

Multimedia Design

Curriculum for the

**Academy Profession Degree Programme in
Multimedia Design**

**Erhvervsakademiuddannelsen inden for digitale
medier**

Institutional part

In force from September 2022

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Please note: this text is a translation of an original Danish document. This translation is intended for information purposes only. In case of any discrepancy between the Danish and the English text, the Danish text shall prevail.

1. Institutional curriculum for Multimedia Design

The curriculum comprises two parts (sets of regulations):

- The national part of the curriculum which has been jointly prepared by the educational institutions authorised to provide the study programme.
- This institutional part which has been laid down by University College of Northern Denmark (UCN) and has been designed to accommodate local and regional needs.

This institutional part of the curriculum was prepared in accordance with:

- The Danish Ministerial Order on Academy Profession Degree Programmes and Professional Bachelor Degree Programmes. (Danish: 'Bekendtgørelse om erhvervsakademiuddannelser og professionsbacheloruddannelser')
- The Danish Ministerial Order on Technical and Commercial Academy Profession Degree Programmes and Professional Bachelor Degree Programmes (Danish: 'Bekendtgørelse om de tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser')
- The Danish Ministerial order on Examinations in Academy Profession Degree Programmes and Professional Bachelor Degree Programmes (Danish: 'Bekendtgørelse om eksamener og prøver ved professions- og erhvervsrettede videregående uddannelser')
- The Ministerial Order on the Grading Scale and Other Forms of Assessment in Education Programmes under the Ministry of Higher Education and Science (Danish: 'Bekendtgørelse om karakterskala og anden bedømmelse ved uddannelser på Uddannelses- og Forskningsministeriets område; also known as karakterbekendtgørelsen').

The following sections of the Examination Regulations for UCN's Undergraduate Programmes constitute a rider to this institutional curriculum and have the same validity as the other stipulations of the curriculum.

- Subsection 4.5 Withdrawal from exams
- Section 13 Exam complaints and appeals
- Subsection 14.1 The use of one's own work and the works of others
- Subsection 14.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during exams

2. Overview of the programme

Sem.	National subject elements	Local subject element	Electives	ECTS	Internal/ External
1	Academic aptitude exam			0	Internal
1	Multimedia Production 1			30	Internal
2	Multimedia Production 2			30	External
3			Electives	10	Internal
3		Multimedia Production 3		20	Internal
4	Internship			15	Internal
4	AP degree project			15	External
Total ECTS credits:				120	

The national subject elements of the programme are described in the national part of the curriculum.

3. Local subject elements

The programme features local subject elements worth 20 ECTS credits.

3.1 Local subject element: Multimedia Production 3

3.1.1 Description and language of delivery

Multimedia Production 3 concerns the development, design, and production of advanced digital user interfaces. Students will focus on the application of human-centred development methods, front-end libraries, and front-end frameworks as well as the handling and presentation of digital data, including exchange of data sets using servers. Furthermore, emphasis is on the use of digital tools and data as well as theories and methods for the strategic planning, development, and production of interactive digital content. On the basis of key theories, methods and the application of technologies, the subject covers user research, tests and design for interactive user experiences in digital media production.

The language of delivery is English.

3.1.2 Learning objectives

Knowledge

On completion, students should have acquired:

User interfaces

- an understanding of practice-related, current front-end libraries and front-end frameworks for the development of advanced digital user interfaces.
- an understanding of the theories, methods and technologies used in the profession for interaction design in digital user interfaces.

User experiences

- an understanding of the theories, methods and technologies used in the profession for developing interactive digital user experiences.

Content

- an understanding of practice-related key theories and methods for planning, producing and presenting interactive digital content.

Business

- an understanding of data as well as the professional use of data for optimising digital user interfaces.

Technology

- development-based knowledge of data structures, data formats and the exchange of complex data sets using servers.

Skills

On completion, students should have acquired the skills to:

User interfaces

- assess and apply development methods for innovating in multimedia production
- select and apply current front-end libraries and front-end frameworks for the development, adjustment and maintenance of advanced digital user interfaces.
- apply, combine and implement current technologies, methods and theories for the design of interactive user interfaces.
- document and communicate development processes to stakeholders with a professional insight.

User experiences

- select and combine methods for collecting and analysing qualitative empirical user data.
- assess and apply empirical user data and key theories, methods and technologies for the development, design and evaluation of interactive digital user experiences.
- document and communicate the connections between empirical user data and the design of digital user experiences to stakeholders with a professional insight.

Content

- apply and combine key theories, methods and tools for the strategic planning, implementation and presentation of complex content solutions.
- justify and communicate content solutions to stakeholders with a professional insight.

Business

- analyse and assess user data and take a strategic approach to the development and optimisation of multimedia productions.

Technology

- explore digital trends relevant to multimedia design in practice.
- explore and apply key technologies for presenting data in advanced user interfaces.

Competencies

On completion, students should be able to:

- handle the management, development and problem-solving tasks related to digital media production and digital user interfaces.
- take a reflective and professional approach to mono- and multi-disciplinary collaboration with others.
- acquire new knowledge, skills and competencies associated with professional practice and within a specialised field.

3.1.3 ,ECTS weight

Multimedia Production 3 is worth 20 ECTS credits.

3.1.4 Number of exams

The subject element has one (1) exam.

4. Electives

The Multimedia Design programme features elective elements worth 10 ECTS credits.

4.1 Elective: Web API Development

4.1.1 Description and language of delivery

Web API Development deals with the technical production and programming of web-based services. This subject element introduces and concentrates on server-side programming and databases as well as their relations to the user interface. Students learn through the practical production of functional prototypes of web-based services that implement REST (Representational State Transfer) architectural style. In addition, the subject element concerns documenting web-based solutions to ensure a systematic development process.

The language of delivery is English.

4.1.2 Learning objectives

Knowledge

On completion, students should have acquired:

- development-based knowledge of web services and interfaces for data exchange on the web.
- development-based knowledge of key security aspects of the authentication and authorisation of multimedia applications.

Skills

On completion, students should have acquired the skills to:

- plan, design and program user and administration interfaces in multimedia applications.
- apply the current standards of the profession when implementing structures and content to web services.
- apply key methods for data modelling and database implementation.
- apply key methods for quality assurance through testing and debugging.

