

Institutionel section

Applicable to students commencing the study programme as of September 2017

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# Curriculum 2017

## Natural and Cultural Heritage Management

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## 1. Programme modules

The study programme for semesters 1-4 is arranged within the following modules:

<b>1<sup>st</sup> semester – Natural and cultural heritage management from the perspective of the profession</b>	
<b>Modules</b>	<b>ECTS distribution</b>
<b>Understanding of nature, including in particular ecology, natural history heritage management and physical geography</b>	10 ECTS from the core subject area Understanding of nature, including in particular ecology, natural history heritage management and physical geography
<b>Cultural understanding and analysis</b>	10 ECTS from the core subject area Cultural understanding and analysis, cultural history and cultural encounters
<b>Communication theory</b>	5 ECTS from the core subject area Communication, intermediation forms and concepts, and experience design
<b>Experience economy</b>	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
<b>2<sup>nd</sup> semester – Professional intermediation in practice</b>	
<b>Modules</b>	<b>ECTS distribution</b>
<b>Nature experiences, outdoor pursuits, and the human body and health</b>	10 ECTS from the core subject area Nature experiences, outdoor pursuits, and the human body and health
<b>Cultural experiences and cultural institutions</b>	10 ECTS from the core subject area Cultural experiences and cultural institutions
<b>Communication planning</b>	5 ECTS from the core subject area Communication, intermediation forms and concepts, and experience design
<b>Experience industries</b>	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
<b>3<sup>rd</sup> semester – Experience intermediation from an intercultural perspective</b>	
<b>Modules</b>	<b>ECTS distribution</b>
<b>Communication in practice</b>	10 ECTS from the core subject area Communication, intermediation forms and concepts, and experience design
<b>Tourism understanding</b>	10 ECTS from the core subject area Intercultural communication with an emphasis on the English and German languages

<b>Experience design and innovation</b>	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
<b>Organisation theory</b>	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
<b>4<sup>th</sup> semester – Strategy and management in intermediation projects</b>	
<b>Modules</b>	<b>ECTS distribution</b>
<b>Intrapreneurship and entrepreneurship processes</b>	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
<b>Business development</b>	5 ECTS from the core subject area Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.
<b>Project management</b>	10 ECTS from the core subject area Project management
<b>Branding and marketing strategies</b>	10 ECTS from the core subject area Communication, intermediation forms and concepts as well as experience design

Descriptions of content for the individual modules will be available on the Intranet.

## 2. Order of examinations by semesters

*Overview of all examinations and their order*

Examination order	Exam	180 ECTS credits distributed across the exams	Internal/external assessment	Assessment
1 <sup>st</sup> semester	1. Compulsory educational component: Natural and cultural heritage management from the perspective of the profession	30 ECTS	Internal	7-point grading scale
2 <sup>nd</sup> semester	2. Compulsory educational component: Professional intermediation in practice	30 ECTS	External	7-point grading scale
3 <sup>rd</sup> semester	3. Compulsory educational component: Experience intermediation from an intercultural perspective	30 ECTS	Internal	7-point grading scale
4 <sup>th</sup> semester	4. Compulsory educational component: Strategy and management in intermediation projects	30 ECTS	External	7-point grading scale
5 <sup>th</sup> semester	5. Work placement exam	30 ECTS	Internal	7-point grading scale
6 <sup>th</sup> semester	6. Examination in elective educational components	10 ECTS	Internal/external	7-point grading scale
6 <sup>th</sup> semester	7. Final exam project/professional bachelor's degree project	20 ECTS	External	7-point grading scale

**Information about time and place for each exam can be found on the Intranet.**

## **2.1 Prerequisites for attending the tests, including obligation to participate**

Being a student at the Natural and cultural heritage management program requires active participation in the recommended prerequisite requirements. The programme's academic environment and teaching methods require obligation to participate in the study activities of the program and is particularly expressed in connection with the completion of the stipulated requirements of the semester. The obligation to participate applies to both written assignments, oral communication, exercises and training in laboratories, preparation of projects and / or compulsory attendance, etc.

When the obligation to participate and any duty to attend are defined as prerequisites for participation in the test, it will appear on the students' learning platform at the latest at the start of the semester. The time for handing in or carrying out the test requirement is also stated on the learning platform.

The number of prerequisite requirements will vary for each semester.

