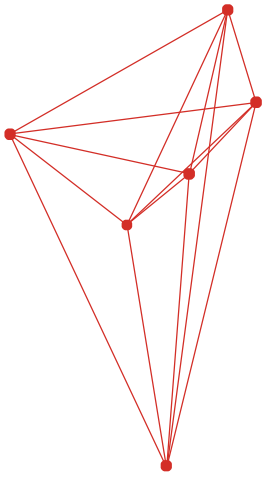
CURRICULUM

Bachelor of Web Development (BSc)



Zealand Institute of business and technology (ZIBAT)

Campus Roskilde

2012-2014

Zealand Institute of Business and Technology

PART ONE. GENERAL REGULATIONS

1. BACKGROUND AND FRAMEWORK

This curriculum applies to students of the Bachelor of Web Development programme at Zealand institute of Business and Technology (ZIBAT).

The curriculum has been prepared within the framework laid down in a number of regulations:

- Eksamensbekendtgørelsen, Hovedbekendtgørelsen and Uddannelsesbekendtgørelsen and the common framework for curriculum from the educational network.

The curriculum outlines the framework for the programme and it specifies the programme parts and examinations. At the same time, the curriculum contains the learning objectives of the programme, the requirements for internships and other matters pertaining to the programme.

Therefore, the curriculum widely serves as a reference tool for the student, where it is always possible to find requirements and other matters concerning the program.

The curriculum is divided into two parts:

- Part one. A general part, applicable to all computer science students in Denmark, regardless of which educational institution attended. This part is prepared by the educational network for this programme.

- Part two. An institutional specific part which applies specifically for ZIBAT. This part is prepared by ZIBAT.

1.1 PROGRAMME OBJECTIVES

The programme aims to train graduates who immediately after completing their education may be included in the design and construction of web applications of all sizes. The training is aimed at recruitment in internal development departments in companies of all sizes, or in larger consulting or software companies in the web area.

Graduates will, after some years of employment, be able to perform general functions related to planning and architecture of complex web-systems.

The programme is designed to qualify graduates for development in a society, where rapid evolving of both society's overall digitization

needs and industry/media methods is a field. Finally, the training qualifies graduates to pursue relevant training at postgraduate level.

1.2 SCOPE OF THE PROGRAMME

The programme, which is a full-time study, is rated as an FTE (full time effort) of 1,5 years of study. A student's yearly FTE is

a full-time student's work in 1 year. A student's yearly FTE is equivalent to 60 ECTS points (European Credit Transfer System). The programme is rated for a total of 90 ECTS.

1.3 TITLE

Those who have completed and passed the programme are entitled to use the title Bachelor of Web Development (BSc Web Development).

1.4 ADMISSION TO THE PROGRAMME

The Bachelor of Web Development is a top-op programme (a degree) to both the Multimedia Design and Communication diploma (AP Degree) and the Computer Science diploma (AP Degree) programme, which both allow for direct admission. Other candidates may be placed on a concrete assessment of their actual qualifications see Order No. 8 of 10 January 2008 for individual competence assessment (actual competence assessment) in higher adult education (VVU) and diploma courses in further education for adults.

1.5 METHODS OF TEACHING AND STUDYING

Teaching at the Bachelor of Web development programme at ZIBAT is conducted as a dynamic, interactive process where the main emphasis is on the active participation of the students. The students take responsibility for their own learning and students as well as teachers contribute constructively to the learning process.

The teaching is conducted as a combination of classroom teaching and individual and team-based project work – most often involving interdisciplinary issues and always with an application-oriented starting point.

To ensure the individual student the optimum professional learning and personal development the Bachelor of Web development Programme applies varied teaching methods with main emphasis on dialogue, discussion and projects. The teaching plan is varied and includes classroom teaching, work in groups, interdisciplinary cases, theme-based work, guest lectures, company visits and project work.

2. OVERALL LEARNING OBJECTIVES FOR THE PROGRAMME

2.1 KNOWLEDGE

The objective is that the student gain knowledge about: World Wide Web formal and de facto standards, World Wide Web standards as a platform for applications, XML family's role in both data warehousing and application development,

Normal development environments for web development, Content Management Systems, The roles of web applications in society and its development.