Competencies

On completion, students should be able to:

- participate in practice-related, development-oriented collaboration processes with stakeholders to define, develop and validate web services and interfaces.
- contextualise and relate the selected topics(s) to the other subject elements of the study programme.

4.1.3 ECTS weight

The Web API Development elective is worth 10 ECTS credits.

4.1.4 Number of exams

The elective has one (1) exam.

4.2 UX/UI design

4.2.1 Description and language of delivery

This elective concentrates on establishing a connection between research, strategy and the many analysis and design processes that lead to the development of user-centred, digital interfaces. In this context, the term “development” covers user research, strategy, information architecture, UX design, interaction design and UI design. The discipline-specific content is mainly focused on practice-related methods, theories and tools used in UX and UI design as the starting point for understanding, producing and communicating relevant forms of documentation in a user-centred design process.

The language of delivery is English.

4.2.2 Learning objectives

Knowledge

On completion, students should have acquired:

- development-based knowledge of key, practice-related user-centred theories, methods and tools in UX and UI design.
- development-based knowledge of relevant design processes and documentation forms in UX and UI production.

Skills

On completion, students should have acquired the skills to:

- research and understand user behaviours and needs and specifically translate these into strategies, system modelling and UX and UI design processes.
- apply and combine key user-centred theories, methods and best practices into planning and execution of UX and UI design.
- understand, create and communicate relevant UX and UI documentation forms in a development and design process.
- assess practice-related problems and take a strategic, problem-solving approach to design for user experiences.
- ensure consistent UX and UI design in and across digital user interfaces.

Competencies

On completion, students should be able to:

- engage in practice-related, development-oriented collaboration processes with stakeholders to define, develop and validate user experiences and user interfaces.
- contextualise and relate the selected topics(s) to the other subject elements of the study programme.

4.2.3 ECTS weight

The UX/UI Design elective is worth 10 ECTS credits.

4.2.4 Number of exams

The elective has one (1) exam.

5. Examinations in semester 1

5.1 Academic Aptitude Exam

5.1.1 Scheduled time

The academic aptitude exam will take place no later than two months after studies have commenced. A resit exam can take place up to three months after studies have commenced.

5.1.2 ECTS weight

The exam is worth 0 ECTS credits.

5.1.3 Exam procedure

5.1.3.1 Exam description

The examination is based on teaching and learning activities completed between study start and the date of the examination. The exam aims to determine whether the student has in fact begun his/her studies. The student must answer, in writing, a number of questions regarding these completed activities. The examination will take as its starting point the student's knowledge of UCN's basis for learning, study programme administration as well as student rights and obligations.

5.1.3.2 Examination method

The exam is an individual, internally-assessed, written on-site examination based on the student's reflections on study start.

5.1.3.3 Exam aids

Exam aids are allowed for the academic aptitude exam.

5.1.3.4 Exam language

English

5.1.4 Assessment

The purpose of the academic aptitude exam is to clarify whether a student has in fact commenced their study.

The academic aptitude exam is assessed internally and will be assessed 'passed' or 'failed'.

5.1.5 Resit examination

If a student does not pass the academic aptitude exam, a resit will be offered. This way, students have two attempts at passing the academic aptitude exam.

If a student fails a resit of the academic aptitude exam, their enrolment on the study programme will be terminated.

On the grounds of exceptional circumstances, UCN may exempt a student from either of these requirements: passing the academic aptitude exam, passing the academic aptitude exam before the official deadline, or using more than two attempts to pass the exam.

5.2 Examination testing the national subject element: Multimedia Production 1

5.2.1 Scheduled time

The exam will take place at the end of semester 1.

Students must take this exam before the end of their first year of study and must have passed it before the end of their first year of study after commencing studies in order to progress in the programme. This applies no matter how many exam attempts have been used. However, a student must have had the opportunity to sit the exam twice during their first year of study before their enrolment can be terminated.

If a student has had the opportunity to take the exam at least twice during their first year of study after commencing studies but has not taken the exam before the end of their first year of study after commencing their studies, or if they have not passed that exam before the end of their first year of study after commencing their studies, their enrolment on the programme will be terminated.

However, UCN may grant exemption from the deadlines above if exceptional circumstances are found to exist.

5.2.2 ECTS weight

The exam is worth 30 ECTS credits.

5.2.3 Conditions for attending exams (examination prerequisites)

Students must meet the following requirement(s) to sit the exam:

- Correct observance of the obligation to participate in and to attend the subject element.

All exam prerequisites must have been met before a student can attend the exam of a particular subject element for the first time.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular subject element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

5.2.3.1 Obligation to participate as an examination prerequisite

Students must produce and submit in due time the assignments below. The assignments must be academically honest and demonstrate that the students have made a genuine attempt at completing the assignments.

Module 01

The following must be submitted:

- one individually-prepared practical UI design assignment
- one individually-prepared practical front-end development assignment
- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length

The practical assignments must demonstrate the student's subject-specific learning progression on the basis of a question paper.

Module 02

The following must be submitted:

- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length

If one or more assignments are not submitted, the student will be given the chance to meet the examination prerequisite by submitting similar assignments before the examination that completes that particular subject element.

5.2.3.2 Compulsory attendance as an examination prerequisite

Attendance is compulsory for the following:

- Introduction to the library
- Feedback for Module 01 and 02, two counts of compulsory attendance

Activities that have compulsory attendance are indicated in the module plans as well as the timetable.

If students fail to attend the introduction to the library, they must submit a make-up assignment, 3 standard pages in length, to document that the student understands and is able to use the library's physical and digital services.

If students fail to comply with compulsory attendance requirements to feedback sessions, they must submit a make-up assignment, 5 standard pages in length, in which they reflect on the following: what was the student's most important learning in this module, and what can the student do to improve his/her learning outcomes?

5.2.4 Examination organisation and details

5.2.4.1 Ongoing examination

The examination is ongoing during the course of the semester. During the course of the semester, students must pass two (2) ongoing exams before they can attend the exam that finalises the subject element Multimedia Production 1.

Assignment A is an individually-prepared practical assignment on responsive front-end development. At the beginning of the exam, students will receive a design which they must convert into a coded, responsive solution. The examination is a time-constrained assignment which must be completed within 30 hours. Find the scheduled time of the exam in the timetable. Assignment A weights 20% of the total assessment of the subject element.

