

# Curriculum for the AP Degree Programme in Design, Technology and Business (Graphics)

‘Erhvervsakademiuddannelsen (AK)  
Inden for tekstil, beklædning, design og business’

## INSTITUTIONAL PART

Year 2017



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**This is a translation of the Danish curriculum for the ‘Designteknolog’ programme. The translation is made for information purposes only. In the event of any discrepancy between this translation and the original, the original Danish text shall prevail.**

This Curriculum for the Design, Technology and Business (Graphics) programme was prepared according to the guidelines in Ministerial Order no. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business ('Designteknolog AK').

The Programme, which is a full-time study, has an official length of study of 2 student full-time equivalents (FTEs) One student full-time equivalent is the workload of a full-time student during one year of study. One student full-time equivalent is equivalent to 60 credits under the European Credit Transfer System (ECTS). This means that the Study Programme is worth a total of 120 ECTS credits.

The following acts and ministerial orders govern the study programme:

- Ministerial Order No. 1147 of 23 October 2014 on academy profession degree programmes and professional bachelor degree programmes (LBK nr. 1147 af 23/10/2014 om erhvervsakademiuddannelser og professionsbacheloruddannelser).
- Ministerial Order No. 1047 of 30 June 2016 on on academy profession degree programmes and professional bachelor degree programmes with amendments (BEK nr. 1047 af 30/06/2016 om erhvervsakademiuddannelser og professionsbacheloruddannelser med senere ændringer).
- Ministerial Order No. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business (BEK nr. 710 af 6. juli 2009 om erhvervsakademiuddannelse inden for tekstil, beklædning, design og business).
- Ministerial Order No. 852 of 3 July 2015 on accreditation of higher education institutions and approval of new higher education programmes (BEK nr. 852 af 03/07/2015 om akkreditering af videregående uddannelsesinstitutioner og godkendelse af nye videregående uddannelser).
- Ministerial Order No. 107 of 27 January 2017 on access to academy profession degree programmes and professional bachelor degree programmes (BEK nr. 107 af 27/01/2017 om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser).
- Ministerial Order No. 1500 of 2 December 2016 on examinations on profession-oriented higher education programmes (BEK nr. 1500 af 02/12/2016 om prøver og eksamen i erhvervsrettede videregående uddannelser) (the Exam Order).
- Ministerial Order No. 262 of 20 March 2007 on the grading scale and other forms of assessment (Bekendtgørelse nr. 262 af 20. marts 2007 om karakterskala og anden bedømmelse).

The Acts and Ministerial Orders are available (in Danish) on the official website for Danish legislation:

[www.retsinformation.dk](http://www.retsinformation.dk)

#### Order of examinations by semester

No.	Semester	Exam	ECTS	Assessment	Internal/external
1	On completion of the 1st semester	Compulsory educational components	30 ECTS	Individual assessment 7-point grading scale	Internal assessment
2	On completion of the 2nd semester	Specialisation part 1	30 ECTS	Individual assessment 7-point grading scale	External assessment
4	On completion of the 3rd semester	Specialisation part 2	15 ECTS	The two educational components are examined at the same time. Individual assessment 7-point grading scale	Internal assessment
		Elective educational component	15 ECTS		
5	In the 4th semester	Internship	15 ECTS	Individual assessment 7-point grading scale	Internal assessment
6	On completion of the 4th semester	AP degree project	15 ECTS	Individual assessment 7-point grading scale	External assessment

Number of examinations for the compulsory educational components

Compulsory educational components	First semester exam	Second semester exam	Specialisation exam	Total
Core area Design – 10 ECTS	10 ECTS from the core area Design			10 ECTS
Core area Business – 10 ECTS	10 ECTS from the core area Business			10 ECTS
Core area Technology – 10 ECTS	10 ECTS from the core area Technology			10 ECTS
Specialisation – 45 ECTS		30 ECTS from the core area Specialisation Marketing or Design	15 ECTS from the core area Specialisation Marketing or Design	45 ECTS
	30 ECTS	30 ECTS	15 ECTS	75 ECTS

## 1. Framework and criteria for the study programme examinations

This chapter sets the framework for and describes all the examinations on the programme. All the exams are assessed and graded according to the 7-point grading scale. All exams are organised in Wiseflow, which controls the start and end times as well as submission deadlines.