2.2 SKILLS

The objective is that the student has the skills to: Select appropriate and suitable object-oriented programming languages to implement the development aspirations. Select an appropriate and suitable database system to ensure coherence in both data and application. Design of appropriate interfaces adapted to relevant target groups. Utilization of the World Wide Web special design and aesthetic possibilities.

2.3 COMPETENCES

The objective is that the student has the competence to: Analyze, plan and develop applications based on specific development aspirations. Analyse and plan expansions in the framework of existing systems. Implement development in light of the analysis and planning carried out. Execute a development process based on an external analysis and plan.

The overall objective is utilized into a series of targets for knowledge, skills and competences that are described under the individual training modules.

3. STRUCTURE OF THE PROGRAMME, CORE AND MANDATORY EDUCATIONAL ELEMENTS

The Bachelor programme is modular and consists of: Bridging Module (10 ECTS), Core Modules (40 ECTS), Elective Modules (10 ECTS), Internship (15 ECTS) and Bachelor Project (15 ECTS).

3.1 MODULES

The line consists of several modules which together spans the field and thus provides the student the relevant skills. These modules are closely linked, so each module is given meaning through the whole they are part of - the total quantity of modules.

Some modules are based directly on previously acquired skills that are specific to either the Computer Science (AP Degree) or the Multimedia Design and Communication programme (AP Degree)

4. LEARNING OBJECTIVES FOR PROGRAMME ELEMENTS:

4.1 WEB PROGRAMMING AND NETWORK - BACKEND (10 ECTS)

PREREQUISITES

Completed Multimedia Design and Communication programme or equivalent.

PURPOSE

The purpose is to enable the student to develop modern web applications using the object-oriented programming paradigm, using modern standardized protocols and client/server model options. The emphasis is on providing skills that are not significantly incorporated in the Multimedia Design and Communication programme.

OBJECTIVES KNOWLEDGE

- Design patterns
- TCP/IP architecture as the Internet’s protocol-related foundation
- The Internet’s structure as client/server platform
- World Wide Web fundamental protocols
- Client/server architecture capabilities and limitations

SKILLS

- object-oriented programming
- use the basic concepts; object, class, method, constructor, encapsulation, interfaces, inheritance, specialization, extension, and polymorphism
- use protocol-based special techniques in the programming of web applications
- use programming techniques in conjunction with protocols to ensure data and system access

COMPETENCES

- analyze a development request for the construction of a web-based client / server application
- select and apply an appropriate object-oriented programming language for developing web-based client/server applications

- meet the general purpose of programming the application

4.2 WEB PROGRAMMING AND NETWORK - FRONT-END (10 ECTS)

PREREQUISITES

Completed Computer Science Programme or equivalent.

PURPOSE

The purpose is to enable the student to develop modern web applications using the object-oriented programming paradigm, using modern standardized protocols and client/server model options. Furthermore an understanding of basic design and visual communication is required. The module will also enable the student to design simple user interfaces by use of aesthetic and communicative principles.

Objectives Knowledge

- The Internet’s structure as client / server platform
- TCP/IP architecture as the Internet’s protocol-related foundation
- World Wide Web fundamental protocol.
- different media specific characteristics
- strengths and weaknesses developing a communication strategy taking into account the sender, audience, media and tools.

Skills

- use protocol-based special techniques in the programming of web applications
- program and implement a modern, dynamic web application
- master the design principles of typography, Chromatology, layout, composition, aesthetics and imagery

The student must be able to apply these principles in the production of interactive user interfaces use programming techniques in conjunction with protocols to ensure data and system access use communication theories, models and methodologies for planning and production of digital visual communication concepts apply theories of user-friendliness and to plan and carry out user tests.

COMPETENCES

- analyze a development request for the construction of a web-based client/server application

- select and apply an appropriate programming language for developing client side of web
- analyze and use standardized models in collaboration with the selected client-side programming

4.3 DATABASES AND XML (5 ECTS)

PURPOSE

The purpose is to enable the student to use relational databases and/or XML as an integral part of a web application.

