Curriculum for IT Technology

Part II, Institutional Part
Commencement 15.02.2018

IT-teknolog

Content

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

1. Overview of elective elements on the programme

Semester	Subject elements (national and local including electives)	ECTS
1st semester	National subject element: Network technology, part 1	9 ECTS
1st semester	National subject element: Embedded systems, part 1	9 ECTS
1st semester	National subject element: Programming, part 1	7 ECTS
1st semester	National subject element: Project management and business skills, part 1	5 ECTS
2nd semester	National subject element: Network technology, part 2	9 ECTS
2nd semester	National subject element: Embedded systems, part 2	9 ECTS
2nd semester	National subject element: Programming, part 2	7 ECTS
2nd semester	National subject element: Project management and business skills, part 2	5 ECTS
3rd semester	Local subject element 1: Elective element 1a: Network technology and IT security *or* Elective element 1b: Embedded technology and electronics in systems	25 ECTS
3rd semester	Local subject element 2: Elective course 2 – see the elective's catalogue	5 ECTS
4th semester	Internship	15 ECTS
4th semester	Final exam project	15 ECTS

2. Local subject elements

On this programme there are local subject elements which are weighted 30 ECTS, of which 30 ECTS are electives.

Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

The students choose on the 3rd semester, whether they want to specialise in network or embedded systems, in preparation for the labour market. The students must also choose an elective element weighted 5 ECTS.

2.1. Network technology and IT security

Content
This subject element deals with networking technologies and systems, including server technologies, database systems and network security.

Learning objectives

Knowledge and understanding
The student will gain knowledge about:
- the practice and applied theory and methods in the field of server technologies and network security as well as IT security in general
- the practice, centrally applied theory and methods, and will also understand the industry's use of theory and method in server technologies and network security and IT security in general.

Skills
The student will get the skills to:
- apply to key methodologies and tools in the field of server technologies and network security and IT security in general in connection with design, project management and the implementation of complex network solutions and can apply the skills related to employment in the field of network technology and IT security in connection with the construction, testing, maintenance, administration, operation and monitoring of complex network solutions
- evaluate the real-life problems as well as outline and select solution options within server technologies and network security and IT security in general
- communicate real-life network and IT security issues as well as possible solutions to business partners and users.

Competencies
The student will learn to:
- deal with development-orientated situations, including needs identification, analysis, solutions, design and implementation of safe and sustainable network based solutions
- participate in academic and interdisciplinary collaboration on the development of an IT security strategy and policies with a professional approach
- in a structured context, acquire new knowledge, skills and competencies in relation to server technologies and network security as well as IT security in general.

ECTS weight
The subject element network technology and IT security is weighted 25 ECTS credits.

2.2. Embedded technology and electronics in systems

Content
This subject element deals with embedded technologies, electronic systems, as well as with the use of embedded and electronic components in complex solutions.

Learning objectives

Knowledge and understanding
The student will gain knowledge about:

- development-based knowledge about the practice and applied theory and methods in the field of production technique and management, electronic technology and design as well as embedded systems
- the practice, centrally applied theory and methods, and will also understand the industry's use of theory and method in electronic technology and design as well as embedded systems.

Skills
The student will get the skills to:

- apply to key methods and tools, including design, development, construction and can test prototypes as well as be able to apply the skills related to employment in the industry, this includes relevant simulation tools
- assess the real-life problems in the field of embedded technology and electronics in systems as well as run and select solutions
- disseminate real-life issues and possible solutions within embedded technology and electronics in systems to business partners and users.

Competencies
The student will learn to:

- deal with development-orientated situations and how new components interact with existing solutions in order to optimise solutions
- participate in academic and interdisciplinary collaboration on needs identification, analysis, solutions, development, design and implementation of safe and sustainable embedded solutions with a professional approach
- in a structured context, acquire new knowledge, skills and competencies in relation to embedded technology and electronics.

ECTS weight
The subject element embedded technology and electronics in systems is weighted 25 ECTS credits.

2.3. Elective element

The students must also choose an elective á 5 ECTS. The students choose at the end of the 2nd semester, which 5 ECTS elective they want for the 3rd semester.

These electives are described in a separate part of the curriculum, curriculum part 3, the elective's catalogue.

3. Exams on the programme

When starting on a programme element, semester, etc., the students will automatically be registered for the relevant exams. Registration for an exam means that one exam attempt has been used. This does not apply 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.

