

CURRICULUM

for

Bachelor in Nature and Agricultural Management

Part II: Institutional Part

Commencement 15 August 2019



Content

1. Overview of subject elements on the programme	3
2. Institutional subject elements.....	3
2.1. Study programme nature and the environment	4
2.1.1 Statistics.....	4
2.1.2 Climate adaptation and GIS	4
2.1.3 Sustainability	5
2.2. Elective element	6
3. Exams on the programme	6
3.1. Overview of examinations and their timing.....	7
3.2. Completion of the exams.....	7
3.3. 1st Semester exam - 30 ECTS. Advanced theory, analyses and methods from the perspective of the chosen programme specialisation.....	9
3.4. 2nd semester exam - 30 ECTS. Advanced communication and business development in the chosen programme specialisation perspective	12
3.5. Internship exam -15 ECTS	14
3.6. Bachelor project - 15 ECTS	16
4. Rules for the completion of an internship.....	19
5. Programme parts that can be completed abroad	19
6. Requirements for written assignments and projects	20
6.1. What effect do spelling and writing skills have on the assessment?.....	20
7. The use of aids and assistance	20
8. Special exam conditions	20
9. Cheating including the use of own and others' work (plagiarism).....	21
9.1. Cheating and disruptive behaviour during exams	21
9.2. The process of clarification of exam cheating, including plagiarism.....	22
10. Complaints regarding exams and the appeals of decisions.....	23
10.1..... Complaints regarding exams	23
10.2.....Complaints about the basis of the examination etc., exam procedure and assessment	23
10.3..... Appeals and legal issues	25
10.4.....Complaints concerning legal matters	26

11. Indication of applied teaching and work methods	26
12. Rules for credit for subject elements	26
12.1.....Credit for subjects covered by the curriculum’s institutional part	26
12.2..... Prior credit approval	27
13. Criteria for the evaluation of study activity	27
14. Requirements concerning a foreign language.....	28
15. Rules of exemption	28
16. Commencement and transitional schemes	28
17. Legal basis	29

This curriculum is part of the national curriculum and they must be used together. The national part of the curriculum is the same for all academies that offer this programme, while this institutional part of the curriculum (the institutional part) is specific to Business Academy Aarhus.

1. Overview of subject elements on the programme

Overview of the national and institutional subjects including internships and bachelor projects with their timing on the programme.

Semester	Subject elements (national and institutional including electives)	ECTS
1st and 2nd semester (All students)	<i>National subject elements</i> <ul style="list-style-type: none"> • Theory of science and methodology • Business development • Market Communication 	5 15 10
1st Semester	Study programme nature and the environment <ul style="list-style-type: none"> • <i>National subject element:</i> Ecology and biological resources • <i>Institutional subject element:</i> Statistics 	10 5
2nd semester	Study programme nature and the environment <ul style="list-style-type: none"> • <i>Institutional subject element:</i> Climate adaptation and GIS • <i>Institutional subject element:</i> Sustainability • <i>Institutional subject element:</i> Elective element See the electives' catalogue, curriculum part 3. 	5 5 5
3rd semester (All students)	Internship	15
3rd semester (All students)	Bachelor project	15

2. Institutional subject elements

On this programme there are institutional subject elements which are weighted 20 ECTS, of which 5 ECTS are electives.

The electives are described in a separate electives' catalogue, which can be found in the curriculum's part III. Students may also follow electives at other institutions if they pay for their own transportation, overnight accommodation, etc.

2.1. Study programme nature and the environment

2.1.1 Statistics

Content

This subject deals with descriptive statistics, statistical distributions, hypothesis testing and quantitative statistics, and includes analysis of variances, regression and correlation analysis and graphical communication of data, including tables and graphs.

Learning objectives for statistics

Knowledge

The student will gain knowledge about

- statistical methods in relation to biological and economic data in agriculture, the environment or nature
- the application of statistical theory and methodology and how to reflect on the planning of tests and analyses and data procurement

Skills

The student will get the skills to

- master the relevant methods for the collection and processing of data, methodically and analytically, for the purpose of solving tasks and problem statements within agriculture, the environment or nature
- assess and communicate the collected data and analyses and assess their relevance in relation to practical solutions.

Competencies

The student will learn to:

- apply complex and relevant mathematical and statistical methods of accounting to analysis results and relate the results to practice within agriculture, the environment or nature

ECTS weight

The subject element statistics is weighted 5 ECTS credits.

2.1.2 Climate adaptation and GIS

Content

The subject contains climate strategies at local, national and EU level, climate plans and objectives, climate adaptations in relation to rainfall and surface water as well as GIS mapping and hydraulic models.

Learning objectives for climate adaptation and GIS

Knowledge

The student will gain knowledge about

- climate change planning in municipalities, regions and companies

- practical measures in relation to stormwater discharge and increased quantities of surface water
- possible ecological and human consequences of increased rainwater and surface water
- and an understanding of how GIS is used for mapping and modelling within in the field of climate adaptation.

Skills

The student will get the skills to

- apply theories and tools to calculate climate implications for public and private companies
- apply relevant theory and GIS to analyse and assess implications of climate-induced changes in relation to surface water.

Competencies

The student will learn to:

- independently and in interdisciplinary cooperation develop climate change strategies for public and private companies, and assess the effects of climate change plans and programmes
- manage the collection of complex and development-orientated data, analyse and evaluate climate-induced problems in relation to surface water, and submit qualified solutions.

ECTS weight

The subject climate adaptation and GIS is weighted 5 ECTS credits.

2.1.3 Sustainability

Content

The subject contains definitions of the concepts of sustainability, sustainable waste strategies, sorting and recycling, renewable energy and energy flows, development of green accounts and Carbon Footprints, green transition and industrial symbioses, CSR/LCA, global compact, Cradle2Cradle as well as sustainability on a company and consumer level.