## 2. Examination for the compulsory educational components

The first semester is finalised by an individual examination of the joint compulsory educational components.

### 2.1.1 Exam procedure

The first semester exam is an internally assessed, individual knowledge and skill examination.

The examination is worth 30 ECTS credits. The exam is a written on-location examination of 3 hours' duration.

For each of the three core areas, the educational institution will prepare four exam papers, the topics of which will be made known to the students. Before the exam, the educational institution will randomly select three exam papers which will be distributed evenly between the students on the day of the exam. In this way, the individual student will only be tested on one exam paper. For re-sits, a new paper will be selected among the nine remaining papers.

### 2.1.2 Assessment criteria

The assessment criteria of the exam are the learning objectives for the joint compulsory educational components of the study programme. The learning objectives are described in the national part of the curriculum.

**2.1.3 Scheduled time**

The exam will take place at the end of the first semester. Information about the time and venue for the exam can be found on Canvas.

The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

**2.1.4 Use of exam aids**

Electronic aids are allowed. Students are not allowed to communicate with each other during the examination.

**2.1.5 Exam language**

Exams are conducted in Danish for the Danish offers of the programme and in English for the English offers of the programme.

### 3. Examination of specialisation part 1

**3.1.1 Exam procedure**

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

- A written report
- A product description containing at least one graphic product
- A design process log

The product description and the log are included as part of the written report.

The examination is worth 30 ECTS credits.

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

**3.1.2 Formal requirements for the written report**

The written report must be prepared on the basis of the approved problem statement and must contain:

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

The report must be 4-6 standard pages long. One standard page is 2400 characters including spaces and foot notes. The cover page, table of contents, literature list and appendices do not count towards the maximum allowed length of the report. Appendices are also assessed.

If any one of the formal requirements for the written report has not been met, the report will be rejected and it will not be assessed. As a consequence, the student will have used an exam attempt.

**3.1.3 Assessment criteria**

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

**3.1.4 Assessment basis**

The written products and oral the performance are assessed as a whole, leading to a single grade.

**3.1.5 Scheduled time**

The exam will take place at the end of the second semester. Further information about the time, venue as well as submission of the written assignment can be found on Canvas.

The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

**3.1.6 Exam language**

Exams are conducted in Danish for the Danish offers of the programme and in English for the English offers of the programme.

**4. Internationalisation****4.1.1 Contents**

The international dimension of the study programme is organised to let the student:

- go on an internship abroad of at least two weeks' duration

or, during the same period

- participate in an internationalisation programme as an integral part of the study the activities at the home institution.

The educational component 'internationalisation' is composed of learning elements on the study programme that take as their starting point the learning objectives that directly address international conditions or that provide an international dimension to the programme.

**4.1.2 Integral part of the second year of the specialisation**

In the second year of the specialisation, internationalisation is integral to the existing learning objectives of the study programme. This means that the internationalisation dimension will be tested at examinations in the second year of study.

**4.1.3 Scheduled time**

The time of the internationalisation period is specified in the syllabus according to the collaboration agreements the study programme has with partners abroad.

**4.1.4 Structure**

The internationalisation period includes a preparatory period, the actual period and a follow-up period.

<b>Travel abroad</b>	Before travelling	First week	Second week	After travelling
<b>Internationalisation period</b>	Preparatory theory + project	Courses / Analysis / Diagnosis	Courses / Analysis / Solution  Submission / Presentation of solution	Evaluation / Reflection

## 5. Examination of specialisation part 2 plus the elective educational component

### 5.1.1 *Exam prerequisites, including the obligation to participate*

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

- The student must have submitted two coursework assignments that have been designated as examination basis for the written reflection paper, see below. The submitted coursework assignment must meet the requirements in the respective coursework assignment descriptions and be attached as appendices to the written reflection assignment, see below.

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

### 5.1.2 *Exam procedure*

Part 2 of the specialisation (15 ECTS) and the elective educational component (15 ECTS) are tested at the same exam.

The exam is an internally assessed, oral exam based on a written reflection assignment covering the two coursework assignments in part 2 of the specialisation, including internationalisation, and the elective educational component.

The written, reflection assignment and the oral performance are assessed as a whole, leading to a single grade.