3.1. Overview of examinations and their timing

With indication of whether internal or external assessment

Time	Subject/exam	ECTS	Internal/external assessment	Assessment
2nd semester	1. First year exam	60	External	7-point scale
3rd semester	2. Specialisation exam: a) Network technology and IT security *or* b) Embedded technology and electronics in systems	25	Internal	7-point scale
3rd semester	3. The elective's exam	5	Internal	7-point scale
4th semester	4. Internship exam	15	Internal	7-point scale
4th semester	5. Main exam project	15	External	7-point scale

Information concerning times, dates and locations for the exams can be found on Study Update

This is followed by a description of each exam with:

- Learning objectives for the exam
- The exam form and organisation including any formal requirements for written exams
- Prerequisites for the exam – active attendance and submission requirements
- Criteria for assessment and co-examiner
- Completion when requirements listed below are not met.

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

3.2. Completion of the exams

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

Pass / fail exams

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

If exam project was prepared by one student and not passed, the student can choose to work further on the existing project or prepare a new project.

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

Project not handed in/written answers

If a student does not hand-in their exam project or a written report, one exam attempt will have been used.

The student can choose to work further on their existing project or prepare a new project.

Not participated in the exam/oral examination

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

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

Sickness and re-examinations

The specific time limits appear in each exam description.

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

Sick exams

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

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

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

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

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

3.3. First year exam, 60 ECTS

Learning objectives for the exam
The assessment criteria for the exam are identical to the learning objectives for the first year of study.
The learning objectives are specified in the national part of the curriculum.

The exam form and organisation including any formal requirements
The first year exam consists of a continuous assessment activity as well as an individual oral exam on the basis of a group project. The exam is an individual oral examination based on a group project and the first and second semester syllabuses, and a number of continuous assessment activities throughout the semester, this is collectively called the first year exam.

The continuous assessment activities
The continuous assessment activities consist of a series of activities spread over the 1st year of studies.

For each individual continuous assessment activity, percentage points will be awarded, which at the end of the 2nd semester will be converted to a mark which is weighted 30% of the mark for the first year exam. The continuous assessment activities are made up of three types of activities, as described in more detail in the following.

For **attendance**, which is based on registration or a quiz, students must be present for teaching when the quiz is conducted. Students can follow their attendance record their and number of answered quizzes on Canvas. Students' attendance and the quizzes are worth 20% of the 30% total the continuous assessment activities are weighted.

The **tasks** are weighted on the basis of the academic content. Students can follow their handed-in tasks and the percentage points these are awarded on Canvas. These tasks are worth 60% of the 30% total the continuous assessment activities are weighted.

An exam will be conducted at the end of the 1st semester, which makes up 20% of the 30%, which the continuous assessment activities are weighted.

The individual assessment activities are described below:

Assessment activities	Time placement / frequency	Credits	Assessment
A. Attendance at teaching activities	Continuously 1st and 2nd semester	20% of the points	Participation in the daily quiz or attendance registration in Canvas.
B. Task solution	Continuously 1st and 2nd semester	60% of the points	The tasks compiled with points in Canvas and when handed-in. An overview and a shedule will be available on Canvas at the beginning of the semester.
C. Exam at the end of the 1st semester	End of 1st semester	20% of the points	Assessment based on the points scale in relation to the multiple choice test.

Point scale	Marks for continuous assessment activities	Percentage points
	12	94-100%
	10	85-93%
	7	75-84%
	4	60-74%
	02	50-59%
	00	31-49%
	-3	0-30%

The students have one attempt to complete each of the continuous assessment activities A, B and C. With undocumented absence or hand-in without content, the students will get the lowest points according to the table above. If the student has a documented absence due to illness, or maternity/paternity leave a new task will be assigned. This only applies to continuous assessment activity B and C. In the case of a documented absence due to illness or maternity/paternity leave for continuous assessment activity A, attended, attendance will be calculated proportionally.

The weighted average mark for the continuous assessment activities is indicated on the diploma as continuous assessment activity, first year exam.

Exam

The exam is an individual oral exam based on a group project and product. There can only be a maximum of four students in a group.

The exam process

1. Group presentation based on a product and a report: max. 20 minutes for each group
2. 25-minute individual examination, which is based on the project, and an exam question drawn by the student that is based on the curriculum. Each student from the group is examined individually as follows:
    a. The students present the technical aspects of their individual parts of the project, including their role and learning during the course of the project (about 10 minutes).
    b. The students answer a question they have drawn which is based on the compulsory programme elements from the first and second semester's curriculum (about 10 minutes).
3. Deliberation and communication of marks: 5 minutes.

Exam weight: 60 ECTS

Formal requirements for a written project

A project report must be handed in as well as a product.
For the written part of the exam, the project report must contain at least:

- 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)
- Hand-in electronically.

The project report must have a maximum of 40 standard pages for a group regardless of group size. Group size is max 4 persons. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices.

Prerequisites to take the oral part of the exam

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

- The written project, is the basis for the exam and the assessment thereof and must:
    - fulfil the formal requirements (see above)

- be handed-in on time, in accordance with the exam schedule, which is available on Study Update
- the content must be credible.

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.

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the first year of study.

