

Zealand Institute of Business and Technology

Curriculum

Computer Science

August 2014



Ulla Skaarup
Rector

Curriculum for Computer Science - Joint Study Section

1. Table of contents

1.	Table of contents	3
2.	Structure of the education	6
3.	Core areas and ECTS credits	6
3.1	Core area: Programming	6
3.2	Core area: Systems Development	7
3.3	Core area: Technology	8
3.4	Core area Business Understanding	9
4.	Compulsory educational elements within core areas	10
4.1	Compulsory educational element: Programming, Systems Development, Technology and Business Understanding	10
4.2	Compulsory educational element: Programming and Technology	13
4.3	Compulsory educational element: Systems Development	15
5.	Examinations in compulsory educational elements	16
6.	Internship	16
7.	Final examination project	17
8.	Overview of examinations	19
9.	Credits	19
9.1	Prior approval	19
9.2	Credit agreements	19
10.	Exemptions	19
11.	Effective date and transition period	20
12.	Table of contents	21
13.	Time schedule for the exams	24
14.	Framework and criteria for the exams	24
14.1	First semester exam Programming, Systems Development, Technology and Business Understanding	24
14.2	First year exam: Programming, Systems Development, Technology and Business Understanding	25
14.3	Programming exam - the exam in the compulsory educational element Programming and Technology	26
14.4	The exam in Systems Development	27
15.	Elective educational elements	28

15.1	The exam in elective educational elements	28
16.	Internship	29
16.1	The exam in Internship	30
17.	The Final Exam Project	31
17.1	Exam in Final Exam Project	31
18.	Electronic submission of answers for exams	32
8	Internationalisation	32
8.1	Examinations when studying the 4th semester abroad	32
9	Ways of teaching and working	33
10.	Rules about the student's duty to attend tuition and requirements to written assignments and projects	33
10.1	Study activities in the Computer Science programme	34
10.2	Compulsory assignments/conditions	34
10.3	Termination of enrolment	34
11.	Credit transfer for elective educational elements	35
12.	Foreign languages	35
12.1	Examination language	35
13.	Re-examination	35
13.1	Illness examination	35
13.2	Re-examination	36
14.	Aids permitted	36
15.	Special exam arrangements	36
16.	Cheating offences in exams	36
16.1	Using one's own work and that of others - plagiarism	36
16.2	Disciplinary procedures for dealing with cheating offences and disruptive behaviour in exams	37
16.3	Presumed cheating at an exam, including plagiarism during and after the exam	37
16.4	Investigation of cheating offences in exams, including plagiarism	37
17.	Complaints about exams and appealing decisions	38
17.1	Complaints about exams	38
17.1.1	Complaints about the scope of the examination etc., the examination procedure and the assessment	39
17.2	Appeal	40
17.3	Complaints about legal matters	40
18.	Exemptions	41

2. Structure of the education

		1st Study Year	2nd Study Year	3rd Study Year
Core area	Programming 40 ECTS	30 ECTS	10 ECTS	
	Systems Development 25 ECTS	15 ECTS	10 ECTS	
	Technology 15 ECTS	5 ECTS	10 ECTS	
	Business Understanding 10 ECTS	10 ECTS		
Elective Educational Elements			30 ECTS	
Internship Examination				15 ECTS
Final Examination Project				15 ECTS
Total ECTS	90 ECTS	60 ECTS	60 ECTS	30 ECTS

This Curriculum outlines the joint study programme for the Academy Profession degree programme in Computer Science as set out in Executive Order No. 641 of 12/06/2014. (Reference is made to <https://www.retsinformation.dk/Forms/R0710.aspx?id=163912>)

3. Core areas and ECTS credits

The education covers the following core areas:

1. Programming (40 ECTS)
2. Systems Development (25 ECTS)
3. Technology (15 ECTS)
4. Business Understanding (10 ECTS)

Total: 90 ECTS

3.1 Core area: Programming

Contents

The objective of this core area is to give the student competences to be able to effectively and professionally realise systems of relevant quality, by using modern and state-of-the-art programming technology and tools for software construction.

ECTS credits

40 ECTS

Learning objectives

Knowledge

The student has knowledge about:

1. Specifications of abstract data types
2. Criteria for program quality
3. Abstraction mechanisms in modern programming languages
4. Integration of heterogeneous components and platforms

Skills

The student can:

1. Specify and construct algorithms
2. Use programming language to realise algorithms, design patterns, abstract data types, data structures, design models and user interfaces
3. Evaluate qualitative and quantitative properties of algorithms and data structures
4. Use a modern integrated development tool, including version control systems
5. Realise models in a database system and construct programs which use a database interface
6. Design and construct programs in the form of interrelated processes/threads
7. Design applications based on a layered software architecture
8. Use software components/libraries
9. Prepare documentation in relation to valid de-facto standards in the field
10. Use up-to-date techniques and tools for testing and quality assurance
11. Use techniques for the construction of programs with simultaneous users
12. Design and construct programs based on interrelated processes in a distributed architecture
13. Construct programs which use modern network technologies
14. Use design patterns for distributed software architecture
15. Develop software components
16. Develop web applications

Competences

The student can:

1. Participate as a professional programmer in development, integration and maintenance projects
2. Keep up to date with current programming languages, development tools, programming technology and program design

3.2 Core area: Systems Development

Contents

The objective of this core area is to give the student competences to be able to participate effectively and professionally in the development of IT systems with relevant quality.

The core area is also intended to develop the student's competences in the development from idea to functioning system, enhancement and integration of IT systems based on a systematic foundation, using up-to-date and suitable systems development methods and techniques.

ECTS credits

25 ECTS

Learning objectives

Knowledge

The student has knowledge about:

1. The importance of experimenting as part of or as supplement to systems development methods
2. The importance of quality criteria for the systems development process and the final systems design

Skills

The student can:

1. Model and design IT systems
2. Use an appropriate software architecture
3. Document and communicate product and process – including traceability
4. Ensure quality of product and process
5. Use appropriate design patterns
6. Involve users
7. Design relevant user interfaces and select process models and systems development methods
8. Work systematically with a project using a chosen systems development method
9. Plan, evaluate and adjust projects
10. Select and use appropriate design patterns and components
11. Design systems which are integrated with other systems

Competences

The student can:

1. Participate as a competent member of a development project
2. Adapt a systems development method to a project, taking into account the actual situation
3. Acquire knowledge about new process models and systems development methods
4. Reflect on and adapt processes and methods in practice

3.3 Core area: Technology

Contents

The objective of this core area is to give the student competences to be able to contribute to the choice and use of technology in relation to systems development and programming of IT systems, as well as to give the student a basic knowledge about technological aspects.

