

**CURRICULUM**  
for  
**Environmental Management**

Part II: Institutional Part  
Commencement 15.08.2018



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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

Programme specialisation	National subject elements	Institutional subject elements study programme
Environmental and nature management	Method, communication and learning, 15 ECTS (1st and 2nd semester) Business understanding, 10 ECTS (1st, 2nd and 3rd semester) Management, 5 ECTS (1st semester) Nature, 15 ECTS (1st, 2nd and 3rd semester) Environment, 15 ECTS (1st, 2nd and 3rd semester) Internship, 15 ECTS (4th semester) Final exam project, 15 ECTS (4th semester)	Environmental management, 10 ECTS (3rd semester)  Nature management, 15 ECTS (3rd semester)  Elective element, 5 ECTS

## 2. Institutional subject elements

On this programme, the institutional subject elements are weighted 30 ECTS, of which 5 ECTS are electives. Students may also follow electives at other institutions if they pay for their own transportation, overnight accommodation, etc.

### 2.1 Study programme nature and environment

#### Environmental management

##### Content

The subject element deals with knowledge of environmental management and the administration of environmental conditions in relation to the production and use of resources, as well as other activities. Work is done with national and international legislation and the associated planning. This includes analysis, assessment and instruments in the management of water environments and landscapes as well as the production and use of resources. Work will also be done with concrete solutions for practice-orientated and complex problem statements. This includes various companies and their resource and environmental impact.

#### Learning objectives for environmental

##### Knowledge

The student will gain knowledge about:

- practices and central applied theory and methodology in the field of public environmental management, including the creation, case management and cost effectiveness
- and an understanding of practices and central applied theory and methodology in the field of public environmental management and governance.

## Skills

The student will get the skills to:

- apply the subject's key methods and tools as well as the skills related to employment, where public environmental management and management is an essential prerequisite for this business area.
- assess the practice-orientated problem statements within environmental management and select solution options
- disseminate practice-orientated issues and possible solutions within the fields of environmental management to partners and users.

## Competencies

The student will learn to:

- manage development-orientated practical issues in relation to public environmental management and governance.
- participate in academic and interdisciplinary collaboration and advising in relation to these issues in the field of environmental management.
- in a structured context, acquire knowledge, skills and competencies in relation to environmental legislation, public environmental management and environmental management.

## ECTS weight

The subject element environmental management is weighted 10 ECTS credits.

## Nature management

### Content

The subject element contains administrative knowledge of nature and landscapes. Work will be done with national and international legislation and the associated planning in relation to the production and use of resources, as well as other activities. This includes analyses, evaluations and instruments in relation to nature management. Work will also be done with concrete solutions for practice-orientated and complex problem statements as well as the planning of operations. Work is done in natural areas, urban areas and open landscapes.

### Learning objectives for nature management

#### Knowledge

The student will gain knowledge about:

- practices and central applied theory and methodology in the field of public nature management, including the creation, planning of operations and cost effectiveness.
- and an understanding of practices and central applied theory and methodology in the field of public nature management.

## Skills

The student will get the skills to:

- apply the subject's key methods and tools as well as the skills related to employment, where public nature management is an essential prerequisite for this business area.
- assess the practice-orientated issues in the field of nature management as well as outline and choose solution models, including care methods, techniques and legislation.
- disseminate practice-orientated issues and possible solutions within the fields of nature management to partners and users.

## Competencies

The student will learn to:

- manage development-orientated practical issues in relation to public nature management.
- participate in academic and interdisciplinary collaboration and advising in relation to these issues in the field of nature management.
- in a structured context, acquire knowledge, skills and competencies in relation to nature management and care methods.

## ECTS weight

The subject element nature management is weighted 15 ECTS credits.

## 2.2 Elective element

### Personal development

#### Content

The subject's content is based on the knowledge, awareness and reflection of the character formation and creation of personal competencies that are considered essential to succeed in the 21st century's labour market. Focus is on character traits such as ethics, courage, curiosity, presence, stamina and self-leadership.

### Learning objectives for personal development

#### Knowledge

The student will gain knowledge about:

- development based knowledge of the practice and centrally applied theory and methods associated with learning processes and cooperation
- and an understanding of practices and central applied theory and methodology within professional job searching processes in the Danish labour market.