OBJECTIVES KNOWLEDGE

- Database transactions – purpose, ACID properties
- The general structure of XML documents (incl. wellformedness), and how XML can be used in web applications

SKILLS

- Use the relational data model in the development and maintenance of web applications
- Develop a conceptual data model using ER diagrams and convert the model into a relational data model
- Use SQL's query options
- Write simple database transactions in a web programming language
- Develop basic XSLT style sheets that can display XML data in a web application

4.4 DEVELOPMENT ENVIRONMENTS AND CONTENT MANAGEMENT SYSTEMS (10 ECTS)

PURPOSE

The purpose is to enable the student to make an appropriate choice between development environments in relation to platform and network. The student must also be able to choose between different Content management systems depending on desired functionality and platform.

OBJECTIVES KNOWLEDGE

The goal is that the student obtains knowledge of:

- Common development platforms (e.g. Eclipse or Visual Studio) and their possibilities and limitations
- Common development environments (e.g. Java or .Net) and their possibilities and limitations

- Cross platform development, e.g. develop something under Linux that is to be used in a windows based system or under Mac to be used in a Linux based system
- General functionality requirements for a Content management system
- The importance of the choice of data storage platform in connection with a CMS

SKILLS

The goal is that the student has acquired the skills to:

- Use at least one common development environment
- Use at least one common development platform
- Model a CMS for his/her own development

COMPETENCES

The goal is that the student has the competence to:

- Analyse and select a suitable platform and a suitable environment for a given task
- Analyse and use a common system

4.5 WEB COMMUNICATION AND NETWORK SOCIOLOGY (10 ECTS)

PURPOSE

The purpose of the module is to qualify the student to work with the development of network- based communications solutions across platforms, media and applications.

OBJECTIVES KNOWLEDGE

- significant standards in the publishing field (XML, micro formats)
- communicative components that create sensory (audio / visual / olfactory etc.) identity
- cross-media requirements for material, which simultaneously must establish said identity
- cross-media re-mediation theories and their influence on the expression of the media knowledge of theoretical models, their influence on the description of competences in network micro-sociological theory and its influence on the perception of individual positioning in relation to medium term

SKILLS

- establish sensory identity for a publication task
- use evidence of sensory identity design products in accordance with various re-mediation theories
- use micro-sociological theory to develop a digital portfolio,

COMPETENCES

- analyze the publication forms across media (print, web, mobile etc.)
- use this knowledge in planning and administration of large publishing tasks

4.6 INTERFACE DESIGN AND DIGITAL AESTHETICS (10 ECTS)

PURPOSE

The purpose of the module is that student should be able to analyze and reflect on the relationship between functionality and design, taking into account the aesthetic as well as the user oriented aspects. The student must be able to assess the theoretical and practical issues in light of current methodologies, models and theory in the field of interaction design, inter- face design and usability design.

The module will also enable the student to engage in complex contexts and independently manage the design process in the shaping of complex user interfaces.

OBJECTIVES KNOWLEDGE

- current accessibility standards
- functional and design standards in the development of graphical user interface (GUI) components in a variety of plat- forms and in a variety of application contexts
- interaction design in technology history
- psychological factors in the interaction between human and computer
- assessment techniques, identification and selection of appropriate evaluation methods to practical problems

SKILLS

- use abstract models for modelling of interaction between people and systems
- identify and use formal aesthetic design criteria
- identify and use formal design principles for interactive systems
- identify and apply various standard interaction principles
- use standardized formal design methods in the development of user interfaces, including prototyping
- use different principles for structuring and organizing information
- use standardized methods of documenting the design and evaluation
- use standardized methods and models for the visualization of information architecture

COMPETENCES

- analyze and give perspective on the aesthetics role in user interfaces
- analyze the accessibility-oriented issues and apply universal accessibility principles in a practical context
- analyze and translate complex information architecture, navigation structure and data visualization
- analyze and apply standards for the display of complex data

4.7 ADVANCED MEDIA TECHNOLOGIES (10 ECTS)

PURPOSE

The purpose of this module is that the student should be able to use and analyze methods for the manufacture of advanced media technology productions. The student must also be able to analyze advanced media technology productions and the context in which these are used. Module covers video, audio and animation.