Learning objectives for sustainability

Knowledge

The student will gain knowledge about

- renewable energy and energy flows,
- the practice, theory and methodology used in the recycling and disposal of waste and residual products
- the practice, applied theory and methodology related to reporting in LCA, Carbon Footprint, CSR, global compact and cradle2cradle.

Skills

The student will get the skills to

- evaluate the practice-orientated and theoretical problem statements related to LCA, Carbon Footprint, CSR, global compact and cradle2cradle
- evaluate practice-orientated and theoretical problem statements and justify and choose appropriate solutions within recycling and disposal of waste and residual products
- communicate practice-orientated and academic problem statements and sustainable solutions to business partners and users.

Competencies

The student will learn to:

- manage complex and development-orientated issues relating to the collection of valuation bases and implement sustainability analyses of public and private companies, which includes submitting qualified proposals and strategies
- independently engage in academic and interdisciplinary cooperation concerning sustainability and take responsibility within the framework of professional ethics
- identify their own learning needs and develop their knowledge, skills and competencies in relation sustainable development.

ECTS weight

The subject element sustainability is weighted 5 ECTS credits.

2.2. Elective element

The students must also choose an elective worth 5 ECTS on the 2nd semester. The electives are described in a separate part of the curriculum, curriculum part 3, the elective's catalogue.

3. Exams on the programme

When starting on a programme element, semester, etc., the students will automatically be registered for the relevant exams. Registration for an exam means that one exam attempt has been used. This does not apply to students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

It is always the responsibility of the student to ensure that they have internet access during the exam and that their computer is functional. The students are responsible for having access to WISEflow in connection with the handing-in of their projects. It is therefore important to ensure that you have a usable password.

3.1. Overview of examinations and their timing

Time	Subject elements/exam	ECTS	Internal/external assessment	Assessment
1st semester	1st Semester exam Advanced theory, analyses and methods in a programme specialisation perspective	30	External	7 – point scale
2nd semester	2nd Semester exam Advanced communication and business development in a programme specialisation perspective	30	Internal	7 – point scale
3rd semester	Internship exam	15	Internal	7 – point scale
3rd semester	Bachelor project	15	External	7 – point scale

Information concerning times, dates and locations for the exams can be found on [Study Update](#)

For all international programmes, all exams are conducted in English.

3.2. Completion of the exams

In general, the following applies for all programmes in relation to when an exam has been completed or an exam attempt has been used. If there are deviations for a specific exam, they will appear in the individual exam descriptions below.

Pass / fail exams

If a student has not achieved the mark 02 or higher for an oral or written exam or a combination of this, the exam will not be passed and one exam attempt will have been used.

If the entire examination project was prepared by one student and not passed, the student can choose to work further on the existing project or prepare a new project according to a specific agreement with their supervisor.

In the event of one student, as part of a group project, not achieving the mark 02 or above, the student can rewrite their section of the joint project, provided the exam is individualised. The student can also choose to write a new project alone, where the rules for the scope and guidelines for individually produced projects apply.

Project not handed in/written answers

If a student does not hand-in their exam project or a written report, one exam attempt will have been used. The student can choose to work further on their existing project or prepare a new project according to a specific agreement with their supervisor.

Not participated in the exam/oral examination

If a student hands in their exam project or written answers, but doesn't participate in the oral exam, one exam attempt will have been used.

A new oral exam will be scheduled as soon as possible and the student will be examined in the previously handed in project.

Sick and re-examinations

The specific time limits appear in each exam description.

Information about the time and place of sick/re-exams can be found on Study Update. This may be the same as the next regular exam. The student is responsible for finding out when the sick and re-exams take place.

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (sick) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after.

The illness must be documented by a doctor's certificate. The Academy must receive the doctor's certificate no later than three working days after the examination. Students who become acutely ill during an exam must prove that they have been ill on that day.

If the illness is not documented according to the above rules, the student will have used one examination attempt. The student must pay the cost of the doctor's certificate. Requirements for the doctor's certificate can be found on the website under 'Worth knowing about exams'.

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided that the student has an exam attempt left. The student is registered to take the exam the next time it is scheduled. The re-examination may be the same as the next regular exam.

The programme may grant an exemption from the automatic registration to an exam provided this is justified by exceptional circumstances, including documented disabilities.

3.3. 1st Semester exam - 30 ECTS. Advanced theory, analyses and methods from the perspective of the chosen programme specialisation.

Learning objectives for the exam

Knowledge

The student will gain knowledge about

- relevant theory of science and methodology in relation to natural, human and social sciences (*theory of science and methodology*)
- the basic implementation of relevant scientific methods in order to create and apply knowledge within the field of nature and agriculture (*theory of science and methodology*)
- the preparation of written reports targeted at relevant stakeholders (*theory of science and methodology*)
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods (*theory of science and methodology*)
- market analysis (*market communication*)
- the organisation, strategy, management and stakeholders. This covers both national and international levels (*business development*).

Skills

The student will get the skills to

- use and communicate relevant scientific theoretical and methodological theories in report writing and in relation to the practice-orientated problem statements (*theory of science and methodology*)
- evaluate and prepare problem analyses, problem definitions and thesis statements. And in addition, perform methodological assessments and reflect and justify the choice of scientific methods (*theory of science and methodology*),
- apply and reflect about relevant theories, methods and tools within market analysis (*market communication*)
- communicate scientific results and solutions which are related to nature and agriculture (*theory of science and methodology*)
- evaluate theoretical and practical problem statements and justify and choose appropriate solutions (*market communication*)
- apply reasonable suggestions for future business strategies and development (*business development*).