## Skills

The student will get the skills to:

- use key methods and tools to create and maintain professional networks
- evaluate and identify personal competencies
- disseminate practice-orientated issues and possible solutions with cooperation and networking on the Danish labour market

## Competencies

The student will learn to:

- manage development-orientated practical issues in relation to cooperation and creating networks
- in a structured context, acquire knowledge, skills and competencies in relation to personal development

## ECTS weight

The subject element personal development is weighted 5 ECTS credits.

## 3. Exams on the programme

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

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

### 3.1 Overview of examinations and their timing

With indication of whether internal or external assessment

Time	Subject/exam	ECTS	Internal/external assessment	Assessment
1st semester	1st Semester exam	30	External	7-point scale
2nd semester	2nd Semester exam	30	External	7-point scale
3rd semester	Specialisation exam 1	15	External	7-point scale
3rd semester	Specialisation exam 2	10	Internal	7-point scale
3rd semester	The elective's exam	5	Internal	7-point scale
4th semester	Internship exam	15	Internal	7-point scale

4th semester	Final exam project	15	External	7-point scale
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**Information concerning times, dates and locations for the exams can be found on Study Update**

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

### 3.2 Completion of the exams

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

#### Pass / fail exams

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

If the exam project was prepared by one student and not passed, the student must agree with their supervisor on whether they can work further on the existing project or must 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 must agree with their supervisor on whether they can 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 must agree with their supervisor on whether they can choose to work further on their existing project or must 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 (illness) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after.

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

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

### *Re-examination*

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

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

## **3.3 Exam Project 1, 1st semester exam - 30 ECTS**

### **Learning objectives for the exam**

See appendix 1 Learning objectives for exams on the programme.

### **Exam form and organisation**

The exam is an individual, oral examination based on an individually prepared exam project. The students will be given a project presentation with guidance for the official descriptions. Guidance will be provided during the project period.

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

The following requirements must be met to take the exam:

- The compulsory assignments for the programme specialisation on the 1st semester must be approved prior to the exam, see appendix 2: Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions on Study Update.
- It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature. This happens when you upload your report to WISEflow.

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.

### **Criteria for assessment and co-examiner**

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

### ***Sick/re-exams***

The deadline for the first sick/re-exam is at the end of February. The deadline for the second sick/re-exam will be at the beginning of March. Specific dates will be available on Study Update.

## **3.4 Exam Project 2, 2nd semester exam - 30 ECTS**

### **Learning objectives for the exam**

See appendix 1 Learning objectives for exams on the programme.

### **Exam form and organisation**

The exam is an individual oral exam based on one interdisciplinary exam project prepared in collaboration with a company, or on the basis of a relevant case. Which subjects are included in the assessment will depend on the study programme and will be specified in the guidance for the official descriptions (on Study Update).

The students will be given a project presentation with guidance for the official descriptions before the project period. Group projects can be prepared which need not be individualised but may only have max 4 students per group.

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

The following requirements must be met to take the exam:

- The compulsory assignments for the programme specialisation on the 2nd semester must be approved prior to the exam, see appendix 2: Compulsory assignments
- The written project and/or assignment which forms the basis of both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions on Study Update.
- It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature. This happens when you upload your report to WISEflow.

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.

### **Criteria for assessment and co-examiner**

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

### ***Sick/re-exams***

The deadline for the first sick/re-exam is medio August. The deadline for the second sick/re-exam is medio October. Specific dates will be available on Study Update.

### **3.5 Exam project 3a, Specialisation exam 1, 3rd semester – 15 ECTS**

#### **Learning objectives**

See appendix 1. Learning objectives for exams on the programme.

#### **Exam form and organisation**

Exam project 3a, specialisation exam 1 is an individual oral exam based on one of the programme specialisation projects. Before the project period, the students will receive a project proposal. Group projects can be prepared which need not be individualised but may only have max 4 students per group. Guidance will be provided during the project period.

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

The following requirements must be met to take the exam:

- The compulsory assignments for the programme specialisation on the 3rd semester must be approved prior to the exam, see appendix 2: Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course.
- It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature. This happens when you upload your report to WISEflow.

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.

#### **Criteria for assessment and co-examiner**

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

#### ***Sick/re-exams***

The deadline for the first sick/re-exam is at the end of February. The deadline for the second sick/re-exam will be at the end of March. Specific dates will be available on Study Update.

