
Curriculum part 2 - 2014

Institutional part AP Degree in Computer Science

Datamatikeruddannelsen

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1. Scope of the curriculum

1.1. Commencement of the curriculum

The institutional part of the curriculum is valid for students starting on 1 August 2014.

2. Elective programme elements

In the 4th semester of the programme, there are a number of elective programme elements that must be combined to reach a total of 30 ECTS.

The purpose of the elective elements is to offer the students an opportunity for an individual profile on their programme through academic immersion within the programme's subject elements. The electives at Business Academy Aarhus appear from the curriculum, section 3: 'Electives'. Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

In order to be able to offer topical electives, new elective subjects are added to the electives catalogue, 'part 3' of the curriculum, on an ongoing basis.

3. Rules for the completion of an internship

During the internship, the student works with academically relevant problems within the core areas of the programme and gains knowledge of relevant business functions. During the internship, the student is attached to one or more companies. The course of the internship can be flexible and differentiated and may form the basis of the main exam project.

Based on the learning objectives for the internship, see the joint national part of the curriculum, the student and the supervisor/contact will establish the concrete objectives for the internship period, which will then set the guidelines for how the company should organise the student's work.

The internship period is 10 weeks and is completed with an exam. See also section 8 for a description of programme exams.

The internship is equal to an ordinary full-time job (37 hours a week) with the requirements for active contribution, involvement and flexibility that a graduate would be expected to encounter in their first job.

4. Methods of teaching and working

Teaching is based on appropriate business practices and connects theory with practice. Different issues are considered from various companies who work within the industry that are relevant to the programme.

Teaching will be diversely structured. 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. Additionally, the teaching will support the development of the student's IT skills.

5. Requirements for foreign language skills

The majority of the programme's teaching is in English.

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

6. Internationalisation

6.1. Education abroad

The programme is modular; this means that it is possible for a student to take the 4th semester, which is an elective semester, abroad, as it is possible for foreign students to study one semester in our programme. An internship can also take place abroad.

As electives typically have a weight of 5-10 ECTS, it is also possible to take such electives as part of a summer school visit.

For details of the specific opportunities, please contact the International Office.

The students can, after applying for a programme's prior credit approval, take each individual programme component abroad.

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

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

The Business 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. 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. International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

6.2. Examinations abroad in 4th semester

The student must do all their examinations at the partner institution abroad. The student must document all learning from the courses taken at the partner institution in an online portfolio. A learning report for each subject, which describes the types of learning achieved in the course, must be prepared.

The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2,400 characters per page.

All the subject's tasks and corresponding solutions must be documented online in the portfolio. A link to the portfolio as well as proof of passing the exam at the partner institution must be handed into the Academy no later than four weeks after completion abroad. The portfolio, including learning reports, is assessed as pass/fail.

Main project

A supervisor is appointed at the Academy – and the report is submitted and assessed as described under the external exams.

6.3. Rules for examinations abroad

For the description of rules for conducting examinations abroad, please refer to the exams' section at <http://www.baaa.dk/students/counselling-and-administration/exam/>. This also describes the costs involved if the examination is held abroad.

6.4. Agreements with foreign educational institutions

For information on concrete agreements with foreign educational institutions, please contact the International Office.

7. Examinations on the programme

7.1. Overview of examinations and their timing

With indication of whether internal or external assessment.

Time	Subject/exam	150 ECTS distributed on the exams	Internal/external assessment	Assessment
2nd semester	1. First-year exam Programming, Systems development, Technology and Business	60	External	7-point scale
3rd semester	2. Programming and technology	20	External	7-point scale
3rd semester	3. Systems development	10	Internal	7-point scale
4th semester	4. Elective course exam(s)	30	Internal	7-point scale
5th semester	5. Internship exam	15	Internal	7-point scale
5th semester	6. Main exam project	15	External	7-point scale
Information concerning times, dates and locations for the exams are on the intranet				

This is followed by a description of each exam with:

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

At the beginning of a programme component, semester, etc. there is automatic registration for the appropriate exams. Registration for the 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.