Assignment B is an individually prepared practical assignment concerning Content and UI design. At the beginning of the exam students will receive written and visual material which they must convert into a design. The examination is a time-restricted assignment which must be completed within 30 hours. Find the scheduled time of the exam in the timetable. Assignment B weights 20% of the overall assessment for the subject element.

Students who do not attend or who do not achieve a pass grade in one of the ongoing exams will have used one exam attempt and will have two exam attempts remaining for passing each of the two exams.

The first re-sits for assignment A and assignment B will take place before the ordinary exam that finalises the subject element. The second re-sits for assignment A and assignment B will take place before the re-sit for the exam that finalises the subject element.

Please also refer to section 5.2.6 Resit examination.

5.2.4.2 Examination type

The exam is an oral exam testing the national subject element Multimedia Production 1 on the basis of a written group project (multimedia production and report).

The group project must be prepared by 4 students. Students cannot choose to prepare the project individually.

The exam is organised as a group exam.

- Presentation by the group: 10 minutes
- Examination of the group: 15 minutes per student
- Deliberations and award of grades: 15 minutes

The written group project, which constitutes both the assessment basis and the examination basis, must

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

5.2.4.3 Formal requirements for the group project

The group project comprises a multimedia production (1) as well as a written report (2):

1 Requirements for the multimedia production

The multimedia production must be a prototype of a digital user interface, implemented and technically realised. The production may not contain placeholder text or placeholder images, and third-party code may not have been used in the realisation. The multimedia production must be available online, also to persons without technical skill.

2 Requirements for the written report

The written report must describe in detail, visualise, document and argue for the development of the multimedia production. The report must observe the formal requirements and structure specified in Mathiesen, L., 2020. *Portfolio and project work on the Multimedia Design Programme at UCN*, or later versions of the guide, which is available at all times on Microsoft Teams. The minimum length of the report is 12 standard pages, and the maximum length is 16 standard pages for groups of four students.

One standard page is 2,400 characters including spaces and footnotes, but not including the front page, table of contents, process reflection, reference list and appendices. Appendices are not assessed.

5.2.4.4 Exam aids

The following exam aids are allowed for use in the presentation and demonstration of the multimedia production during the oral exam: pc, mobile telephone or tablet.

5.2.4.5 Examination language

The exam will be conducted in English.

5.2.5 Assessment

The assessment criteria for the exam are the learning objectives for the national subject element Multimedia Production 1: The learning objectives are described in subsection 2.1. of the national part of the curriculum.

The multimedia production, the report, the oral presentation and the examination will be assessed as a whole, leading to a single grade.

The oral examination is internally assessed according to the 7-point grading scale.

For each student, the oral examination weights 60% of the overall exam grade. The ongoing examinations A and B each weight 20% of the overall exam grade.

5.2.6 Resit examination

Students who do not attend or pass ongoing examination A and/or B must complete a new practical assignment which will be handed out at the time of the resit.

Students who do not pass the oral examination that finalises the subject element, will have the opportunity to rework the written group project. Together the exam coordinator and the exam supervisor define which parts of the production and/or the report that the student(s) must rework and submit in addition to the production/report that was/were first submitted.

Students who do not submit the written group project must prepare a new project on the basis of a new assignment that will be handed out by the study programme.

6. Examinations in semester 2

6.1 Examination testing the national subject element: Multimedia Production 2

6.1.1 Scheduled time

The exam will take place at the end of semester 2.

Students must take this exam before the end of their first year of study after commencing studies and must have passed it before the end of their first year of study after commencing studies in order to progress in the programme. This applies no matter how many exam attempts have been used. However, a student must have had the opportunity to sit the exam twice during their first year of study before their enrolment can be terminated.

If a student has had the opportunity to take the exam at least twice during their first year of study after commencing studies but has not taken the exam before the end of their first year of study after commencing their studies, or if they have not passed that exam before the end of their second year of study after commencing their studies, their enrolment on the programme will be terminated.

However, UCN may grant exemption from the deadlines above if exceptional circumstances are found to exist.

6.1.2 ECTS weight

The exam is worth 30 ECTS credits.

6.1.3 Conditions for attending exams (examination prerequisites)

Students must meet the following requirement(s) to sit the exam:

- Correct observance of the obligation to participate in and to attend the subject element.

All exam prerequisites must have been met before a student can attend the exam of a particular subject element for the first time.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular subject element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

6.1.3.1 Obligation to participate as an examination prerequisite

Students must produce and submit in due time the assignments below. The assignments must be academically honest and demonstrate that the students have made a genuine attempt at completing the assignments.

Module 04

The following must be submitted:

- one individually-prepared practical front-end programming assignment
- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length.

The practical assignment must demonstrate the student's subject-specific learning progression on the basis of a question paper.

Module 05

The following must be submitted:

- one individually-prepared professional portfolio
- one individually-prepared practical assignment on data exchange
- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length.

The practical assignments must demonstrate the student's subject-specific learning progression on the basis of a question paper.

If one or more assignments are not submitted, the student will be given the chance to meet the examination prerequisite by submitting similar assignments before the examination that completes that particular subject element.

6.1.3.2 Compulsory attendance as an examination prerequisite

Attendance is compulsory for the following:

- Feedback for Module 04 and 05; three (3) counts of compulsory attendance.

Activities that have compulsory attendance are indicated in the module plans as well as the timetable.

If students fail to comply with compulsory attendance requirements to feedback sessions, they must submit a make-up assignment, 5 standard pages in length, in which they reflect on the following: what was the student's most important learning in this module, and what can the student do to improve his/her learning outcomes?

6.1.4 Examination organisation and details

6.1.4.1 Examination type

The exam is an oral exam testing the national subject element Multimedia Production 2 on the basis of a written group project (multimedia production and report).

The group project must be prepared by 3-4 students. Students cannot choose to prepare the project individually.

The exam is organised as an individual exam.

- Presentation by the student: 5 minutes
- Examination: 15 minutes
- Deliberations and award of grades: 10 minutes.

The written group project, which constitutes both the assessment basis and the examination basis, must:

- be prepared in collaboration with a private or public enterprise which the group undertakes to find, establish contact and make an agreement with. At the beginning of the exam period the group must submit a problem statement which must be approved by the study programme.
- meet the formal requirements as stated below, and
- be submitted in due time and correctly according to the exam plan on Microsoft Teams.