In order to fulfil each prerequisite requirement, the tasks must have a reasonable content.<sup>1</sup> The program sets a specific deadline and place for timely fulfilment, which will be published no later than at the beginning of the semester.

### **Not fulfilling prerequisite requirements**

Failure to comply with one or more prerequisite requirements means that the student does not have access to (may not participate in) the test and is equated with the absence of a test, and the situation is registered in the same way. That is, it counts as a trial attempt, and the student has thus used one test attempt.

In this case, the student must fulfil the missing prerequisite requirement(s) for admission to the second test attempt.

If the prerequisite requirement is not met for the student's second test attempt, a new trial (a total of 2) has been used.

The same procedures apply if the prerequisite requirement is not met for the 3rd test attempt.

When the student has used 3 test attempts, the student will be discharged from the program.

Lack of fulfilment of obligation to participate or compulsory attendance (prerequisite requirement), however, does not count as a trial attempt if:

- ✓ The student can document illness
- ✓ There is or may be a way to be granted dispensation

### **Concerning prerequisite requirements that are based on the obligation to participate in the form of compulsory attendance**

In the program, some of the prerequisite requirements may require a physical attendance. Time and place for activities that require a physical attendance, for example presentations, appears on the learning platform and the scheduling system that is found on the students' learning platform.

Non-attendance is treated as a non-attendance of a test and the matter is recorded in the same way. That is, it counts as a trial attempt.

In this situation, the student will receive a replacement assignment. The program prepares the assignment statement for the replacement assignment and specifies the scope and time of submission. The assignment paper must have real academic content, and relevant theory with reference to applied literature must be

<sup>1</sup> Read the UCN exam rules section 8.7

included. Via wiseflow, it is notified whether the replacement assignment is fulfilled or not fulfilled, and feedback is given. If the replacement assignment is not submitted in a timely or correct manner, or has not been approved for the student's second test attempt, the student does not have access to the exam and has thus used a new trial (a total of 2).

### **3. Framework and criteria for the study programme exams**

#### **3.1 Examination in the compulsory educational component Natural and cultural heritage management from the perspective of the profession**

##### **Examination procedure**

The examination is an internally assessed individual oral exam based on one or more exam questions. The exam is graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

The time frame for the examination is:

Preparation	Examination	Deliberations
30	20	10

##### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Natural and cultural heritage management from the perspective of the profession

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

##### **Scheduled time**

The exam takes place at the end of the 1<sup>st</sup> semester. Information about time and venue can be found on the Intranet.

The exam must be passed before the end of the 1<sup>st</sup> year of study in order for students to continue the study.

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

##### **Examination language**

The exam will be held in English.

##### **Exam attendance prerequisites for the compulsory educational component: Natural and cultural heritage management from the perspective of the profession**

The following indicates the number of dates with a duty to attend in the form of physical presence. The exact calendar days with a duty to attend will appear from the programme’s Intranet.

##### **Prerequisite requirement no. 1:**

Ten days’ participation in prerequisite requirement no. 1. The topic of the assignment is learning outcomes for the core areas: Understanding of nature, including in particular ecology, natural history heritage management and physical geography; Communication, intermediation forms and concepts, and experience design; Cultural understanding and analysis, cultural history and cultural encounters; as well as Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.

### **Prerequisite requirement no. 2:**

Participation in the semester fair with an oral presentation based on one of the other study activities. The duration is 5-10 minutes per group. The students are free to use visual aids.

Non-compliance with one or more prerequisite requirements means that the students will not be allowed to sit the exam, and that they will be regarded as having used an exam attempt.

### **Individual term papers**

In order to be allowed to sit the resit exam in case of non-compliance with Prerequisite requirement no. 1 (duty to attend), students must prepare an individual term paper (24,000 characters) aimed at solving an assignment related to the learning outcomes for Prerequisite requirement no. 1. The contents of term papers must be academically honest (cf. section 12).

In order to be allowed to sit the resit exam in case of non-compliance with Prerequisite requirement no. 2 (oral presentation), students must prepare an individual term paper (12,000 characters) aimed at solving an assignment related to the topic of the compulsory educational component. The contents of term papers must be academically honest (cf. section 12).

The content of the individual prerequisite requirements for sitting the exam for the compulsory educational component must as a minimum be academically honest (cf. section 12).

The term paper is to be formulated by the study programme within a set deadline. If students fail to submit the term paper(s) in due time, or if the term paper(s) is/are not academically honest, the students will not be allowed to sit the resit exam, and they will be regarded as having used an exam attempt (they have now used two exam attempts). The study programme decides whether the term paper(s) meet(s) the prerequisite requirement(s).