ECTS credits

10 ECTS

Learning objectives

Knowledge

The student has knowledge about:

1. The facilities and construction of modern operative systems
2. The facilities and functions of modern database systems
3. Problems related to simultaneous users
4. Principles of designing and realising distributed systems
5. Fundamental network terminology

Skills

The student can:

1. Use mechanisms for synchronising processes and threads
2. Use central security concepts and threats
3. Use virtualisation
4. Use services and programming interfaces for communication
5. Use standard application protocols

Competences

The student can:

1. Acquire knowledge about new operative and database systems
2. Reflect on the choice of infrastructure in relation to the development of distributed systems

3.4 Core area Business Understanding

Contents

The objective of this core area is to give the student competences in incorporating relevant business-related aspects and business understanding in connection with systems development.

The core area is also intended to develop the student's competences in working in a systems development organisation and in participating in the development, enhancement and integration of IT systems in different types of organisations.

ECTS credits

10 ECTS

Learning objectives

Knowledge

The student has knowledge about:

1. How IT can improve business processes and develop the business
2. Standard systems in a company, including organisational concepts

3. Reasons for investing in IT
4. IT security

Skills

The student can:

1. Analyse and model business processes
2. Participate in project work
3. Use innovative methods with focus on project work in practical development projects
4. Communicate and explain to both internal and external partners
5. Take part in the implementation of IT and change management

Competences

The student can:

1. Take part in and understand the relationship between the design of business processes and design of IT systems
2. Collaborate with representatives from the user organisation and the development organisation based on an understanding of business processes and concepts
3. Acquire knowledge about new technology in a business-oriented perspective

4. Compulsory educational elements within core areas

The compulsory educational elements are:

1. Programming, Systems Development, Technology and Business Understanding (60 ECTS)
2. Programming and Technology (20 ECTS)
3. Systems Development (10 ECTS)

Total: 90 ECTS

An examination is held at the end of each of the three compulsory educational elements.

4.1 Compulsory educational element: Programming, Systems Development, Technology and Business Understanding

Contents

This first compulsory educational element in the education is intended to qualify the student to:

- Be able to effectively and professionally realise IT systems with interfaces to user and databases, and to master fundamental elements within the datamatic field.
- Develop and further develop small-scale database-based systems from idea to operating system, on a systematic foundation and using a specific and up-to-date method and related systems development tools.
- Contribute to the selection and use of technology in connection with systems development and programming of IT systems, and to give the student a basic knowledge of technological aspects

- To include relevant organisational aspects and business understanding in connection with systems development, and to work in a systems development organisation and participate in the development, enhancement and integration of IT systems in different types of organisations.

ECTS credits

60 ECTS, comprised of:

- 30 ECTS from core area Programming
- 15 ECTS from core area Systems Development
- 5 ECTS from core area Technology
- 10 ECTS from core area Business Understanding

Learning objectives

Knowledge (Programming)

The student has knowledge about:

1. Specifications of abstract data types
2. Criteria for program quality
3. Abstraction mechanisms in modern programming languages

Knowledge (Systems Development)

The student has knowledge about

1. The importance of experimenting as part of or as supplement to systems development methods
2. The importance of quality criteria for the systems development process and the final systems design

Knowledge (Technology)

The student has knowledge about

1. The facilities and construction of modern operative systems
2. The facilities and functions of modern database systems
3. Problems related to simultaneous users

Knowledge (Business Understanding)

The student has knowledge about

1. How IT can improve business processes and develop the business
2. Standard systems in a company, including organisational concepts
3. Reasons for investing in IT
4. IT security

Skills (Programming)

The student can:

1. Specify and construct algorithms
2. Use programming language to realise algorithms, design patterns, abstract data types, data structures, design models and user interfaces
3. Use a modern integrated development tool, including version control systems
4. Realise models in a database system and construct programs which use a database interface
5. Design and construct programs in the form of interrelated processes/threads
6. Design applications based on a layered software architecture
7. Use software components/libraries
8. Prepare documentation in relation to valid de-facto standards in the field
9. Use up-to-date techniques and tools for testing and quality assurance
10. Evaluate qualitative and quantitative properties of algorithms and data structures

Skills (Systems Development)

The student can:

1. Model and design It systems
2. Use an appropriate software architecture
3. Document and communicate product and process – including traceability
4. Ensure quality of product and process
5. Use appropriate design patterns
6. Involve users
7. Design user interfaces

Skills (Technology)

The student can:

1. Use mechanisms for synchronising processes and threads

Skills (Business Understanding)

The student can:

1. Analyse and model business processes
2. Participate in project work
3. Use innovative methods with focus on project work in practical development projects
4. Communicate and explain to both internal and external partners
5. Take part in the implementation of IT and change management

Competences (Programming)

The student can:

1. Participate as a professional programmer in development and maintenance projects
2. Keep up to date with current programming languages, development tools, programming technology and program design

Competences (Systems Development)

The student can:

1. Participate as a competent member of a development project
2. Reflect on and adapt processes and methods in practice

Competences (Technology)

The student can:

1. Acquire knowledge about new operative and database systems

Competences (Business Understanding)

The student can:

1. Take part in and understand the relationship between the design of business processes and design of IT systems
2. Collaborate with representatives from the user organisation and the development organisation based on an understanding of business processes and concepts
3. Acquire knowledge about new technology in a business-oriented perspective

An examination is held at the end of this compulsory educational element (First Year Examination).

Assessment

The examination is evaluated according to the 7-point grading scale and represents 60 ECTS credits.

Learning objectives for this educational element are identical to the learning objectives for the examination.

Detailed information about the examination can be found in the institution-specific section of the Curriculum.

4.2 Compulsory educational element: Programming and Technology

Contents

The second compulsory educational element in the education is intended to qualify the student to:

- Master more advanced elements in the datamatic field and realise distributed software systems
- Be able to contribute to the selection and use of technology in connection with systems development and programming of distributed IT systems, and to give the student a detailed knowledge about technological aspects

ECTS Credits

20 ECTS, comprised of:

- 10 ECTS from core area Programming
- 10 ECTS from core area Technology

Learning objectives

Knowledge (Programming)

The student has knowledge about:

1. The integration of heterogeneous components and platforms

Knowledge (Technology)

The student has knowledge about:

1. Principles of designing and realising distributed systems
2. Fundamental network terminology

Skills (Programming)

The student can:

1. Use techniques for the construction of programs with simultaneous users
2. Design and construct programs based on interrelated processes in a distributed architecture
3. Construct programs which use modern network technologies
4. Use design patterns for distributed software architecture
5. Develop software components
6. Develop web applications

Skills (Technology)

The student can:

1. Include relevant technological aspects in the development of distributed systems, including:
 - a. The use of central security concepts and threats
 - b. The use of virtualisation
 - c. The use of services and programming interfaces for communication
 - d. The use of standard application protocols

Competences (Programming)

The student can:

1. Participate as a professional programmer in integration projects
2. Keep up to date with current programming languages, development tools, programming technology and program design

Competences (Technology)

The student can:

1. Reflect on the choice of infrastructure in relation to the development of distributed systems

An examination is held at the end of this compulsory educational element (Programming examination)

Assessment

The examination is evaluated according to the 7-point grading scale and represents 60 ECTS.

