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# **Curriculum 2017-2019**

## **Environmental Management, AP Graduate in Agro Business and Landscape Management**

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Jordbrugsteknolog AK

Version 1.1  
Revised July 2017

## Content – Institutional Part

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<b>Content – Institutional Part</b> .....	<b>1</b>
<b>1. Scope of the curriculum</b> .....	<b>2</b>
1.1 Commencement of the curriculum.....	2
1.2 Transitional scheme.....	2
<b>2. Elective programme elements</b> .....	<b>2</b>
2.1 Specialisation, content and learning objectives for elective element 1 .....	2
<b>3. Rules for the completion of an internship</b> .....	<b>2</b>
<b>4. Applied teaching and work methods</b> .....	<b>3</b>
<b>5. Requirement for foreign language skills</b> .....	<b>3</b>
<b>6. Internationalisation</b> .....	<b>3</b>
6.1 Education abroad .....	3
6.2 Exams abroad.....	3
6.3 Rules for examinations abroad .....	4
<b>7. Exams on the programme</b> .....	<b>4</b>
7.1 Overview of examinations and their timing.....	4
7.2 Completion of the exam.....	4
7.3 Sickness and re-examinations.....	5
7.4 1st year exam in the joint and the study programmes compulsory programme elements .....	5
Sub-exam 1, Ep1 .....	5
Sub-exam 2, Ep2 .....	6
7.5 3rd semester exam Ep3a in the compulsory elements within the study programme.....	7
7.6 Elective programme element exam Ep3b.....	8
7.7 Internship, 4th semester .....	8
7.8 Requirements for the main exam project .....	9
7.9 Requirements for written assignments and projects .....	10
7.10 What effect do spelling and writing skills have on the assessment? .....	10
7.11 Use of aids and assistance .....	10
7.12 Special exam conditions .....	10
7.13 The language used by for exams .....	11
<b>8. Cheating including the use of own and others' work (plagiarism)</b> .....	<b>11</b>
8.1 Cheating and disruptive behaviour during exams .....	11
8.2 Presumption of cheating, including plagiarism during and after the exam .....	11
8.3 The process of clarification of exam cheating, including plagiarism .....	12
<b>9. Other rules for the programme</b> .....	<b>13</b>
9.1 Credit for subjects covered by the curriculum's institutional part .....	13
9.2 Prior credit approval .....	13
9.3 Active attendance.....	13
9.4 Criteria for the assessment of study activity .....	14
<b>10. Complaints regarding exams and the appeals of decisions</b> .....	<b>15</b>
10.1 Complaints regarding exams.....	15
10.2 Appeal.....	16
10.3 Complaints concerning legal matters.....	17
<b>11. Rules of exemption</b> .....	<b>17</b>
<b>12. Approval</b> .....	<b>17</b>
<b>Appendix 1. Elective programme elements, learning objectives</b> .....	<b>18</b>
<b>Appendix 2. The learning objectives for the sub-exam for the 1st year exam</b> .....	<b>19</b>
<b>Appendix 3. Compulsory assignments</b> .....	<b>23</b>

## 1. Scope of the curriculum

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### 1.1 Commencement of the curriculum

The institutional part of the curriculum is valid for students starting on 29 August 2017.

### 1.2 Transitional scheme

This curriculum replaces earlier versions of the curriculum, effective from 29 August 2017. However, exams that have been started before 29 August 2017 must be completed according to the institutional part of the curriculum by 1 February 2018.

## 2. Elective programme elements

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The elective programme elements must be chosen within the study programme Environmental Management.

### 2.1 Specialisation, content and learning objectives for elective element 1

The purpose of this study programme subject is to give the students the opportunity of an individual study profile with academic immersion within the programme's specialisation area.

Weight: 10 ECTS

**Learning objectives:** *To increase study and professional competencies through specialisation and consideration of various perspectives of subjects broadly related to the agricultural area.*

**Content:** *Sampling and monitoring, waste and energy, nature and wildlife.*

The learning objectives for each of the elective programme elements can be seen in appendix 1. Elective programme elements, learning objectives

#### **Assessment criteria**

The learning objectives will be tested in an exam, Ep3b. See section 7 on the exam. The exam is assessed according to the 7-point scale.