## **3.2 Examination in the compulsory educational component: Professional intermediation in practice**

### **Examination procedure**

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

The group is to comprise 2–4 students.

The exam is worth 30 ECTS credits.

The time frame is as follows:

Group size	Presentation (max.)	Examination	Deliberations
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2	15	25	10
3	20	30	10
4	25	35	10

A perspectival presentation by the project group is to be prepared for the exam. This is followed by an examination of the group members.

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

#### Scope of the written product

Group size	Number of pages
2	18-21
3	21-24
4	24-28

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

The report must show clearly who has written what. Each student must write at least five pages.

Failure to comply with the formal requirements may result in a rejection of the assignment. In case of rejection the student must be offered guidance.

#### Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Professional intermediation in practice.

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

#### Scheduled time

The exam takes place at the end of the 2<sup>nd</sup> semester. Information about time and venue can be found on the Intranet.

The exam and the exam in the compulsory educational component Natural and cultural heritage management from the perspective of the profession must be passed before the end of the 1<sup>st</sup> year of study in order for the students to continue their study.

#### Use of study aids

Various electronic aids can be used for the presentation.

#### Examination language

The exam will be held in English.

#### Exam attendance prerequisites for the compulsory educational component: Natural and cultural heritage management from the perspective of the profession

The following indicates the number of dates with a duty to attend in the form of physical presence. The exact calendar days with a duty to attend will appear from the programme’s Intranet.



**Prerequisite requirement no. 3:**

Five days’ participation in prerequisite requirement no. 3. The topic of the assignment is learning outcomes for the core areas Cultural experiences and cultural institutions as well as Communication, intermediation forms and concepts, and experience design.

**Prerequisite requirement no. 4:**

Five days’ participation in prerequisite requirement no. 4. The topic of the assignment is learning outcomes for the core areas Nature experiences, outdoor pursuits, and the human body and health as well as Experience economy from a societal perspective, including sociology, culture and tourism policy and public administration as well as entrepreneurship, including market conditions and economics.

**Prerequisite requirement no. 5:**

Participation in the semester fair with an oral presentation based on the exam in the compulsory educational component: Professional intermediation in practice. The duration is 5-10 minutes per group. The students are free to use visual aids.

Non-compliance with one or more prerequisite requirements means that the student will not be allowed to sit the exam, and that they will be regarded as having used an exam attempt.

**Individual term papers**

In order to be allowed to sit the resit exam in case of non-compliance with Prerequisite requirement no. 3 (duty to attend), students must prepare an individual term paper (24,000 characters) aimed at solving an assignment related to the learning outcomes for Prerequisite requirement no. 3. The contents of term papers must be academically honest (cf. section 12).

In order to be allowed to sit the resit exam in case of non-compliance with Prerequisite requirement no. 4 (duty to attend), students must prepare an individual term paper (24,000 characters) aimed at solving an assignment related to the learning outcomes for Prerequisite requirement no. 4. The contents of term papers must be academically honest (cf. section 12).

In order to be allowed to sit the resit exam in case of non-compliance with Prerequisite requirement no. 5 (oral presentation), students must prepare an individual term paper (12,000 characters) aimed at solving an assignment related to the topic of the compulsory educational component. The contents of term papers must be academically honest (cf. section 12).

The content of the individual prerequisite requirements for sitting the exam for the compulsory educational component must as a minimum be academically honest (cf. section 12).

The term paper is to be formulated by the study programme within a set deadline. If students fail to submit the term paper(s) in due time, or if the term paper is not academically honest, the students will not be allowed to sit the resit exam, and they will be regarded as having used an exam attempt (they have now used two exam attempts). The study programme decides whether the term paper(s) meet(s) the prerequisite requirement(s).

### **3.3 Examination in the compulsory educational component: Experience intermediation from an intercultural perspective**

#### **Examination procedure**

The exam is an internally assessed written group exam, which consist of a practical intermediation product and a written report.

The assignment is prepared in groups of no more than four students. The exam is graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

One individual overall grade is given based on an overall evaluation of the intermediation product and the written assignment.

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

Group size	Pages	Characters*
2	15-18	36.000-43.200
3	18-22	43.200-52.800
4	22-27	52.800-64.800

\*A standard page is 2,400 characters, including spaces and footnotes. The character count is exclusive of cover page, table of contents, reference list, abstract, figures and appendices. Appendices will not be assessed.