### **3.6 Exam project 3b, Specialisation exam 2, 3rd semester – 10 ECTS**

#### **Learning objectives**

See appendix 1 Learning objectives for exams on the programme.

#### **Exam form and organisation**

The exam is an oral examination based on a written product. Guidance for the official description will be handed out before the exam.

For the speciality Agro Business Economist, the study programme agricultural economy and business management has an individual written on-site exam. Guidance for the official description will be handed out before the exam.

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

The following requirements must be met to take the exam:

- The compulsory assignments for the programme specialisation must be approved prior to the exam, see appendix 2: Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions on Study Update.
- It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature. This happens when you upload your report to WISEflow.

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.

### **Criteria for assessment and co-examiner**

The exam is assessed as an overall assessment of the student's written and oral performance.

For the speciality Agro Business Economist, the study programme agricultural economy and business management only the written part at the on-site exam will be assessed.

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

### ***Sick/re-exams***

The deadline for the first sick/re-exam is at the end of February. The deadline for the second sick/re-exam will be at the end of March. Specific dates will be available on Study Update.

## **3.7 The elective's exam, 3rd Semester - 5 ECTS**

### **Learning objectives**

The learning objectives for the exam are identical to the chosen elective element, see section 2.2.

### **Exam form and organisation**

The exam is an individual, oral examination based on a written product.

Before the project period, the students will receive a project proposal. Group projects can be prepared which need not be individualised but may only have max 4 students per group. The project must have a scope of max 30,000 keystrokes. Guidance will be provided during the project period. Guidance for the official description will be handed out before the exam.

The individual oral examination is 20 minutes, which includes the assessment, and a presentation of a product or the written hand-in, see the official description.

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

The following requirements must be met to take the exam:

- The compulsory assignments for the programme specialisation must be approved prior to the exam, see appendix 2: Compulsory assignments
- The written project which forms the basis for both the assessment and the examination must have a credible content, must comply with the formal requirements and must be submitted in due course, cf. the official descriptions on Study Update.
- It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature. This happens when you upload your report to WISEflow.

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.

### **Criteria for assessment and co-examiner**

The exam is assessed as a whole according to the 7-point scale and has an internal co-examiner.

### ***Sick/re-exams***

The deadline for the first sick/re-exam is at the end of February. The deadline for the second sick/re-exam will be at the end of March. Specific dates will be available on Study Update.

## **3.8 Internship, 4th semester - 15 ECTS**

### **Learning objectives**

The learning objectives for the internship exam are identical to the learning objectives stipulated in the national part of the curriculum under internship and are based on the individual learning objectives.

### **Exam form and organisation**

The exam is an individual, written exam. The students must prepare an internship report which contains a description and reasoned assessment of:

- Selected tasks in relation to the optimisation of workflows, the combination of theory and practice, as well as dissemination to the customer group
- The company's organisation as well as their frameworks and goals for quality
- Own benefit in relation to the learning, requirements and competencies.

### **Guidelines and formal requirements for the written report**

The written report must have a scope of max 30,000 keystrokes. The number of keystrokes includes spaces. The number of keystrokes must be counted from the introduction to the conclusion.

The report must include:

- A title and possibly a more detailed subtitle
- The student's full name
- Programme and class description
- Semester on the programme and type of assignment
- Institution's name
- Name of the company, if the project has been prepared in cooperation with a company
- The number of keystrokes from the introduction to the conclusion.

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

Completed and approved 10-week internship, a report of the short internship as well as an oral presentation of the long internship (see section 13). The written project which forms the basis for both the assessment must also have a credible content, comply with the formal requirements and must be handed-in on time.

### **Assessment criteria**

The assessment criteria are the learning objectives of the internship which are described in the national curriculum as well as the individual learning objectives. The exam is assessed according to the 7-point scale and has an internal co-examiner.

### **Completion of the exam**

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

### ***Sick/re-exams***

The deadline for the first sick/re-exam is medio May. The deadline for the second sick/re-exam will be at the end of May. Specific dates will be available on Study Update.

## **3.9 Final exam project**

### **Learning objectives for the exam**

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

### **Exam form and organisation**

The exam is an individual, oral examination based on an individually prepared written project. The written report must have a documentation part and a dissemination part.