## 3. Rules for the completion of an internship

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For the in-company internship, the student will be assigned an internship supervisor from the programme and a contact person from the internship company. Together, the internship company, the Academy's supervisor and the student determine the learning objectives to be attained by the student during the internship period, and this will subsequently provide the basis for the company's planning of the student's work.

The internship period is split into two periods. Two weeks during the 3rd Semester and eight weeks during the 4th semester. The internship ends with an exam, see. section 7.7.

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.

## 4. Applied teaching and work methods

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Different issues are considered from various companies who work within the industry if relevant to the programme. Problems from different types of companies working within the industries relevant to the programme will also be involved.

The teaching will be organised to provide variation. This will be achieved by group teaching, project work, interdisciplinary cases, theme 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.

## 5. Requirement for foreign language skills

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Teaching on the programme will be mostly in English, however, small parts of the teaching could be in Danish, for example with guest lecturers etc.

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

## 6. Internationalisation

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### 6.1 Education abroad

It is possible for a student to take the 2nd or 3rd semester abroad, as it is possible for foreign students to study one semester in our programme in Denmark. An internship can also take place abroad.

It is also possible to take elective elements in the programme as part of a summer school visit. For more information of the specific opportunities, please contact a student counsellor or the International Office.

The students can, after applying for a programme's prior credit approval from the head of department, take each individual programme element abroad.

With prior credit approval for study abroad, students are required to document each approved and completed programme element when their exchange programme is completed. In connection with applying for prior credit approval, the students give permission that the Academy can obtain the necessary information after the student's completion.

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

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 programme abroad. The International Office can be contacted for further information. 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. The International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

### 6.2 Exams abroad

The student must do all their exams at the partner institution abroad.

Proof of passing the exam at the partner institution must be handed to the Academy no later than four weeks after completion of the exam abroad and is assessed as pass/fail.

### 6.3 Rules for examinations abroad

For a description of the rules for conducting exams abroad, please refer to the section with useful tips on examinations on Study Update. This also describes the costs involved if the examination is held abroad.

## 7. Exams on the programme

It is always the responsibility of the student to ensure that they have internet access during the exam and that their computer is functional.

### 7.1 Overview of examinations and their timing

Time	Subject/exam	ETCS points for each exam	Internal/external assessment	Assessment
1st semester	1. Sub-examination 1 of the first year exam	30	External	7-point scale
2nd semester	2. Sub-examination 2 of the first year exam	30	External	7-point scale
3rd semester	3. Study specialisation exam	20	Internal	7-point scale
	4. Examination in the elective elements.	10	Internal	
4th semester	5. Internship exam	15	Internal	7-point scale
	6. Main exam project	15	External	

Information about the formalities, date, time and place of the exams can be found on Study Update

The following describes firstly, the general conditions concerning the completion of exams and sick/re-exams, followed by a description of each individual exam with:

- Exam form and organisation
- Prerequisites for the exam – active attendance and submission requirements

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 is used. This does not apply for students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

### 7.2 Completion of the exam

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, they will appear in the individual exam descriptions.

#### **Exam failed**

If an exam project is given less than the mark 02, it is a fail and one exam attempt will have been used.

If the entire examination project was prepared by one student and fails, the examiner can choose whether the student can work further on the existing project or whether a new project must be prepared.

In the case of a student who participated in a group project, and who does not achieve the mark 02 or above, the examiner will decide whether the student can improve the joint project or whether they should prepare a new project, in which case the rules for individually produced projects apply.

***Project not handed in/written answers***

If a student does not hand in their exam project, one exam attempt will have been used. The examiner decides whether the student can work further on their existing project or whether they should prepare a new project.

***Not participated in the exam/oral examination***

If a student hands in their exam project, 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.

### **7.3 Sickness and re-examinations**

The specific time limits appear in each exam description.