Competencies

The student will learn to:

- manage the preparation of larger written reports (philosophy of science and methodology)
- independently engage in academic and interdisciplinary cooperation concerning the method and take responsibility within the framework of professional ethics (*theory of science and methodology*)
- manage development-orientated and complex situations and choose a methodology related to nature and agriculture (*theory of science and methodology*)

- identify their own learning needs and develop their own knowledge, skills and competencies in relation to the theory of science (*theory of science and methodology*)
- manage practical and relevant market analysis tasks (*market communication*)
- manage and present reasoned proposals for future business strategy within the framework of professional ethics (*business development*).

Each programme specialisation must also (according to ‘Overview of subject elements on the programme’ starting on page 3), meet the learning objectives for the national curriculum as described in the national curriculum and learning objectives for the institutional programme specialisation subjects which are also described from page 3.

The exam form and organisation including any formal requirements

The exam is an individual oral examination based on an individually prepared written project and a portfolio set. The written project is based on a chosen subject/s from the semester and must be based on a relevant and practice-orientated problem statement. The exam must also include a portfolio set which consists of the sum of the portfolio-parts from each subject on the semester. Each portfolio-part will be assessed according to the learning objectives for the programme specialisation.

The exam is placed at the end of the semester without a presentation.

The oral examination has a duration of 30 minutes, which includes the assessment. The student is examined on the basis of the written project, the portfolio and any syllabus related literature.

The students request and contact a supervisor that they want from among the semester’s lecturers - no later than the activity overview/calendar in the description of the semester states. If this does not happen, a supervisor/examiner will be assigned by the Academy. In addition, the Academy reserves the right to allocate supervisors. The student must, after the election / assignment of the supervisor, not change the problem statement to such an extent that the subject cannot be covered by the supervisor.

A standard page/keystroke is 40,000-48,000 keystrokes (about 17-20 standard pages) for the project. The number of keystrokes must be counted from the introduction to the conclusion. Appendices do not count in the required number of pages. The portfolio-parts must contain about 5-6 standard pages per subject.

On the front page of the project, the following must be indicated:

- BA exam project 1
- Business Academy Aarhus
- Bachelor of Nature and Agricultural Management
- Supervisor’s name(s)
- Student’s name
- Programme specialisation
- Hand-in date

- Project title
- Number of keystrokes - with spaces, counted in Word before converting to pdf

The project must follow the guidelines from 'Writing wisely' and include an integrated appendix, where the student in point form and with date indications (as a logbook) briefly documents which supervision meetings have been held, and any realisations that have been reached along the way.

The hand-in/exam dates are in the activity list/calendar in the semester description which can be found on Study Update

The project must be handed-in in WISEflow. The project report must be uploaded as text in one compiled pdf file. Any additional appendices, which cannot be integrated in the project (larger drawings/maps/charts, etc.), must be uploaded as 'extra material'. If the information is confidential, this must specifically be stated in the file name and when handing-in in WISEflow.

The portfolio set must be handed-in simultaneously in WISEflow as an appendix/extra material to the project assignment in one compiled pdf file (for all subjects). The uploaded files must contain the student's name. 'Analogue'/non-digital products must be handed-in according to the specific agreement with your supervisor. It is important that the sets are divided and structured according to subjects so that questions/assignments/answers for each subject are clear. It is also important that the sets are well-structured and easy to read

Prerequisites for the exam – active attendance and submission requirements

The following requirements must be met to take the oral part of the exam:

The written project must fulfil the requirements, formalities, and number of keystrokes as described above and it must be handed-in on time, in accordance with the activity overview/calendar in the description of the semester which can be found on Study Update. It is a prerequisite for taking the oral exam that students confirm their responsibility for the preparation of the project, this is done via the hand-in to WISEflow. Non-fulfilment of one or more of the requirements means that the exam can be rejected, and one exam attempt will have been used.

Criteria for assessment and co-examiner

One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The exam is assessed according to the 7-point scale and has an external co-examiner.

Not handed-in or failed exam

If the student does not hand-in on time for the normal exam, a new deadline will be set 2-3 days later. This will thus be the first re-exam (and the student will then participate in the regular oral exam). If the student still does not hand-in on time, they will need to take the second re-exam.

If the students hand-in on time for the first re-exam but don't pass the oral exam, they will need to take the second re-exam.

If the student hands-in on time for the normal exam, but doesn't pass the oral exam, the first re-exam (oral exam) will be held as soon as possible afterwards (5-10 days). As a rule, the student needs to defend the original submission without changes unless the student specifically wants to

make changes in the project. In this case, a new deadline for hand-in will be set for about 4-5 days before the oral exam. If the oral exam is not passed, students will need to take the second re-exam.

The hand-in deadline for the second re-exam (the third and final attempt) will be approximately 3 weeks after the first re-exam. The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the second re-exam is not handed-in on time, the student has exhausted their exam attempts. If it is handed-in on time but the oral exam is not passed, the student has exhausted their exam attempts.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

3.4. 2nd semester exam - 30 ECTS. Advanced communication and business development in the chosen programme specialisation perspective

Learning objectives for the exam

Knowledge

The student will gain knowledge about

- and an understanding of theoretical models relating to business development (*business development*)
- sales and sales psychology (*market communication*)
- and an understanding of the practice, theory and methodology related to market communication and can reflect on the profession's practice and the application of theory and methods (*market communication*)
- project management (*business development*)
- market communication and branding (*market communication*)

Skills

The student will get the skills to:

- evaluate and reflect on the business opportunities in the national and international market (*business development*)
- communicate practice-orientated solutions concerning strategic business development to relevant stakeholders (*business development*)
- apply and reflect about relevant theories, methods and tools within market communication, personal sales and sales psychology (*market communication*)
- communicate practice-orientated and academic problem statements and solutions to business partners and users (*market communication*)
- communicate applied and relevant project management theory in connection with organisational and business development (*business development*).