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

The oral examination is 45 minutes, of which:

- 15 mins for the student's presentation,

- 20 mins for the examination and discussion,
- 10 mins for assessment and giving marks.

The written project must contain a minimum of 50,000 keystrokes and a maximum of 80,000 keystrokes, including spaces, pictures, figures and tables, but excluding the front page, table of contents, bibliography, list of appendices and appendices.

The project must have a front page, table of contents, thesis statement, method, summary, discussion and conclusion.

### **Assessment criteria**

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

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

A single mark is given. The exam is assessed as a whole according to the 7-point scale and has an external co-examiner.

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

For the student to take the oral exam, the contents of the written report must be credible. The assignment must meet formal requirements and be timely and properly submitted

The student must also confirm that they are responsible for preparation of the project. This is done automatically by uploading in WISEflow.

The exam cannot take place until the final internship exam and the programmes other exams have been passed.

### ***Sick/re-exams***

The deadline for the first sick/re-exam is medio August. The deadline for the second sick/re-exam is medio October. Specific dates will be 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 outcomes to be attained by the student during the internship period based on the learning objectives, and this 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 2 + 8 weeks and concludes with a written project exam.

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 2nd or 3rd semester abroad, just as it is possible for foreign students to study one semester on 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 the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

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.



## 5.2 Exams abroad in the 3rd semester

### Subjects

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

The scope of the report must be appropriate to the course's credits, as agreed between the student and Business Academy Aarhus in advance, but at least two standard pages.

All the subject's tasks and corresponding hand-ins 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.

### Final exam project

Business Academy Aarhus appoints a supervisor – and the report must be submitted and examined as explained in the national part of the curriculum in the section 'Requirements for the final exam project/Bachelor project'.

### Rules for examinations abroad

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

## 6. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 keystrokes including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The 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, addressed to the head of the programme no later than four weeks before the exam is due to be held.

## **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 expulsion.

#### *Complaints*

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

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the Academy and must be addressed to the head of the programme, who must then submit a report that the complainant can 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<sup>1</sup>**

### **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
- 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](http://www.baaa.dk).

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

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

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

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1. See Ministerial Order for Examinations chp 10.

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

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

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

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could result in a lower mark. The student must, within a period of two weeks after the decision has been made, either accept or reject the offer. The decision is binding and may not be changed, and if the student does not accept the offer before the deadline, 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](http://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](mailto:complaints@baaa.dk).

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

The appeals board consists of two external examiners appointed by the 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 before the deadline, 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 regarding 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 can 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**

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

### **12.2 Prior credit approval**

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

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

## **13. Rules for the student's obligation to participate in the programme**

To ensure the programme's learning objectives and goals can be achieved, and that the teaching methods work, you can see below precisely which programme elements require active attendance along with the respective rules for this active attendance:



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

### Compulsory assignments

On the programme, several compulsory assignments within the programme specialisation have been defined, which are prerequisites for participation in the examination for that semester.

See appendix 2: Compulsory assignments

The compulsory assignments are assessed as approved/not approved. Approved compulsory assignments are a prerequisite for the examination in that semester.

If the compulsory assignment is not handed in or not approved, a new deadline for hand-in will be made. You have a total of three hand-ins for each compulsory assignment.

<b>ACTIVE ATTENDANCE ON THE ENVIRONMENTAL MANAGEMENT PROGRAMME INCLUDES:</b>	
<b>3rd SEMESTER</b>	<ul style="list-style-type: none"> <li>• Presentation of the short internship.</li> <li>• Cooperation in an interdisciplinary project on the 3rd semester. (Farm development/Specialisation facility/design/nature management).</li> </ul>
<b>4th SEMESTER</b>	<ul style="list-style-type: none"> <li>• Participation and presentation at the internship conference.</li> </ul>

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

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

## 14. 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 ended, 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 for 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](http://su.dk). (in Danish only)

## 15. Requirements concerning a foreign language

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

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

## 16. 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.

## 17. Commencement and transitional schemes

This part of the institutional curriculum is valid from 15.08.2018 and is valid for students who are enrolled after 15.08.2018.

### 17.1 Transitional scheme

Students who were admitted by 15.08.2018 will follow this curriculum from 10.01.2020. The students, who were admitted by 15.08.2018, will thus continue on the former national part of the curriculum and the institutional part from 2017 until 10.01.2020.