6.1.4.2 Formal requirements for the group project

The group project comprises a multimedia production (1) as well as a written report (2):

1 Requirements for the multimedia production

The production must be a technically realised, digital, web-based user interface. The production must contain multiple media such as audio, images, animation, video, text etc., and must have interactive functionalities and/or dynamic content. The production may not contain placeholder text and/or placeholder images. The production must demonstrate the students' ability to work with data exchange for instance by working with headless CMS and making API calls to web services. In this context, students are allowed to use third-party resources in their solution when the sources are clearly

indicated as comments in their mark-up/program code. The multimedia production must be available online, also to persons without technical skill.

2 Requirements for the written report

The written report must describe in detail, visualise, document and argue for the development of the multimedia production. The report must observe the formal requirements and structure specified in Mathiesen, L., 2020. *Portfolio and project work on the Multimedia Design Programme at UCN*, or later versions of the guide, which is available at all times on Microsoft Teams.

The minimum length of the report is 15 standard pages and a maximum of 20 standard pages for groups of three students, and a minimum of 20 standard pages and a maximum of 25 standard pages for groups of four students.

One standard page is 2,400 characters including spaces and footnotes, but not including the front page, table of contents, process reflection, reference list and appendices. Appendices are not assessed.

6.1.4.3 Exam aids

The following exam aids are allowed for use in the presentation and demonstration of the multimedia production during the oral exam: pc, mobile telephone or tablet.

6.1.4.4 Examination language

The exam will be conducted in English.

6.1.5 Assessment

The assessment criteria for the exam are the same as the learning objectives for the national subject element: Multimedia Production 2 The learning objectives are described in subsection 2.2 of the national part of the curriculum.

The multimedia production, the report, the oral presentation and the examination will be assessed as a whole, leading to a single grade.

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

6.1.6 Resit examination

Students who do not pass the oral examination that finalises the subject element, will have the opportunity to rework the written group project. Together the exam coordinator and the exam supervisor define which parts of the production and/or the report that the student(s) must rework and submit in addition to the production/report that was/were first submitted.

Students who do not submit the written group project must submit a new problem statement which is based on a collaboration with a private or public enterprise. The study programme must approve the problem statement. Subsequently, a new project can be written up and submitted.

7. Examinations in semester 3

7.1 The exam testing the elective

7.1.1 Scheduled time

The examination takes place halfway through semester 3.

7.1.2 ECTS weight

The exam is worth 10 ECTS credits.

7.1.3 Conditions for attending exams (examination prerequisites)

Students must meet the following requirements to sit the exam:

The written project (multimedia production and reference list), which constitutes both the assessment basis and the examination basis, must:

- meet the formal requirements, see below.
- be submitted in due time and correctly according to the exam plan on Microsoft Teams.

All exam prerequisites must have been met before a student can attend the exam of a particular educational element.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular educational element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

7.1.4 Examination organisation and details

7.1.4.1 Examination type

The examination is an oral examination based on a written group project (multimedia production and a commented source/reference list).

The group project must be prepared by 3 students. Students cannot choose to prepare the project individually.

The exam is organised as a group exam.

- Presentation by the group: 15 minutes
- Examination of the group: 15 minutes per student
- Deliberations and award of grades: 10 minutes total.

7.1.4.2 Formal requirements for the multimedia production for the elective: Web API Development

The production must be a database model and a technically realised digital prototype of a web service.

7.1.4.3 The formal requirements for the multimedia production for the elective UX/UI design

The production must be a portfolio of process and design documentation of UX/UI design.

7.1.4.4 Formal requirements for the source/reference list

The reference list must be a commented list that is alphabetically ordered according to the guidelines in Mathiesen, L., 2020. *Portfolio and project work on the Multimedia Design Programme at UCN*, or later versions of the guide, which is available on Microsoft Teams at all times.

The reference list must be organised according to and contain a complete list of the sources of applied theories, methods and standard data as well as the group's own data collection. Each source must include a brief explanation that states the purpose for which the source was used.

7.1.4.5 Exam aids

For the presentation and demonstration of the multimedia production(s) at the oral examination, the use of a pc, telephone or tablet is allowed.

7.1.4.6 Examination language

The exam will be conducted in English.

7.1.5 Assessment

The assessment criteria for the exam are the learning objectives for the elective Web API Development or UX/UI design. The learning objectives are described in subsection [4.1.2](#) and [4.2.2](#) above in this institutional part of the curriculum.

The multimedia production, the reference list, the oral presentation and the examination are assessed as a whole, leading to one single grade.

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

7.1.6 Resit examination

Students who do not pass the oral examination will have the opportunity to rework the written group project. Together the exam coordinator and the exam supervisor define which parts of the production and/or the reference list that the student(s) must rework and submit in addition to the production/reference list that was/were first submitted.

Students who do not submit the written group project must prepare a new project on the basis of a new assignment that will be handed out by the study programme.

7.2 Examination testing the national subject element: Multimedia Production 3

7.2.1 Scheduled time

The exam will take place at the end of semester 3.

7.2.2 ECTS weight

The exam is worth 20 ECTS credits.

7.2.3 Conditions for attending exams (examination prerequisites)

Students must meet the following requirement(s) to sit the exam:

- Correct observance of the obligation to participate in and to attend the subject element.

All exam prerequisites must have been met before a student can attend the exam of a particular subject element for the first time.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular subject element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

7.2.3.1 Obligation to participate as an examination prerequisite

Students must produce and submit in due time the assignments below. The assignments must be academically honest and demonstrate that the students have made a genuine attempt at completing the assignments.

Module 07

The following must be submitted:

- one individually-prepared practical assignment on advanced data exchange
- one individually-prepared and technically-realised professional portfolio
- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length.

The practical assignments must demonstrate the student's subject-specific learning progression on the basis of a question paper.

Module 08

The following must be submitted:

- one individually-prepared written reflection on student learning; 1.5 to 2 standard pages in length.

If one or more assignments are not submitted, the student will be given the chance to meet the examination prerequisite by submitting similar assignments before the examination that completes that particular subject element.

7.2.3.2 Compulsory attendance as an examination prerequisite

Attendance is compulsory for the following:

- Feedback for Module 07 and 08, two (2) counts of compulsory attendance.

Activities that have compulsory attendance are indicated in the module plans as well as the timetable.

If students fail to comply with compulsory attendance requirements to feedback sessions, they must submit a make-up assignment, 5 standard pages in length, in which they reflect on the following: what was the student's most important learning in this module, and what can the student do to improve his/her learning outcomes?