Competencies

The student will learn to:

- manage complex and practical business and business development tasks in the field of nature and agriculture (*business development*)

- identify their own learning needs and develop their own knowledge, skills and competencies in relation to organisational and business development within nature and agriculture (*business development*)
- independently engage in academic and interdisciplinary cooperation concerning the business development and take responsibility within the framework of professional ethics (*business development*)
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to market communication (*market communication*)
- manage practical and complex market communication tasks (*market communication*)
- independently engage in academic and interdisciplinary cooperation concerning the market communication and take responsibility within the framework of professional ethics (*market communication*)
- manage practical and complex sales and advisory tasks (*market communication*)

Each programme specialisation must also (according to ‘Overview of subject elements on the programme’ starting on page 3), meet the learning objectives for the national curriculum as described in the national curriculum and learning objectives for the institutional programme specialisation subjects which are also described from page 3, as well as the learning objectives for each elective element per specialisation, which are described in the separate elective’s catalogue, curriculum part 3.

The exam form and organisation including any formal requirements

The written exam based on a hand-in of a written portfolio. The exam is at the end of the 2nd semester and lasts approximately 2 weeks. The exam takes place in English for international classes. The exam includes the learning objectives, depending on the programme specialisation, see above.

The exam includes a number of portfolio-parts (one applicable hand-in per subject) times 7 standard pages. So, if there are 6 subjects there must be 42 pages in total. The front page, table of contents and bibliography are excluded from this. Copies of each portfolio-part are not counted either.

The front page must include the following information:

- BA exam project 2
- Business Academy Aarhus
- Bachelor of Nature and Agricultural Management
- Student’s name
- Programme specialisation
- Hand-in date
- Number of keystrokes - with spaces, counted in Word before converting to pdf

The portfolio must be handed-in as one easy to read and well-structured written collection of the individual portfolio tasks, which have been prepared through out the semester.

The hand-in must include one cover page and a table of contents, as well as separate front pages for each portfolio-part. Assignment descriptions for each portfolio-part must be included in the hand-in.

The hand-in/exam dates are in the activity list/calendar in the semester description which can be found on Study Update

The portfolio must be handed-in in WISEflow and be uploaded as text in one compiled pdf file. Any additional appendices which are part of the assessment, and which cannot be integrated into the portfolio (larger drawings/maps/charts, etc.), must be uploaded as 'extra material'.

At the start of the exam period, the students must read through their prepared portfolio-parts from each subject. Through reflection on the feedback received for the tasks, certain necessary parts can be changed before collating and handing-in as one single file. If students have not prepared portfolio-parts for revision by the start of the exam period, they can be prepared during this exam period. The co-examiner and examiner use the handed-in portfolio as the assessment criteria.

Prerequisites for the exam – active attendance and submission requirements

The written hand-in must fulfil the requirements, formalities, and number of keystrokes as described above and it must be handed-in on time, in accordance with the activity overview/calendar in the description of the semester which can be found on Study Update. It is a prerequisite for taking the exam that students confirm their responsibility for portfolio content, this is done via the hand-in to WISEflow. Non-fulfilment of one or more of the requirements means that the exam can be rejected, and one exam attempt will have been used.

Criteria for assessment and co-examiner

An individual, total mark according to the 7-point scale is awarded based on an overall assessment of the student's written portfolio. There is an internal co-examiner

Completion of the exam

If the student does not hand-in on time for the normal exam, a new deadline will be set to 2-3 days later. This deadline will thus act as the first re-exam. If the student still does not hand-in on time, they will need to take the second re-exam.

If the student hands-in on time, but doesn't pass with at least a mark of 02, a new submission deadline will be set for the last week of the relevant semester. This deadline will thus act as the first re-exam. If the student doesn't pass the first re-exam, they will need to do a second re-exam.

If this is not handed-in on time in the last week of the semester, a new deadline will be decided on for mid-August. This deadline will thus act as the second re-exam (and the third and final attempt). If the second re-exam is not handed-in on time, the student has exhausted their exam attempts.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

3.5. Internship exam -15 ECTS

Learning objectives for the internship exam

The learning objectives are specified in the national part of the curriculum.

The exam form and organisation including any formal requirements

The exam is an individual, written examination which will be assessed according to the Danish 7-point scale. At the end of the internship, the student must submit a written report. The target audience is internship host - the student can decide though whether they also want to send it to the internship host, this is not a demand and does not affect the assessment of the exam.

In the report the students must:

- communicate to the internship host how the stated learning objectives will be assessed as fulfilled. In connection with this, concrete examples of how the learning objectives have generated learning for the students and value for the company,
- document which tasks have been worked with during the internship period and reflect over the manner in which the task preparation has supported the outlined learning objectives for the internship,
- reflect on the extent to which the student's knowledge and skills have matched the company's needs.

The report should be 5-6 normal pages. It must be handed-in via WISEflow according to the activity list/calendar in the semester description on Study Update. The salient features of the report must follow the guidelines set out in 'Writing wisely' though without preface, summary, paradigm choice/method and discussion. The introduction will also be accepted as less problem-orientated. If the internship is in your own company, the milestones from the relevant provisions (from your programme) must be met. A report based on an internship in your own company must be written according to the above, with the appropriate adjustments.

Prerequisites for the exam – active attendance and submission requirements

It is a prerequisite that you have had a 10-week internship, which has been approved by your supervisor. In order for the student to take the exam, the contents of the written report must be credible. The assignments must meet formal requirements, be timely and properly submitted and have credible content.

It is furthermore a prerequisite requirement to get the report assessed that the student is personally responsible for the preparation. This is done via hand-in through WISEflow.

Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner. The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

Not handed-in or failed exam

If the student does not hand-in on time for the normal exam, a new deadline will be set 2-3 days later. This deadline will thus act as the first re-exam. If the student does not hand-in on time here, a new deadline will be set 2-3 days later. This deadline will thus act as the second re-exam (and the third and final attempt). If the second re-exam is not handed-in on time, the student has exhausted their exam attempts.

If the student hands-in on time, but doesn't pass with at least a mark of 02, a new submission deadline will be set for immediately (2-3 days) before the Christmas holidays. This deadline will thus act as the first re-exam. If the student does not hand-in on time, a new deadline will be determined for just before the Christmas holidays. This deadline will thus act as the second re-exam (and the third and final attempt). If the second re-exam is not handed-in on time, the student has exhausted their exam attempts.

If the student hands-in the first re-exam on time, but doesn't pass with at least a mark of 02, a new submission deadline will be set for the second re-exam for the first week of the semester after the new year. If the second re-exam is not handed-in on time, the student has exhausted their exam attempts. If the student doesn't pass with a mark of at least 02, the student has exhausted their exam attempts.

In general, the students can, within the hand-in deadlines, decide themselves whether they want to continue work on their existing report, or prepare a new report according to an agreement with their supervisor.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

3.6. Bachelor project - 15 ECTS

Learning objectives for the bachelor project

The learning objectives are specified in the national part of the curriculum.

The exam form and organisation including any formal requirements

The exam consists of an individual written project is supplemented with an oral examination, which has a total of 45 minutes for the presentation, discussion, assessment and giving of marks. The oral examination consists of three phases:

1. The student presents their exam project in the form of a presentation lasting about 20 minutes. The presentation should **not** be a retelling of the project report but can be a short, critical presentation with subsequent perspectives, discussion, exemplification, demarcation of the consequences etc.
2. The oral examination then follows. The examination is carried out by the examiner, along with the co-examiner.
3. Finally, an assessment is made based on the student's written and oral presentation.

The project must, as a minimum, fill 35 standard pages and as a maximum 45 standard pages (84,000-108,000 keystrokes). The front page, table of contents, bibliography and appendices are excluded from this.

The front page must include the following information:

- Bachelor Project
- Business Academy Aarhus
- Bachelor of Nature and Agricultural Management
- Student's name
- Supervisor's name
- Programme specialisation
- Hand-in date
- The project's title in Danish and English
- Name of the company the project has been prepared in cooperation with (if applicable)
- Number of characters, with spaces, counted in Word before conversion to Pdf

The project must follow the guidelines in 'Writing wisely' and have an English summary as well as include an integrated appendix, where the student in point form and with date indications (as a logbook) briefly documents which supervision meetings have been held, and any realisations that have been reached along the way.

In the Bachelor project, the students must demonstrate the ability, in an analytical and methodical basis, to be able to process a complex and practice-orientated problem statement in relation to a specific task within the programme.

The project must primarily be based on central problem statements, theories and methods from the programme's specialisation areas. It must also contain study relevant elements from the internship. This may be supplemented with theories and methods from the programme in general. In addition, the bachelor project must, as far as possible, involve empirical material for solving the specific problem statement. The problem statement for the project is prepared by the student and, as far as possible, in cooperation with the internship company.

The literature used must, as a general rule, be primary sources. Any deviations from this must be agreed upon specifically with the supervisor.

The BA project supervisor is as a rule the student's existing internship supervisor. The Academy decides on the final allocation of supervisors. Supervision is provided during the project period and it is the student's responsibility to ensure a dialogue with their supervisor. The student must, after the election / assignment of the supervisor, not change the problem statement to such an extent that the subject cannot be covered by the supervisor.

The hand-in/exam dates are in the activity list/calendar in the semester description which can be found on Study Update The report must be uploaded as text in one compiled pdf file in WISEflow. Any other related material must be uploaded as 'extra material' in agreement with the supervisor.

If the information is not confidential, it will be included in a joint catalogue with all exam projects, so that all students, teachers and other interested parties have the opportunity to see what has been worked on. If the information is confidential, this must specifically be stated in the file name and when handing-in in WISEflow.

Prerequisites for the exam – active attendance and submission requirements

The written project must fulfil the requirements, formalities, and number of keystrokes as described above and it must be handed-in on time, in accordance with the activity overview/calendar in the description of the semester which can be found on Study Update. The exam can only take place after all other exams on the programme have been passed.

Non-fulfilment of one or more of the requirements means that the exam can be rejected before the oral exam, and one exam attempt will have been used. In order for the student to take the exam, the contents of the written report must be credible. It is a prerequisite for taking the oral exam that students confirm their responsibility for the preparation of the project, this is done via the hand-in to WISEflow.

Criteria for assessment and co-examiner

The Bachelor project/exam has a scope of 15 ECTS and is evaluated by an exam according to the Danish 7-point scale. There is an external co-examiner. The exam, together with the post-internship exam and the other exams on the programme should document that the programme's learning objectives have been met. The exam consists of a project and an oral part for which the student is awarded one overall mark based on an overall assessment. The assessment is based on the programme's learning objectives.

In the assessment of the written part, both the academic content, the answering of the questions, the student's spelling abilities as well as the student's communicative skills will be assessed as an overall assessment.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

Completion of the Bachelor exam

If the student does not hand-in on time for the normal exam, a new deadline will be set to 2-3 days later. This will thus be the first re-exam (and the student will then participate in the regular oral exam). If the student still does not hand-in on time, they will need to take the second re-exam.

If the student hands-in the first re-exam on time but doesn't pass the oral exam with a mark of at least 02, they will need to take the second re-exam.