Learning objectives for this educational element are identical to the learning objectives for the examination.

Detailed information about the examination can be found in the institution-specific section of the Curriculum.

4.3 Compulsory educational element: Systems Development

Contents

The third compulsory educational element is intended to qualify the student within the development, enhancement and integration of distributed IT systems on a systematic basis, using relevant and modern systems development methods and techniques.

ECTS credits

10 ECTS from core area Systems Development

Learning objectives

Knowledge

The student has knowledge about:

1. The importance of quality criteria for the systems development process and the final systems design

Skills

The student can:

1. Select and use appropriate processes models and systems development methods
2. Work systematically with a project using a chosen systems development method
3. Plan, evaluate and adjust projects
4. Document and communicate product and process – including traceability
5. Select and use appropriate design patterns and components
6. Design systems which are integrated with other systems

Competences

The student can:

1. Adapt a systems development method to a project, taking into account the actual situation
2. Participate as a competent member of a development project
3. Acquire knowledge about new process models and systems development methods
4. Reflect on and adapt processes and methods in practice

An examination is held at the end of this compulsory educational element.

Assessment

The examination is evaluated according to the 7-point grading scale and represents 60 ECTS.

Learning objectives for this educational element are identical to the learning objectives for the examination.

tion.

Detailed information about the examination can be found in the institution-specific section of the Curriculum.

5. Examinations in compulsory educational elements

An examination is held at the end of each of the three compulsory educational elements. See "Overview of Examinations" below.

Relation between ECTS, core areas and compulsory educational elements:

<i>Compulsory educational elements</i>	<i>Programming, Systems Development, Technology and Business Understanding</i>	<i>Programming and Technology</i>	<i>Systems Development</i>	<i>ECTS</i>
Core area				
Business Understanding 10 ECTS	10 ECTS			10 ECTS
Systems Development 25 ECTS	15 ECTS		10 ECTS	25 ECTS
Programming 40 ECTS	30 ECTS	10 ECTS		40 ECTS
Technology 15 ECTS	5 ECTS	10 ECTS		15 ECTS
Total ECTS	60 ECTS	20 ECTS	10 ECTS	90 ECTS

6. Internship

Contents

In combination with other elements of the education, the internship programme is designed to contribute to the student's development of practical competences. During the internship period the student has an opportunity to try out in practice the methods, theories and tools acquired in the education by working on and solving specific practical assignments within information technology.

ECTS credits

15 ECTS

Learning objectives

Knowledge

The student has knowledge about:

- Daily operations in the internship company

Skills

The student can:

- Use comprehensive technical and analytical work methods related to employment within the field
- Evaluate practical issues and draw up possible solutions
- Manage the structuring and planning of daily assignments within the profession
- Communicate practical issues and substantiated solution proposals

Competences

The student can:

- Deal with developmental practical and academic situations within the IT field
- Acquire new knowledge, skills and competences within the field
- Take part in professional and cross-functional collaboration in a professional manner

An examination is held at the end of the internship period.

Learning objectives for the internship are identical to the learning objectives for the examination.

Detailed information about the internship examination can be found in the institution-specific section of the Curriculum.

7. Final examination project

ECTS credits

15 ECTS

Requirements

The purpose of the final examination project is to give the student an opportunity to document his/her understanding of practice-related and central theories and methods and their use in solving issues related to a specific task within the field of study. The problem statement, which must be central and relevant for the education and the IT field, is to be worked out by the student, possibly in cooperation with a private or public company. The problem statement must be approved by the institution.

A written project report, possibly accompanied by a product, is to be submitted.

The project report, which comprises the written part of the examination, is to contain as a minimum:

- Front page with title
- Table of contents
- Introduction, including problem statement
- Main section
- Conclusion
- Bibliography (including all sources referred to in the report)
- Appendices (only those which are central for the report)

The project report must fill maximum 20 standard pages plus 20 standard pages per student. A standard page is defined as 2400 characters, including spaces and footnotes, but excluding the front page, table of contents, bibliography and appendices. Appendices are not included in the grading evaluation of the final project.

Formulating and spelling skills

Formulating and spelling skills are included in the evaluation of the final exam project, representing a holistic approach to an evaluation of the project.

A student who can document relevant disability can seek exemption from the above. An application for

exemption should be sent to the head of the degree programme at least four weeks prior to the date of the examination.

Learning objectives

The final examination project serves to document that the student has met the requirements of the graduation level of the education (cf. Executive order for the Computer Science programme).

The objectives for the learning outcome comprise the knowledge, skills and competences that a graduate with an AP degree in Computer Scientist is expected to achieve during the education.

Knowledge

The student has knowledge about:

- 1) Standard applied practice, theory and methods in relation to software development
- 2) Fundamental company operations in relation to systems development
- 3) Technological concepts and the technological platform of computer systems in relation to programming, error tracing and initialisation

Skills

The student can:

1. Methodically identify requirements to IT systems, comprising assessment of whether the requirements are feasible within the set framework
2. Apply state-of-the-art programming techniques and tools for software construction, including ensuring the quality of the developed product
3. Document the work performed in a manner which makes the documentation useful for the target group in question
4. Apply relevant knowledge in connection with systems development, programming and initialisation
5. Systematically perform error tracing and error repairs in connection with IT systems
6. Assess practice-related problems in relation to computer systems and select solution options
7. Communicate practice-related problems and solution options to collaboration partners and users

Competences

The student can:

1. Participate in the development of the practical aspects of software development
2. Participate in project work in a competent manner
3. Participate in professional and interdisciplinary cooperation in connection with software development, applying a professional approach
4. Participate systems development processes, applying state-of-the-art methods, techniques and tools
5. In a structured context acquire new knowledge, skills and competences in relation to the IT industry, including domain and technological knowledge and the application of new methods, techniques and tools.

