



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

INSTITUTIONAL PART

YEAR 2018

## Content

<b>ORDER OF EXAMINATIONS BY SEMESTER.....</b>	<b>5</b>
<b>NUMBER OF EXAMINATIONS FOR THE COMPULSORY EDUCATIONAL COMPONENTS .....</b>	<b>5</b>
<b>FRAMEWORK AND CRITERIA FOR THE STUDY PROGRAMME EXAMINATIONS .....</b>	<b>6</b>
<b>ACADEMIC APTITUDE EXAMINATION .....</b>	<b>6</b>
EXAM METHOD AND PROCEDURE.....	6
CONTENTS AND FORMAL REQUIREMENTS .....	6
EXAMINATION SCHEDULE.....	6
USE OF AIDS .....	6
EXAMINATION LANGUAGE .....	6
ECTS CREDITS.....	6
ASSESSMENT CRITERIA.....	7
FAILING THE EXAM.....	7
COMPLAINTS .....	7
EXEMPTION.....	7
<b>EXAMINATION FOR THE COMPULSORY EDUCATIONAL COMPONENTS .....</b>	<b>7</b>
EXAM PROCEDURE .....	7
ASSESSMENT CRITERIA.....	8
SCHEDULED TIME.....	8
USE OF EXAM AIDS.....	8
EXAM LANGUAGE .....	8
<b>2<sup>ND</sup> SEMESTER EXAM .....</b>	<b>8</b>
EXAM PROCEDURE .....	8
FORMAL REQUIREMENTS FOR THE WRITTEN SYNOPSIS.....	9
ASSESSMENT CRITERIA.....	9
ASSESSMENT BASIS .....	9
SCHEDULED TIME.....	9
EXAM LANGUAGE .....	10
<b>SPECIALISATION EXAM.....</b>	<b>10</b>
EXAM ATTENDANCE PREREQUISITES, INCLUDING OBLIGATION TO PARTICIPATE .....	10
EXAMINATION PROCEDURE.....	10
FORMAL WRITTEN PROJECT REQUIREMENTS.....	10
INDIVIDUAL PART.....	11
ASSESSMENT CRITERIA.....	11
ORDER OF EXAMINATIONS.....	11
EXAMINATION LANGUAGE .....	11
<b>ELECTIVE EDUCATIONAL COMPONENT 2ND YEAR OF STUDY .....</b>	<b>11</b>
CONTENTS.....	11
ECTS CREDITS.....	12
LEARNING OBJECTIVES FOR THE ELECTIVE EDUCATIONAL COMPONENTS .....	12
SCHEDULED TIME.....	12
EXAMINATION PROCEDURE.....	12
ASSESSMENT CRITERIA.....	13
ORDER OF EXAMINATIONS.....	13

EXAMINATION LANGUAGE .....	13
<b>INTERNSHIP EXAM .....</b>	<b>13</b>
INTERNSHIP REQUIREMENTS AND EXPECTATIONS .....	13
EXAM PREREQUISITES .....	14
EXAM PROCEDURE .....	14
FORMAL REQUIREMENTS FOR THE WRITTEN PROJECT .....	14
ASSESSMENT CRITERIA .....	14
SCHEDULED TIME.....	14
EXAM LANGUAGE .....	15
<b>THE FINAL DEGREE PROJECT .....</b>	<b>15</b>
EXAM PROCEDURE .....	15
FORMAL REQUIREMENTS FOR THE REPORT.....	16
ASSESSMENT CRITERIA.....	16
SCHEDULED TIME.....	17
EXAM LANGUAGE .....	17
<b>EDUCATIONAL COMPONENTS THAT MAY TAKE PLACE ABROAD.....</b>	<b>17</b>
<b>WITHDRAWAL FROM EXAMS.....</b>	<b>17</b>
<b>TEACHING AND LEARNING METHODS .....</b>	<b>17</b>
THE STUDY ACTIVITY MODEL.....	18
<b>CREDIT TRANSFER FOR ELECTIVE EDUCATIONAL COMPONENTS .....</b>	<b>19</b>
<b>OBLIGATION TO PARTICIPATE.....</b>	<b>19</b>
CRITERIA FOR THE ASSESSMENT OF STUDY ACTIVITY .....	20
<b>CRITERIA FOR THE ASSESSMENT OF STUDY ACTIVITY.....</b>	<b>20</b>
<b>LANGUAGE .....</b>	<b>20</b>
<b>EXAMINATION LANGUAGE .....</b>	<b>21</b>
<b>RE-SITS AND ILLNESS RE-SITS .....</b>	<b>21</b>
<b>STUDY AIDS .....</b>	<b>21</b>
<b>SPECIAL EXAM ARRANGEMENTS.....</b>	<b>21</b>
<b>ACADEMIC MISCONDUCT AT EXAMS.....</b>	<b>21</b>
USE OF ONE'S OWN WORK AND THE WORK OF OTHERS – PLAGIARISM.....	21
DISCIPLINARY ACTIONS IN EVENTS OF ACADEMIC MISCONDUCT AND DISRUPTIVE BEHAVIOUR DURING EXAMINATIONS .....	21
<b>COMPLAINTS ABOUT EXAMS AND APPEALS OF DECISIONS .....</b>	<b>22</b>
<b>EXEMPTION .....</b>	<b>22</b>
<b>EFFECTIVE DATE AND INTERIM PROVISIONS.....</b>	<b>22</b>