### 5.1.3 *Formal requirements for the written reflection assignment*

The written reflection assignment must contain:

- Cover page
- Table of contents
- Reflection on the applied method (for each of the two coursework assignments that are designated as the examination basis).
- Reflection of the fulfilment of learning objectives (for each of the two coursework assignments that are designated as the examination basis).
- Bibliography
- Appendices: One coursework assignment in part 2 of the specialisation (internationalisation) as well as one coursework assignment in the elective educational component.

The total written reflection assignment must be 4-6 standard pages long. One standard page is 2,400 characters, including spaces and footnotes. The cover page, table of contents, bibliography and appendices do not count towards the limit. Appendices are not assessed.

If any one of the formal requirements for the written reflection assignment has not been met, the assignment will be rejected, and it will not be assessed. As a consequence, the student will have used an exam attempt.

### 5.1.4 *ASSESSMENT CRITERIA*

The assessment criteria for the exam are the learning objectives for the second year of the specialisation as well as the learning objectives for the elective educational component.

The learning objectives for the second year of the specialisation are specified in the national part of the curriculum. The learning objectives for the elective educational components are specified below.

### 5.1.5 *Learning objectives for the elective educational components*

#### **Knowledge**

Upon completion, the student should have acquired knowledge of:

- the theory and practice of the selected topic(s)
- the relevance of the selected topic(s) to the theory and practices of the multimedia profession.



**Skills**

Upon completion, the student should have acquired the skills to:

- select, describe and perform literature searches for a problem or issue they select within the multimedia discipline
- discuss process-related and analytical skills in the context of the selected topic(s)
- assess problems and specify possible solutions in relation to the selected topic(s)
- communicate central results.

**Competencies**

Upon completion, the student should have acquired the competencies to:

- autonomously acquaint themselves with new topics within the theory or practice of the subject field
- contextualise and relate the selected topics(s) to the other subject fields of the study programme.

**5.1.6 SCHEDULED TIME**

The exam takes place at the end of the elective educational component.

The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

**5.1.7 EXAM LANGUAGE**

Exams are conducted in Danish for the Danish offers of the programme and in English for the English offers of the programme.

## 6. Internship exam

**6.1.1 Internship requirements and expectations**

During the internship, the student works on issues that are relevant to his/her profession while achieving knowledge of relevant work functions. The relationship between theoretical teaching and learning activities and the internship will be the starting point for the student's internship learning objectives.

Based on the study programme learning objectives, the student and the internship host supervisor collaborate on setting specific objectives for the student's internship. The learning objectives are to be written in the student's record in the internship portal. The student's UCN supervisor must approve that the learning objectives fall within the scope of the curriculum's internship learning objectives.

The objectives will then guide 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 a Design, Technology and Business graduate would be expected to meet in their first job.

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

**6.1.2 Exam prerequisites**

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

- The student must continuously and every week write a weekly journal in the internship portal.
- The student must submit a written assignment. The written assignment must meet the formal requirements below.

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

### **6.1.3 Exam procedure**

The exam is an internally assessed, oral examination based on a written project 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.

The examination is worth 15 ECTS credits.

### **6.1.4 Formal requirements for the written report**

The written part of the exam must include the following:

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

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

### **6.1.5 Assessment criteria**

The assessment criteria for the exam are the learning objectives for the internship.

The learning objectives are specified in the national part of the curriculum and in the internship portal as the approved individual learning objectives for the internship.

### **6.1.6 Scheduled time**

The exam will take place at the end of the internship period. Information about the time and venue for the exam can be found on Canvas.

The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

### **6.1.7 Exam language**

Exams are conducted in Danish for the Danish offers of the programme and in English for the English offers of the programme.

## **7. The final degree project**

### **7.1.1 Exam procedure**

The examination is an externally assessed, oral examination based on an individual written project or a group project.

For group projects, the group may have up to four members.

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

- a report
- a product description containing at least one graphical product
- a design process log

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

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

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

The oral part of the exam:

- If the project is made by a single individual, the time allowed for presentation of the project is maximum 15 minutes. This is followed by a 45-minute examination dialogue, including time for deliberations.
- If the project is made by a group of students, the time allowed for presentation of the project is 15 minutes with the addition of 5 minutes per extra member of the group. This is followed by a 45-minute individual examination of each member of the group, including time for deliberations.