OBJECTIVES KNOWLEDGE

- time-based med productions structure
- media-based narrative techniques
- concepts in media production
- different media platforms
- media types methods and tools for digital finishing

SKILLS

- analyze time-based media productions and their narrative structure
- analyze sophisticated media productions
- analyze the interplay between aesthetics and engineering
- analyze the overall media strategies, including cross media strategies
- use advanced media production in selected appropriate strategic contexts
- use a range of applied specialised software programs, targeting video, animation or audio production
- use applied relevant specialised software programs for refinement and clarification of aesthetic expression

COMPETENCES

- enter into professional multi-disciplinary media productions and environments
- work independently to evaluate media productions in a media appropriate strategic context
- develop media productions and apply cross media strategies

4.8 THEORY OF SCIENCE (5 ECTS)

PURPOSE

This course is an introductory course giving the student a foundation to assess and reflect on research at an academic level and to conduct, assess, and reflect on research enabling the student to apply an interpretive approach to social science and discuss his or her learning.

The purpose of the course is thus to give the student knowledge on a high level about the philosophy of the social sciences, the specific challenges in and demands of research in the social sciences as opposed to the natural sciences, and the implications these challenges and demands as regards conducting research in this field.

Furthermore, the course aims to give students an understanding and appreciation of how different paradigms in the social sciences imply different methodologies and methods of investigation. Furthermore, the course gives the student knowledge about and skills in doing qualitative/quantitative data collection and analysis. Finally, the

course gives the student competences in developing research questions and applying a methodological approach to the Bachelor project.

OBJECTIVES – CONTENT

Part 1: Philosophy of Science

- Terminology in philosophy of science
- The special characteristics of social science compared to natural science
- Scientific reasoning (induction/deduction)
- Central concepts in the philosophy of science (ontology, epistemology, and methodology)
- Various paradigms in the social sciences (positivism, realism, pragmatism and interpretivism): strenghts, weaknesses, and the relationship between ontology, epistemology and methodology inside these paradigms
- The coexistence of different scientific paradigms in the social sciences: Challenges and opportunities in the creation of new knowledge

Part 2: Research design and methodology

- The qualitative research design as a central issue in social inquiry craftsmanship
- Development of research questions on the basis of problem analysis
- The use of explorative interviews in relation to the formulation of research questions
- Qualitative methodologies and methods for data collection and analysis
- Quantitative methodologies and methods for data collection and analysis
- The scientific report

4.9 USER TEST (5 ECTS)

PURPOSE

This course will introduce you to usability testing and to usability research as a user centered design strategy. The course takes a process approach; you will learn how to define your audiences and issues, create

investigative procedures that answers your questions, administer the procedure, analyze the results, and report your findings effectively.

OBJECTIVES KNOWLEDGE

- Understand and explain to others what usability testing and usability research are and what they can contribute to a design effort
- Analyze the usability issues that a product has and prioritize the ones that merit investigation through a usability test; analyze the various audiences for the product and prioritize the ones that are most critical at the current moment.
- Design a usability test that answers the questions you have for the audiences of interest
- Administer the test, analyze the results, and report the findings effectively

SKILLS

- Understand and use the terminology associated with usability testing
- Differentiate usability testing from usability engineering as well as from other methods of gathering usability in- formation from experts and users
- Plan and implement field research strategies for gathering task and user information
- Develop and implement a comprehensive plan for gathering user information
- Design and conduct effective user research and analysis to develop an effective usability test
- Use professional communication skills to work effectively with a client, users and colleagues in developing effective usability testing
- Use professional communication skills to formally reporting usability testing results, including informal briefings, formal presentations and poster presentations

5. INTERNSHIP (15 ECTS)

The internship is taken in one or more companies where the students must participate in, and gain knowledge of, relevant business functions. The internship can be organized flexibly, differentiated and must be able to form basis for the student's final bachelor project.

The purpose of the internship is to give students the opportunity to test the first two semesters of learning in practice by performing in a job situation relevant to the profession and the job function.

During the internship the student has an internship supervisor from respectively ZIBAT and the business.

LEARNING OBJECTIVES FOR THE INTERNSHIP

To gain insight into the demands and expectations that companies have towards software developers knowledge. Skills and attitudes to work. To experience a daily routine and tasks through a longer period within the profession. Work with development tasks in practice in accordance with their own learning objectives. To test knowledge and skills in practice, which are achieved at PBA programme.

To gain experience of other working methods and tools for solving specific tasks

In addition, if necessary: To get ideas for a final bachelor project and a possible basis for the bachelor project

Based on the learning objectives of the internship, the student and two tutors establish in unity the objectives for the student’s learning outcomes of the internship period. This is subsequently guide to the organization of the student's work in the internship period.

