination Regulations.

17.   Study aids

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

18.   Special examination arrangements

Students may apply for special examination conditions if their medical condition or relevant specific disabilities qualifies them to do so. The application must be submitted to the programme not later than four weeks before the examination is to be held. The application deadline may be disregarded in cases of sudden health-related problems. The application is to be accompanied by a medical statement; a statement from e.g. a speech, hearing, dyslexia or blind institute; or other evidence of health conditions or a relevant specific disability.

19. Academic misconduct at exams

On submission of a written examination assignment, the students must confirm by signature that the assignment was prepared without undue help.

19.1   Use of own work and that of others – plagiarism

The rules on the use of own work and that of others – plagiarism – are found here: www.ucn.dk/english/about-ucn, Examination Regulations.

19.2   Disciplinary actions in events of academic misconduct and disruptive behaviour

The rules on disciplinary actions in events of academic misconduct and disruptive behaviour are found here: www.ucn.dk/english/about-ucn, Examination Regulations.

20.   Complaints about examinations and appeals against decisions

The rules on complaints about examinations and appeals against decisions are found here: www.ucn.dk/english/about-ucn, Examination Regulations.

21. Exemption

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

22. Effective date and transition provisions

This institutional part of the curriculum is valid from 1 September 2017 and is valid for students who are enrolled as of this date.

Students enrolled before 1 September 2017 follow the 2016-2018 curriculum. The 2016-2018 curriculum will be repealed as of 31 August 2018.

Students who have not completed the programme according to the 2016-2018 curriculum by 31 August 2018 will be transferred to the 2017-2019 curriculum. However, exams started before 31 August 2018 will be concluded according to this institutional section of the curriculum not later than 31 January 2019.