Information on the time and place of sickness and re-exams are available on Study Update; this might be the same as the next regular exam. The student is responsible for finding out when the sickness 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 medical certificate. The Academy must receive the medical 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 an examination attempt. The student bears the cost of the medical certificate. Requirements for the medical 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 for the next scheduled exam, and the re-examination will be held no later than the middle of the next semester. The re-examination may be the same as the next regular exam.

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

### **7.4 1st year exam in the joint and the study programmes compulsory programme elements**

There are two sub-examinations during the first year of study. Sub-examination 1 (external) after the 1st semester, and sub-examination 2 (external) after the 2nd semester. Each sub-exam must be passed and accounts for half of the overall mark awarded for the 1st year of study.

**Sub-exam 1, Ep1  
Assessment criteria**

The exam procedure will be based on the learning objectives for one or more compulsory programme elements studied during the 1st semester. The learning objectives are set out in *appendix 2 the learning objectives for the sub-exam for the 1st year exam* and the joint curriculum. A mark according to the 7-point scale is awarded based on the student's performance.

### **Exam form and organisation**

Sub-exam 1 is an individual oral examination which is based on an exam project prepared in the exam period 4 weeks prior to the oral examination.

No later than two weeks before the project proposals are handed out, the students are informed which subjects will be in the project and therefore the exam. Before the project period, the students will receive a project proposal. Group projects can be prepared which need not be individualised. A student must have participated in the preparation of the project in order to take the oral exam. Participation is documented by signing the project. Guidance will be provided during the project period.

### **Prerequisites to take the exam.**

The following requirements must be met to take the exam:

- The compulsory assignments 1a, 1b, and 1c must be approved prior to the exam. See appendix 3. Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions.

Non-compliance with one or more of the prerequisites will preclude the student from taking the exam, and the student will have used one exam attempt.

### **Time placement**

The exam is placed at the end of the 1st semester. Detailed information on time and place can be found on Study Update.

### **Sick/re-examinations**

The deadline for the first sick/re-exam will be at the start of February. The deadline for the second sick/re-exam will be at the end of March.

### **Sub-exam 2, Ep2**

#### **Assessment criteria**

The examination is on the learning objectives for at least one compulsory element within the joint subjects and one or more elements within the study programme on the 1st year of study. The learning objectives are set out in *appendix 2. The learning objectives for the sub-exam for the 1st year exam* and the joint curriculum. A mark according to the 7-point scale is awarded based on the student's performance.

### **Exam form and organisation**

Sub-exam 2 is an individual oral exam based on either one multidisciplinary exam project or two smaller exam projects prepared in collaboration with a company, or on the basis of a relevant case. The exam project (or projects) is prepared in the exam period 4 weeks prior to the oral examination. Which subjects are included in the assessment will depend on the study programme and will be specified in the official descriptions available on Study Update.

No later than two weeks before the project proposals are handed out, the students are informed which subjects will be in the project and therefore the exam. Before the project period, the students will receive a project proposal. Group projects can be prepared which need not be individualised. A student must have participated in the preparation of the projects in order to take the oral exam. Participation is documented by signing the project.

### **Prerequisites to take the exam**

The following requirements must be met to take the exam:

- The compulsory assignments 2a, 2b, and 2c must be approved prior to the exam, see appendix 3. Compulsory assignments
- The written project and/or assignment which forms the basis of both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions.

Non-compliance with one or more of the prerequisites will preclude the student from taking the exam, and the student will have used one exam attempt.

The first year examination must be passed before the student will be allowed to continue with the programme's 3rd semester.

All joint subjects are included in either an exam or in a compulsory assignment on the 1st or 2nd semester.

### **Completion of the exam**

See section 7.2

### **Time placement**

The exam is placed at the end of the 2nd semester. Detailed information on time and place can be found on Study Update.

### ***Sick/re-examinations***

The deadline for the first sick/re-exam will be medio August. The deadline for the second sick/re-exam will be medio October.

