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# Curriculum 2015-2016

## AP Degree in Automotive Technology

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Autoteknolog

Version 1.5.1  
Revised on 2 September 2015

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# 1. Scope of the curriculum

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## 1.1. Commencement of the curriculum

The institutional part of the curriculum is valid for students starting on 25 August 2014.

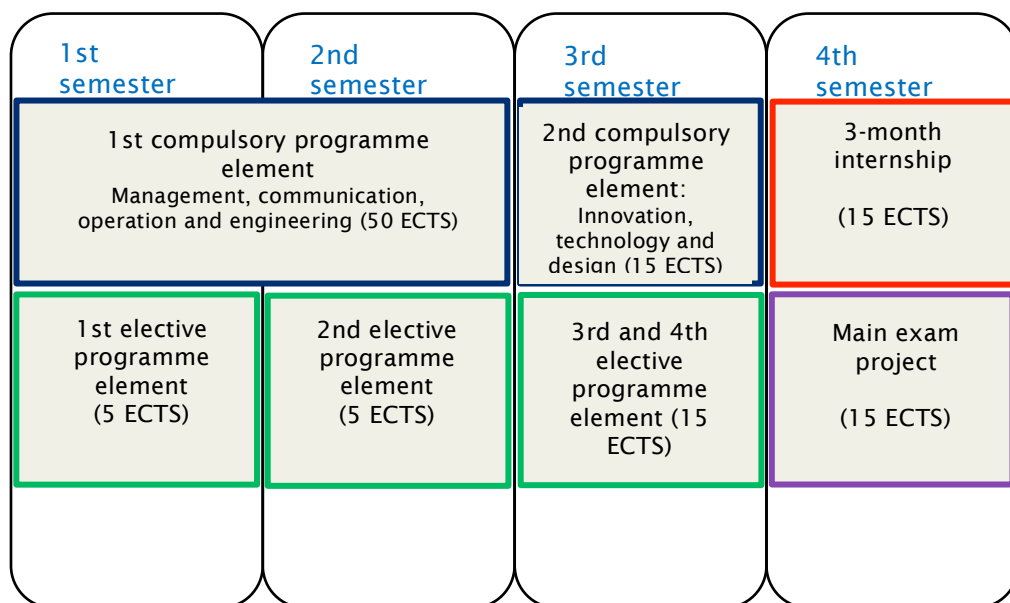
## 1.2. Transitional scheme

This curriculum replaces earlier versions of the curriculum with effect from 25 August 2015.

For students on 4th semester autumn 2015, internship assessment is based only upon the learning objectives agreed to in the internship agreement.

## 1.3. Scheduled placement in the programme

The figure below shows the scheduled placement of the programme elements.



# 2. Elective programme elements

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Please refer to the electives catalogue in part 3 of the joint national curriculum, which contains the current electives. The updated electives catalogue is available at the beginning of each semester.

### **3. Rules for the completion of an internship**

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During the internship, the student will have a supervisor from the programme and a contact person in the company. Together, the company and the student must establish the goals for the student's learning outcome during the internship; this subsequently provides the guidelines for the company's planning of the student's work.

The internship period is 12 weeks and is completed with an exam. See also section 7 for a 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 effort, commitment and flexibility that graduates can expect to face in their first job.

### **4. Methods of teaching and working**

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

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

Additionally, the teaching will support the development of the student's IT skills.

### **5. Requirements for foreign language skills**

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

### **6. Internationalisation**

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#### **6.1. Education abroad**

It is possible to study abroad and the internship may also take place abroad. The students can, after applying for a programme's prior credit approval, take each individual programme component abroad.

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

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

Aarhus School of Marine and Technical Engineering and Business Academy Aarhus have a wide network of partners abroad and the International Office at Aarhus School of Marine and Technical Engineering can assist students who wish to take part of their education abroad. The International Office can be contacted for further information. It should be noted, however, that a lot of work is required by the individual student if they wish to study abroad. It is up to the individual student to investigate available subjects for study abroad at the desired university etc. International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

## **6.2. Examinations abroad**

For the description of rules for conducting examinations abroad, please refer to the exams' section at [www.baaa.dk](http://www.baaa.dk). This also describes the costs involved if the examination is held abroad.

## **6.3. Agreements with foreign educational institutions**

The educational institution has a number of agreements with other foreign educational institutions. International Office can be contacted for further information about ERASMUS partners and other partners.

# **7. Examinations on the programme**

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## **7.1. Responsibility in connection with exams**

At the beginning of a programme component, semester, etc. there is automatic registration for the appropriate exams. Registration for the exam means that one exam attempt is used. This does not apply for students who are unable to attend the examination due to a documented illness or maternity/paternity leave, cf. section 7.13.