#### **Examination participation prerequisites**

The written material, which constitutes the assessment as well as the examination basis has to:

- Live up to the formal requirement, see above.
- Be handed in at due time, see the document of important dates, which can be found on the intranet.

If the student don't live up to all the prerequisite requirements for the examination the project will be rejected and the student has used one attempt for the exam and thereby have two attempts left to pass the exam.

In case of rejection the student must be offered guidance.

#### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the compulsory educational component: Experience intermediation from an intercultural perspective.

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

#### **Scheduled time**

The exam takes place at the end of the 3<sup>rd</sup> semester. Information about time and venue can be found on the Intranet.

#### **Examination language**

The exam will be held in English.

### **3.4 Examination in the compulsory educational component Strategy and management in intermediation projects**

### Prerequisites for the exam

There are 2 prerequisite requirements for the 4th semester.

The framework<sup>2</sup> for implementing the prerequisite requirements is available to the students on their learning platform, at the latest at the start of the semester.

See further description of prerequisite requirements in section 3.1; Prerequisites for attending the tests, including obligation to participate.

### The organisation of the exam

The exam is a group test based on a written and oral performance with external censorship. There will be individual assessment. One overall grade is given based on an overall assessment of the written and oral performance. Thus, no independent assessment of the project<sup>3</sup> is made. A more detailed description of the requirements for the written and oral performance will appear in the test description, which is available on the students' learning platform at the start of the semester.

The members of the group take the examination individually, and there will be individual assessment / marking of each student's performance.

The group is to comprise a minimum of 2 and a maximum of 4 students.

The exam is worth 30 ECTS credits.

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

### Formal requirements for the written report

Group size	Pages	Characters*
2	18-21	43.200-50.400
3	21-24	50.400-57.600
4	24-28	57.600-67.200

\* including spaces and footnotes. The character count is exclusive of cover page, table of contents, reference list, and appendices. Appendices will not be assessed.

### Oral test

30 min. including voting.

The test description contains further information about expectations for the content of the oral defence.

For students who first get access to the exam in the second attempt, an individual exam will be organised.

### Particularly about re-examination with oral answer based on a written group assignment

Students re-examining on the basis of a group written assignment must not correct the assignment submitted for the ordinary exam. A possible strengthening of the written assignment in connection with a re-examination must be submitted as an addition to the assignment, with a clear indication of who has prepared the addition and which task the addition refers to.

### Assessment criteria

<sup>2</sup> By "the framework" is meant information about the scheduled time, learning objectives and form, eg written, oral, multiple choice, etc.

<sup>3</sup> When it comes to an oral group test on the basis of written group project, and there is no need to give an independent character, there is no requirement for individualisation, and the whole group project is included in the assessment of the individual student. UCN Exam Rules Section 10.5.2

The assessment criteria for the exam are the semester's learning objectives, as they appear from the joint curriculum. In the evaluation of the written product, in addition to the academic content, emphasis must also be placed on the student's formulation and spelling ability<sup>4</sup>.

#### **Scheduled time**

The exam takes place at the end of the 4<sup>th</sup> semester. Information about time and venue can be found on WiseFlow.

#### **Use of study aids**

Study aids are permitted for the presentation.

#### **Examination language**

The exam will be held in English.

## **4. Work placement**

### **Work placement requirements and expectations**

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

Based on the learning outcomes for the work placement (cf. the national section of this Curriculum), the students and the supervisors will collaborate on setting the specific goals for the learning outcomes of the work placement. These goals will determine the planning of the students' work placement tasks and work.

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

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

### **Examination participation prerequisites**

The written material, which constitutes the assessment as well as the examination basis has to:

- Live up to the formal requirement, see below.
- Be handed in at due time, see the document of important dates, which can be found on the intranet.

If the student doesn't live up to all the prerequisite requirements for the examination the student has used one attempt for the exam and thereby have two attempts left to pass the exam.

### **Examination procedure**

The exam is an internally assessed written work placement report which constitutes the assessment as well as the examination basis. The exam is graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

<sup>4</sup> According to the Admission Order on tests in vocationally oriented higher education, Chapter 7, §35 paragraphs. 4

### Formal requirements for the written work placement report.

Group size	Pages	Characters*
1	15-18	36.000-43.200

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

### Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the work placement.