## **7.5 3rd semester exam Ep3a in the compulsory elements within the study programme**

### **Assessment criteria**

The exam is based on the learning objectives for one or more compulsory programme elements studied during the 3rd semester. The learning objectives are specified in the joint national curriculum. A mark according to the 7-point scale is awarded based on the student's performance. The exam is internal.

### **Exam form and organisation**

In the 3rd semester, an individual oral exam is held which is based on a study programme project.

No later than two weeks before the project proposals are handed out, the students are informed which subjects will be possible exam subjects. Before the project period, the students will receive a project proposal. Group projects can be prepared which need not be individualised. A student must have participated in the preparation of the project in order to take the oral exam. Participation is documented by signing the project. Guidance will be provided during the project period.

### **Prerequisites to take the exam**

The following requirements must be met to take the exam:

- The compulsory assignments 3a and 3b must be approved prior to the exam. See appendix 3. Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions.

Non-compliance with one or more of the prerequisites will preclude the student from taking the exam, and the student will have used one exam attempt.

### **Completion of the exam**



See section 7.2

**Time placement**

The exam is placed at the end of the 3rd semester. Detailed information on time and place can be found on Study Update.

***Sick/re-examinations***

The deadline for the first sick/re-exam will be at the end of February. The deadline for the second sick/re-exam will be at the end of March.

## **7.6 Elective programme element exam Ep3b**

**Assessment criteria**

The exam procedure is based on the learning objectives for the elective programme elements. A mark according to the 7-point scale is awarded based on the student's oral performance. The exam is internal.

**Exam form and organisation**

The exam form used for the exam in the elective programme element will depend on the subject(s) chosen within the study programme.

The exam will be conducted as an oral exam based on a project, a product, a synopsis, an assignment or a business case. The material may have been prepared during the 3rd semester or immediately prior to the exam, possibly as a 24-hour homework assignment. For the speciality Agro Business Economist, the study programme agricultural economy and business management has an individual written exam.

**Prerequisites to take the exam**

The following requirements must be met to take the exam:

- The compulsory assignments 3a, 3b and 3c and the elective elements must be approved prior to the exam. See appendix 3. Compulsory assignments
- The written project which forms the basis of both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions.

Non-compliance with one or more of the prerequisites will preclude the student from taking the exam, and the student will have used one exam attempt.

**Completion of the exam**

See section 7.2

**Time placement**

The exam is placed at the end of the 3rd semester. Detailed information on time and place can be found on Study Update.

***Sick/re-examinations***

The deadline for the first sick/re-exam will be at the end of February. The deadline for the second sick/re-exam will be at the end of March.

## **7.7 Internship, 4th semester**

**Assessment criteria**

The assessment criteria are the learning objectives for the internship process, as stated in the joint national curriculum as well as other requirements such as official descriptions, which are common for all study programmes. The exam is assessed according to the 7-point scale. The exam is internal.

**Prerequisites to take the exam**

Completed and approved 10-week internship, a report of the short internship as well as an oral presentation of the long internship.

**Exam form and organisation**

Written individually prepared report, which contains a description and reasoned assessment of work assignments, the company and the student's own benefit.

**Completion of the exam**

If an internship project is given less than the mark 02, it is a fail and one exam attempt will have been used. If the exam is not passed, the student must submit an improved internship report for a new assessment.

**Time placement**

The exam is placed in the middle of the 4th semester. Detailed information on time and place can be found on Study Update.

***Sick/re-examinations***

The deadline for the first sick/re-exam will be medio May. The deadline for the second sick/re-exam will be at the end of May.

## **7.8 Requirements for the main exam project**

The main exam project is an external exam which together with the internship exam and the other exams on the programme must document that the learning objectives for the programme have been achieved. The learning objectives are specified in the joint national curriculum. The exam consists of a written documentation part, a dissemination part and an oral part, where one overall mark is given according to the Danish 7-point scale. The exam can only be taken after the final intern examination and all other exams of the programme have been passed.