If the student hands-in the scheduled ordinary exam on time, but doesn't pass the oral exam with a mark of at least 02, the first re-exam will be held about 2 months later, with the hand-in deadline about 1 week before. The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the oral exam is not passed with a mark of at least 02, the student will need to take the second re-exam.

The deadline for the second re-exam (the 3rd and last attempt) will be in accordance with the next ordinary Bachelor exam (January the following year). The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the second re-exam is not handed-in on time, the student has exhausted their exam attempts. If it is

handed-in on time but the oral exam is not passed with a minimum mark of 02, the student has exhausted their exam attempts.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

4. Rules for the completion of an internship

During the internship, the student will have a supervisor from the programme and a contact person in the company. The company, the student and the internship supervisor will together determine the goals (based on the learning objectives from the joint curriculum) for the student's learning outcomes of the internship period. These will then be the guidelines for the company's planning of the student's work. The purpose of the internship is to give the students the opportunity to support and expand on the first two semesters learning outcomes, to work under real-life job conditions, in a professionally relevant company and role. The internship usually forms the basis of the student's Bachelor project.

The internship period is 10 weeks, and can be divided over the third semester until the internship report needs to be handed-in. The internship is generally considered equivalent to a regular full-time job (37 hours per week) and should reflect the requirements for work performance, commitment and flexibility that graduates could expect to meet in their first jobs.

Internship in own company

There is, according to detailed and specific agreements with the programme's internship coordinator, the possibility to take an internship in your own company. Contact your internship coordinator for information on these conditions.

5. Programme parts that can be completed abroad

The programme is structured according to semesters with one overall exam at the end of the first and second semester respectively. This means that any stay abroad in each of the two semesters must be able to equal 30 ECTS and cover the content of the programme elements. The student must also take the appropriate 30 ECTS exams abroad. This places extra demands on the planning of any possible stay abroad, and we recommended that you start planning for this 3-4 months prior to leaving. Subject to the approval from the programme for a prior credit application, students may take an entire semester abroad. For more information about the specific opportunities, contact International Office well before the intended study abroad.

The Academy has a wide network of partners abroad and the Academy's International Office can assist students who wish to take part of their education abroad. It should be noted, however, that a lot of work is required by the individual student if they wish to study abroad. It is up to the individual student to investigate available subjects for study abroad at the desired university, etc. International Office can help with advice etc. but will not do any detailed planning, the student is responsible for this themselves.

With prior credit approval for study abroad, students are required to document each approved and completed programme element when their study abroad is completed. In connection with the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies. Upon approval of the prior credit application, the programme element is considered completed if it has been passed according to the rules of the programme.

Bachelor project and internship abroad

If the Bachelor project or internship is completed abroad, the above rules apply. The students choose, prior to their stay abroad, a supervisor at the Academy. The internship report and bachelor project must be handed-in as described under the relevant exams in the curriculum. The exams take place in Denmark at Business Academy Aarhus.

6. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 keystrokes including spaces and footnotes. The front page, table of contents, bibliography and appendices are excluded from this. Appendices will not be assessed.

The requirements on the scope of written assignments and the correlation between the number of members of a group and the scope of projects are specified in the description of the individual exams.

Hand-in of written assignments and projects as part of an exam take place in WISEflow, unless otherwise stipulated.

6.1. What effect do spelling and writing skills have on the assessment?

In the assessment of projects and exams, in addition to the academic content, the student's spelling and writing ability is also important. The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. The application must be sent to the programme head no later than 4 weeks before the exam.

7. The use of aids and assistance

During exams, all aids and assistance, including electronic devices, are allowed, unless a ministerial order or curriculum for the specific programme specifies restrictions for use.

Any rules for limitations in the use of aids will be apparent from the description of the individual exam.

8. Special exam conditions

The Academy offers special exam conditions for students with physical or mental impairments when students apply for this, and when the Academy considers that it is necessary to equate these students with other students in an exam situation.

Students may therefore, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a doctor's certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a doctor's condition or relevant disability. Students whose mother tongue is not Danish can apply for permission to bring dictionaries to the examination where no aids and assistance are not allowed.

Applications for permission to bring any additional assistance must be submitted to the programme four weeks before the exam is held.

9. Cheating including the use of own and others' work (plagiarism)

Projects and other material for examinations must be prepared by the students themselves.

Upon the submission of written answers as well as physical and electronic submissions, the examinee confirms that the assignment/answers have been prepared without wrongful assistance.

9.1. Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by the Ministerial Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Ministerial Order).

If a student cheats on an exam, the student will be expelled from the exam.

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

Cheating is for instance:

- Improperly receiving help during an exam
- Improperly giving help to others during an exam
- To pass someone else's work off as your own (plagiarism - see <http://en.stopplagiat.nu/>)
- To use previously assessed work without a reference
- To use assistance which is not allowed for the exam in question

Expulsion from an exam for cheating means that the mark will be annulled and that one examination attempt has been used by the student.

If a student exhibits **disruptive behaviour** during an exam, the Academy can expel the student from the exam. In less severe cases, the Academy will only give a warning.

Expulsion can also occur once the exam has been held.

Presumption of cheating, including plagiarism during and after the exam

If during or after an exam, there is a suspicion that an examinee:

- Improperly obtained or provided help
- Has passed somebody else's work off as their own (plagiarism)
- Has used previously assessed work or parts thereof without reference (plagiarism)

this must be reported to the programme's head of department.

Business Academy Aarhus conducts systematic digital plagiarism control.

9.2. The process of clarification of exam cheating, including plagiarism

Postponement of the exam

If the report of cheating is plagiarism etc. in a written assignment, where this forms the basis of assessment with a subsequent oral examination, the head of the department must postpone the exam if it is not possible to determine whether plagiarism has taken place before the date of the exam.