## 18. Legal basis

The following current legislation applies to the programme:

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

The applicable laws and ministerial orders are available on [www.retsinfo.dk](http://www.retsinfo.dk) (in Danish only).

## 19. Appendix 1: Learning objectives for the exams on the programme distributed according to the programme specialisation

The following are the learning objectives for the exams on the programme. After each learning objective, each subject element which covers the relevant learning objectives will be indicated in brackets.

### Nature and environment

1st semester exam, Exam project 1 - 30 ECTS			
	Knowledge	Skills	Competencies
<b>National part</b>	<p>Has development-based knowledge about the practice and centrally applied theory and methodology within business understanding as well as key financial performance indicators within the agricultural industry (Business understanding).</p> <p>Can understand the practice and centrally applied theory and method and can also understand the agricultural industry's use of theory and method within business understanding (Business understanding).</p> <p>An understanding of practices and central applied theory and methodology within agricultural and related industries use of theory, methods of analysis and data collection (Method, communication and learning).</p>	<p>Can apply the profession's central methods and tools and be able to apply the skills related to employment within business understanding in the agricultural profession (Business understanding).</p> <p>Evaluate the practice-orientated economical and business understanding problem statements and compare and select solution options (Business understanding).</p> <p>Communicate practice-orientated economical and business understanding problem statements and possible solutions to business partners and users (Business understanding).</p>	<p>Manage development and practice-orientated economical and business understanding situations (Business understanding).</p> <p>Participate in academic and interdisciplinary collaboration within business understanding in a professional manner (Business understanding).</p> <p>In a structured context, acquire new knowledge, skills and competencies in relation to business understanding (Business understanding).</p>

<p><b>National - study programme</b></p>	<p>Knowledge of soil conditions and surface water, as well as substance circulation (Nature).</p> <p>Knowledge of landscape formation and soil in relation to nature and production (Nature).</p> <p>Knowledge of geology and soil conditions in relation to groundwater and soil pollution (Environment).</p>	<p>Register and collect geographical data as well as use relevant software in relation to landscapes and nature (Nature).</p> <p>Evaluate practice-orientated issues based on the relevant legislation within the nature area (Nature).</p> <p>Evaluate practice-orientated issues based on the relevant legislation within the environment area (Environment).</p>	
<p><b>2nd semester exam, Exam project 2 - 30 ECTS</b></p>			
	<p><b>Knowledge</b></p>	<p><b>Skills</b></p>	<p><b>Competencies</b></p>
<p><b>National part</b></p>	<p>Has development-based knowledge of the practice and centrally applied theory and methods within management and cooperation in the agricultural profession (Management).</p> <p>Can understand the practice and centrally applied theory and method and can also understand the agricultural industry's use of theory and method within management and cooperation (Management).</p> <p>Development-based knowledge of agriculture and related industry practices and central applied theory and method within communication and methodical problem solving (Method, communication and learning).</p>	<p>Apply the central methods and tools within management and cooperation and be able to apply the skills related to employment within the agricultural profession for management and cooperation (Management).</p> <p>Evaluate the practice-orientated management problem statements and compare and select solution options (Management).</p> <p>Communicate real-life management problem statements and possible solutions to business partners and users (Management).</p> <p>Apply key methods and tools within methodical problem solving and can apply the skills related to employment within the agricultural industry (Method, communication and learning).</p>	<p>Manage development-related management problem statements (Management).</p> <p>Participate in an academic and interdisciplinary collaboration with a professional approach (Management).</p> <p>In a structured context, acquire new knowledge, skills and competencies in relation to management and cooperation (Management).</p> <p>Manage development-orientated situations in accordance with central principles of methodology (Method, communication and learning).</p> <p>Participate in academic and interdisciplinary analysis collaboration with a professional</p>