**Assessment criteria**

Regardless of the project's academic areas, there are a number of conditions that will form the basis for the assessment:

1. Has the thesis statement been satisfactorily answered according to academic standards in the project answer?
2. Is there a correlation between problem identification and the conclusion?
3. Are the conclusions flawed or unproven in the project task?
4. Are there sufficient arguments for and discussion of the chosen solutions/conclusions?
5. Is there target audience awareness in relation to the purpose, content, form/genre/media, language usage and structure?
6. Is there data collection and processing of relevant information?
7. Is the ability to combine theory and practice illustrated?
8. Is professional insight demonstrated concerning both the delivered product and the oral examination?
9. Has the ability to engage in a dialogue been demonstrated at the oral exam?
10. Does the project's number of characters differ significantly concerning the minimum/maximum number of characters?

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

**Exam form and organisation**

Individual written report with a documentation part and a dissemination part. Subsequently, an oral exam lasting 45 minutes will be held, this covers the presentation, discussion, assessment and giving of marks.

Supervision is provided in the project period by a subject supervisor and a communication supervisor. The subject supervisor is the examiner.

The written project must contain a minimum of 70,000 and a maximum of 100,000 characters, including spaces, pictures, figures and tables. The number of characters must be counted from the introduction to the conclusion. In addition, the project must have a front page, table of contents, thesis statement, method, summary, discussion and conclusion.

#### **Prerequisites to take the exam**

The written product must comply with the formal requirements and be handed-in on time. The student must also confirm that they are responsible for preparation of the project. This is done automatically by uploading in Wiseflow.

The exam cannot take place until the main internship exam and the programme's other exams have been passed.

All other prerequisites must be satisfied or the student is not allowed to take the exam and one exam attempt will have been used.

#### **Completion of the exam**

See section 7.2

#### **Time placement**

The exam takes place at the end of the 4th semester. Detailed information on time and place can be found on Study Update.

#### ***Sick/re-examinations***

The deadline for the first sick/re-exam will be medio August. The deadline for the second sick/re-exam will be medio October.

### **7.9 Requirements for written assignments and projects**

For all exams, etc., a standard page is defined as 2100 characters including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. 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.

### **7.10 What effect do spelling and writing skills have on the assessment?**

Spelling and writing skills are part of the assessment of compulsory assignments and exams and are weighted 10%.

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.

### **7.11 Use of aids and assistance**

During exams, the use of aids and assistance, including electronic devices, are allowed. Any rules for limitations in the use of aids will be apparent from the description of the individual exam.

### **7.12 Special exam conditions**

Students may, 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 medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a medical condition or relevant disability. Students with a non-English mother tongue may apply for permission to bring dictionaries for exams where aids are otherwise not permitted.

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

### **7.13 The language used by for exams**

Exams are taken in English.

## **8. Cheating including the use of own and others' work (plagiarism)**

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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.

### **8.1 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.

### **8.2 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.

### **8.3 The process of clarification of exam cheating, including plagiarism**

#### *Postponement of the exam*

If the report of cheating is plagiarism 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 done without undue delay. 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 and to hear the student's side. The student has the right to have a representative accompany them to this meeting.

For written consultation, the documentation for the suspected cheating is sent to the student and a written statement is requested.

#### *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.

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.

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 examinee 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 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.

The student may not attend classes or take any examinations during their period of expulsion.

#### *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 Academy is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order § 51.

## 9. Other rules for the programme

### 9.1 Credit for subjects covered by the curriculum's institutional part

Passed elective programme elements are equivalent to similar programme elements taken at other educational institutions offering this programme as well as other programmes.

### 9.2 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 applying for prior credit approval, the students give permission that the Academy can obtain the necessary information after the student's completion.

