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# Curriculum part 2 - 2014

**Institutional part**

**Professional Bachelor Programme in Software Development**

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Professionsbachelor i softwareudvikling

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## 1. Table of Contents – Part 2

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1.	Table of Contents .....	1
2.	The scope of the curriculum.....	3
2.1	Commencement of the curriculum.....	3
2.2	Transitional scheme.....	3
3.	Elective programme elements.....	3
	Learning objectives .....	3
4.	Requirements and expectations of the internship .....	4
5.	Methods of teaching and working .....	4
6.	Requirements for foreign language skills .....	5
7.	Internationalisation.....	5
7.1	Studying abroad .....	5
7.2	Examinations held abroad.....	5
7.3	Rules for examinations abroad .....	6
7.4	Agreements with foreign educational institutions .....	6
8.	Examinations on the programme .....	6
8.1	Overview of examinations and their timing.....	6
8.2	Scope and criteria for the programme examinations .....	7
8.3	Subjects with external examination .....	7
8.3.1	Prerequisites to take the exam .....	7
8.3.2	Exam form and organisation.....	7
8.3.3	Assessment criteria/basis for the exam .....	7
8.3.4	Time placement .....	7
8.3.5	Exam language.....	7
8.4	Subjects with internal examination .....	7
8.4.1	Prerequisites to take the exam .....	7
8.4.2	Exam form and organisation.....	7
8.4.3	Assessment criteria .....	8
8.4.4	Time placement .....	8
8.4.5	Exam language.....	8
8.5	Internship exam, 3 <sup>rd</sup> semester (internal) .....	8
8.5.1	Exam form and organisation.....	8
8.5.2	Prerequisites to take the exam .....	8
8.5.3	Exam form and organisation.....	8
8.5.4	Formalities for the written internship report.....	8
8.5.5	Assessment criteria .....	9
8.5.6	Time placement .....	9
8.5.7	Exam language.....	9
8.6	Bachelor exam project .....	9
8.6.1	Requirements for the main project .....	9

8.6.2	Exam form and organisation.....	10
8.6.3	Assessment criteria .....	10
8.6.4	Time placement .....	10
8.6.5	Exam language.....	10
8.7	Requirements for written assignments and projects .....	10
8.8	What effect do spelling and writing skills have on the assessment .....	10
8.9	The use of aids and assistance .....	11
8.10	Special exam conditions .....	11
8.11	Sick and re-examinations .....	11
8.11.1	Sick exams.....	11
8.11.2	Re-examination .....	11
9.	Cheating including the use of own and others' work (plagiarism).....	11
9.1	Cheating and disruptive behaviour during exams .....	12
9.2	Presumption of cheating, including plagiarism during and after the exam .....	12
9.3	The process of clarification of cheating, including plagiarism .....	12
10.	Other rules for the programme .....	14
10.1	Credit for subjects included by the curriculum's institutional section.....	14
10.2	Prior credit approval .....	14
10.3	Active attendance.....	14
10.4	Criteria for the evaluation of study activity .....	14
11.	Complaints regarding exams and the appeal of decisions .....	15
11.1	Complaints regarding exams .....	15
11.2	Appeal .....	17
11.3	Complaints concerning legal matters .....	17
12.	Rules of exemption.....	18
13.	Approval .....	18

## 2. The scope of the curriculum

### 2.1 Commencement of the curriculum

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

### 2.2 Transitional scheme

This curriculum replaces earlier versions of the curriculum with effect from 31 August 2014.

## 3. Elective programme elements

The purpose of the elective elements is to offer students the opportunity of an individual study profile through academic immersion. The individual institution offering the programme can plan the electives. Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

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

The student may choose to compose the elective programme elements as a theoretical and/or practical programme course that must be approved by the Academy.

### ECTS

The elective programme elements offered are weighted between 5 and 10 ECTS.

### Learning objectives

#### Knowledge and understanding

The student will gain knowledge about:

- theory and practice in relation to the topic(s) chosen
- the relevance of the topic(s) chosen in software development, in theory and in practice

#### Skills

The student will get the skills to:

- select, describe and perform literary searches based on an IT technological thesis statement of their own choosing
- discuss procedural and analytical skills related to the topics(s) chosen
- assess problems and prepare solutions in relation to the topic(s) chosen
- provide key results

#### Competencies

The student will learn to:

- acquaint themselves with new topics within the theory and practice of the academic area
- contextualise and relate the chosen topic(s) to the other academic areas of the programme

## 4. Requirements and expectations of the internship

During the internship, the student works with academically relevant problems within the core areas<sup>1</sup> of the programme and gains knowledge of relevant business functions. During the internship, the student is attached to one or more companies. The course of the internship can be flexible and differentiated and may form the basis of the main exam project.

Based on the learning objectives for the internship, see the joint part of the curriculum, the student together with the supervisor/contact 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 is generally considered equivalent to a regular full-time job (37 hrs. per week) and should reflect the requirements for effort, commitment and flexibility that graduates can expect to face in their first job.