7.2.4 Examination organisation and details

7.2.4.1 Ongoing examination

The examination is ongoing during the course of the semester. During the course of the semester, students must pass one (1) ongoing exam before they can attend the exam that finalises the subject element Multimedia Production 3.

Assignment C is an individually-prepared practical assignment composed of Professional Portfolio version 3. The portfolio must be hi-fi in terms of content, design and technical realisation and must show three (3) case studies of which at least one must be based on something that was individually produced by the student. A framework should be used.

The front end must include JavaScript code written by the student themselves. Third-party resources such as libraries, frameworks and plugins can be used if their sources are clearly indicated in comments in the mark-up/program code. The portfolio could be realised as a headless CMS with data exchange through an API or using a CMS. If a CMS is used, the student must develop their own theme for the front end.

Students are allowed to use block editors (such as Kadence Blocks) or site builders (e.g. Elementor, Divi, etc.) in WordPress. No-code theme builders are not permitted.

The portfolio must be available online, also to persons with no technical skills.

Assignment C weights 30% of the overall assessment for the subject element.

Students who do not attend or who do not achieve a passing grade for the ongoing examination will have used one examination attempt and will have two examination attempts remaining.

The first re-sit for assignment C will take place before the ordinary exam that finalises the subject element. The second re-sit for assignment C will take place before the re-sit for the exam that finalises the subject element.

Please also refer to section [7.2.6 Resit examination](#).

7.2.4.2 Examination type

The exam is an oral exam testing the national subject element Multimedia Production 3 on the basis of a written group project (multimedia production and report).

The group project must be prepared by 2-3 students. Students cannot choose to prepare the project individually.

The exam is organised as a group exam.

- Presentation by the group: 10 minutes
- Examination of the group: 20 minutes per student
- Deliberations and award of grades: 5 minutes per student.

The written group project, which constitutes both the assessment basis and the examination basis, must:

- be prepared in collaboration with a private or public enterprise which the group undertakes to find, establish contact and make an agreement with. At the beginning of the exam period the group must submit a problem statement which must be approved by the study programme.
- meet the formal requirements as stated below, and
- be submitted in due time and correctly according to the exam plan on Microsoft Teams.

7.2.4.3 Formal requirements for the group project

The group project comprises a multimedia production (1) as well as a written report (2):

1 Requirements for the multimedia production

The multimedia production must be a technically-realised, advanced digital user interface which demonstrates the students ability to work on interactive design and content, data application and data exchange as well as technical development. The production may not contain place holder text and/or place holder images.

The solution must use a framework. The production may be realised as a headless CMS with data exchange through an API. The production may also be realised using a CMS on the condition that students develop their own front-end theme. This will be accepted as the use of a framework.

Students are allowed to use block editors (such as Kadence Blocks) or site builders (e.g. Elementor, Divi, etc.) in WordPress. No-code theme builders are not permitted.

Third-party resources such as libraries, frameworks and plugins are allowed when their sources are clearly indicated in comments in the mark-up/program code.

The multimedia production must be made available online, also to persons with no technical skills.

2 Requirements for the written report

The written report must describe in detail, visualise, document and argue for the development of the multimedia production. The report must observe the formal requirements and structure specified in Mathiesen, L., 2020. *Portfolio and project work on the Multimedia Design Programme at UCN*, or later versions of the guide, which is available on Microsoft Teams at all times.

The report must be between 20 and 25 standard pages in length for 2–3 students.

7.2.4.4 Exam aids

The following exam aids are allowed for use in the presentation and demonstration of the multimedia production during the oral exam: pc, mobile telephone or tablet.

7.2.4.5 Examination language

The exam will be conducted in English.

7.2.5 Assessment

The assessment criteria for the exam are the same as the learning objectives for the local subject element: Multimedia Production 3. The learning objectives are described in this institutional part of the curriculum in [section 3.1.2](#) above

The multimedia production, the report, the oral presentation and the examination will be assessed as a whole, leading to a single grade.

The oral examination is internally assessed according to the 7-point grading scale.

For each student, the oral examination weights 70% of the overall exam grade. The ongoing examination C weights 30% of the overall exam grade.

7.2.6 Resit examination

Students who do not attend or pass ongoing examination C will have the opportunity to rework their professional portfolio. Together the exam coordinator and the exam supervisor define those parts of the portfolio that must be reworked and re-submitted.

Students who do not pass the oral examination that finalises the subject element, will have the opportunity to rework the written group project. Together the exam coordinator and the exam supervisor define which parts of the production and/or the report that the student(s) must rework and submit in addition to the production/report that was/were first submitted.

Students who do not submit the written group project must submit a new problem statement which is based on a collaboration with a private or public enterprise. The study programme must approve the problem statement. Subsequently, a new project can be written up and submitted.

8. Examinations in semester 4

8.1 Internship exam

8.1.1 Scheduled time

The exam will take place halfway through semester four.

8.1.2 ECTS weight

The exam is worth 15 ECTS credits.

8.1.3 Internship requirements and expectations

During the internship, the student will work on problems that are relevant to the profession while acquiring knowledge of relevant work functions. The student's learning objectives for the internship must be based on the interrelationship between the student's theoretical studies and practical tasks and working methods.

Based on the internship learning objectives – as indicated in the national part of the curriculum – the student must define specific objectives for the internship.

The objectives must be entered in the Internship Portal. The objectives will then guide the planning of the student's work during the internship, including the writing of the internship report. 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 as what a graduate would be expected to encounter in the labour market.

The internship may be organised in a flexible, varied manner and may form the basis of the student's work on the AP degree project.

The student must satisfy the following requirements for the internship to be considered completed:

- The student must have taken part and been involved in the tasks undertaken by the internship company at a level that compares with full-time employment. Full time includes work on the internship log and the internship report. At the end of the internship, the person at the host company who is responsible for the internship must certify that the internship was completed. The intern is responsible for requesting the certificate.

The study programme will make the final decision as to whether the internship will be considered completed.

8.1.4 Conditions for attending exams (examination prerequisites)

- The internship must have been completed. See subsection 8.1.3 above. The certificate to document the completion of the internship must be submitted as an independent document alongside the internship report.

- The internship report must meet the formal requirements and be duly and correctly submitted. See section 8.1.4.1 below.