Assessment

The examination is external and is evaluated according to the 7-point grading scale. The examination consists of a written project report and an oral examination, for which one combined grade is given. The student is not allowed to sit the exam until he/she has passed the Internship examination and other examinations included in the education.

Detailed information about the examination can be found in the institution-specific section of the Curriculum.

8. Overview of examinations

Overview of examinations and timing

Examination	ECTS credits/examination (total 150)	Assessment
1. Commencement of studies ¹	-	Pass/Fail
2. First Year Examination	60	7-point grading scale
3. Programming Examination	20	7-point grading scale
4. Systems Development Examination	10	7-point grading scale
5. Examination(s) in elective elements ²	30	7-point grading scale
6. Internship Examination	15	7-point grading scale
7. Final Project Examination	15	7-point grading scale

9. Credits

The institution can accept that passed educational elements or parts thereof passed at another institution are equivalent to educational elements or parts thereof in this Curriculum.

It is the student's responsibility to inform the institution about completed educational elements from another Danish or foreign tertiary programme as well as about employment that may be presumed to give credit. The institution assesses the possibility of giving credits for completed educational elements or employment that match subjects, educational elements and internship of this Curriculum. Decisions are made on an individual basis.

9.1 Prior approval

The student can apply for prior approval of credits in Denmark or abroad. In such cases the student must, after completion of his/her studies at the other institution, document the educational elements that have been taken. In connection with prior approval, the student must agree that the Academy is entitled to secure any necessary information about the educational elements.

In the case of prior acceptance of credits, the educational element is considered as being completed if it has been passed according to the rules for the educational programme in question.

9.2 Credit agreements

The institution has no credit agreements with other educational institutions.

10. Exemptions

The institute can grant exemptions from rules in this joint section of the Curriculum that have been decided

-
1. If applicable, an examination at the commencement of study will be described in the institution-specific section of the Curriculum
 2. Elective topics and examinations are described in the institution-specific section of the Curriculum

upon by the institutions, where such exemption is justified due to exceptional circumstances. The institutions offering this education cooperate to ensure a uniform exemption practice.

11. Effective date and transition period

This joint study section of the Curriculum is effective from 1 August 2014 and applies to all students who are enrolled or will later be enrolled in the education as well as to examinations that commence on this date or later.

Any transitional conditions for students enrolled prior to 1 August 2014 can be found in the institution-specific section of the Curriculum.

Curriculum Degree Programme in Computer Science – Institution part

12. Table of contents

1.	Table of contents	3
2.	Structure of the education	6
3.	Core areas and ECTS credits	6
3.1	Core area: Programming	6
3.2	Core area: Systems Development	7
3.3	Core area: Technology.....	8
3.4	Core area Business Understanding	9
4.	Compulsory educational elements within core areas	10
4.1	Compulsory educational element: Programming, Systems Development, Technology and Business Understanding.....	10
4.2	Compulsory educational element: Programming and Technology.....	13
4.3	Compulsory educational element: Systems Development	15
5.	Examinations in compulsory educational elements.....	16
6.	Internship	16
7.	Final examination project.....	17
8.	Overview of examinations.....	19
9.	Credits.....	19
9.1	Prior approval.....	19
9.2	Credit agreements.....	19
10.	Exemptions.....	19
11.	Effective date and transition period	20
12.	Table of contents.....	21
13.	Time schedule for the exams	24
14.	Framework and criteria for the exams.....	24
14.1	First semester exam Programming, Systems Development, Technology and Business Understanding	24
14.2	First year exam: Programming, Systems Development, Technology and Business Understanding	25
14.3	Programming exam - the exam in the compulsory educational element Programming and Technology.....	26
14.4	The exam in Systems Development	27
15.	Elective educational elements	28

15.1	The exam in elective educational elements.....	28
16.	Internship	29
16.1	The exam in Internship.....	30
17.	The Final Exam Project	31
17.1	Exam in Final Exam Project.....	31
18.	Electronic submission of answers for exams	32
8	Internationalisation	32
8.1	Examinations when studying the 4th semester abroad.....	32
9	Ways of teaching and working	33
10.	Rules about the student's duty to attend tuition and requirements to written assignments and projects	33
10.1	Study activities in the Computer Science programme	34
10.2	Compulsory assignments/conditions	34
10.3	Termination of enrolment.....	34
11.	Credit transfer for elective educational elements	35
12.	Foreign languages.....	35
12.1	Examination language	35
13.	Re-examination	35
13.1	Illness examination.....	35
13.2	Re-examination	36
14.	Aids permitted.....	36
15.	Special exam arrangements	36
16.	Cheating offences in exams.....	36
16.1	Using one's own work and that of others - plagiarism	36
16.2	Disciplinary procedures for dealing with cheating offences and disruptive behaviour in exams	37
16.3	Presumed cheating at an exam, including plagiarism during and after the exam	37
16.4	Investigation of cheating offences in exams, including plagiarism	37
17.	Complaints about exams and appealing decisions	38
17.1	Complaints about exams	38
17.1.1	Complaints about the scope of the examination etc., the examination procedure and the assessment	39
17.2	Appeal.....	40
17.3	Complaints about legal matters	40
18.	Exemptions	41

19. Regulations concerning effective date and transitional provisions 41

13. Time schedule for the exams

General list of and time schedule for all exams

Time when	Exam	150 ECTS credits divided onto exams	Internal/external	Assessment
1st semester	1st semester exam	30	Internal	7-point scale
2nd semester	8. First Year Exam	60	External	7-point scale
3rd semester	9. Programming	20	External	7-point scale
3rd semester	10. Systems Development	10	Internal	7-point scale
4th semester	11. Exam elective element	30	Internal	7-point scale
5th semester	12. Internship exam	15	Internal	7-point scale
5th semester	13. Final Exam Project	15	External	7-point scale

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

14. Framework and criteria for the exams

In addition to the exams completing each course, the institution can decide to hold an initial assessment test. Students will sit for the initial assessment test no later than two months after the programme has started and they are to receive the results at the latest two weeks after the test. If a student fails this test, he/she may re-sit the test which will be repeated within three months after the programme has started. A student has two attempts to pass the initial assessment test. If the institution organises an initial assessment test, rules and scope can be found on the Intranet.

14.1 First semester exam Programming, Systems Development, Technology and Business Understanding

Conditions for sitting for the exam

The student must meet the following conditions to sit for the exam:

A condition for sitting for the exam is that the student has completed the compulsory study activities. The study activities are laid down in the semester plan by the course teachers.

Examination structure

The exam is an internal, individual oral exam taking its point of departure in two questions that the student draws at the exam. Exams do not comprise preparatory time, and the examination time is 20 minutes, including evaluation and awarding of grades. The students will be given all questions for the exam as a minimum one month before.