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

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

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

The following acts and ministerial orders govern the study programme:

- LBK nr 986 of 18/08/2017 on academy profession degree programmes and professional bachelor degree programmes
- BEK nr 1047 af 30/06/2016 on academy profession degree programmes and professional bachelor degree programmes with amendments
- Ministerial Order No. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business (BEK nr. 710 af 6. juli 2009 om erhvervsakademiuddannelse inden for tekstil, beklædning, design og business).
- BEK nr 205 of 13/03/2018 on accreditation of higher education institutions and approval of new higher education programmes
- BEK nr 1495 af 11/12/2017 on access to academy profession degree programmes and professional bachelor degree programmes (BEK nr. 107 af 27/01/2017 om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser).
- Ministerial Order No. 1500 of 2 December 2016 on examinations on profession-oriented higher education programmes (BEK nr. 1500 af 02/12/2016 om prøver og eksamen i erhvervsrettede videregående uddannelser) (the Exam Order).
- BEK nr 114 of 03/02/2015 on the grading scale and other forms of assessment

The Acts and Ministerial Orders are available (in Danish) on the official website for Danish legislation: [www.retsinformation.dk](http://www.retsinformation.dk)

## Order of examinations by semester

Nr.	Semester	Exam	ECTS	Assessment	Intern / Ekstern
1	In the beginning of the 1st semester	Academic aptitude examination	0	Passed/failed	Internal assessment
1	On completion of the 1st semester	First semester exam	30 ECTS	Individual exam 7-point grading scale	Internal assessment
2	On completion of the 2nd semester	Second semester exam	30 ECTS	Individual exam 7-point grading scale	External assessment
3	On the 3rd semester	Specialisation exam	15 ECTS	Group exam without the possibility of individual exam. 7-point grading scale	Internal assessment
4	On the 3rd semester	Elective educational component	15 ECTS	Individual exam 7-point grading scale	Internal assessment
5	In the 4th semester	Internship	15 ECTS	Individual exam 7-point grading scale	Internal assessment
6	On completion of the 4th semester	AP degree project	15 ECTS	The possibility of either a group exam or an individual exam 7-point grading scale	External assessment

## Number of examinations for the compulsory educational components

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

## **Framework and criteria for the study programme examinations**

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

### **Academic aptitude examination**

#### **Exam method and procedure**

The examination consists of an internal, individual written exam based on reflections on the start of study.

#### **Contents and formal requirements**

The examination is based on lessons and lectures given as well as activities completed between the start of study 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 foundation for learning, study programme administration as well as student rights and obligations.

#### **Examination Schedule**

The academic aptitude examination will take place no later than two months after the start of the study programme.

A resit will take place no later than three months after the start of the study programme. Further information on time and place can be found in the syllabus and via announcements on WISEflow.

#### **Use of aids**

All aids are permitted.

#### **Examination language**

The examination language is English.

#### **ECTS credits**

The exam does not yield any ECTS credits and does not appear on the final diploma.

### **Assessment criteria**

A student passes or fails the exam based on an assessment of his/her exam paper, which must correspond to the description in 'Contents and formal requirements' above. If the student fails the exam, (s)he will have the opportunity to resit the exam no later than a week after the ordinary exam. This means that a student has a total of two attempts to pass the exam.