## 5. Methods of teaching and working

The Professional Bachelor in Software Development programme applies a wide range of teaching methods, which must support the above and assist the students in obtaining the learning objectives described in this curriculum.

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 are relevant to the programme.

Teaching will be diversely structured. This will be achieved by group teaching, project work, interdisciplinary cases, theme work, guest lectures and company visits, study groups, self-study and group presentations for the entire class. Lectures can occur to a limited degree. Digital, didactic methods will also be used, for instance *flipped classroom*. 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.

The different teaching methods reflect that over and above the IT skills, a professional bachelor must have obtained the following learning goals, among others:<sup>2</sup>

- Learning competency: "(...) be able to identify their own learning requirements and develop their own knowledge and skills in relation to the profession (...)",
- Communicative skills: "(...) be able to communicate practical and academic problems/issues and solutions to collaboration partners and users. (...)"

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

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<sup>1</sup> Cf. Ministerial Order, paragraph 10, subparagraph 2, litra 1), paragraph 11, subparagraph 2, litra 1) and paragraph 12, subparagraph 2, litra 1)

<sup>2</sup> (The Danish Ministry of Education: Den danske kvalifikationsramme.)

## 6. Requirements for foreign language skills

The lectures are in English, as are the teaching materials.

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

## 7. Internationalisation

### 7.1 Studying abroad

The programme is modular; this means that it is possible for a student to take one or more subject elements abroad, as it is possible for foreign students to study one semester on our programme. An internship can also take place abroad.

As the elective elements typically have a weight of 5 to 10 ECTS, it is also possible to take the electives abroad as part of a summer school visit.

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

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

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

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

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

### 7.2 Examinations held abroad

The student must do all their examinations at the partner institution abroad. The student must document all learning from the courses taken at the partner institution in an online portfolio. A learning report for each subject, which describes the type of learning achieved in the course, must be prepared. The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2400 characters per page.

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

#### **Main project**

Generally, a supervisor is appointed at the home department –and the report is submitted and examined as described under external examinations.

### 7.3 Rules for examinations abroad

For the description of rules for conducting examinations abroad, please refer to the relevant section on Fronter. This also describes the costs involved if the examination is held abroad.

### 7.4 Agreements with foreign educational institutions

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

## 8. Examinations on the programme

### 8.1 Overview of examinations and their timing

*Time placement of the examinations:*

Semester	Subject/exam	90 ECTS/distributed on the exams	Internal/external	Assessment
1st year of study	1. Development of large systems	10	External	7-point scale
1st year of study	2. Databases for developers	10	Internal	7-point scale
1st year of study	3. Contract based development	10	Internal	7-point scale
1st year of study	4. System integration	10	External	7-point scale
1st year of study	5. Tests	10	External	7-point scale
1st year of study	6. Elective subject exam	10	Internal	7-point scale
3rd semester	7. Internship exam	15	Internal	7-point scale
3rd semester	8. Main exam project	15	External	7-point scale
<b>Information concerning times, dates and locations for the exams is available on Fronter</b>				

This is followed by a description of each exam with:

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

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

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

## **8.2 Scope and criteria for the programme examinations**

### **8.2.1 Subjects with external examination**

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

The following requirements must be met to take the exam:

- Students must have met the requirement of active attendance that applies to the subject
- Students must have handed in their compulsory assignments on time

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.

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

An external, individual oral examination.

The student draws a question within the subject. The student has approximately 30 minutes to prepare their answers. The actual examination takes 30 minutes including deliberation and communication of marks.

#### **8.2.1.3 Assessment criteria/basis for the exam**

The exam is assessed according to the 7-point scale. The assessment criteria are identical to the learning objectives for the compulsory programme element – the subject. The exam is weighted the same as the ECTS of the subject in question.

The learning objectives appear from the joint national curriculum.

#### **8.2.1.4 Time placement**

During the first year of study. More information on time and place is available on Fronter.

#### **8.2.1.5 Exam language**

The student's choice of English or Danish.

### **8.2.2 Subjects with internal examination**

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

The following requirements must be met to take the exam:

- Students must have met the requirement of active attendance that applies to the subject
- Students must have handed in their compulsory assignments on time

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

An internal exam conducted as an individual compulsory assignment in the subject in question. The assignment is assessed by the examiner according to the 7-point scale.

In order to have the exam assessed, the content of the written assignment must be credible. The assignment must fulfil the formal requirements specified in the description of the assignment, be correct and be submitted on time.



It is furthermore a precondition that students confirm by way of signature that they are responsible for the paper.

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.

The exam is weighted the same ECTS as the subject.

#### **8.2.2.3 Assessment criteria**

Assessment criteria for the exam = the learning goals for the subject in question.

The learning goals appear from the joint curriculum.

#### **8.2.2.4 Time placement**

The exam is held during the first year of study. Information on time and place is available on Fronter.

#### **8.2.2.5 Exam language**

English.

### **8.3 Internship exam, 3<sup>rd</sup> semester (internal)**

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

At the end of the internship, the student must hand in a written individual report of 10 standard pages on an academic problem from the internship company that covers the learning objectives.