Upon completion of the internship the student delivers a written report addressing the learning outcomes of the internship. The report must be approved by the internship supervisor to ensure that the student can take the exam in the final project.

The internship equates a full-time job with the demands of work, effort, commitment and flexibility that the professional graduate is expected to meet in his/her first job. The internship period is SU-justified, and the student and the company agrees on the economic terms for the business internship between themselves.

6. FINAL BACHELOR PROJECT (15 ECTS)

In the final bachelor project, the student must demonstrate the ability, on an analytical and methodical basis, to process a complex and practice-related problem to a specific task in the IT field. The final bachelor project should include key issues in programme.

PREREQUISITES

The student must have passed all previous tests to take the final exam. Furthermore, the internship must have been approved..

CONTENT

The problem formulation to final exam is prepared by the student in collaboration with a company. The problem formulisation must be approved by ZIBAT.

In solving the identified problem, it is important that the student can apply key theories and methods. ZIBAT is to draw up detailed guidelines with the formal requirements for the project.

7. SCHEDULED PLACEMENT OF THE MODULES

The following is the recommended sequence of modules.

	Semester	**ECTS**
Bridging modules		
Web-programming and networks. Backend programming	1	10
Web-programming and networks. Frontend programming	1	10
Here one module is selected		
Core modules WEB		
Databases and XML	2	10
Interface Design and digital aesthetics	1	10
Development environments and CMS	1	10
Elective modules *(here 20 ECTS points are selected)*		
Advanced media technologies	2	10
Web communication and network sociology	2	10
Mobile platform development	2	10
Project management	2	10
General interaction design	2	5
Advanced CMS	2	5
Theory of science	2	5

8. EXAMS

8.1 EXAMINATION FOR FIRST YEAR OF STUDY

Every module is completed with an external oral examination.

For each external examination applies:

Participation in each examination prerequisites, that the student has handed in and had the mandatory assignment (s) approved.

Examination basis: The specific module.

Examination form: Oral external examination.

Scope: 30 minutes examination including evaluation. The examination can either be with 30 minutes of preparation or a synopsis, depending on the specific module.

Assessment: 7-point scale.

The examinations used to document, that the student has achieved the learning objectives for the first year of study, is thereby composed of 6 examinations, that all have to be passed for the student to continue on to the second year of study.

An examination can be repeated if it is not passed.

8.2 THIRD SEMESTER INTERNSHIP EXAM

INTERNSHIP EVALUATION

The test is internal and aims at assessing the student’s individual teaching objectives set by the student and the involved organization and ZIBAT prior to entering the internship.

The internship is assessed by the writing of an Internship report. It is recommended that the student keeps the log during the Internship.

The report must contain: A short description of the Internship company A description of the tasks/assignments and a reflection on these in relation to the theories that has been taught during the education. Reflection on the Internship and the gaining of it.

A result or part-result of the solved tasks can be attached. The report must be no more than 15 pages. Evaluation: The test is marked either “passed” or “not passed”.

Re-examination: As with the other examinations, the student has the right to take two re-exams. Re-examination is based on a professional assessment:

If assessment of "not passed" is due to insufficient participation in the internship, the student must take another internship. If assessment of "not passed" is due to insufficient reflection in relation to the learning objectives, a new test will be administered after approximately 2 weeks.

8.3 THIRD SEMESTER BACHELOR PROJECT

The topic for the final bachelor project is formulated by the student in consultation with the institution and to the extent possible in cooperation with a company. The institution approves the formulation.

The examination in the final bachelor project is external and involves an assessment of the project documentation and the deliverables supplied and an oral defence of this. A single grade is given, where the oral defence is used primarily to ensure that deliveries are made by the examinee and secondarily to make minor adjustments in the assessment of the examinee level.Firstly, the project documented deliveries are assessed by supervisor and examiner jointly. It is then defended against the supervisor and the examiner.

The final bachelor project must demonstrate that learning and educational objectives are achieved and that a passing level has been achieved.

The bachelor's project can be undertaken in groups of usually up to 4 students. The institution will take further provision on this in consultation with each individual student.

The bachelor project is handed in to the institution in 3 copies, in the form of a report and, if appropriate, a product. Report excl. appendix must have a scope of max. 40 standard pages and additionally 20 pages pr. student. The product can for ex- ample be an application, a program, a system, a comprehensive analysis or study. The report is assessed individually, which means that it must clearly appear in the report who is responsible for what parts. For the individual oral part of the examination it is the entire report which is the basis.