All exam prerequisites must have been met before a student can attend the exam of a particular educational element.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular educational element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

Each student has the right to receive one offer of an internship place for each internship period. If exceptional circumstances are deemed to exist, UCN may waive the restriction on the number of offers.

8.1.4.1 Formal requirements to the internship report

- Introduction
- About the host company/organisation: a brief introduction and description of the internship host
- My assignments: the written report must describe in detail, visualise, document and argue for the student's assignments and how they were dealt with.
- Reflections: on the internship assignments, their links to the learning objectives of the internship and personal objectives for the internship
- Conclusion
- Literature list/reference list
- Appendices

The internship report must be a minimum of 8 and a maximum of 10 standard pages in length. One standard page is 2.400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit. Appendices are not assessed.

The report must be prepared individually by each student.

8.1.5 Examination organisation and details

8.1.5.1 Examination type

The exam is oral and will be based on the written internship report.

The exam is organised as an individual exam.

- Presentation by the student: 5 minutes
- Examination: 15 minutes
- Deliberations and award of grades: 5 minutes.

8.1.5.2 Exam aids

The following exam aids are allowed for use in the presentation and demonstration of the multimedia production during the oral exam: pc, mobile telephone or tablet.

8.1.5.3 Examination language

The exam will be conducted in English.

8.1.6 Assessment

The assessment criteria for the exam are the learning objectives for the internship. The learning objectives are described in section 3 of the national part of the curriculum.

The written internship report, the oral presentation and the examination are assessed as a whole, leading to one single grade.

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

8.1.7 Resit examination

Students who do not pass the oral examination will have the opportunity to rework the internship report. Together the exam coordinator and the exam supervisor will define which parts of the report that the student must rework and submit in addition to report that was first submitted.

8.2 The AP degree project exam

8.2.1 Scheduled time

The exam testing the AP degree project can only take place once the internship exam and all other exams for the study programme have been passed.

The exam will take place at the end of the final semester of the programme.

8.2.2 ECTS weight

The exam is worth 15 ECTS credits.

8.2.3 Conditions for attending exams (examination prerequisites)

The written project, which constitutes both the assessment basis and the examination basis, must

- be prepared in collaboration with a private or public enterprise. The group of students is responsible for finding and establishing contact with the enterprise and arranging the terms for the project. At the beginning of the exam period, the

group must submit a problem statement which must be approved by the study programme.

- meet the formal requirements for the AP degree project.
- be submitted in the correct manner and in due time.

All exam prerequisites must have been met before a student can attend the exam of a particular educational element.

If a student does not satisfy all exam prerequisites at the time of the ordinary exam for that particular educational element, the student cannot attend the exam. As a consequence, the student will have used an exam attempt and will have two exam attempts remaining for passing that particular exam.

8.2.4 Examination organisation and details

8.2.4.1 Examination type

The exam comprises a project (a digital media production and a written report) and the oral performance which are assessed as a whole (digital media production, report, presentation and examination) and receive a single grade.

- The project may be prepared in groups of up to three students. Students can, however, also choose to prepare it individually.

The exam is organised as an individual exam.

- Presentation by the student: 10 minutes
- Examination: 25 minutes
- Deliberations and award of grades: 10 minutes

8.2.4.2 Formal requirements for the written group project

The group project comprises a digital multimedia production (1) and a written report (2):

1 Requirements for the digital media production

The product must be a developed and realised digital user interface, technically advanced in terms of content, design and functionality to allow the interface and its content elements to actively react and give feedback to user inputs. The product must demonstrate the student(s) ability to apply data application and data exchange

Third-party resources such as libraries, plugins and frameworks are allowed when their sources are clearly indicated in comments in the mark-up/program code.

The digital media production may be realised as a headless CMS with data exchange through an API. The digital media production may also be realised using a CMS on the condition that students develop their own front-end theme.

Students are allowed to use block editors (such as Kadence Blocks) or site builders (e.g. Elementor, Divi, etc.) in WordPress. No-code theme builders are not permitted.

The multimedia production must be made available online, also to persons with no technical skills.

2 Formal requirements for the written report

The written report must describe in detail, visualise, document and argue for the development of the multimedia production. The report must observe the formal requirements and structure specified in Mathiesen, L., 2020. *Portfolio and project work on the Multimedia Design Programme at UCN*, or later versions of the guide, which is available on Microsoft Teams at all times.

The length of the report must be between 20 and 25 standard pages for 1 student, between 25 and 30 standard pages for groups of 2 students, and between 30 and 35 standard pages for groups of 3 students.

8.2.4.3 Exam aids

The following exam aids are allowed for use in the presentation and demonstration of the multimedia production during the oral exam: pc, mobile telephone or tablet.

8.2.4.4 Examination language

The exam will be conducted in English.

8.2.5 Assessment

In conjunction with the internship exam and the other exams of the programme, the final exam testing the AP degree project documents that the learning outcomes for the programme have been achieved.

For the AP degree project requirements as well as learning objectives, please see sections 4 and 1 in the national part of the Curriculum.

The students' writing and spelling skills will be included in the assessment of the AP degree project. However, students who have a physical or mental impairment and students whose mother tongue is not Danish may be exempt in cases where UCN finds that an exemption is necessary in order to put those students on an equal footing with other students. A condition for exemption is that the level of the discipline-specific content of the exam must remain unchanged.

An application for exemption must be made in writing to the study programme using UCN's online forms no later than 4 weeks before the exam date. The student must attach documentary evidence of their grounds for applying for an exemption.

UCN may waive the application deadline in cases of exceptional circumstances.

Spelling and writing skills may only increase or decrease a student's grade by one grade at the most. The assessment expresses an overall assessment of the professional and academic content as well as the student's spelling and writing skills in the digital media production and in the report.

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

8.2.6 Resit examination

Students who do not pass the oral examination will have the opportunity to rework the written group project. Together, the exam coordinator and the exam supervisor define which parts of the digital media production and/or the report that the student(s) must rework and submit in addition to the original production/report.

Students who do not submit the written group project must submit a new problem statement which is based on a collaboration with a private or public enterprise. The study programme must approve the problem statement. Subsequently, a new project can be written and submitted.

9. Language

The study programme is approved as a Danish-language study programme, and lessons are planned and organised to be delivered in Danish.

However, up to 49% of the programme's total value in terms of ECTS credits may be delivered in English. The language of delivery will be indicated in the description of the individual local subject element/elective.