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

One total, individual mark is awarded based on an overall assessment of the student's written product report and product and the oral performance.

The actual exam and the continuous assessment activities will be evaluated separately. The exam and the continuous assessment assignments are assessed according to the Danish 7-point scale. One overall mark is given, the actual exam is weighted 70% and the continuous assessment activities are weighted 30% of the final mark for the first year exam. In the actual exam, one total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The exam has an external co-examiner.

When calculating the weighted average of the continuous assessment activities and the exam, the mark will be rounded up if it is halfway between two marks on the marking scale. There will be no rounding if the overall mark is under 02. The two separate marks as well as the weighted mark for the first year exam will appear on the diploma.

If a student fails the exam, the student must do a re-exam in the project part. The mark for the continuous assessment activities will be transferred for the re-exam regardless of whether the continuous assessment activities have been passed or failed, i.e. it doesn't matter whether the overall assessment is above or below 02.

Re-examination

For a re-exam, a new project and new report must be prepared. The Academy decides whether the new project must be based on the same problem statement as the project work that was the basis for the regular exam or whether a new problem statement must be prepared. A re-exam can be done on the basis of an individual project, as well as a group project. The exam is conducted in the same way as the regular exam.

3.4. Third semester exam: Specialisation (25 ECTS)

Learning objectives for the exam

The assessment criteria for the exam are identical to the learning objectives for the elective element 1a: Network technology and IT security, or 1b: Embedded technology and electronics in systems (both described in section 2).

Exam form and organisation

The exam is an individual oral examination based on a written group project and an oral individual examination. Exam weight: 25 ECTS

One total mark is awarded based on an overall assessment of the student's written and oral exam.

A group project must be prepared by a group of no more than 4 students.

The exam process

The students present their project individually (max 10 minutes), this is followed by an examination, where a question concerning the curriculum for the compulsory subjects on the third semester is drawn. The entire examination time is 25 minutes, including assessment.

Formal requirements for a written project

A project report must be handed in as well as a product.
For the written part of the exam, the project report must contain at least:

- 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 must not exceed 40 standard pages, regardless of the group size. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The third semester exam, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.

Non-compliance of one or more prerequisites or in the event that the internship project is not handed in correctly, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the specialisation. The learning objectives for the specialisation can be found in section 2.

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

3.5. Elective element: the electives exam, 5 ECTS

Learning objectives for the exam

The assessment criteria for the exam are identical to the learning objectives for the chosen elective. See the electives' catalogue, curriculum part 3.

Exam form and organisation

The exam is an individual, written exam. The exam weight is 5 ECTS

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The written exam, which forms the basis of assessment and the exam, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.

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.

Non-compliance of one or more prerequisites or in the event that the written part of the assignment is not handed in on time, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the chosen elective. The electives courses are described in part 3, the electives catalogue.

The written assignment is assessed according to the 7-point scale and has an internal co- examiner.

3.6. Internship exam, 4th semester internal exam

Learning objectives for the exam

The learning objectives for the internship exam are described in the national part of the curriculum.

Exam form and organisation

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

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.

Formal requirements for the written internship report

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 can only be 10 standard pages excluding appendices.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The internship exam, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.
- 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.

Non-compliance of one or more prerequisites or in the event that the internship exam is not handed in on time, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Assessment criteria

The exam is assessed according to the 7-point scale and has an internal co- examiner. 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 are specified in the national part of the 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. The application must be sent to the programme, addressed to the head of the programme no later than four weeks before the exam is due to be held.

Exam failed

If an internship project is given less than the mark 02, it is a fail and one exam attempt will have been used. The student must then prepare a new internship report to sign up for an internship exam.

3.7. The main exam project, external exam (15 ECTS)

Learning objectives for the exam

The learning objectives for the final exam project can be found in the national part of the curriculum.

Assessment criteria

The main exam project is an 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 exam consists of a project and an oral part for which the student is awarded one overall mark. The written project will not get an independent mark, but it is included in the assessment at the oral exam.

The exam is assessed according to the 7-point scale and has an external co- examiner.

Exam form and organisation

The exam is an individual, oral examination based on the written main exam project. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. If the main exam project is prepared by a group, the group must not exceed 3 students. See the national part of the curriculum for the formal written requirements for the project.

The exam process

30 minutes per examinee is set aside, this includes the assessment.
1. The student/project group presents the project, each student being allocated 10 minutes.
   a. If the project is individually prepared, the exam will be started with a 10 minute presentation by the student.
   b. If the project has been prepared in a group, the exam will be started with each group member giving a 10 minute presentation.
2. Followed by an individual examination. The students are examined individually for 15 min.
3. Deliberation and communication of marks: 5 min.

Exam weight: 15 ECTS

Prerequisites to take the exam

The written project, is the basis for the exam and the assessment thereof and must:

- Fulfil the requirements of the main exam project, see the national part of the curriculum.
- be handed-in on time, in accordance with the exam schedule, which is available on Study Update.