It is always the student's responsibility to ensure internet access for the exam situation, and to ensure that their computer is in working order.

## **7.2. For all exams**

- Exam syllabus: The exact syllabus can be found on Campus
- The formalities for the written assignments can be found on Campus

### 7.3. Overview of examinations and their timing

Overview of all the programme's exams

Time	Exam	120 ECTS distributed on the exams	Censor	Assessment
1st semester	1. <b>Elective 1: Vehicle Dynamics</b>	5	Internal	7-point scale
2nd semester	2. <b>First-year exam</b> Compulsory programme element: management, communication, operation and engineering Elective 2: Project Management	55	External	7-point scale
3rd semester	3. <b>3rd Semester exam</b> Compulsory programme element: Innovation, technology and design Elective 3: Engine Mapping Elective 4: Tech Project	30	Internal	7-point scale
4th semester	4. <b>Internship exam</b>	15	Internal	7-point scale
4th semester	5. <b>Final exam project</b>	15	External	7-point scale

Information concerning times, dates and locations for the exams are on Campus

### 7.4. Elective 1/Vehicle Dynamics

The scope of the exam: 5 ECTS

Time placement: At the end of the 1st semester

#### Assessment criteria

The evaluation criteria are the learning objectives for elective 1, Vehicle Dynamics, which appear from the electives catalogue in section 3 of the joint national curriculum.

The exam is assessed according to the 7-point scale, and the assessment is internal.

#### Exam form and organisation

This is an oral presentation. The individual exam question is drawn by the student. Duration: 15 minutes.

#### Prerequisites for taking the exam

To go to the exam, it is a prerequisite that students have fulfilled the obligation of participation and study activity.

### 7.5. Compulsory programme element 1/management, communication, operation and engineering, as well as elective 2/Project Management

The scope of the exam: 55 ECTS

Time placement: At the end of the 1st semester

### **Assessment criteria**

The exam deals with compulsory programme element 1/management, communication, operation and engineering, as well as elective 2/Project Management.

The assessment criteria for the exam are the learning objectives for the compulsory programme element management, communication, operation and engineering, as well as the learning objectives for elective 2, Project Management.

The learning objectives for the compulsory education elements appear from the joint national curriculum while the learning objectives for electives appear from the electives catalogue in part 3 of the joint national curriculum.

The exam is assessed according to the 7-point scale, and the assessment is external.

### **Exam form and organisation**

The examination is based on a project assignment where students hand in a written report.

The assessment includes an individual oral presentation of the written project combined with an oral cross-disciplinary examination in the objectives of the subject. The individual exam question is drawn by the student.

Spelling and writing skills are weighted 10%.

The assessment reflects an overall assessment of the written and the oral performance.

Duration: 25 min.

### **Prerequisites for taking the exam**

To go to the exam, it is a prerequisite that the student has participated in a project assignment and has written their own part of the report submitted. The assignment must meet the procedural requirements and must be handed in properly and timely.

It is a prerequisite requirement for the oral examination that one confirms, via a signature, ownership of the project preparation.

Non-fulfilment of one or more of the prerequisites will result in the student not being able to take the exam and one exam attempt will be used. Students have 3 attempts to pass the exam. Re-examination will be held within 4 weeks.

You can not start on the 3rd semester until this exam is passed.

## **7.6. Compulsory programme element 2/Innovation, technology and design as well as electives**

The scope of the exam: 30 ECTS

Time placement: At the end of the 3rd semester

### **Assessment criteria**

The exam deals with compulsory programme element 2 and electives 3, 4 and 5. The learning objectives appear from the joint part of the curriculum and part 3 of the curriculum:

- See compulsory programme element 2 in the joint part of the curriculum
- Elective element 3: Engine Mapping (see joint curriculum part 3)
- Elective element 4: Tech Project (see joint curriculum part 3)

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



### **Exam form and organisation**

It is a combined practical and oral examination. The individual exam question is drawn by the student. Duration: 20 minutes.

### **Prerequisites for taking the exam**

To go to the exam, it is a prerequisite that students have fulfilled the obligation of participation and study activity.

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

The scope of the exam: 15 ECTS

Time placement: Midway through the 4th semester

### **Assessment criteria**

The purpose of the exam is to establish if the learning objectives have been achieved – the learning objectives appear from the joint curriculum.

The exam is assessed according to the 7-point scale

Assessment criteria: Internal.

### **Exam form and organisation**

It is an oral presentation. Duration: 20 minutes.

Students are given one overall mark which is a reflection of the written (40% of which 10% goes to spelling and writing) and the oral performance (60%).

### **Prerequisites for taking the exam**

To go to the exam, it is a prerequisite that students have fulfilled the obligation of participation and study activity.

It is a requirement that the internship takes place in an auto-related business. The professional level of the internship must be relevant to the profession. If the completed internship does not meet the requirements, the internship cannot be approved. It is then necessary to complete a new internship.