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

### 9.3 Active attendance

To ensure the programme's learning objectives/goals can be achieved and that the corresponding teaching methods work, programme elements which require active attendance are listed below with the respective rules for this active attendance:

- hand-in/presentation of assignments/projects and
- compulsory attendance in terms of physical presence

ACTIVE ATTENDANCE INCLUDES THE FOLLOWING ON THE ENVIRONMENTAL MANAGEMENT PROGRAMME:	
<b>1st SEMESTER</b>	<ul style="list-style-type: none"> <li>• The compulsory assignments 1a, 1b and 1c must be prepared, see appendix 3.</li> <li>• Participation is compulsory in oral presentations regarding the compulsory assignments if this is defined in the task.</li> </ul>
<b>2nd SEMESTER</b>	<ul style="list-style-type: none"> <li>• The compulsory assignments 2a, 2b and 2c must be prepared, see appendix 3.</li> <li>• Participation is compulsory in oral presentations regarding the compulsory assignments if this is defined in the task.</li> </ul>
<b>3rd SEMESTER</b>	<ul style="list-style-type: none"> <li>• The compulsory assignments 3a, 3b and 3c must be prepared, see appendix 3.</li> <li>• Participation is compulsory in oral presentations regarding the compulsory assignments if this is defined in the task.</li> <li>• A written report of the short internship.</li> <li>• Oral presentation regarding the short internship.</li> </ul>
<b>4th semester</b>	<ul style="list-style-type: none"> <li>• Oral presentation regarding the long internship.</li> </ul>

A rejection of the student's fulfilment of the obligation to participate, for example, rejection of a written assignment, or non-compliance with the formal requirements for the project, will be listed as a non-fulfilment of study activity.

The programme will offer help and guidance as early as possible, if a student does not comply with the obligation to participate.

The obligation to participate and any compulsory attendance which is a prerequisite requirement to take an exam, appears under the description of each exam. If a prerequisite requirement for participation in an exam is not met, one exam attempt will be used.

## **9.4 Criteria for the assessment 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 regular (or illness) exams
- passed at least one exam
- 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 the curriculum
- handed in, as stipulated in the curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams, with credible content, and have not handed in material that others have copyright to
- been present for activities with compulsory attendance, as stipulated in the curriculum

Failure to meet one or more criteria in the definition of study activity justifies termination of enrolment.

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 evidence that the lack of activity on the programme should not count and must indicate the deadline for the application of an exemption.

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.

The rules relating to the exams which the student, under the Ministerial Order for Examinations, should have participated in before the end of the 2nd semester and passed before the end of the pre-determined deadlines for the re-exams, and where the Ministerial Order on the programme has stipulated time limits for completion of the programme, are valid independent of any other rules for study activity.

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

## **10. Complaints regarding exams and the appeals of decisions**

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### **10.1 Complaints regarding exams**

It is recommended that the examinee get guidance from a study 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 types of complaint are handled differently.

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

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 concerning:

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

The complaint can relate to all exams, including written, oral and combinations thereof, as well as practical or clinical exams.

The complaint must be sent to the quality department via the complaint system on [www.baaa.dk](http://www.baaa.dk).

The complaint must be immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinion 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' opinion is 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 examiners' academic opinion and any possible comments the complainant may have regarding the report.

The decision must be submitted in writing, and can be as follows:

- provision for a new assessment (reassessment)-only for written exams
- provision for a new exam (re-examination) or



- 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, accept 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.

The examiners will then notify the Academy of the outcome of the re-assessment, including a written justification and evaluation, which may be a lower mark.

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 to the head of the programme 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

## **10.2 Appeal**

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 the quality department via [complaints@baaa.dk](mailto: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 chairman 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 with new examiners -only for written exams
- provision for a new examination (re-examination) with 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 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 appeals 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.

### **10.3 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. Rules of exemption**

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The Academy can, in exceptional circumstances, grant dispensation to the regulations of the curriculum set by the other institutions. The various institutions must cooperate in order to have a homogenous dispensation policy.

## **12. Approval**

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This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on the 15 July 2017.