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

7.2. First-year exam: Programming, Systems development, Technology & Business

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The student must have fulfilled the requirement of compulsory attendance and hand-ins during the 1st year
- The first-year project, which forms the basis of assessment and examination, must satisfy the formal requirements below and must be submitted on time in accordance with the examination plan available on the intranet

If a student fails to comply with one or more of the study activities or the requirement that the first-year project, which constitutes the written part of the exam, should be handed in on time, the student cannot take part in the exam and one exam attempt will have been used.

The exam form and organisation

The exam is an external, individual oral examination based on a written group project and an oral individual examination and will be assessed according to the 7-point scale.

The group must consist of three to four students.

At the oral examination, the student draws a question that consists of a programming task and a question in one of the other subjects. The student has 40 minutes to prepare their answers and will then be examined for 40 minutes including deliberation and communication of marks.

Exam weight: 60 ECTS.

One single mark is awarded based on an overall assessment of the written and oral presentation.

Formal requirements for the written project

A project report and a product must be submitted.

The project report, which constitutes the written part of the exam, must as a minimum contain:

- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)

- Submission in machine readable form

The project report cannot exceed 60 standard pages. Front page, TOC, bibliography and appendices do not count. Appendices will not be assessed.

If a student fails to comply with the prerequisites, the student cannot take the exam and will have used one exam attempt.

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the compulsory programme element: Programming, Systems development, Technology and Business.

Awarding of marks: The student is awarded one single mark based on an overall assessment of the written and the oral part of the exam. In order to pass, none of the three parts of the exam can have a mark lower than 00.

The learning objectives appear in the joint national part of the curriculum.

Time placement

The examination takes place the end of the 2nd semester. Further details on time and place and handing in of the written group project are available on the intranet.

The first-year exam takes place before the end of the **first year of study** and must be passed before the student can continue with the programme.

In individual cases, the programme may dispense from the time scheduled to pass the exam if this is due to documented illness, maternity/paternity leave or other special circumstances.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.3. Third semester exam in Programming and Technology (20 ECTS)

Prerequisites to take the exam

The following requirements must be met to take the exam, including the requirement of compulsory attendance:

- The student must fulfil the requirements of compulsory attendance and hand-ins for the subjects '*Distributed programming*' and '*Distribution, integration and security*' in the 3rd semester.

The exam form and organisation

The exam is an external, individual oral examination.

The student draws a question within the subjects. The student has approximately 40 minutes to prepare their answers. The proceeding examination takes 40 minutes including deliberation and communication of marks.

The student is awarded one single mark based on an overall assessment of the presentation and the following examination. The subjects carry the same weight.

Assessment criteria

The exam is assessed according to the 7-point scale. The assessment criteria are identical to the learning objectives for the compulsory programme elements: Programming and Technology in the 3rd semester with a total weight of 20 ECTS.

The learning objectives appear in the joint national part of the curriculum.

Time placement

The exam takes place at the end of the 3rd semester. Information on time and place is available on the intranet.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.4. Third semester exam in Systems development (10 ECTS)

Prerequisites to take the exam

The following requirements must be met to take the exam, including the requirement of compulsory attendance:

- Systems development report. Group report prepared by 4 to 6 students
- The student must have fulfilled the requirements of compulsory attendance and hand-ins in the 3rd semester
- The systems development project, which forms the basis of assessment and examination, must satisfy the formal requirements below and must be submitted on time in accordance with the examination plan available on intranet

If the written project, which constitutes the written part of the exam, is not handed in properly, the student cannot take part in the examination, and one exam attempt will have been used.

Formal requirements to the systems development report

- Front page and title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (incl. all sources that have been referenced)
- Appendices (only include appendices that are essential to the report)

A maximum of 40 standard pages. A standard page is 2,400 characters, including spaces and footnotes. Front page, TOC, bibliography and appendices do not count.

If a student fails to comply with the prerequisites, the student cannot take the exam, and one exam attempt will have been used.

The Exam form and organisation

The exam is an internal and individual oral examination.

The examination starts with a 20-minute group presentation. The starting point for this presentation is the systems development report, which forms part of the compulsory attendance requirements. This is preceded by a 30-minute individual oral examination, including deliberation and communication of marks.

The student is awarded one single mark based on an overall assessment of the written and oral presentation.