Format and content of the report

The report must be submitted without undue delay as soon as there is a suspicion that cheating in an exam has occurred. The report must include a written presentation of the case, which includes information that can identify those incriminated, as well as a brief explanation and documentary evidence of the allegation. If one or more of the reported people are repeat offenders, this should be disclosed.

When reporting plagiarism, the plagiarised parts must be marked with a clear reference to the sources that have been plagiarised. The plagiarised text must also be marked in the source text.

Involvement of the examinee – consultation of affected parties

The head of the programme determines whether the consultation with the student happens orally, in writing or a combination thereof.

For an oral consultation, the examinee is summoned to an interview which aims to shed light on the case. The aim here is to present documentation of the suspected cheating to the student and to hear the student's side. The student has the right to have a representative accompany them to this meeting.

For the written consultation of interested parties, the documentation for the suspected cheating is sent to the student in order to request a written statement.

Sanctions for cheating and disruptive behaviour during an exam

If, after having the case explained, the head of department can confirm the suspicion of cheating, and if the action has or could have an impact on the assessment, the examinee must be expelled from the exam by the head of department.

In less severe cases, a warning is given first.

The student may not attend classes or take any examinations during their period of expulsion. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

Expulsion from an exam for cheating means that the mark will be annulled and that one examination attempt has been used by the student.

The student may not participate in a sick/re-exam but must wait until the programme's next ordinary exam.

The student may not attend classes or take any examinations during their period of ex-pulsion.

Complaints

The decision to expel and that an examination attempt has been used due to cheating is final, and cannot be appealed to a higher administrative authority.

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the Academy and must be addressed to the head of the programme, who must then submit a report that the complainant has the opportunity to comment on, usually within a period of one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for complaints to the institution is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order on examinations.

10. Complaints regarding exams and the appeals of decisions¹

10.1. Complaints regarding exams

It is recommended that the examinee should get guidance from a student and career counsellor for the appeal procedure and for the preparation of a complaint.

The rules for exam complaints can be found in section 10 of the Ministerial Order on Examination Regulations.

In the Ministerial Order of Examinations, complaints are distinguished as either based on the

- the basis of the examination etc., the exam procedure and/or the assessment or
- complaints concerning legal matters.

The two kinds of complaints are handled differently.

10.2. Complaints about the basis of the examination etc., exam procedure and assessment

1. See Ministerial Order for Examinations chp 10 .

An examinee may submit a written and substantiated complaint within a period of two weeks after the exam has been announced in the usual way. Complaints can relate to:

- the basis of the exam, including exam questions, assignments, etc., as well as its relationship to the educational goals and requirements
- the exam procedure
- the assessment.

A student can complain about all exams, including written, oral and a combination thereof, as well as practical or clinical exams.

The complaint must be sent to the quality department via the complaint form on www.baaa.dk.

The process after a complaint is received is that the complaint is immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinions of the examiners will form the basis of the Academy's decision regarding academic issues. The Academy will usually decide on a deadline of two weeks for the submission of their opinion.

Immediately after the examiners' opinions are made available, the complainant has the opportunity to comment on the decision, usually with a week's deadline.

The Academy's decision is based on the complaint, the examiners' academic opinion and any possible comments the complainant may have regarding the report.

The Academy's decision must be in writing, and can be as follows:

- provision for a new assessment (reassessment)-only for written exams
- provision for a new exam (re-examination)
- that the student's complaint has been dismissed.

Should it be determined that a reassessment or re-examination will be offered, the head of department must appointment new examiners. Reassessment can only be offered for written exams where there is material for assessment; this is because the new examiners cannot (re) assess an already held oral examination and the original examiners' notes are personal and may not be disclosed.

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could result in a lower mark. The student must, within a period of two weeks after the decision has been made, either accept or reject the offer. The decision is binding and may not be changed, and if the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, the examiners must submit all relevant documents i.e. the exam, the answer/s, the complaint, the original examiners' opinion along with the complainant's remarks as well as the Academy's decision.

The examiners will then notify the Academy of the outcome of the re-assessment, including a written justification and the assessment criteria.

Exam shortcomings

If it has been decided that a new assessment will be made or if there is an offer of a re-examination, the decision will be binding for all the examinees whose exams have the same shortcomings as the subject of the complaint.

The complaint must be sent via the complaint form on www.baaa.dk within two weeks (14 calendar days) after the evaluation of the exam in question has been announced. If the deadline falls on a public holiday, the first working day thereafter is the deadline.

A dispensation from the deadline can be granted if there are exceptional circumstances

10.3. Appeals and legal issues

The complainant can appeal the Academy's decision regarding any academic issues to an appeals' board. The appeal board's activities are covered by the Public Administration Act, which includes incapacity and confidentiality.

The appeal must be sent to complaints@baaa.dk.

The deadline for an appeal is two weeks after the student has been informed of the decision. The same requirements as mentioned above under complaint (in writing, with reasons, etc.) also apply to the appeal.

The appeals board consists of two external examiners appointed by the chair of external examiners, as well as a lecturer eligible to examine, and a student within the same field of study (programme), they are both appointed by the head of department.

The appeals board makes a decision based on the original material that formed the basis for the Academy's decision and the student's substantiated appeal.

The board deals with the appeal and the resultant decision can be as follows:

- provision for a new assessment by new examiners, though this is only a possibility with written exams
- provision for a new examination (re-examination) by new examiners
- that the student's appeal has been unsuccessful.

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could result in a lower mark. The student must, within a period of two weeks after the decision has been made, accept or reject the offer. This decision is binding and may not be changed.

If the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, the examiners must submit all relevant documents i.e. the exam, the answer/s, the complaint, the original examiners' opinion along with the complainant's remarks as well as the Academy's decision.

Appeals must be decided within two months – for summer exams, within three months – after the appeal has been filed.