The performance will be assessed according to the 7-point scale.

14.2 First year exam: Programming, Systems Development, Technology and Business Understanding

Conditions for sitting for the exam

1. The student must have passed the semester exam to sit for the first year exam.

The first year project, which is used both for the assessment and the examination, must comply with the formal requirements, cf. below, and must be submitted on time, cf. the submission date on the Intranet.

- Cover page and title
- Introduction
- Main section
- Conclusion
- References
- Appendices (only appendices of core importance to the report)
- Path to version management server where the source code and the executable code for the product can be found (if available)
- All students must sign the project and state the sections for which they are responsible.

Failure to comply with just one or more study activities or correct submission of the first year project, which constitutes the written part of the exam, has the effect that the student cannot sit for the exam and he/she has used one attempt.

Examination structure

The exam is an external, individual oral exam based on a written group project and assessed according to the 7-point scale.

The group can comprise no more than five students.

The exam totals 60 ETCS credits.

A single mark will be given based on a general assessment of the written product and the oral performance during the examination.

The project group will be given 10 minutes for each student for the presentation, up to no more than 30 minutes. Following this the individual members of the group will be subjected to individual examination. Each student is allocated 20 minutes including evaluation and awarding of grades.

The project report may total 40 standard pages as a maximum. A standard page contains 2,400 characters including spaces and footnotes. Cover page, table of contents, references and appendices are not included in the required number of pages. Appendices are not subject to assessment.

Failure to comply with these conditions has the effect that the student cannot sit for the exam and has used one attempt.

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory educational elements: Programming, Systems Development, Technology and Business Understanding.

The learning objectives can be found in the common curriculum.

Timing

The exam is scheduled for the end of the second semester. Details about time and place and about submission of the written group project can be found on the Intranet.

The exam must be passed by the end of the first year of studies in order for the student to continue his/her studies.

The programme may grant students an exemption from the deadlines laid down for passing the exams, if necessary as a result of illness, giving birth or unusual circumstances.

Examination language

Danish

14.3 Programming exam - the exam in the compulsory educational element Programming and Technology

Conditions for sitting for the exam, including the duty to attend:

- Only students who have passed the first year exam can continue their studies at the third semester or later.
- There are four study activities linked to the exam, all specified in the semester schedule.
- If the student has not completed the four study activities, he/she may not sit for the exam and will have used one attempt.

Examination structure

The exam is an external, individual exam where the student works with programming and technology during the 4-6 hour examination period. Students may not leave the examination room before the time is up. The internal and the external examiners will ask questions while the students sit in the examination room working on the assignment. The students will be given their assignments at the beginning of the exam. The assignment will be composed by the internal examiner and will comprise theoretical and practical elements from the core areas programming and technology. At the end of the exam the student will be awarded a single grade according to the 7-point scale.

The exam totals 20 ETCS credits.

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory educational elements: Programming and Technology in the third semester,

The learning objectives can be found in the common part of the curriculum.

Timing

The exam is scheduled for the end of the third semester. Details about time and place can be found on the Intranet.

Aids permitted

All electronic aids are permitted. Communication with parties other than the internal and the external examiners is not allowed during the exam.

Examination language

Danish

14.4 The exam in Systems Development

Conditions for sitting for the exam

The student must meet the following conditions to sit for the exam:

The students submit a systems development report which will be used for the examination. The report must be a group report with no more than five students in each group.

The written product, the systems development report, which is the point of departure of the exam, must comply with the formal requirements as set out below and must be submitted in time, cf. the exam schedule to be found on the Intranet.

- Cover page and title
- Introduction
- Choice of method
- Main principles of planning and quality assurance
- Quality criteria and architecture
- Reflections on methods and their use in practice
- Conclusion
- Any appendices

No more than 30 standard pages. A standard page contains 2,400 characters including spaces and footnotes. Front pages, tables of contents, literature lists and appendices are not included in the total number of standard pages.

Failure to comply with these conditions has the effect that the student cannot sit for the exam and has used on attempt.

Examination structure

The exam is an internal, oral group exam assessed according to the 7-point scale.

The exam totals 10 ETCS credits.

Grading is individual. A single mark will be given based on a general assessment of the performance and the subsequent performance during the examination.

The project group will be given 15 minutes for the presentation. Following this the individual members of the group will be subjected to individual examination. Each student is allocated 10 minutes including evaluation and awarding of grades.

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory educational elements: Systems Development

The learning objectives can be found in the common curriculum.

Timing

The exam is scheduled for the end of the third semester. Details about time and place can be found on the Intranet.

Examination language

Danish

15. Elective educational elements

Contents

The elective educational elements give the student an opportunity to enhance his/her academic and professional competence by specialising and putting themes into perspective within the wider scope of information technology.

Every year, the programme offers a number of elective educational elements to be found on the Intranet. The elective educational elements can be offered by another EASJ Campus than the one the students are normally associated with. Elective educational elements can also be offered in the form of on-line/blended learning courses.

The student can also organise the elective educational elements at his/her option in the form of theoretic and/or practical schedules. The chosen programme must be approved by the programme manager.

ECTS credits

30 ECTS

Learning objectives

Knowledge

The student has knowledge about:

- the theory and practice of the chosen topics
- the relevance of the chosen topics in the context of information technology.

Skills

The student is able to:

- select, describe and search for literature concerning a problem of his/her own choice within the context of information technology
- discuss relevant processes and analytical approaches associated with the chosen topic(s)
- evaluate problems and outline solutions in relation to the chosen topic(s)
- communicate key results.

Competences

The student is able to:

- familiarise himself/herself with new topics in the context of the theory and/or practices of the discipline without the assistance of others
- put the chosen topic(s) into a wide perspective and relate it/them to the other topics addressed during the programme.

Timing

4th semester

15.1 The exam in elective educational elements

Conditions for sitting for the exam

The student must meet the following conditions to sit for the exam:

- The student must prepare a synopsis to be used as the point of departure for the oral exam. The synopsis must comply with the formal requirements as set out below and must be submitted in time, cf. the exam schedule to be found on the Intranet.

Formal requirements to the synopsis:

- Reason(s) for choosing the topic
- Sources
- Outline
- References (including all sources referred to in the project)
- Appendices (only appendices of core importance to the report)

The synopsis can be no more than 10 standard pages plus any programs and a running system.

A standard page contains 2,400 characters including spaces and footnotes. Front pages, tables of contents, literature lists and appendices are not included in the total number of standard pages. Appendices are not subject to assessment.