Assessment criteria

The exam is assessed according to the 7-point scale. The assessment criteria are identical to the learning objectives for the compulsory programme element: Systems development, with a weight of 10 ECTS.

The learning objectives appear in the joint national part of the curriculum.

Time placement

The examination takes place at the end of the 3rd semester. Information on time and place is available on the intranet.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.5. Elective element: Specialisation (30 ECTS)

The specialisation course gives the student an opportunity to obtain study and business competencies through specialisation and incorporation of subjects that relate broadly to the IT area.

Business Academy Aarhus offers a number of programme courses within the scope of the programme. In connection with the specialisation courses, the requirements of local businesses, current trends as well as student wishes will be taken into consideration. The description of the concrete specialisation course comes from the electives catalogue for the programme.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The student must have fulfilled the requirement of compulsory attendance and submitted all 4th semester hand-ins
- The course work, which forms the basis of the assessment and examination, must satisfy the formal requirements below and must be submitted on time in accordance with the examination plan available on the intranet

If a student fails to comply with one or more of the study activities or if the requirements for course work, which constitutes the written part of the exam, are not be submitted properly, the student cannot take part in the exam, and an exam attempt will have been used.

Learning objectives

The concrete specialisation courses are described in the joint national part of the curriculum, part 3, electives catalogue.

The exam form and organisation

The examination is an internal exam in the form of individual course work comprising the entire specialisation. One exam assignment is handed in as specified in the concrete specialisation course. As the specialisation may consist of more elective programme elements, the assignment may be divided up and submitted as partial hand-ins. The examiners will assess the submitted parts, and one single mark will be awarded according to the 7-point scale.

In order to have the exam assignment assessed, the contents must be credible. The assignment must satisfy all the formal requirements as specified in the description of the assignment and must be submitted properly and on time.

Furthermore, it is a prerequisite that the student confirms by their signature that they are responsible for the paper and that it was prepared individually.

ECTS

The elective programme elements have a total of 30 ECTS and will be offered as courses of varied sizes in multiples of 5 ECTS.

Time placement

The elective programme elements are placed in the 4th semester of the programme.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.6. Internship exam, 5th semester (internal exam)

The exam form and organisation

At the end of the internship, the student submits a written report of 10 standard pages as a maximum on an academic problem from the internship company as well as the learning objectives. The report must be prepared individually.

The exam is an individual examination and has a weight of 15 ECTS.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The internship report, which forms the basis of assessment and examination, must comply with the formal requirements below and must be submitted on time in accordance with the examination plan available on the intranet.
- In order to have the internship report assessed, it is a prerequisite that the student by their signature confirm that they are responsible for the preparation of the report
- The student must have complied with the requirement of compulsory attendance during the internship period

If the student fails to comply with one or more of the study activities or does not submit the internship report properly, the student will not be assessed, and one exam attempt will have been used.

Formal requirements for the written internship report

An internship report must be submitted.

The internship report, which constitutes the written part of the exam, must as a minimum contain:

- Front page with name, internship company, institution, internship period
- Preface
- Introduction
- Description of the business (its main activities, number of employees, their profession, etc.)
- Reflection on the concrete learning objectives achieved
- Description of concrete tasks
- Conclusion
- Appendices: Company reference and logbook

- Bibliography, if any (including all sources that have been referenced)
- Any further appendices (only include appendices essential to the report)

The internship report must not exceed 10 standard pages excluding appendices.

A standard page consists of 2,400 characters including spaces and footnotes. Front page, TOC, bibliography and appendices do not count. Appendices will not be assessed.

Assessment criteria

The exam is assessed according to the 7-point scale. The assessment criteria for the exam are identical to the learning objectives (knowledge, skills and competencies) for the duration of the internship. The learning objectives appear in the joint national curriculum.

Spelling and writing skills are part of the internship report (weighted 10 per cent). 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. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

If the overall assessment results in a mark lower than 02, the students must prepare a new internship report in order to re-qualify for examination in the internship report.

Time placement

The examination takes place after the completion of the internship. Additional information on time and place, and when the internship report must be submitted is available on the intranet.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.7. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 characters including spaces and footnotes. The front pages, TOC, bibliography and appendices do not count. Appendices will not be assessed. Requirements in relation to the extent of written exams and the correlation between the number of participants in a group and the project size are described under each individual exam.