The bachelor project is examined by an individual oral defence lasting 30 minutes.

The process is that the students individually make a 10 min. presentation initially where after an examination dialogue is conducted for approximately 20 min. A single grade is given to each individual on the basis of the report and the oral examination.

If the final bachelor project is failed, a revised version of the original project report may be handed in for the re-examination. See also section 14 for further important info.

9. GENERAL CONDITIONS FOR EXAMINATIONS

Please see appendix for further details on examinations.

9.1 EXAMINATION ABROAD

Under special circumstances permission to take the examination abroad can be given. The examination has to be taken at a

Danish representation (eg. embassy, consulate or learning institution) after previous agreement with the representation.

9.2 DIPLOMA

A Diploma and a Diploma Supplement are issued in connection with the graduation when the student has passed all examinations in the Programme.

The diploma will show:

1. The result of the assessments of each examination
2. Weight of the grades – and their part of the total average
3. The achieved average rating for the studies as a whole
4. Note regarding the Internship

Students leaving the Programme without having graduated are entitled to receive documentation for tests passed. The documentation includes information of the type of test and the mark achieved.

10. COMMENCEMENT

This curriculum becomes effective for students starting their studies as per August 2012.

11. REFERENCE TO THE RULES OF LAW

The law applicable to the curriculum is the following legislation and ministerial orders:

- Lov nr. 207 af 31/08/2008 om erhvervsakademiuddannelser og professionsbacheloruddannelser
- Bekendtgørelse nr. 636 af 29/06/2009 om erhvervsakademiuddannelser og professionsbacheloruddannelser
- Bekendtgørelse nr. 975 af 19/10/2009 om uddannelsen til professionsbachelor i Webudvikling
- Bekendtgørelse nr. 1146 af 01/10/2010 om kvalitetssikring af erhvervsrettet videregående uddannelse
- Bekendtgørelse nr. 214 af 21/02/2012 om adgang erhvervsakademiuddannelser og professionsbacheloruddannelser
- Bekendtgørelse nr. 714 af 2/06/2012 om prøver og eksamen i erhvervsrettede videregående uddannelser
- Bekendtgørelse nr. 262 af 20/03/2007 om karakterskala og anden bedømmelse
- Bekendtgørelse nr. 952 af 02/10/2009 af lov om åben uddannelse (erhvervsrettet voksenuddannelse) m.v.

The acts and orders are accessible under www.fivu.dk and www.retsinformation.dk

PART TWO. SPECIAL REGAULATIONS SPECIFIC TO ZIBAT

12. OPTIONAL PROGRAMME PARTS

On the second semester, the student can choose between different modules.

13. INTERNSHIP

The internship can be conducted abroad.

THE INTERNSHIP CONTRACT

Before the start of the internship, an internship contract documenting the internship and the conditions of which, needs to be prepared. The contract, which should relate to the learning objectives for the internship, must contain all formalities, practical details etc.

The contract must be approved by ZIBAT.

Within two weeks of the commencement of the internship, the student, in cooperation with the company, prepares a plan for conducting the internship. The plan should be based on the learning objectives of the internship. The plan must be approved by ZIBAT.

14. PART OF THE PROGRAMME COMPLETED ABROAD

It is possible to complete parts of the programme abroad. The following parts of the programme can be completed abroad:

- Period of study on second semester
- Internship and possibly final project on third semester

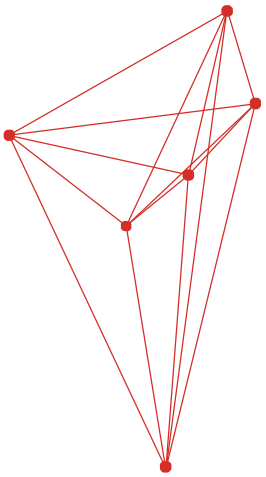
Campus Roskilde has exchange agreement with institutions abroad. As always, the student can find an appropriate institution with a matching programme, themselves. In these cases, ZIBAT must approve the institution and the content of the foreign programmes. The same is rules apply for internships abroad.