Examination structure (when choosing the elective elements offered by the institution)

The exam is an internal, individual oral exam based on a synopsis and assessed according to the 7-point scale. The student is free to choose the topic of his/her synopsis.

The exam totals 30 ETCS credits.

A single mark will be given based on a general assessment of the written product and the oral performance with the synopsis weighing 20%.

The student is to make a presentation of the synopsis, no more than 10 minutes. The presentation will be followed by an individual examination period of 20 minutes, including evaluation and awarding of grade.

Timing

The exam is scheduled for the end of the fourth semester. Details about time and place and about submission of the written group project can be found on the Intranet.

Examination language

Danish

16. Internship

Requirements and expectations to the internship

The internship allows the student to work with relevant professional issues within the programme's key areas and to gain knowledge regarding relevant work functions.³ The student is associated with one or more private or public companies during the internship. The internship forms the basis of the student's final project and can be planned to allow both flexibility and differentiation.

The internship is intended to be equivalent to a full-time job with the same requirements in terms of working hours, performance, involvement and versatility that a fully trained computer scientist must be expected to meet in his/her first job.

3. Cf. section 10(2), item 1, section 11(2), item 1 and section 12 (2), item 1 of the Executive Order on the Act on Academy Profession and Professional Bachelor Degree Programmes.

During the internship, the student is supported by an internship tutor from the programme and a contact person within the company. Based on the learning objectives of the internship, cf. the common part of the curriculum, the host company and the student together define the goals for the student's learning objectives for the internship and subsequently these will serve as guidelines for how the company organises the student's work.

The internship concludes with an internship report.

Generally, the internship is equivalent to a standard job as regards required performance, commitment and versatility that a fully trained computer scientist must be expected to meet in his/her first job.

16.1 The exam in Internship

The student must meet the following conditions to sit for the exam:

- Internship report, which is used both for the assessment and the examination, must comply with the formal requirements, cf. below, and must be submitted on time, cf. the exam schedule on the Intranet.

Failure to comply with just one or more study activities or correct submission of the internship report, which constitutes the written part of the exam, has the effect that the student cannot sit for the exam and he/she has used one attempt.

Examination structure

The exam is an internal, individual written exam based on an internship report assessed according to the 7-point scale.

The internship report will be assessed by the student's internship tutor in consultation with an internal examiner.

A single mark will be given based on an assessment of the written product.

The exam totals 15 ETCS credits.

Formal requirements to the internship report

- Cover page stating name, host company, educational institution, internship dates
- Short description of the company
- Reflections on the fulfilment of the specific learning objectives
- Description of specific tasks
- Reflection on the completion of the scheduled internship
- Conclusion
- Appendix: Internship schedule, company's recommendation and logbook
- Any additional appendices (only appendices of core importance to the report)

The internship report can be maximum 10 standard pages plus appendices.

A standard page contains 2,400 characters including spaces and footnotes. Front pages, tables of contents,

literature lists and appendices are not included in the total number of standard pages. Appendices are not subject to assessment.

Failure to comply with these conditions has the effect that the student cannot sit for the exam and has used one attempt.

Assessment criteria

The assessment criteria for the exam = the learning objectives for the internship.

Timing

The exam will take place once the internship has been concluded. Details about time and place and about submission of the internship report can be found on the Intranet.

Examination language

Danish

17. The Final Exam Project

Reference is made to the common part of the curriculum for the Degree Programme in Computer Science for requirements to the Final Exam Project and learning objectives.

17.1 Exam in Final Exam Project

Conditions for sitting for the exam

The student must meet the following conditions to sit for the exam:

- The students must have passed all exams in the programme prior to this.
- The written project, which is used both for the assessment and the examination, must comply with the formal requirements to the Final Exam Project, cf. the common part of the curriculum, and must be submitted on time, cf. the exam schedule on the Intranet.
- For formal requirements to the final project, reference is made to the main project manual to be found on the Intranet.

Failure to submit the written project correctly, which constitutes the written part of the exam, has the effect that the student cannot sit for the exam and he/she has used one attempt.

Examination structure

The exam is an external, oral group exam based on a written group project.

A single mark will be given based on a general assessment of the written product and the oral performance. The performance will be assessed according to the 7-point scale. For the grading, the project report has a 70% weight and the oral presentation a 30% weight.

The group can comprise no more than four students.

The project group is to make a presentation of the project, no more than 30 minutes. Following this the individual members of the group will be subjected to individual examination. Each student is allocated 10 minutes including evaluation and awarding of grades.

The exam totals 15 ECTS credits.

Assessment criteria

The assessment criteria are the learning objective of the exam = the learning objectives of the Final Exam Project, cf. the common part of the curriculum.

Timing

The exam is scheduled for the end of the fifth semester. Details about time and place can be found on the Intranet.

Examination language

Danish

18. Electronic submission of answers for exams

Answers for exams must be submitted electronically. The regulations governing electronic submission can be found on the Intranet.

8 Internationalisation

The way the degree programme is structured, in the 4th semester the student can study the electives or produce his/her main project abroad and likewise international students can study a semester of the programme abroad.

Similarly, the internship can take place abroad and students may also engage in summer schools abroad as an elective.

Contact the international office of the educational institution for further details about specific options.

8.1 Examinations when studying the 4th semester abroad

The student must sit his/her exams at the partner institution abroad. The student must also document all learning from the subjects studied at the partner institution online in a portfolio. The student writes a report for each subject describing the learning outcome of the subject.

The report must have an extent appropriate for the points awarded for the subject(s), although minimum three standard pages of 2400 characters for each page.

All assignment and their answers must be documented online in the portfolio. Links to the portfolio and the documentation substantiating exam(s) passed at the partner institution must be submitted to the original educational institution at the latest four weeks after the exams abroad have been taken. The portfolio, including the reports on the learning outcome, is given a Pass or a Fail.

EASJ awards 30 ECTS credits from the 4th semester in the form of specialisation with a separate exam in

order to provide students with optimum opportunities to organise studies abroad. Further details can be found in the section “Elective element: Specialisation”.

9 Ways of teaching and working

The tuition given at the Computer Science programme is a dynamic, interactive process with the main emphasis on active participation by the students. The tuition is based on relevant business practices and combines practice and theory. Relevant problems from different types of companies in the IT industry are included. The students must be responsible for own learning and both students and lecturers alike contribute constructively to the learning process.

In order to ensure optimum academic learning and personal development in each student, the Computer Science programme applies various pedagogical approaches, with the main emphasis on dialogue, discussion and project work.

The tuition is given a variable structure and offers lessons in class, guest lecturers, company visits, project work in groups and individualised work – often in an interdisciplinary context and always focusing on the usability aspect. In addition to academic skills, the different ways of learning help the students develop their abilities to work on their own and together with others.