7.8. Requirements for the main project

The main examination is evaluated as an external exam, which together with the internship exam and any other exams, demonstrates that the programme's educational objectives have been achieved. The exam consists of a project and an oral part, and one total mark is given.

For the requirements for the main project and the learning objectives, see the joint national part of the curriculum for the computer science programme and the description 'Main project', part 5 of the curriculum.

Prerequisites to take the exam

The written project, which constitutes the basis of assessment/examination, must:

- Meet the formal requirements for the main exam project, cf. the joint national part of the curriculum
- Be submitted on time, cf. the examination schedule available on the intranet

If the written project, which constitutes the written part of the exam, is not submitted correctly, the student cannot take part in the exam, and one exam attempt will have been used.

The examination can only be taken after the final internship exam and all other exams have been passed.

The organisation of the examination

The exam is an external oral exam based on a written group project.

One individual mark is awarded based on an overall assessment of the written and the oral presentation. The exam is assessed according to the 7-point scale.

The groups can only have a maximum of three students.

The project group presents the project, each student being allocated 10 minutes as a maximum. This is preceded by the individual examination of the group members. 20 minutes is allocated per student including deliberation and communication of marks.

The exam is weighted 15 ECTS.

Assessment criteria

The learning objectives for the exam are identical to the learning objectives for the main project; cf. the joint national part of the curriculum.

Time placement

The examination takes place at the end of the 5th semester. Information on time and place is available on the intranet.

Exam language

The programme is taught in English. However, it is possible to hand in written assignments and take the examination in Danish.

7.9. What effect do spelling and writing skills have on assessment

Spelling and writing skills are part of the main exam/bachelor project (weighted 10 per cent). 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. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

7.10. The use of aids and assistance

All electronic aids and assistance can be used. If an oral examination includes preparation time, students are not allowed to contact other people while preparing.

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

7.11. 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.

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

7.12. Sick and re-examinations

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 must take place in the final exam period, the student will be given the opportunity to take the exam in the same semester or immediately thereafter.

The sick exam may be the same as the next regular exam. The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of sick exams can be found on the intranet.

The illness must be documented by a medical certificate. The institution 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 sick 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.

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 re-examination may be the same as the next regular exam.

The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of re-examinations can be found on the intranet.

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

8. 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.

8.1. Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by an Executive Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Executive Order of 1519 from 16.12.2013). 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 institution can expel the student from the exam. In less severe cases, the institution 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 management.

8.3 The process of clarification of 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 programme must postpone the exam if it is not possible to clarify the situation before the date of the exam.

Format and content of the report

A report must be prepared without undue delay. The report should include a written presentation of the situation, which includes information that can identify those reported, as well as a brief explanation and documentary evidence of the position. 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 interested 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 of interested parties, the examinee is summoned to an interview that 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 of it. 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 must be 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 the programme can confirm the suspicion of cheating, and if the action has or could have had an impact on the assessment, the examinee must be expelled from the exam by the programme head.

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.

Complaints

The decision of expulsion 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 Executive Order or Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution 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 within a period of normally one week. The institution 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. Executive Order § 51.

9. Other rules for the programme

9.1 Credit for subjects included in the curriculum's institutional section

Specify any prior credit approval for programme components covered in the curriculum's institutional section.

Passed optional programme components are equivalent to the corresponding subjects at other educational institutions that provide this programme as well as other programmes.

9.2 Prior credit approval

Students can apply for prior credit approval. With prior credit approval for study in Denmark or abroad, students are required to document each approved and completed programme component when they have completed each programme component. In connection with applying for prior credit approval, the students give permission that the institution can obtain the necessary information after the student's completion.

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

9.3 Active attendance

In order to fulfil the programme's learning outcome/benefit and so that the related teaching forms can function, the table below specifies the course components where active attendance is required in the form of

- Hand-ins/presentations of assignments/projects and
- Compulsory attendance in terms of physical presence

Active attendance and any possible compulsory attendance, which is a prerequisite requirement to participate in the exams, are shown in the table below.