If compulsory educational elements are planned and organised to be delivered in English, students will have to satisfy a language requirement equivalent to at least Danish B-level on admission to the study programme.

If electives are available in English, students will have to satisfy an English language requirement equivalent to at least Danish B-level at the time when they choose to study an elective that is delivered in English.

If only English-language electives are offered on a particular programme, meaning that students cannot choose between Danish and English language of delivery for their electives, students will have to satisfy an English language requirement equivalent to Danish B-level at the time of admission to the study programme.

At www.optagelse.dk, you can find out whether a particular study programme has language requirements that must be met on admission to the programme.

English proficiency equivalent to at least Danish B-level can be identified by a language test. At UCN's website you can find out about the language tests we accept as well as the required scores etc.

10. Special exam arrangements

UCN may exempt students from exam terms and conditions that were laid down in the institutional part of the curriculum. Exemption includes offering special exam arrangements to students who have a physical or mental impairment and students whose mother tongue is not Danish in cases where UCN finds that an exemption is necessary in order to put those students on an equal footing with other students. A condition for exemption is that the level of the discipline-specific of the exam must remain unchanged.

Students must use UCN's online forms to apply for exemption from UCN's exam conditions or to apply for special exam arrangements no later than 4 weeks before the exam is to take place. The student must attach documentary evidence of their grounds for applying for an exemption.

UCN may waive the application deadline in cases of exceptional circumstances.

11. Obligation to participate and compulsory attendance

11.1 Compulsory attendance

The study programme has compulsory attendance for those study activities in semester 1, 2, and 3 that are defined in subsection [5.2.3](#), [6.1.3](#) and [7.1.3](#) above, and non-attendance will be registered. We have compulsory attendance because you must be present and actively participating in study activities in order to learn.

If satisfaction of compulsory attendance is an exam prerequisite, this will be indicated in the individual exam descriptions.

11.2 Obligation to participate

For teaching and learning activities to be most efficient and for students to achieve the learning objectives of the programme, students have an obligation to participate in the programme by submitting or presenting assignments/project work etc.

The students' submission/presentation of assignments/project work etc. may be expressed as exam prerequisites which must be satisfied before students can attend a particular exam.

If, at the time of an exam, a student has not met all the exam prerequisites, the student will not be allowed to attend the exam, and as a consequence they will have used an exam attempt. Subsequently, the student will only have two attempts remaining to pass that particular exam and will not be allowed to attend the exam until all exam prerequisites have been satisfied.

The study programme will offer help and guidance as early as possible if a student is neglecting his/her obligations to participate and attend.

12. Criteria for determining study activity

Students have an obligation to stay informed about the time and venue for teaching and learning activities and exams, which can be found on Microsoft Teams.

Registration as a student may be terminated for students who have not passed any exams for a continuous period of at least one year.

UCN may waive this stipulation if justified by exceptional circumstances.

Before enrolment is terminated, the student will be consulted in writing.

13. Teaching and working methods used in the programme

UCN's study programmes are based on Reflective Practice-based Learning (RPL) enabling students to develop the competencies to act professionally in a changing world. Throughout their studies, students develop professional, social and personal competencies that enable them to link theoretical reflection with practical actions and qualify them to reflect on and implement relevant theories and knowledge.

In our study programmes, RPL sets the stage for students to engage in practice-related learning activities that combine practice-related knowledge, theoretical knowledge and research-based knowledge. Various teaching and learning activities are planned according to these six fundamental principles that foster reflection:

Fundamental principle No. 1: The students' own experiences are incorporated into teaching and learning activities.

Fundamental principle No. 2: Teaching and learning activities are designed to include appropriate disturbances.

Fundamental principle No. 3: Teaching and learning activities are organised as exploration.

Fundamental principle No. 4: The content of teaching and learning activities is based on the good example.

Fundamental principle No. 5: Lecturers and students work together on learning processes.

Fundamental principle No. 6: Lecturers and students create room for dialogue.

The six fundamental principles manifest themselves in different ways in different study programmes, semesters and subjects. However, all of them require students to participate and engage actively to maximise the learning yield.

13.1 Teaching and learning methods applied in the Multimedia Design Programme

The Multimedia Design Programme enables RPL through practice-related learning activities that are the focal point for teaching and learning, supervisory guidance, feedback, group work, individual assignments, collaborations between students as well as between students and lecturers. The production of digital user interfaces is a craft that is trained and qualified by knowledge from practical experience, methods and theories learnt and the shared experience and understanding that are activated through the programme's practical focus on production. This makes the practices of multimedia designers – i.e. the production of digital user interfaces – the foundation for teaching and learning activities and the theoretical and methodical reflections of students.

The learning focus for the first three semesters can be expressed as 'basic', 'complex' and 'advanced'. This expresses a progression through the programme in which the first semester is focused on processes and methods; the second semester on creating a more complex unit and synergy between practical and theoretical knowledge and skill; and the

third semester on the synthesis of development-based knowledge with practical knowledge and theoretical knowledge.

At the same time, 'basic', 'complex' and 'advanced' designate the levels for students' production ability and context. In this sense, 'basic' stands for digital user interfaces with basic functionalities, design and user experience. 'Complex' means digital user interfaces with multi-modal content and design, programmed functionalities and data exchange. And finally, 'advanced' means highly-developed digital user interfaces with complete interactivity in functionalities and design as well as in content and user experience.

Some of the specific methods applied in the Multimedia Design Programme that support Reflective Practice-based Learning are Work- and Presentation Portfolios, Rubrics, Feedback as well as Problem-oriented Project Work.

Work- and Presentation portfolios incorporate experience, exploration and reflection into the programme and allow students to follow their own learning progression. Each student's work portfolio is private to them. This is where students gather their materials, notes, assignments, exercises, questions and intellectual curiosity notes as well as their own works. Students are encouraged to write down their reflections on and about their experiences, challenges and insights during the course of their studies.

The Presentation Portfolio is comprised of selected works (Rubrics) and written reflection. This kind of reflection focuses particularly on the student's ability to identify their learning gains as well as learning potentials, and to be critical and reflective towards what they have learnt and what they have not quite learnt yet. The Presentation Portfolio is part of Feedback, and the student shares their portfolio with the lecturers on the programme to create a basis for dialogue and feed back, feed up and feed forward. The purpose of doing so is for the student to learn to reflect in practice, to reflect with practice and to reflect on practice.