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

The following requirements must be met to take the exam:

The internship report, which forms the basis of the assessment and examination, must meet the formal requirements listed below and be submitted on time in accordance with the exam plan available on Fronter.

- It is a precondition that students confirm by way of signature that they are responsible for the internship report.
- Students must have met the requirement of active attendance that applies to the internship

Non-fulfilment of one or more of the study activities or incorrect submission of the internship report result in the student not being able to take the exam and one exam attempt will be used.

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

An internal, individual examination. The internship report is assessed according to the 7-point scale.

The exam is weighted 15 ECTS.

#### **8.3.4 Formalities for the written internship report**

One internship report and one product must be submitted.

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

- Cover page with name, internship company, school and internship period
- Preface
- Introduction
- Description of the company (what it deals with, the number of employees, their function, etc.)
- Reflections on how to achieve concrete learning objectives
- Description of concrete tasks
- Conclusion
- Appendices:
  - Reference from the company, if any, or log book
  - Bibliography, if any, (including all sources that have been referenced in the project)
  - Any additional appendices (only include documents that are central to the report)

The internship report cannot exceed 10 standard pages excluding appendices.

A page must contain 2400 characters including spaces and footnotes. The front pages, TOC, bibliography and appendices do not count. Appendices will not be assessed.

### **8.3.5 Assessment criteria**

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

If the overall assessment results in a mark lower than 02, the student must prepare a new internship report in order to requalify for the internship exam.

The assessment criteria are the learning objectives for the examination, which are identical to the learning objectives for the internship. The learning objectives appear from the joint national curriculum.

### **8.3.6 Time placement**

The exam is held after the completion of the internship. Information on time and place and deadline for submitting the report is available on Fronter.

### **8.3.7 Exam language**

The examination language is English for international students of Professional Bachelor in Software Development.

## **8.4 Bachelor exam project**

The main examination or bachelor project 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.

### **8.4.1 Requirements for the main project**

The written project, which forms the basis of the examination and assessment, must:

- Meet the formal requirements for the main exam project, cf. the joint national part of the curriculum
- Be submitted on time in accordance with the exam plan which is available on Fronter

Incorrect submission of the written report, which constitutes the written part of the exam, means that the student cannot take part in the exam and one exam attempt will be used.

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

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

An external individual oral exam based on a written group project. One individual mark is awarded based on an overall assessment of the written and the oral performance. The exam is assessed according to the 7-point scale.

Max. four students per group.

The project is presented by the group, 10 minutes per student.

This is followed by an examination of the individual group members. 30 minutes is set aside for each examinee including deliberation.

The exam is weighted 15 ECTS.

#### **8.4.3 Assessment criteria**

The assessment criteria are the learning objectives for the exam.

For information on the requirements for the bachelor project and the learning objectives, see the national part of the curriculum for Professional Bachelors in Software Development and the description "Main bachelor project" section 5 of the curriculum.

#### **8.4.4 Time placement**

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

#### **8.4.5 Exam language**

English for international students

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

In all exams, etc. a standard page is defined as containing 2400 characters including spaces and footnotes. The front pages, TOC, bibliography and appendices do not count. Appendices will not be assessed. Requirements in relation to the extent of written exams and the correlation between the number of participants in a group and the project size are described under each individual exam.

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

Spelling and writing skills are part of the main exam/bachelor project (weighted 10 per cent). The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

## **8.7 The use of aids and assistance**

Any rules limiting the use of assistance will be apparent from the description of the individual exam.

## **8.8 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.

## **8.9 Sick and re-examinations**

### **8.9.1 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 Fronter.

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.

### **8.9.2 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 Fronter.

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

## **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.

## 9.2 Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by a 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.

## 9.3 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.

## 9.4 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 for 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.

## 10 Other rules for the programme

### 10.2 Credit for subjects included by the curriculum's institutional section

Students can apply for prior credit approval and thus exemption from concrete programme elements.

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

### 10.3 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.

### 10.4 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

Every subject has a compulsory "programme", which may consist of one major compulsory assignment or several small compulsory assignments.

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 for student activity in relation to the receipt of the government grant (SU).

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

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

### 10.5 Criteria for the evaluation of study activity

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

Study activity is defined as follows for students who within the last 12 months have:

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

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

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

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

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

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

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

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

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

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

## **11 Complaints regarding exams and the appeal of decisions<sup>3</sup>**

### **11.2 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 Ministerial 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.

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3. See the examination order, part 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>



*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 one of the following:

- 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.

### **11.3 Appeal**

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

The appeal must be sent to the head of department.

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

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

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

The Board deals with the appeal and the resultant decision can be one of the following:

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

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

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

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

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

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

### **11.4 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 institution in accordance with a Ministerial Order (for example incapacity, consultation of interested parties, whether the Ministerial Order or 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 on within a period of normally one week. The institution then sends the complaint, the report and the complainants comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Institution is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

## 12 Rules of exemption

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

## 13 Approval

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



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Head of programme Gert Simonsen  
For Business Academy Aarhus