Common to all of these activities, we always strive to define (or help to define) clear objectives for the learning.

The tuition can be organised to include foreign languages in the form of educational material and the actual tuition.

10. Rules about the student's duty to attend tuition and requirements to written assignments and projects

Studying for a degree at EASJ is comparable to being in the labour market. Like any other place of work, the students must therefore attend all scheduled tuition and any other study activities. Absence is noted – and in the event of excessive absence, the student will be summoned for an interview to discuss this in order to reduce the absence as fast as possible.

10.1 Study activities in the Computer Science programme

- Attendance is compulsory and records are kept.
- If a student's absence exceeds 15%, the student will be evaluated to determine his/her level of study activity.
- Attendance in the host company for the internship is compulsory in the fifth semester, an internship logbook will be kept.
- The student must be able to document contact with a tutor in the fifth semester.
- The absence percentage is evaluated three times per semester.

The first time a student is given the rating of inactive, he/she is notified by the student counsellor tutor (via e-mail or telephone).

The second time a student is given the rating of inactive, he/she receives a written warning from the programme administration.

After having received the written notice, the student must actively state whether he/she wants to keep his/her place stating how the student intends to secure his/her study activity level in future.

10.2 Compulsory assignments/conditions

Compulsory assignments/conditions are the study activities described by the subject lecturer. These must be completed and approved before the student can be accepted for the exam. If a student does not comply with the assignments/conditions, the student cannot sit for the exam and has used an attempt.

- The lecturer organises the compulsory assignments/conditions.
- The lecturer follows up on any students who do not attend or fail or for some other reason do not comply with the compulsory assignments/conditions. A student may re-submit answers to compulsory assignments once.
- The lecturer notifies the student counsellor and the programme manager of any assignments/conditions not complied with.

A compulsory assignment is an assignment that must be submitted by the student in order to be considered an active student. If the assignment involves an oral presentation, the student has the duty to meet for this.

10.3 Termination of enrolment

Enrolment with the studies may be terminated for students who have not been active students for a consecutive period of at least 12 months.

Periods when the student has not be an active student due to leave, giving birth, adoption, documented

illness or conscription will not be included. Upon request the student must produce documentation substantiating these circumstances.

The programme may make exemptions from these provisions in the event of unusual circumstances. The application for exemption is sent for the attention of the programme manager.

Before actual termination of enrolment the student is notified in writing. In this connection the student will be made aware of these provisions. The notice to the student must state that within 14 days the student must submit documentation substantiating that periods where the student has not been active should not be included as well as the deadline for an application for exemption.

If the student does react within the stipulated deadline, his/her enrolment is terminated.

If the student pleads that enrolment should not be terminated, the termination awaits the programme manager's final decision.

The student may complain to the programme manager about the decision within two weeks of receiving the decision. The complaint has a delaying effect. If the manager maintains the decision, the student may complain to the Ministry within two weeks of receiving the decision as regards the legal issue.

11. Credit transfer for elective educational elements

Elective educational elements that a student has passed are equivalent to similar educational elements taken at other educational institutions offering this degree programme as well as other programmes.

Students must apply for credit transfer in advance if he/she wants credit transferred for educational elements not offered by the programme.

12. Foreign languages

Most of the tuition material used in the programme is in English and some of the tuition may be conducted in English.

Knowledge of additional foreign languages is not required, beyond the requirements laid down in the Executive Order on Admission.

12.1 Examination language

Exams must be conducted in Danish with a proficiency that can be understood.

Students with mother tongues other than Danish can apply for an exemption from the demand that spelling and wording be part of the assessment of the Final Exam Project. Applications must reach the programme at the latest four weeks before the examination date.

13. Re-examination

13.1 Illness examination

A student who was prevented from sitting an exam due to documented illness or other unforeseeable reasons is allowed re-examination as soon as possible. If the exam is scheduled for the final exam period of the programme, the student will be given an opportunity to sit the exam within the same exam period or immediately after.

The illness exam can be identical with the next ordinary exam. It is up to the student to find out when the

illness exam will take place.

Information about time and place of illness exams can be found on the Intranet.

Illness must be documented by a medical certificate. The educational institution must receive the medical certificate three workdays after the exam has taken place at the latest. A student who is taken acutely ill during an exam must document that he/she was ill on the day concerned.

If illness is not documented as laid down above, the student has used one attempt at sitting the exam.

The student must bear the expenses of the medical certificate.

13.2 Re-examination

In the event of failure to pass an exam or non-attendance for an exam, the student is automatically registered for re-examination so long as he/she has attempts to do so. Re-exam can be identical with the next ordinary exam.

It is up to the student to find out when the re-exam will take place.

Information about time and place of re-exams can be found on the Intranet.

The programme may grant exemptions from the continued registration if warranted in unusual circumstances, including documented disability.

14. Aids permitted

Any rules limiting the use of aids can be found in the description of the individual exams.

15. Special exam arrangements

Student may apply for special exam conditions if warranted by physical or mental impairment. Applications must reach the programme at the latest four weeks before the examination date. Exemptions from the date of application may be granted in the event of sudden health issues. A medical certificate, a statement from for example a body dealing with speech, hearing or sight impairment, dyslexia, or other forms of documentation must be enclosed with the application certifying serious health issues or specific relevant functional impairment.

Students with mother tongues other than Danish may apply for permission to bring dictionaries for exams where aids are otherwise not permitted.

The application for permission to bring other aids for an exam must be submitted to the programme at the latest four weeks before the exam.

16. Cheating offences in exams

When submitting a written answer and/or report etc. the student certifies by his/her signature or through electronic submission that the submitted answer and/or report etc. has been produced without undue assistance.

16.1 Using one's own work and that of others - plagiarism

Cheating in exams through plagiarism comprises instances where a written answer and/or report etc. is presented as if produced personally by the student(s), also if the answer and/or report

- comprises identical or almost identical repetitions of the wording or work of others, without clearly identifying this using quotation marks, italics, indentation or other clear indications stating the source, cf. the educational institution's requirements to written answers etc.
- comprises major pieces of text with wording so close to that of another piece of writing or similar wording etc. that when comparing the texts it is possible to determine that the text pieces could not have been written using any other sources
- comprises the use of words or ideas of others without referencing these originators in an appropriate manner
- re-uses text and/or core ideas from the student's own previously assessed answers (self-plagiarism) etc. without observing the provisions laid down in the institution's own provisions concerning written answers, reports etc.