### **Failing the exam**

If a student also fails the resit, the student will be de-registered from the study programme in accordance with Ministerial Orders no. 1500 of 2 December 2016, subsection 10(2) (Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser).

### **Complaints**

The academic aptitude examination is not subject to the complaints regulations. This means that a student cannot lodge complaints about any of the following:

- the basis for examination, including exam questions, assignments or similar
- the course of an examination; or
- the assessment

### **Exemption**

The study programme may exempt individual students from the deadlines that have been set for passing the academic aptitude examination, on the grounds of illness, maternity or paternity leave, or exceptional circumstances.

## **Examination for the compulsory educational components**

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

### **Exam procedure**

The first semester exam is an internally assessed, individual knowledge and skill examination. The examination is worth 30 ECTS credits. The exam is a written on-location examination of 4 hours' duration.

The educational institution prepares interdisciplinary exam papers. On the day of the exam, the educational institution will randomly select the exam papers, which will be distributed evenly between the students on the day of the exam. In this way, the

individual student will only be tested on one exam paper. For re-sits, a new paper will be selected among the remaining papers.

### **Assessment criteria**

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

### **Scheduled time**

The exam will take place at the end of the first semester. Information about the time and venue for the exam can be found on Canvas. The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

### **Use of exam aids**

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

### **Exam language**

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

## **2<sup>nd</sup> semester exam**

### **Exam procedure**

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

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

The product description and the log are included as part of the written synopsis. The examination is worth 30 ECTS credits.

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



### **Formal requirements for the written synopsis**

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

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

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

### **Assessment criteria**

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

### **Assessment basis**

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

### **Scheduled time**

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

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

### **Exam language**

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

## **Specialisation exam**

### **Exam attendance prerequisites, including obligation to participate**

The students must meet the following requirements in order to sit the exam: The written project, which constitutes the assessment basis as well as the examination basis, must:

- comply with the formal requirements, cf. below; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more prerequisites or incorrect submission of the written project, which makes up the written part of the exam, means that the students may not sit the exam, and that they will be considered to have made an exam attempt.

### **Examination procedure**

The exam is an internally individual assessed oral group examination based on a written project. The group must consist of at least two and not more than four students. The student cannot choose an individual exam. The exam is graded according to the 7-point grading scale.

The exam is worth 15 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written performance, the product, and the oral performance. The project is presented by the group, a maximum of 15 minutes. This is followed by individual examination of the group members, 20 minutes' duration and ten minutes for deliberations.

### **Formal written project requirements**

The written part of the exam must include:

- Cover page
- Title page

- Table of contents
- Introduction/problem area (including considerations/argumentation for choice of subject)
- Problem statement and research question
- Choice of method and theory
- Analysis: statement of reasons/argumentations/assessments Conclusion List of references and sources with correct indication of sources used in the synopsis.
- Conclusion
- literature and resource list with correct indication of sources according to the Harvard referencing standard.

### **Individual part**

A brief description which may not exceed one standard page about the student's contribution to the project and product. A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and appendices. Appendices will not be assessed.

### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the 3rd semester specialisation. Learning outcomes are described in the national section of this Curriculum.

### **Order of examinations**

The exam is placed as a conclusion to the specialisation educational component of the 3rd semester. The exam must be passed before the end of the 2nd year of study in order for students to continue the study.

### **Examination language**

English

## **Elective educational component 2nd year of study**

### **Contents**

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 core specialist field. Each year the programme offers a number of elective educational components, which can be found on Canvas.

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

### **ECTS credits**

15 ECTS.

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

#### **Knowledge**

Upon completion, the student should have acquired knowledge of:

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

#### **Skills**

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

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

#### **Competencies**

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

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

### **Scheduled time**

Elective components take place in the second year of the study programme.

### **Examination procedure**

The exam is an internally assessed oral exam. The exam is graded according to the 7-point grading scale. The exam is worth 15 ECTS credits.

The exam is made up of a written/visual presentation of the product as well as an oral presentation and subsequent individual examination.

#### **Assessment criteria**

The assessment criteria for the exam are the same as the learning outcomes for the elective educational component in the 3rd semester.

#### **Order of examinations**

The exam takes place at the end of the elective educational component in the 3rd semester. Information about time and place can be found on Canvas.