It is possible to find more information on www.zibat.dk . Here you can also find all relevant information and the internship counsellor at Campus Roskilde can also help you.

APPENDIX TO CURRICULUM EXAMINATION RULES AND REGULATIONS

Zealand Institute of Business and Technology (ZIBAT)

Effective from August 2012



Zealand Institute of Business and Technology

INTRODUCTION

In this appendix you can read about rules and regulations of examinations. The appendix is divided into three parts; before, during and after the examination. This is done to make sure you know exactly how the examination is conducted.

The rules and regulations are formally a part of the curriculum but are, for practical reasons, made as an appendix. This is done so that it is possible to reuse the same rules and regulations for examinations for several different curriculums.

The curriculum where the specific examinations are described is often referred to in the examination rules and regulations. This means, of course the full text of the curriculum.

The examination rules and regulations are written on the basis of Eksamensbekendtgørelsen (BEK nr. 714 af 27/06/2012) which you can find here or on www.retsinfo.dk.

BEFORE EXAMINATION

SIGN UP

When you sign up for the program you are automatically signed up for the examinations that are planned. But if you need to attend a reexamination or if you wish to sign up for an exam at a later course you have to sign up at the administration office. The deadline for registration is two weeks before the actual examination (or two weeks before assignment hand in if the examination requires an assignment). It is your own responsibility to keep track of the dates for examination and to make sure you are signed up.

The prerequisite for attending the examination is that you must comply with the requirements for passing earlier examinations, assignments, class attendance etc. Please see the curriculum for further information on this topic.

WITHDRAWAL NOTICE

You can withdraw from the examination until one week before the actual examination date or the assignment hand in date. If you withdraw you can only sign up for the next ordinary examination, not he reexamination. Remember that it is your own responsibility to sign up for a new examination.

EXAMINATION PLAN

For each examination the campus makes an examination plan: In the plan you can find some practical information about:

- Dates, including the date for reexamination
- Room number
- Type of examination
- Who is the examiner and the censor
- Who is responsible for the examination
- Contact information to the administration office.
- What to hand in
- Where to hand in (or to whom)
- Possible special terms e.g. use of it equipment
- When the results of the examination are available

The examination plan will be posted at the bulletin board and the net approximately one month before the examination or the hand in date. It is your own responsibility to keep yourself informed about the examination plan.

BE IN GOOD TIME

Show up in good time before the scheduled time – at least 15 minutes before. At written examinations you must be at your place and be ready at the start time of the examination.

If you are late for an examination or if you hand in an assignment too late, you can be expelled from the examination and it will count as one attempt (see below about re-examination). If there is a reasonable explanation to the delay the person responsible for the examination (at written examinations) can determine whether to let you in to the examination anyway. The examiner at oral examinations can also determine whether you can attend the examination at a later point during the period of examination.

Written work or other products used as an examination basis, which are not part of the evaluation, must be handed in after the same regulations as described above.

ILLNESS/FAILURE TO ATTEND

If you fall ill prior to the examination you have to let the administration office know immediately. It is likely that they require a medical certificate to document your illness (You must cover expenses for this yourself). Time and date of the re-examination can be found in the examination plan.

If you fail to attend the examination with no valid reason, the examination counts as one attempt and you are not allowed to attend the reexamination but must wait for the next ordinary examination.

LANGUAGE FOR EXAMINATION

The language for the examination – or written assignments – is Danish or the language the lessons were conducted in. You can apply to the campus if you would like to use a different language. You have to apply at the administration office no later than two months before the examination. You are entitled to a response no later than one month before the examination.

SUPPORT MATERIALS FOR EXAMINATIONS

Generally all support materials are allowed at the examinations. Any communication equipment (mobile phones, network access etc.) is only allowed if it is specifically mentioned in the curriculum.

In the curriculum you can see which support materials you are allowed to use at each examination. Please pay particular attention to IT based equipment – all practical information and regulations is available in the curriculum.

REMEMBER ID WITH PHOTO

At all examinations you must be able to legitimize yourself by showing ID with a photo (Student card, driver's license or passport). Not all people involved in the exam know you!

SPECIAL TERMS

If you have physical or psychological disabilities, other disadvantages or if you do not have Danish as your native language, you can apply for special examination terms.

The campus can grant you special terms if it is necessary to equate you to other students attending the same examination. You have to apply no later than two months before the examination. You are entitled to a response no later than one month before the examination.