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

### Scheduled time

The exam takes place at the end of the 5th semester. Information about time and venue can be found on the Intranet.

### Examination language

The exam will be held in English.

## 5. Elective educational components

### Content

The elective educational components give the students the opportunity to qualify their study and professional competence through specialising and further expanding subjects that are broadly related to the natural and cultural heritage management area.

In addition, there is an option to take modules worth up to 10 ECTS in another study programme or at a different institution. The course of study must be approved by the programme director.

The students may plan their elective educational components themselves as a theoretical and/or practical programme to be approved by the study programme.

### ECTS credits

The elective educational components can be offered with the following ECTS credits: 10 ECTS.

### Learning outcomes

#### Knowledge

The students should have acquired knowledge of:

- the theory and practice of the selected subject(s); and
- the relevance of the selected subject(s) to the theory and practice of natural and cultural heritage management.

#### Skills

The students should be able to

- select, describe and perform literature search for an elective natural and cultural heritage management issue;
- discuss processual and analytical skills related to the selected topic(s);

- assess problems and suggest solutions in the context of the chosen subject(s); and
- convey central results.

### Competences

The students should be able to

- independently acquaint themselves with new subjects within the theory and/or practice of the subject area; and
- place their research and findings in a wider context and relate the chosen subject(s) to the other subject fields of the study programme.

### Formal requirements for the written report

Group size	Pages	Characters*
1	5-7	12.000-16.800

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

### Examination participation prerequisites

The written material, which constitutes the assessment as well as the examination basis has to:

- Live up to the formal requirement, see above
- Be handed in at due time, see the document of important dates, which can be found on the intranet.

If the student don't live up to all the prerequisite requirements for the examination the student has used one attempt for the exam and thereby have two attempts left to pass the exam.

### Scheduled time

The elective educational components take place in the 6th semester of the study programme.

### Examination language

The exam will be held in English.

## 6. The professional bachelor's degree project

For requirements concerning the final exam (professional bachelor's degree) project and learning outcomes, please see the national section of this Curriculum for the Natural and Cultural Heritage Management programme.

### Examination attendance prerequisites

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

- include a reference list which has been approved by the academic supervisor in the project;
- meet the formal requirements for the final exam project/professional bachelor's degree project; cf. the national section of this Curriculum; and
- be submitted in due time, cf. the important dates document, which can be found on the Intranet.

Incorrect submission of the written project, which constitutes the written part of the exam, means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The exam will not take place until the students have passed the final work placement exam as well as the other exams of the programme.

### Examination procedure

The exam is an externally assessed oral exam based on a written project which constitutes the assessment as well as the examination basis. The exam is an individual exam or a group exam dependent on the student's choice.

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

The project may be prepared individually or in groups of no more than two students.

Scope of the written product:

Group size	Number of pages
1	25-30
2	40-45

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

The final exam project/the professional bachelor's degree project must also include an abstract (summary) of no more than half a standard page. The abstract must be placed before the table of contents and is not included in the assessment.

In the case of a group project, each person must write at least 15 pages. The report must show clearly who has written what.

Group size	Presentation (max.)	Examination	Deliberations
1	10	20	10
2	20	30	10

The exam is worth 20 ECTS credits.

### Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the final exam project/the professional bachelor's degree project, cf. the national section of this Curriculum.

### Scheduled time

The examination will take place at the end of the 6<sup>th</sup> semester. Information about time and venue can be found on the Intranet.

### Examination language

English

## **7. Withdrawal from exams**

The rules for withdrawal from exams are found at [www.ucn.dk/english/about-ucn](http://www.ucn.dk/english/about-ucn), Examination Regulations.

## **8. Educational components that may take place abroad**

The 4<sup>th</sup> semester and the work placement semester (5<sup>th</sup> semester) may take place abroad if the student applies for and is granted pre-approval of credit transfer by the study programme.

Upon pre-approval of a study abroad period the students must, after conclusion of their study abroad, document the completed educational components of the approved study abroad. In connection with the pre-approval the students must give their consent to the institution obtaining the necessary information following completed study abroad.

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

## **9. Learning and teaching forms**

In the Natural and Cultural Heritage Management programme we use a wide range of learning and teaching methods that combined support the above and promote the achievement of the learning outcomes described in this Curriculum.

The general learning and teaching methods are dialogue-based class tuition, assignments and project work in groups. However, the programme also features many other activities such as study group work, self study, individual assignments and projects, presentations in front of groups and the whole class, interdisciplinary theme activities and much more.