#### **Examination language**

English

## **Internship exam**

#### **Internship requirements and expectations**

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

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

The internship should be considered similar to a full-time job with the same requirements in terms of number of working hours, effort, commitment and flexibility that a Design, Technology and Business graduate would be expected to meet in their first job.

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

### **Exam prerequisites**

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

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

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

### **Exam procedure**

The exam is an internally assessed, oral examination based on a written project and is graded according to the 7-point grading scale. The written and oral performances are assessed as a whole, leading to a single grade. The examination is worth 15 ECTS credits.

### **Formal requirements for the written project**

The written part of the exam must include the following:

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

The written project may not exceed five standard pages in length. One standard page is 2.400 characters, including spaces and foot notes.

### **Assessment criteria**

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

### **Scheduled time**

The exam will take place at the end of the internship period. Information about the time and venue for the exam can be found on Canvas. The exam must be passed before the end of the second year of study in order for the student to complete the study programme.

### **Exam language**

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

## **The final degree project**

### **Exam procedure**

The examination is an externally assessed, oral examination based on an individual written project or a group project. For group projects, the group may have up to four members.

The examination is worth 15 ECTS credits. The final degree project is made up of three written products in the shape of:

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

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

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

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

The oral part of the exam:

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

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

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

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

The report for the individual project must be of min. 8 normal pages and max.10 normal pages excl. table of content, literature- and source list and appendices.

The report of the group project must be of min.15 normal pages and max. 25 normal pages excl. table of content, literature- and source list and appendices. 1 normal page is of 2400 characters incl. spaces.

The cover page, table of contents, literature list and appendices do not count towards the maximum allowed length of the report. Appendices are also assessed.

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

### **Assessment criteria**

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



### **Scheduled time**

The exam will take place at the end of the 4th semester. Information about the time and venue for the exam can be found on Canvas. The exam cannot take place until the internship exam and the other exams of the study programme have been passed.

### **Exam language**

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

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

Each of the educational components of the study programme may take place abroad if students apply for and are granted pre-approval of credit transfer by the study programme. In cases of pre-approval of credit transfer, students are obliged to document completion of the pre-approved educational components, upon completion of the study-abroad period. When applying for pre-approval, the student must consent to the educational institution collecting any required information after the student's completion of the study-abroad period. For the final approval of pre-approved credit transfer, the educational component is considered completed if it is passed in accordance with the regulations applying to the study programme.

## **Withdrawal from exams**

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

## **Teaching and learning methods**

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

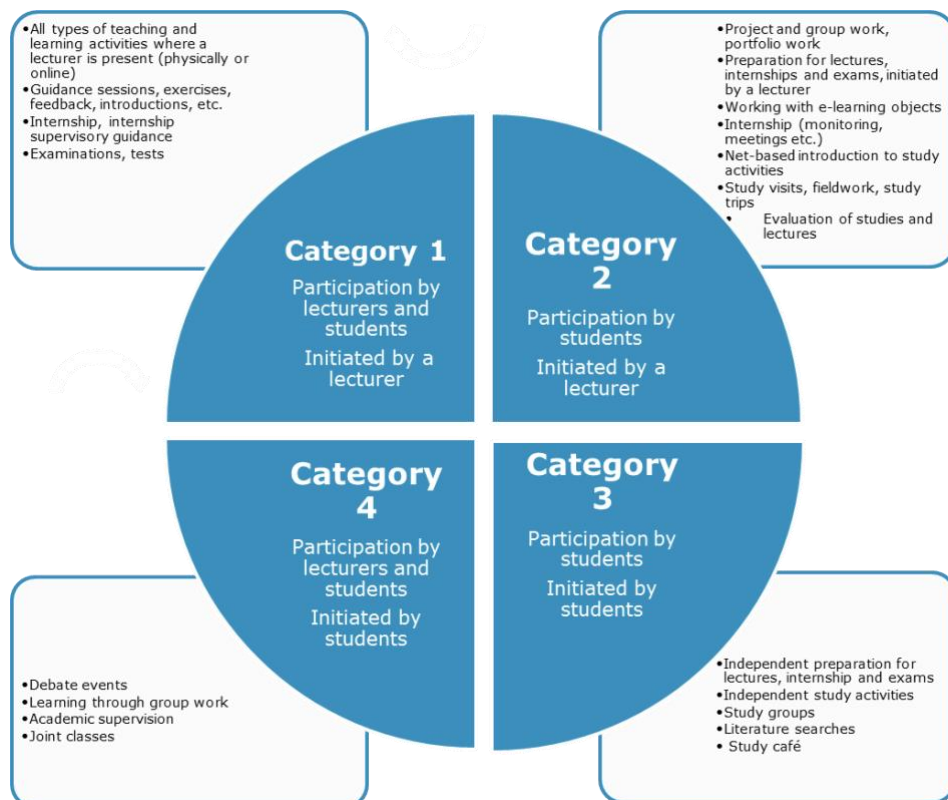
Through systematic feedback processes, studies and contemplation on the profession's current knowledge and practices, the student will qualify himself/herself during the course of his/her studies to become an autonomous, innovative and problem-solving employee in relevant occupational functions. In so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