		<p>Evaluate the practice-orientated methodical problem statements and compare and select solution options (Method, communication and learning).</p> <p>Communicate the real-life methodological issues and possible solutions to business partners and customers (Method, communication and learning).</p>	<p>approach (Method, communication and learning).</p> <p>In a structured context, acquire new knowledge, skills and competencies in relation to method. (Method, communication and learning).</p>
<p><b>National - study programme</b></p>	<p>Knowledge of groundwater and sewage as well as substance circulations (Environment).</p> <p>Knowledge of vegetation ecology, flora and fauna (Nature).</p>	<p>Collect data and carry out the registration of landscapes, soil and water conditions as well as evaluate the results (Nature).</p> <p>Evaluate the state of nature in a location based on the composition of flora and fauna (Nature).</p> <p>Evaluate the causes of degradation and propose measures for the improvement of nature and landscape quality (Nature).</p> <p>Evaluate the causes of degradation and propose measures for the improvement of the quality of the environment and use of resources (Environment).</p>	<p>Plan environmental projects in relation to the environmental goals of the region's use and production (Environment).</p> <p>Manage solutions to concrete problems within the environment and production as well as the water environment with the application of knowledge, theory and method (Environment).</p>

**Specialisation exam 1, Exam project 3a – 15 ECTS**

	<b>Knowledge</b>	<b>Skills</b>	<b>Competencies</b>
<b>National - study programme</b>	<p>Knowledge of methods for nature and landscaping (Nature).</p> <p>Knowledge of registration as well as sampling strategies and methods in connection with criteria for nature (Nature).</p> <p>Knowledge of registration as well as sampling strategies and methods in connection with environmental criteria (Environment).</p>	<p>Apply methods and tools for sampling of soil and water in connection with environmental goals (Environment).</p> <p>Apply methods and tools for sampling of soil and water in connection with nature goals (Nature).</p> <p>Register and collect biological and geographical data as well as use relevant software in relation to production and environmental goals (Environment).</p>	<p>Plan for nature projects in the landscape according to nature goals and landscape use (Nature).</p> <p>Manage solutions to concrete problems within nature and the landscape with the application of knowledge, theory and methods (Nature).</p>
<b>Institutional study programme</b>	<p>Development-based knowledge of practices and central applied theory and methodology in the field of public nature management, including the creation, planning of operations and cost effectiveness (Nature Management).</p> <p>Understanding of practices and central applied theory and methodology in the field of public nature management (Nature management).</p>	<p>Apply the subject's key methods and tools as well as the skills related to employment, where public nature management is an essential prerequisite for this business area (Nature management).</p> <p>Assess the practice-orientated issues in the field of nature management as well as outline and choose solution models, including care methods, techniques and legislation (Nature management).</p> <p>Disseminate practice-orientated issues and possible solutions within the fields of nature management to partners and users (Nature management).</p>	<p>Manage development-orientated practical issues in relation to public nature management (Nature management).</p> <p>Participate in academic and interdisciplinary collaboration and advising in relation to these issues in the field of nature management (Nature management).</p> <p>In a structured context, acquire knowledge, skills and competencies in relation to nature management and care methods (Nature management).</p>

Specialisation exam 2, Exam project 3b – 10 ECTS			
	Knowledge	Skills	Competencies
<b>Institutional study programme</b>	<p>Development-based knowledge about practices and central applied theory and methodology in the field of public environmental management, including the creation, case management and cost effectiveness (Environmental management).</p> <p>An understanding of practices and central applied theory and methodology in the field of public environmental management and governance (Environmental management).</p>	<p>Apply the subject's key methods and tools as well as the skills related to employment, where public environmental management and management is an essential prerequisite for this business area (Environmental management).</p> <p>Assess the practice-orientated problem statements within environmental management and select solution options (Environmental management).</p> <p>Disseminate practice-orientated issues and possible solutions within the fields of environmental management to partners and users (Environmental management).</p>	<p>Manage development-orientated practical issues in relation to public environmental management and governance (Environmental management).</p> <p>Participate in academic and interdisciplinary collaboration and advising in relation to these issues in the field of environmental management (Environmental management).</p> <p>In a structured context, acquire knowledge, skills and competencies in relation to environmental legislation, public environmental management and environmental management (Environmental management).</p>

## 20. Appendix 2. Compulsory assignments

	1st semester	2nd semester	3rd semester
<b>Environmental and nature management</b>	<p>1a Project writing and nature types</p> <p>1b Statistics</p> <p>1c Innovation and entrepreneurship</p>	<p>2a Water and economy</p> <p>2b GIS/sampling</p> <p>2c Professional development</p>	<p>3a Management</p> <p>3b Conservation</p> <p>3 c Environmental water management</p>