The appeal board's decision is final, which means that the case cannot be appealed to a higher administrative authority with regard to the academic part of the complaint.

10.4. Complaints concerning legal matters

Complaints concerning legal issues in the decisions made by the examiners for the reassessment or re-examination or the appeal board's decision must be submitted to Business Academy Aarhus within a period of two weeks from the day the decision is communicated to the complainant.

Complaints concerning legal issues in the decisions taken by the Academy in accordance with a Ministerial Order (for example, incapacity, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Academy who must submit a report that the complainant has the opportunity to comment on within a period of normally one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Academy is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

11. Indication of applied teaching and work methods

Teaching at the Business Academy Aarhus is based on our educational platform.

This means that teaching is based on appropriate business practices and connects theory with practice. Problems from different types of companies working within the industries relevant to the programme will be involved.

The teaching will be organised to provide variation. This will be achieved by group teaching, project work, interdisciplinary cases, group work, guest lectures and company visits. Lectures can occur to a limited degree. The different learning styles will, above and beyond the subject matter, also develop the students' ability to work both independently and to collaborate with others.

Teaching can be planned so that foreign languages are included in the teaching material and teaching. Additionally, the teaching will support the development of the student's IT skills.

12. Rules for credit for subject elements

12.1. Credit for subjects covered by the curriculum's institutional part

Indication of any prior credit approval for the credit of programme elements covered by the curriculum's institutional part.

Passed Institutional programme elements are equivalent to the corresponding elements at other educational institutions that offer this programme or other programmes that contain the relevant programme elements.

12.2. Prior credit approval

Students may apply for prior credit approval. For prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element on the completion of these studies. In connection with the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

Upon approval of the prior credit application, the programme element is considered completed if it has been passed according to the rules of the programme.

13. Criteria for the evaluation of study activity

Enrolment can be terminated for students who have not been active on a programme for a continuous period of at least one year.

Study activity is therefore defined as follows, students must have **within the last 12 months**:

- participated in the programme's exams
- fulfilled their obligation to participate in any kind of activity, which is included as part of the programme, including group work, joint projects, remote learning, etc. as stipulated in this curriculum
- handed in, as stipulated in this curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams, and that they have credible content, and have not handed in material that others have copyright to
- been present for activities with compulsory attendance, as stipulated in this curriculum

Failure to meet one or more criteria in the definition of study activity can lead to the student's enrolment being terminated.

Periods during which the student has not been active due to leave, maternity/paternity leave, adoption, a documented illness or military service do not count. The student may be required to provide documentation for these circumstances.

The programme may grant exemptions from these provisions if there are exceptional circumstances. The exemption application must be sent to the head of department.

Prior to the student's enrolment being brought to an end, the student will be advised of this in writing. In connection with this, the student must be made aware of the rules above. The letter to the student must make it apparent that the student has 14 days to submit an application of exemption and evidence that the lack of activity on the programme should not count.

If the student has not responded within the time limit, their enrolment will be terminated.

If the student requests that their enrolment not be terminated, termination is delayed until the case has been decided by the head of the programme.

The student can complain about the decision to the pro-rector within two weeks of receipt of the decision. The complaint will delay any further action. If the pro-rector upholds the decision, the student may appeal to the Ministry of Higher Education and Science within two weeks of receipt of the decision with respect to any legal issues.

Rules about the exams, which the students according to the Ministerial Order for Examinations should have participated in before the end of the 2nd semester and passed before the end of the 2nd semester, and where the Ministerial Order for this programme has fixed time limits for completion of the programme, apply irrespective of the above rules.

Study activity and SU

If you start on a new higher education programme on 1 July 2016 or later and get SU while you are studying, you cannot postpone your programme for more than 6 months (equivalent to 30 ECTS) in proportion to the number of months you have had SU for your programme. If the student postpones their programme for more than 6 months, SU will be stopped.

For students that started on the programme before 1 July 2016, the previous rules apply, i.e. that you can postpone your programme with up to 12 months before your SU will be stopped.

As an educational institution, we continuously check the students' study activity. Read more about the SU rules on su.dk. (in Danish only)

14. Requirements concerning a foreign language

Most of the programme's teaching materials will be in English so good English skills are required.

No additional knowledge of a foreign language is required, other than what is stated in the admission requirements

15. Rules of exemption

If warranted by exceptional circumstances, the Academy may deviate from what has been stated in this curriculum. The various institutions must cooperate in order to have a homogenous dispensation policy.

16. Commencement and transitional schemes

Commencement

This part of the institutional curriculum is valid from 01.08.2019 and is valid for all students. At the same, all earlier versions of the institutional curriculums are no longer valid.

Transitional scheme

Students who were enrolled before 01.08.2019 must also follow this curriculum. However, exams which have been started before 01.08.2019, must be completed according to the earlier relevant curriculum and must be started by 31 January 2020, the latest.

17. Legal basis

The following current legislation applies to the programme:

- Ministerial Order no. 153 from 27/02/2018: Ministerial Order for Academies of Professional Higher Education
- Ministerial Order no. 986 from 18/08/2017: Ministerial Order for Academy Profession degree programmes and Bachelor degree programmes (LEP law).
- Ministerial Order no. 1014 from 02/07/2018: Ministerial Order for technical and commercial business academies and professional bachelor courses
- Ministerial Order no. 1500 from 02/12/2016: Ministerial Order for examinations in higher educational business programmes
- Ministerial Order no. 1495 from 11/12/2017: Ministerial Order for admission to business academies and professional bachelor courses
- Ministerial Order no. 114 from 03/02/2015: Ministerial Order for marking scales and other assessment criteria

The applicable laws and ministerial orders are available on www.retsinfo.dk (in Danish only).