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.

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

3.8. Sickness/re-examinations

The deadline for the first sick/re-exam will be either the end of December or the end of May. The student may, however, also choose a hand in deadline at the start of August or March, if the student wants to complete their programme faster. The student must choose this option immediately after the regular examination though. The programme secretary must be informed of the choice.

The deadline for the first sick/re-exam is after the first regular exam. Concrete dates will always be listed in the activity calendar for the programme available on Study Update.

4. Rules for the completion of an internship

During the internship, the student will have a supervisor from the programme and a contact person in the company. Together, the internship company and the student determine the learning objectives to be attained by the student during the internship period, these must be based on the learning objectives found in the third part of the national part of the curriculum and which will subsequently provide the basis for the company's planning of the student's work. The learning objectives for each student must be approved by the Academy.

The internship period is 10 weeks and concludes with a written exam . See also section 3 concerning the description of the programme's exams.

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.

5. The programme parts that can be completed abroad

5.1. The programme parts and rules for prior credit approval

The programme is modular; this means that it is possible for a student to take the 3rd semester abroad, just as it is possible for foreign students to study one semester in our programme. An internship can also take place abroad.

There is also possible to take an elective element on the programme's 3rd semester as a summer school stay abroad.

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

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

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 Academy can obtain the necessary information after the student's completion.

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. International Office can be contacted for further information, and information about specific opportunities. 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. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 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.

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

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

In the assessment of projects and exams, in addition to the academic content, the student's spelling and writing ability is also important (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. The application must be sent to the programme head no later than 4 weeks before the exam.

7. The use of aids and assistance

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

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

8. Special exam conditions

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

Students may therefore, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a doctor's certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a doctor's condition or relevant disability.

Students whose mother tongue is not Danish can apply for permission to bring dictionaries to the examination where no aids and assistance are not allowed.

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

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

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

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

9.1. Cheating and disruptive behaviour during exams

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

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

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

Cheating is for instance:

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

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

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

Expulsion can also occur once the exam has been held.

Presumption of cheating, including plagiarism during and after the exam

If during or after an exam, there is a suspicion that an examinee:
- Improperly obtained or provided help
- Has passed somebody else's work off as their own (plagiarism)
- Has used previously assessed work or parts thereof without reference (plagiarism)

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

Business Academy Aarhus conducts systematic digital plagiarism control.

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

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

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

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

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

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

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

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

In less severe cases, a warning is given first.

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

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

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

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

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

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

10. Complaints regarding exams and the appeals of decisions[1]

10.1. Complaints regarding exams

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

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

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

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

The two kinds of complaints are handled differently.

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

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

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

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

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

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

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

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

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

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

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1. See Ministerial Order for Examinations chp 10 .

- that the student's complaint has been dismissed.

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

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

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

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

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

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

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

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

10.3. Appeals and legal issues

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

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

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

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

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

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

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

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

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

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

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

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

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

10.4. Complaints concerning legal matters

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

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

11. Indication of applied teaching and work methods

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

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

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

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

12. Rules for credit for subject elements

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

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

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

12.2. Prior credit approval

Students may apply for prior credit approval. For prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element on the completion of these studies. In connection with 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.

13. Criteria for the evaluation of study activity

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

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

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

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

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

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

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

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

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

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

Rules about the exams, which the students according to the Ministerial Order for Examinations should have participated in before the end of the 2nd semester and passed before the end of the 3rd semester, and where the Ministerial Order for this programme has fixed time limits for completion of the programme, apply irrespective of the above rules.

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

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

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

14. Requirements concerning a foreign language

The programme's teaching materials and teaching is done in English. The exams will be conducted in Danish for students admitted to the it-teknologuddannelsen, while exams will be conducted in English for students enrolled on the IT Technology programme.

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

15. Rules of exemption

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

16. Commencement and transitional schemes

This part of the institutional curriculum is valid from 15.02.2018 and is valid for students who are enrolled after 01.01.2018

17. Legal basis

The following current legislation applies to the programme:

- Ministerial Order no. 935 from 25/08/2014: Ministerial Order for Academies of Professional Higher Education
- Ministerial Order no. 1147 from 23/10/2014: Ministerial Order for Academy Profession degree programmes and Bachelor degree programmes (LEP law).
- Ministerial Order no. 247 from 15/03/2017: Ministerial Order for technical and commercial business academies and professional bachelor courses
- Ministerial Order no. 1500 from 02/12/2016: Ministerial Order for examinations in higher educational business programmes
- Ministerial Order no. 107 from 27/01/2017: Ministerial Order for admission to business academies and professional bachelor courses

- Ministerial Order no. 114 from 03/02/2015: Ministerial Order for marking scales and other assessment criteria

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