## Appendix 1. Elective programme elements, learning objectives

Specialisation/elective element	Knowledge	Skills	Competencies
Environmental and nature management Sampling and monitoring	The ecological interaction between flora and fauna in the open country. Lakes and water course quality, design and care.	Carry out environmental monitoring of water quality, plants and animals. Use the relevant legislation. Monitor the water environment, flora and fauna in lakes and water courses. Monitor the environment, fauna and flora in terrestrial areas.	Conduct analyses and assessments of environmental impacts.
Environmental and nature management Waste and energy	Waste management globally, nationally and locally. Environmental impacts of waste. Production of energy from biofuels.	Devise methods for the prevention and recycling of waste. Devise methods for proper waste management.	Draw up waste strategies.
Environmental and nature management Nature and wildlife	Sustainable agricultural operation and care of nature.	Assess the ecological interaction between flora and fauna in the open country.	Maintain nature and cultural landscapes.

## Appendix 2. The learning objectives for the sub-exam for the 1st year exam

Common for all study programmes	1st semester exam EP1	2nd semester exam EP2
<b>Globalisation</b>		
Knowledge <i>The student will gain knowledge about:</i>		<ul style="list-style-type: none"> <li>- the industry's structure, location and development, nationally and internationally</li> <li>- an understanding of business practices within a variety of global factors, including the economy, trade, development and culture</li> <li>- an understanding of sustainability in a global perspective.</li> </ul>
Skills <i>The student will get the skills to:</i>		<ul style="list-style-type: none"> <li>- evaluate and communicate the industry's production, service and management in national and international affairs</li> <li>- read and understand texts in a foreign language</li> <li>- collect, register and process relevant information and apply this to the analysis of the industry's global issues.</li> </ul>
Competencies <i>The student will learn to:</i>		<ul style="list-style-type: none"> <li>- acquire new knowledge in relation to their profession in a global context. Establish internationally relevant relationships in the industry.</li> </ul>
<b>Understand business and companies</b>		
Knowledge <i>The student will gain knowledge about:</i>		<ul style="list-style-type: none"> <li>- the company and the industry's structure and understand the associated central theories and methods used within the industry and company.</li> </ul>
Skills <i>The student will get the skills to:</i>	-	<ul style="list-style-type: none"> <li>- use and disseminate basic knowledge of the company's organisation, adaptation and development</li> </ul>

		<ul style="list-style-type: none"> <li>- analyse and understand the connection between a company's objective, development, activities, economy, management and sale</li> <li>- carry out financial calculations and present proposals for a solution</li> </ul>
<p>Competencies  <i>The student will learn to:</i></p>		<ul style="list-style-type: none"> <li>- in development-orientated situations, acquire new knowledge, skills and competencies within the industry and company in relation to industry relevant commercial and business-orientated issues</li> <li>- participate in academic and interdisciplinary collaboration concerning business economics and marketing concerning the industry and business-orientated issues.</li> </ul>
<p><b>Management and communication</b></p>		
<p>Knowledge  <i>The student will gain knowledge about:</i></p>		<ul style="list-style-type: none"> <li>- industry relevant theory and methodology in relation to communication and management</li> <li>- dissemination in relation to leadership and communication.</li> </ul>
<p>Skills  <i>The student will get the skills to:</i></p>		<ul style="list-style-type: none"> <li>- apply management theories and evaluate business relationships internally and externally in an organisation</li> <li>- communicate and advise academically so that the form and content is adapted to the target audience</li> <li>- plan, organise, implement and evaluate tasks associated with dissemination and management.</li> </ul>
<p>Competencies  <i>The student will learn to:</i></p>		<ul style="list-style-type: none"> <li>- analyse and provide solutions to specific problems by applying relevant theories and methods</li> <li>- solve problems in academic and interdisciplinary collaboration with others</li> <li>- acquire new knowledge and skills in connection with the profession's development.</li> </ul>