The examination is worth 15 ECTS credits.

### **7.1.2 Formal requirements for the report**

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

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

The report must be 10-15 standard pages long. One standard page is 2,400 characters including spaces and foot notes. The cover page, table of contents, literature list and appendices do not count towards the maximum allowed length of the report. Appendices are also assessed.

If any one of the formal requirements for the report has not been met, the report will be rejected and it will not be assessed. As a consequence, the student will have used an exam attempt.

### **7.1.3 Assessment criteria**

The assessment criteria for the exam are the learning objectives of the study programme, see appendix 1 of Ministerial Order No. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business (BEK nr. 710 af 06/07/2009).

### **7.1.4 Scheduled time**

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

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

### **7.1.5 Exam language**

Exams are conducted in Danish for the Danish offers of the programme and in English for the English offers of the programme.

## 8. 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-approval of credit transfer, students are obliged to document completion of the pre-approved educational components, upon completion of the study-abroad period. When applying for pre-approval, the student must consent to the educational institution collecting any required information after the student's completion of the study-abroad period.

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

## 9. Withdrawal from exams

The rules for withdrawal from exams can be found at [ucn.dk/english](http://ucn.dk/english) in the Examination Regulations for UCN's Undergraduate Programmes.

## 10. Teaching and learning methods

UCN's approach to learning is called 'Reflective Practice-based Learning'. By *Reflective* we mean that the student is motivated through his/her studies to develop personal and academic/professional competencies, such as the ability to reflect on and assess his/her own learning outcomes.

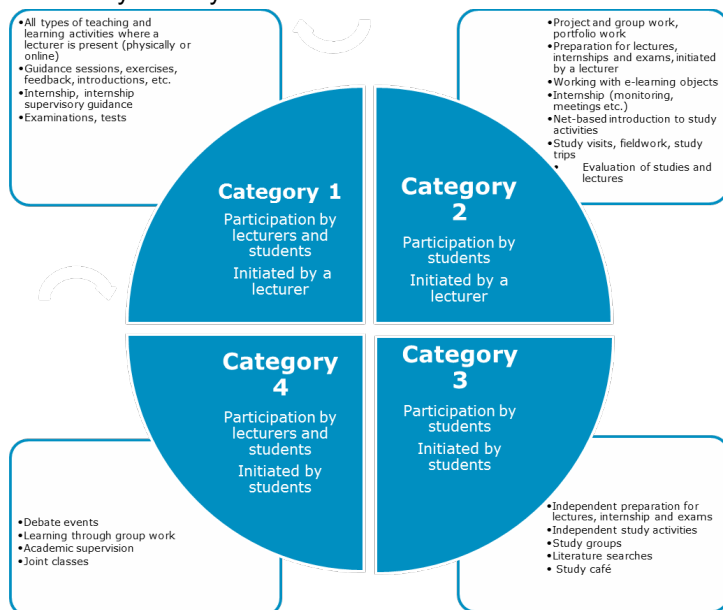
Through systematic feedback processes, studies and contemplation on the profession's current knowledge and practices, the student will qualify himself/herself during the course of his/her studies to become an autonomous, innovative and problem-solving employee in relevant occupational functions. In so doing, the student will become strongly rooted in the profession/occupation that is the aim of the study programme as a result of his/her studies.

Learning is not simply the transfer of knowledge from teacher to student, however. A fundamental idea on the design, technology and business programme is that learning takes place **within** the student and **in his/her relations** with fellow students and lecturers. Another fundamental idea is that students learn in different ways. Therefore, the study programme is organised on the basis of different educational methods. The study activity model shows the various study activities that are brought into play to help students achieve the learning objectives for the programme. But it is important to emphasise that the student must take ownership of his/her own educational processes.

The study activity model for the design, technology and business programme can be found on [www.ucn.dk](http://www.ucn.dk), and each semester, the syllabus specifies which study activities under the study activity model will be worked on during the semester in question.

According to the Ministry of Higher Education and Science, a student must achieve '30 ECTS credits worth of learning' per semester. One ECTS credit equates to 27.5 working hours for a student. Therefore, the syllabus features an overview of the anticipated workload for the various course units/study activities.