Furthermore, different activities that can help promote learning in the individual are offered, such as individual guidance. The tuition focuses on the work processes of a natural and cultural heritage manager in order to support the development of the skills and competences of the profession.

## **10. Credit transfer for the elective educational components**

Passed elective educational components are equivalent to the corresponding educational components offered by other providers of this study programme as well as to educational components of other study programmes.

Pre-approved credit transfer can be applied for, if credit is requested for educational components not offered by the programme.

## **11. Academic honesty**

The content of the individual study activities for sitting the examination must as a minimum be academically honest. In this context, academic honesty means that a student's work conforms with recognised standards of proper academic behaviour. It must be obvious that the student has made an honest attempt at completing the activity. Cheating or stealing is not allowed. If the assignment is not academically honest, including if it is (partially) plagiarised, the assignment may be rejected.



### **Non-compliance with content requirements**

The individual lecturers assess whether the content is academically honest. In cases where the content is not academically honest, the programme director will be involved, and sanctions may be imposed.

If a written assignment includes academically dishonest content or if it contains e.g. text, figures, tables or templates that are the copyright of others without a reference (plagiarism), the assignment will be rejected. The obligation to participate and the content requirements will thus not have been met, and this will be considered equivalent to a failure to show at the exam. This means that the student will have used an exam attempt.

A rejection of an assignment and non-compliance with formal requirements will furthermore be recorded as a violation of the requirement to participate actively in studies in relation to cessation of registration as a student and receipt of SU if the student is so eligible.

## **12. Obligation to participate**

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

An obligation to participate and an obligation to attend, if any, that are prerequisites of participating in examinations, will appear from the description of the individual examinations.

## **13. Criteria for assessing study activity**

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

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

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

Before registration is terminated, the individual students will be notified in writing. In connection with such notification, the students will be made aware of the above rules. The letter to the students must state that they have 14 days to document that periods in which they did not participate actively in studies should not count in; together with a deadline for making an appeal for exemption. If the students have not responded within the fixed deadline, their registration as students will be terminated.

## **14. Language**

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

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

#### **14.1 Examination language**

Examinations must be taken in understandable English.

### **15. Access to examinations**

Commencing an educational component, a semester, etc. is considered registration for the associated examinations. Registration means that one exam attempt is used. However, this does not apply if the student is prevented from sitting the exam due to documented illness or maternity or paternity leave.

An examination that has received a passing grade cannot be resat. If an exam has not been passed, the student will continue to be registered for the exam. The student can try three times for the same exam. The educational institution may grant permission to have further exam attempts where this is founded in exceptional circumstances. When determining whether exceptional circumstances exist, the student's academic ability cannot be included in the considerations.

Resits must be arranged at the earliest possible opportunity, and if at all possible not later than the next time the examination is offered, for example as an illness resit examination. The exams in which the students are required to participate before the end of the 1<sup>st</sup> year of study must be passed before the end of the 2<sup>nd</sup> year of study in order for them to continue as students in the programme.

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

### **16. Resit and illness resit exams**

The rules for resit and illness resit exams are found at [www.ucn.dk/english/about-ucn](http://www.ucn.dk/english/about-ucn), Examination Regulations.

### **17. Study aids**

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

### **18. Special examination arrangements**

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

speech, hearing, dyslexia or blind institute; or other evidence of health conditions or a relevant specific disability.

## **19. Academic misconduct at examinations**

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

### **19.1 Use of own work and that of others – plagiarism**

The rules for the use of own work and that of others – plagiarism are found at [www.ucn.dk/english/about-ucn](http://www.ucn.dk/english/about-ucn), Examination Regulations.

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

The rules for disciplinary actions in events of academic misconduct and disruptive behaviour are found at [www.ucn.dk/english/about-ucn](http://www.ucn.dk/english/about-ucn), Examination Regulations.

## **20. Complaints about examinations and appeals against decisions**

The rules for complaints about examinations and appeals against decisions are found at [www.ucn.dk/english/about-ucn](http://www.ucn.dk/english/about-ucn), Examination Regulations.

## **21. Exemption**

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

## **22. Effective date and transition provisions**

This institutional section of the curriculum comes into effect on 1 September 2017 and applies to all students who are and will be enrolled in the programme in September 2017 and who will later be enrolled in the programme, and to all exams commenced on said date or thereafter.