<b>Agricultural control systems 1</b>		
Knowledge <i>The student will gain knowledge about:</i>		<ul style="list-style-type: none"> <li>- the most centrally used theories and methods in relation to the industry</li> <li>- the centrally applied legal framework related to the industry.</li> </ul>
Skills <i>The student will get the skills to:</i>		<ul style="list-style-type: none"> <li>- apply central control systems for analysis, planning and management in the company</li> <li>- to evaluate practice-orientated issues and devise coherent and realistic solutions and assess the effect of the proposed solutions</li> <li>- apply quantitative and qualitative methods to the industry</li> <li>- use the subject's method in relation to writing of assignments and dissemination, including thesis statement, data collection, source referencing and source criticism.</li> </ul>
Competencies <i>The student will learn to:</i>		<ul style="list-style-type: none"> <li>- in a structured project context, to apply the methods and analysis tools to acquire new knowledge, skills and competencies within the industry</li> </ul>
<b>For the study programme</b>	<b>1st semester exam EP1</b>	<b>2nd semester exam EP2</b>
<b>Study programme: Environmental and nature management</b>	<b>1st semester exam EP1</b>	<b>2nd semester exam EP2</b>
Knowledge <i>The student will gain knowledge about:</i>	<ul style="list-style-type: none"> <li>- about ecosystems, energy and substance cycles as well as production in terrestrial landscapes</li> <li>- landscape formation and soil</li> <li>- chemical substances in the environment</li> <li>- methods for nature and landscaping</li> </ul>	<ul style="list-style-type: none"> <li>- vegetation ecology, flora and fauna</li> <li>- groundwater and surface water as well as water and substance cycles</li> <li>- about ecosystems, energy and substance cycles as well as production with a focus on water environment</li> <li>- methods for nature and caring of facilities</li> </ul>

	<ul style="list-style-type: none"> <li>- techniques and facilities for the protection and improvement of the environment, terrestrial nature and the landscape</li> <li>- legislation and other laws within nature, environmental and planning areas with focus on agricultural land and terrestrial nature.</li> </ul>	<ul style="list-style-type: none"> <li>- techniques and facilities for the protection and improvement of the environment, water, environment, nature and the landscape</li> <li>- chemical substances in the environment</li> <li>- legislation and other laws within nature, environmental and planning areas with focus on water environment.</li> </ul>
<p>Skills  <i>The student will get the skills to:</i></p>	<ul style="list-style-type: none"> <li>- evaluate a landscape as well as its terrestrial elements and use in relation to dissemination, planning, operation and management</li> <li>- collect data and carry out the registration of soil conditions and evaluate the results and plan for smaller projects</li> <li>- apply methods and tools for soil samples</li> <li>- evaluate the soil conditions and the binding of substances as well as movement of the earth</li> <li>- register and collect geographic data by using relevant software</li> <li>- evaluate practice-orientated issues on the basis of the relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>- evaluate a landscape as well as its aquatic and water course related elements and use in relation to dissemination, planning, operation and management</li> <li>- collect data and carry out the registration of water conditions and evaluate the results and plan for smaller projects</li> <li>- apply methods and tools for sampling of water</li> <li>- evaluate practice-orientated issues on the basis of the relevant legislation.</li> <li>- evaluate the soil conditions and the binding of substances as well as movement in the water environment</li> </ul>
<p>Competencies  <i>The student will learn to:</i></p>	<ul style="list-style-type: none"> <li>- participate in interdisciplinary collaboration concerning planning, operation and management</li> <li>- acquire new knowledge about soil conditions as well as binding and movement of substances in soil and water</li> <li>- manage solutions in connection with smaller projects within the environment, the water environment, nature and landscapes</li> <li>- acquire new knowledge about ecological contexts in connection with agricultural production and terrestrial nature.</li> <li>- cooperate in a development-orientated manner about ecological contexts.</li> </ul>	<ul style="list-style-type: none"> <li>- participate in interdisciplinary collaboration concerning planning, operation and management of the water environment</li> <li>- acquire new knowledge about ecological contexts in connection with the water environment</li> <li>- manage solutions in connection with smaller projects within the environment, the water environment, nature and landscapes</li> </ul>

## Appendix 3. Compulsory assignments

	<b>1st semester</b>	<b>2nd semester</b>	<b>3rd semester</b>
<b>Environmental and nature management</b>	1a Methodology and naturtypes 1b Statistics and naturtypes 1c Landuse and GIS	2a Flora and fauna/business placement 2b Management 2c Business economy and drinking water	3a Wastewater 3b Globalization 3c Sampling