Rubrics are production assignments that shape learning outcomes relative to practice. As part of the Work- and Presentation Portfolio, Rubrics contribute to supporting the student's experience of their learning progression as well as an opportunity to follow that progression. A Rubric is worded in a way and at a level that requires most students to make an effort to achieve the learning while not setting the bar so high that students feel that it is unattainable. Rubrics are used to give student a feeling of step-by-step mastery, that is a successive expansion and qualification of their field of activity.

Problem-oriented Project Work is another method used in the programme. Problem-oriented Project Work emphasises exploration, shared experiences and collaboration. Project work is aimed at identifying and resolving problems for businesses and organisations. In the early days of the study programme, lecturers establish collaboration with businesses and select cases on the basis of a principle of exemplarity. From the end of semester two and throughout the remainder of the study programme, the students themselves must find collaboration partners within the business community with the support and guidance from lecturers. Specifically, students will train shared and individual production experience, and this will lay the foundations for forming practical theories on the principles for good multimedia design.

“Portfolio and project work on the Multimedia Design Programme at UCN” establishes the framework and rules for the students’ work during the programme using the above-mentioned methods. Here, students will find questions that define the context for their written reflections as well as the rules and structure concerning portfolio and project work.

13.1.1 Study activity

The Study Activity Model shows the various study activities that are applied in the context of the teaching and working methods of the study programme.

The Study Activity Model for the Multimedia Design Programme can be found on www.ucn.dk/english, and for each semester, the semester plan will specify which study activities in the Study Activity Model will be implemented during the semester in question. For this reason, the module plans will feature an overview of the anticipated workload for the various study activities.

The Study Activity Model contributes to providing lecturers and students on the programme a common language about study activities. In this way, the Study Activity Model is intended to improve dialogue between lecturers and students and clarify the diverse study activities that are associated with the study programme and what demands are made at the same time on the students’ work performance and planning abilities. The students’ expected effort in terms of time constitutes 42 hours per week.

14. Subject elements that may be completed abroad

If a student has applied for pre-approval of credit transfer and has obtained approval, they can complete local subject elements, including electives, the internship and/or their final degree project abroad.

If a study-abroad period has been pre-approved, the student has a duty to document completion of the subject elements when the pre-approved study-abroad period is over. When applying for pre-approval, the student must consent to allow the educational institution to collect any required information once the pre-approved study-abroad period is over.

On final approval of pre-approved credit transfer, a subject element is considered completed if it was passed according to the regulations governing the study programme.

UCN has a large network of partners abroad, and UCN's International Relations Office may help students find out how to do part of their studies outside Denmark. Contact UCN's International Relations Office for further information. Please note however, that studying or going on an internship abroad requires more work of the student than staying in Denmark. It is up to the student to find out which subjects can be studied abroad with the higher education institution that s/he wants to attend etc. UCN International Relations Office will stand by with advice but cannot take part in the actual planning of the study abroad period.

15. Credit transfer

Credit transfer can take place in different situations.

15.1 Subject elements from the same study programme passed at another educational institution

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

15.2 Credit transfer assessment (compulsory credit transfer) associated with application for admission/enrolment on a study programme

When a student has met his/her duty to disclose information about passed subject elements from another Danish or foreign higher-education study programme and about any work experience that may be assumed to qualify for credit transfer, the study programme will decide whether or not to grant credit transfer in each individual case. This will take place on the basis of completed educational elements and work experience that compare with subjects, educational elements or internship elements. The decision whether to award credit transfer is based on an academic assessment.

15.3 In the event that a student does not meet their duty to disclose information on admission/enrolment

If a student does not disclose information about prior education and work experience on admission/enrolment, their application for credit transfer will not be considered until July or January, whichever comes first, in connection with admissions/registration of new students.

This means that students applying for credit transfer may have to wait longer than anticipated for a decision of credit transfer.

It is therefore each student's own risk that a decision of credit transfer may not have been made in due time before a relevant exam.

- IF the student does not sit the exam and UCN subsequently decides NOT to grant the credit transfer, the student will have used one exam attempt.
- IF the student decides to sit the exam before UCN has made a credit transfer decision and if UCN would have granted the credit transfer, credit transfer will NOT be awarded because the student has already decided to sit the exam. In this instance, the grade given for the 'new' exam will apply irrespective of whether the 'old' exam grade – which might have resulted in credit transfer, had the student applied for it in due time – is higher, and irrespective of whether the student failed the 'new' exam.

So, once a student has decided to sit an exam, this will exclude the possibility of awarding due transfer credit.

15.4 Pre-approval of credit transfer and final credit transfer

Before going to another educational institution in Denmark or abroad with the intent of getting credit transfer for a subject element under this Curriculum, students must apply for pre-approval of credit transfer.

Pre-approval of credit transfer will be carried out by UCN.

Final credit transfer will be granted when a student has successfully completed the requested subject element, and once the application for final credit transfer has been received with the appropriate documentation attached.

If the student has not passed the requested subject element, the student must sit an exam according to the regulations for that particular subject element as set out in the curriculum.

For an in-depth description of the credit-transfer rules, please see the current version of the Examination Regulations for UCN's Undergraduate Programmes.

16. Exemptions

In exceptional circumstances, UCN may opt to waive stipulations in the curriculum; however, only stipulations made by UCN alone or those made jointly by the institutions offering the programme may be disregarded.

According to UCN's practice, exceptional circumstances are generally characterised as a sudden and unexpected change of conditions that a student has been unable to guard themselves against. This could be sudden, serious illness or a death in a student's immediate family.

Each individual case will require a specific assessment of whether exceptional circumstances exist, just as each case will be considered to decide whether the facts of that particular case justify a deviation from the general characterisation of exceptional circumstances.

17. Effective date and transition regulations

This institutional part of the curriculum will come into effect as of 1 September 2022 and will apply to all students who are admitted/registered on the study programme on that date or later. This shall include students who are re-admitted or re-registered.

The institutional part of the curriculum of 1 September 2021 will be repealed as of 1 September 2022. Students who were admitted/registered on the study programme before 1 September 2022 – including those who were re-admitted/re-registered – will transfer to this institutional part of the Curriculum on 1 September 2022. However, exams that have already commenced under the 1 September 2021 Curriculum, must be finalised before 1. October 2022.

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