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

The study activity model for the design, technology and business programme can be found on [www.ucn.dk](http://www.ucn.dk), and each semester, the syllabus specifies which study activities under the study activity model will be worked on during the semester in question. According to the Ministry of Higher Education and Science, a student must achieve '30 ECTS credits worth of learning per semester. One ECTS credit equates to 27.5 working hours for a student. Therefore, the syllabus features an overview of the anticipated workload for the various course units/study activities.

### **The Study Activity Model**

The study programme thus uses a wide range of teaching and learning methods that, in combination, are intended to support the above and promote the achievement of the learning objectives described in this Curriculum, and through the study programme there is clear progression in the teaching and learning methods so that the learning methods move from being knowledge-oriented and lecturer-controlled learning to problem-oriented and participant-controlled learning. It is also true of the learning and teaching activities that they are based in relevant occupational practice and link together practice and theory: Practice-based Learning. Issues from various business types are included, these range from businesses in the profession, to in-house graphic departments, and design and communication agencies as well as businesses outside the profession that require solution proposals for issues within the field of graphics design.



## Credit transfer for elective educational components

Passed elective educational components are equivalent to the corresponding educational components offered by other Danish providers of this study programme, and they are also equivalent to educational components of other study programmes. If a student request transfer credit for educational components not offered by this study programme, credit transfer must be applied for.

### Obligation to participate

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

The obligation to participate may also be a prerequisite of exam participation. Also, attendance may be compulsory for certain educational components. The description of each examination states whether obligations to participate and any obligations to attend are prerequisite to participating in exams.

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

Enrolment will be terminated for students who have not passed at least one exam over a continuous period of at least one year (non-compliance with study activity requirements). Periods during which a student has not been actively studying due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count as non-compliance with study activity requirements. On request, the student must provide documentation of such matters.

The study programme may grant exemption from these provisions if exceptional circumstances are found to exist. An exemption application should be submitted to the programme director. The rules about the exams that the student must have participated in before the end of the second semester and passed before the end of the fourth semester according to the Exam Order, and the deadlines for completion of the education stated in the ministerial order for the study programme, remain in force regardless of the stipulations in this Curriculum.

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

Enrolment will be terminated for students who have not passed at least one exam over a continuous period of at least one year (non-compliance with study activity requirements). Periods during which a student has not been actively studying due to leave of absence, maternity or aternity leave, adoption of a child, verified illness or military service do not count as non-compliance with study activity requirements. On request, the student must provide documentation of such matters.

The study programme may grant exemption from these provisions in exceptional circumstances. An exemption application should be submitted to the programme director. The student will be informed in writing before enrolment is terminated. In connection with such notification, the student will be made aware of the above-mentioned rules. In the letter, the student must be informed that they will have 14 days to submit documentary evidence to prove that periods during which they were not participating actively should not count as non-compliance with study activity requirements. Furthermore, the student will be notified of the deadline for making an appeal for exemption. If the student has not responded within the fixed deadline, his/her enrolment as a student will be terminated.

### **Language**

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

## **Examination language**

Exams must be conducted in understandable English.  
Please see the description of the individual exams in the curriculum.

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

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

## **Study aids**

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

## **Special exam arrangements**

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

## **Academic misconduct at exams**

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

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

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

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

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

## **Complaints about exams and appeals of decisions**

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

## **Exemption**

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

## **Effective date and interim provisions**

This national part of the Curriculum will come into effect as of 1 September 2018 and will apply to all.