WRITTEN ASSIGNMENTS AND GROUP PROJECTS.

Assignments can be done as a group unless otherwise stated in the curriculum. If the assignment is done by a group, and there is no examination, it must be stated which part each student is responsible for, so that each student can be evaluated individually.

Written assignments must be signed on the front page. With your signature you confirm that the assignment has been prepared without unlawful help. If it later turns out, that you have received unlawful help, or published materials of others as your own, the campus can expel you from the examination. In serious cases you can be expelled from the course for a period. In such cases a written warning is given that repetition can result in permanent expulsion. If a student is expelled it counts as an examination attempt.

DURING EXAMINATION

EXAMINATION IS PUBLIC

An oral/practical examination is public – i.e. other people can attend your examination and you can invite guests. At an individual oral examination based on a written group project, the other members of the group cannot be present in the examination room until they have been examined themselves.

Campus is allowed to limit the access to the examination rooms with regard to the examinee or if an assignment involves an agreement of

professional secrecy with a company. Access also can be limited due to lack of space, and individuals can be denied access or expelled if deemed necessary to ensure the required peace and order during an examination.

ILLNESS

If you become ill during an examination, please inform the examiner or the invigilator. If the examination is discontinued it will not count as an examination attempt. Contact your medical practitioner, you may be asked to document your illness with a medical certificate (You must cover expenses for this yourself).

TOO LATE

If you are late for an examination, as a starting point you are not allowed to attend the examination and it will count as one attempt. If there is a reasonable explanation to your delay, the examiner can decide to let you attend the examination later on.

If a student is late to a written examination, the person who is responsible for the examination will evaluate whether the student is allowed to enter the examination room. Only on very special occasions, the time limit for the examination can be extended.

ID WITH PHOTO

At written examinations: Leave your ID with photo visible on your table at the start of the examination. When the examination has started, the invigilators will check it. For all other examinations you only need to show your ID when asked, but please remember to bring it.

CHEATING AND DISTURBANCES

If you use unlawful help or use any other support material than the permitted ones, you will be expelled from the examination. If you disturb the examination you can also be expelled from the examination.

You are not allowed to make sound or video recordings during examination unless it is part of the examination process. If that is the case, the recordings are carried out by the campus.

SPECIAL REGULATIONS FOR WRITTEN EXAMINATIONS:

- You are not allowed to enter the examination room before examiner or invigilators are present
- The campus can decide where you sit at the examination
- Paper is handed out by the campus. You are not allowed to use your own
- There is no requirements stating whether to use a pen or a pencil

- If you need to leave the examination room, it must happen under supervision
- You are not allowed to leave the examination room for the last 30 minutes of the examination, even if you have already handed in your work
- No assignments or answers (even drafts) can be removed from the examination room until the examination is over
- If you are using a PC, your answers must be printed before the examination is over
- You are not allowed to leave your seat until the examination is over
- All papers you want to hand in for assessment must contain name, date and course number on top of each copy
- You have to decide yourself what material you want to hand in for assessment. It must be clear what exactly you want assessed
- Your answers must be handed in, in the cover provided

AFTER EXAMINATION

ASSESSMENT

You can see from the examination plan, when the grades should be given. Grades for written examinations are posted both on the bulletin board and on the net.

RE-EXAMINATION

If you do not pass your exam, you can sign up for a re-examination. The date for this can be found in the examination plan. There will only be one re-examination. If you do not pass the re-examination, you have to wait for the next ordinary examination.

If an examination is a combination of practical work and several examination forms, you can see in the curriculum which parts you need to take again.

You have a total of three attempts for each examination. Only in very special cases, the campus can give you more attempts.

COMPLAINTS

If you are not satisfied with an examination, you can file complaint:

- We need to have your complaint within 2 weeks at the latest after the result of the examination has been published. On special cases the campus can waive the deadline
- The complaint must be written and substantiated
- The complaint must be individual. You can only complain about your own examination. If you are a group of students who want to complain about the same issue, you must make one complaint each
- The complaint must be sent to the administration office and addressed to the Head of studies for the specific course
- You can have a copy of the assignment and your written answers, if you need, for the complaint
- The complaint will then be processed after the regulations in the examination curriculum – please see this for further details or contact the Head of Studies.