ACTIVE PARTICIPATION INCLUDES THIS FOR THE COMPUTER SCIENCE PROGRAMME: Compulsory attendance at teaching. If the student is unable to attend, for example due to illness, the student must notify student administration.	
1st SEMESTER	Joint project in Systems development 1 and Programming 1 4 activities in Programming 1 1 activity in Systems development 1 1 activity in Business and IT 1 Semester exam
2nd SEMESTER	Joint project in Systems development 2 and Programming 2 1 activity in each of the subjects Systems development 2, Programming, Business and IT 2 2 activities in Databases and operating systems
3rd SEMESTER	2 activities in Distributed programming 1 activity in Distribution, integration and security 1 activity in Systems development methods
4th SEMESTER	See the description of electives on the internet

The form and demands for the individual activities are explained in the course descriptions as well as the concrete task descriptions.

A rejection of the student's fulfilment of their obligations, for example, the rejection of a written assignment or non-compliance with the formal requirements of an assignment, will be listed as non-compliance for student activity in relation to the receipt of the government grant (SU).

The programme will intervene with assistance and guidance as early as possible if a student fails to comply with compulsory attendance.

Compulsory attendance and any active attendance requirements, which are prerequisites to participate in any exams, are indicated in the description of each individual exam.

Business Academy Aarhus may grant exemptions from these provisions if there are exceptional circumstances.

9.4 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 defined as follows for students who within the last 12 months have:

- participated in at least two different exams
- passed at least one exam
- fulfilled their obligation to participate in any activity which is part of the programme, including group work, class projects, remote learning, etc. as indicated in the curriculum

- delivered, as indicated in the curriculum, the assignments, reports (learning) portfolios, etc., which are prerequisites for participation in exams with credible content, and have not submitted any plagiarised material
- been present for all activities with compulsory attendance, as indicated by 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 at 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 on by the head of the programme.

The student can complain about the decision to the director of education within two weeks of receipt of the decision. The complaint will delay any further action. If the director 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 Executive Order of Examinations, should have participated in before the end of the 2nd semester and passed before the end of the 2nd semester and where this Executive Order has stipulated any time limits for completion of the programme are valid independent of any other rules.

10. Complaints regarding exams and the appeal of decisions¹

10.1 Complaints regarding exams

It is recommended that the student seek 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 Executive Order on Examination Regulations.

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

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

The two types of complaints are handled differently.

1. See the Executive Examination Order, section 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

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

A candidate may submit a written and substantiated complaint within a period of two weeks after the exam result has been announced in the usual way concerning:

- the basis of the exam, including exam questions, assignments, etc., as well as its relation 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 head of the programme.

The complaint must immediately be submitted to the original examiners, i.e. the internal and external examiners for the examination. The opinion of the examiners will form the basis of the institution's decision regarding academic issues. The institution will usually decide a deadline of two weeks for the submission of their opinions.

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 institution'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)
- 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 appoint 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 may 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' opinions along with the complainant's remarks as well as the institution's decision.

The examiners will then notify the institution 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 institution'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 head of department.

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), who 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 institution'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 offers reassessment or re-examination, the complainant must be advised that a reassessment or re-examination may result in lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. The 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' opinions along with the complainant's remarks as well as the institution'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 institution in accordance with an Executive Order (for example incapacity, consultation of interested parties, whether the Executive Order or Examinations has been interpreted correctly, etc.) must be submitted to the institution which then submits a report that the complainant has had the opportunity to comment within a period of normally one week. The institution then sends the complaint, the report and the complainants comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Institution is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

11. Rules of exemption

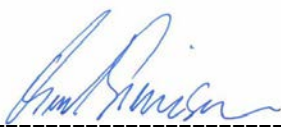
The educational institution can deviate from what the institution or the institutions themselves have stated in the curriculum if this is justified by exceptional circumstances. The various institutions must cooperate in order to have a homogenous dispensation policy.

12. Transitional scheme

This curriculum replaces earlier versions of the curriculum with effect from 31 July 2014. However, exams started before 1 August 2014 must be completed according to this joint national part of the curriculum before 31 August 2014 + 2 semesters.

13. Approval

This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 24 August 2014.



Head of Department Gert Simonsen
For Business Academy Aarhus