### **For students on 4th semester autumn 2015**

Please refer to section 1.2 Transitional scheme.

## **7.8. The main project**

The scope of the exam: 15 ECTS

Time placement: At the end of the 4th semester

### **Assessment criteria**

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

The exam is assessed according to the 7-point scale

Assessment criteria: External

### **Exam form and organisation**

The examination is based on a project assignment and a written report. The assessment reflects an overall assessment of the oral and the written presentation.

Students are given one overall mark which is a reflection of the written (40% of which 10% goes to spelling and writing) and the oral performance (60%). Duration: 25 min.

### **Prerequisites for taking the exam**

The exam cannot take place until the final internship exam and the other exams on the programme have been passed. The assignment must meet the procedural requirements and must be handed in properly and timely.

It is a prerequisite requirement for the oral examination that one confirms, via a signature, ownership for project preparation.

Non-fulfilment of one or more of the prerequisites will result in the student not being able to take the exam and one exam attempt will be used. Students have 3 attempts to pass the exam. Re-examination will be held within 8 weeks.

## **7.9. Dyslexia or similar disabilities**

Students who can document a relevant disability may apply for dispensation from the requirement that spelling and writing skills should be included in the assessment. Applications must be submitted to the programme four weeks before the exam.

### **7.10. The use of aids and assistance**

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

### **7.11. Exam languages**

English The institution may dispense with this in special cases.

### **7.12. Special exam conditions**

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

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

### **7.13. Sick and re-examinations**

**Sick exams**

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (sick) exam as soon as possible. If it is an exam that should take place in the final exam period, the student will be given the opportunity to take the exam in the same semester or immediately thereafter.

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

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

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

If the illness is not documented according to the above rules, the student will have used an examination attempt. The student bears the cost of the medical certificate.

### **Re-examination**

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

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

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

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

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

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

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

### **8.1. Cheating and disruptive behaviour during exams**

Cheating on tests and exams is covered by the Ministerial Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Ministerial Order of 1519 from 16.12.2013).

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

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

Cheating is for instance:

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

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

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

Expulsion can also occur once the exam has been held.

## **8.2. Presumption of cheating, including plagiarism during and after the exam**

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

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

this must be reported to the programme's management.

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

### *Postponement of the exam*

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

### *Format and content of the report*

The report must be done without undue delay. The report should include a written presentation of the case, which includes information that can identify those reported, as well as a brief explanation and documentary evidence of the position. If one or more of the reported persons are repeat offenders, this should be disclosed.

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

### *Involvement of the examinee – consultation of interested parties*

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

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

For the written consultation of interested parties, the documentation for the suspected cheating 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 the programme 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 programme head.

In less severe cases, a warning is given first.

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

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

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

The head of the programme can, in the case of aggravated circumstance, decide that the examinee must be expelled from the programme for a shorter or longer period. In this case, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

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

**Complaints**

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

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order on Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution and must be addressed to the head of the programme, who must then submit a report that the complainant has the opportunity to comment on within a period of normally one week. The institution then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for complaints to the institution is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order § 51.

## **9. Other rules for the programme**

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### **9.1. Credit for the subjects included by the curriculum's institutional part**

Passed elective programme elements are equivalent to the corresponding elements at other educational institutions that provide this programme as well as other programmes.

## 9.2. Prior credit approval

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

## 9.3. Active attendance

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

- hand-ins/presentations of assignments/projects and
- compulsory attendance in terms of physical presence in connection with assignments and exercises in workshop/laboratory

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

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

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

## 9.4. Criteria for the evaluation of study activity

Enrolment can be terminated for students who have not been active on the programme. Study activity is defined as the student having:

- fulfilled their obligation to participate in any activity which is part of the programme, including group work, class projects, remote learning, etc. as indicated in the curriculum
- handed in assignments, reports, etc.
- been present for all activities with compulsory attendance

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

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

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

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

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

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

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

The rules relating to the exams which the student, under the Ministerial Order of Examinations, should have participated in before the end of the 2nd semester and passed before the end of the 3rd semester, and where this Ministerial Order has stipulated any time limits for completion of the programme, are valid independent of any other rules.

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

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### **10.1. Complaints regarding exams**

It is recommended that the student seek guidance from a study and career counsellor for the appeal procedure and for the preparation of a complaint.

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

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

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

The two types of complaints are handled differently.

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

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

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

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

The complaint must be sent to the head of the programme.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **10.2. Appeal**

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

The appeal must be sent to the head of department.



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

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

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

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

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

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

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

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

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

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.

### **10.3. Complaints concerning legal matters**

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

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

## **11. Rules of exemption**

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

## **12. Approval**

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This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 1st August 2015.