### The Study Activity Model



The study programme thus uses a wide range of teaching and learning methods that, in combination, are intended to support the above and promote the achievement of the learning objectives described in this Curriculum, and through the study programme there is clear progression in the teaching and learning methods so that the learning methods move from being knowledge-oriented and lecturer-controlled learning to problem-oriented and participant-controlled learning.

It is also true of the learning and teaching activities that they are based in relevant occupational practice and link together practice and theory: **Practice-based Learning**. Issues from various business types are included, these range from businesses in the profession, to in-house graphic departments, and design and communication agencies as well as businesses outside the profession that require solution proposals for issues within the field of graphics design.

## 11. 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 a student request transfer credit for educational components not offered by this study programme, credit transfer must be applied for.

## 12. Obligation to participate

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

The obligation to participate may also be a prerequisite of exam participation. Also, attendance may be compulsory for certain educational components.

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

Criteria for the assessment of study activity

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

Periods during which a student has not been actively studying 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 student must provide documentation of such matters.

The study programme may grant exemption from these provisions if exceptional circumstances are found to exist. An exemption application should be submitted to the programme director.

The rules about the exams that the student must have participated in before the end of the second semester and passed before the end of the fourth semester according to the Exam Order, and the deadlines for completion of the education stated in the ministerial order for the study programme, remain in force regardless of the stipulations in this Curriculum.

### **13. Criteria for the assessment of study activity**

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

Periods during which a student has not been actively studying 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 student 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.

The student will be informed in writing before enrolment is terminated. In connection with such notification, the student will be made aware of the above-mentioned rules. In the letter, the student must be informed that they will have 14 days to submit documentary evidence to prove that periods during which they were not participating actively should not count as non-compliance with study activity requirements. Furthermore, the student will be notified of the deadline for making an appeal for exemption.

If the student has not responded within the fixed deadline, his/her enrolment as a student will be terminated.

### **14. Language**

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

### **15. Examination language**

Exams must be conducted in understandable English.

Please see the description of the individual exams in the curriculum.

### **16. Re-sits and illness re-sits**

The rules and regulations for re-sit exams and re-sit exams due to illness (illness re-sit exams) can be found at [ucn.dk/english](http://ucn.dk/english) in the Examination Regulations for UCN's Undergraduate Programmes.

### **17. Study aids**

Any rules on restricted use of study aids will be described under each examination.

## 18. Special exam arrangements

A student may apply for special exam arrangements if a physical or mental impairment qualifies them to do so. The application must be submitted to the study programme not later than four weeks before the exam is to be held. The application deadline may be waived in cases of sudden health-related problems. The following should be enclosed with the application: a medical certificate; a statement from e.g. a speech, hearing, dyslexia or blind institute or other documentary evidence of the student's condition or relevant specific disability or impairment.

## 19. Academic misconduct at exams

When submitting a written exam answer paper, an examinee must confirm by signature that the assignment was written without undue help.

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

The rules for the use of one's own work and the rules against using other people's work as one's own (plagiarism) can be found at [www.ucn.dk](http://www.ucn.dk) under the Examination Regulations for UCN's Undergraduate Programmes.

### 19.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations

The rules on disciplinary actions in events of academic misconduct and disruptive behaviour at examinations can be found at [ucn.dk/english](http://ucn.dk/english) in the Examination Regulations for UCN's Undergraduate Programmes.

## 20. Complaints about exams and appeals of decisions

The rules on complaints about exams and appeals against decisions can be found at [ucn.dk/english](http://ucn.dk/english) in the Examination Regulations for UCN's Undergraduate Programmes.

## 21. Exemption

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

## 22. Effective date and interim provisions

This national part of the Curriculum will come into effect as of 1 September 2017 and will apply to all students who are enrolled on the programme from that date.

Students who were enrolled *before 1 September 2017* will follow the Curriculum of 1 September 2015 – Year 2016. The latter curriculum will be repealed as of 31 August 2018. However, any examinations commenced before 31 August 2018 shall be concluded in accordance with the Curriculum of 1. September 2015 – Year 2016 and not later than 31 January 2019.

Students who were enrolled *before 1 September 2016* will follow the Curriculum of 1 September 2015 – Year 2015. The latter curriculum will be repealed as of 31 August 2017. However, any examinations commenced before 31 August 2017 shall be concluded in accordance with the Curriculum of 1. September 2015 – Year 2015 and not later than 31 January 2018.