16.2 Disciplinary procedures for dealing with cheating offences and disruptive behaviour in exams

It is regarded as cheating and/or [what] when there is no doubt that a student during an exam:

- receives unauthorised help or
- helps another student answer a question at the exam or
- uses unauthorised materials and aids
- exhibits disruptive behaviour

In the event of the above, the student can be expelled from the exam by the programme manager or whoever the programme manager authorises to do so, or the examiners can agree to expel the student from the exam while taking place. In such cases the justification of the action is evaluated in connection with the subsequent decision.

If the disruptive behaviour is less serious, the educational institution will initially issue a warning.

16.3 Presumed cheating at an exam, including plagiarism during and after the exam

If during or after an exam there is the presumption that a student

- has received or given unauthorised help,
- has presented the work of another person as his/her own or
- has used his/her own previously assessed work or parts thereof without referring to it (plagiarism)

this will be reported to the programme manager.

16.4 Investigation of cheating offences in exams, including plagiarism

Postponement of the exam

If the cheating concerns plagiarism in a written report and/or answer which is used in the assessment of a subsequent oral exam, the programme manager postpones the exam, if the issue cannot be resolved before the date set for the exam.

Form and content of the report

Reporting must be made without undue delay. The report must be accompanied by a written description of the breach, comprising information that can identify the individuals reported on in addition to a brief summary and the documentation substantiating the matter. In the event of repeated offences, involving one or more people, this must be stated.

When reporting on plagiarism, the plagiarised parts must be marked with clear reference to the sources of

the plagiarised content. Similarly, the plagiarised text must be marked in the source text.

Involving the student – hearing of the party(-ies)

The programme manager decides whether the hearing of the student should be oral, in writing or a combination thereof.

For the oral hearing, the student is summoned to an interview with the purpose of clarifying the matter in order to present the documentation substantiating the presumed cheating in the exam to the student and to hear his/her point of view. The student has the right to be accompanied by a person of his/her own choice.

For the written hearing, the documentation substantiating the presumed cheating in the exam is forwarded in order to ask the student to make a written statement of his/her point of view.

Penalties for cheating offences and disruptive behaviour during exams

If the clarification of matter confirms the presumed cheating offence to the programme manager and the action has had or would have had affected the assessment, the programme manager expels the student from the exam.

If the disruptive behaviour is less serious, the educational institution will initially issue a warning.

Expulsion according to the above terms will lead to cancellation of any marks that may have been granted for the exam concerned, and the exam will count as one attempt.

The student cannot sit a re-examination and cannot sit the exam until the exam is scheduled on ordinary terms as part of the degree programme.

Under aggravating circumstances, the programme manager may decide to expel the student from the educational institution for a short or long period of time. In such cases the student receives a written warning to the effect that repeated offences may lead to permanent expulsion.

During a period of expulsion the student may not attend classes or exams.

Complaints

The decisions that an attempt at the exam has been used and expulsion due to a cheating offence at an exam are final and cannot be appealed to a higher administrative authority.

Appeals concerning legal aspects (such as incapacity, hearing, appeal instructions, correct or incorrect interpretation of the Examination Order etc.) can be brought before the Danish Agency for Higher Education and Educational Support. The complaint is forwarded to the educational institution, for the attention of the programme manager. The manager makes a statement which the appellant must be given an opportunity to comment on, normally one week. The educational institution forwards the appeal, the statement and any comments that the appellant may have made to the Danish Agency for Higher Education and Educational Support. Appeals must reach the educational institution no later than two weeks from the day that the appellant was notified of the decision, cf. section 51 of the Examination Order.

17. Complaints about exams and appealing decisions⁴

17.1 Complaints about exams

The student is recommended to ask the student counsellor for guidance on appeal procedures and how to prepare an appeal.

The rules governing complaints concerning exams can be found in chapter 10 of the Examination Order.

The Examination Order differentiates between complaints concerning

4. See the Examination Order part 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

4. the scope of the examination etc., the examination procedure and/or the assessment and
5. complaints about legal matters.

The two types of complaints are treated differently.

17.1.1 Complaints about the scope of the examination etc., the examination procedure and the assessment

A student can submit a written complaint, stating his/her reasons, within two weeks after the assessment has been communicated in the usual way, concerning:

1. the scope of the examination, including questions asked, work submitted etc., and the exam relative to the objectives and demands of the programme
2. the examination procedure
3. the assessment.

The complaint may concern all exams, including written, oral and combinations thereof, and practical or clinical exams.

The complaint is sent for the attention of the programme manager.

The original examiners, ie. the internal examiner and the external examiner of the exam concerned, must be presented with the complaint immediately. The educational institution must be able to form its decision in relation to academic issues based on the statement from the examiners. Normally, the educational institution allows two weeks to make the statements.

Immediately when the examiners' statement is available, the complainant is given an opportunity to comment on the statements, normally within one week.

The educational institution makes decisions regarding complaints based on the academic opinion presented by the examiners and the complainant's comments on the opinion.

The decision, which must be in writing, stating reasons, can be as follows:

1. an offer for a new assessment (re-assessment) – although only written exams
2. an offer for a new exam (re-examination)
3. the decision is not in favour of the student.

If the decision is to offer re-assessment or re-examination, the programme manager appoints a review panel. Re-assessment applies only to written exams where material is available for assessment, partly because the review panel cannot make a (re-)assessment of an oral exam that has already been held and because the notes made by the original examiners are personal and cannot be divulged.

If the decision is to offer re-assessment or re-examination, the complainant must be told that re-assessment or re-examination may lead to a lower mark. Within a period of two weeks after the decision has been communicated, the student must accept the offer. Acceptance cannot be cancelled. If the student does not accept within this period of time, there will be no re-assessment or re-examination.

Re-assessments or re-examinations must take place as soon as possible.

For re-assessments the documentation of the matter must be made available to the review panel, viz the assignment and/or the questions, the answer(s), the complaint, the statements made by the original examiners with the complainant's comments and the educational institution's decisions.

The review panel notifies the educational institution of the outcome of the re-assessment and encloses a written statement with the reasons and the actual assessment. Re-assessments or re-examinations may produce lower marks.

If the decision is to offer re-assessment or re-examination, this decision applies to all students if the exam

suffers from the same defects as those referred to in the complaint.

The complaint is sent to the programme manager two weeks (14 calendar days) at the latest after the assessment of the exam concerned has been communicated. If the due date is on a public holiday, the due date will be the first workday following the public holiday.

Exemptions from the deadline can be made in the event of unusual circumstances.

17.2 Appeal

As regards academic issues, the complainant can submit the educational institution's decision to an appeals panel. The activities of the appeal panel are governed by the Public Administrations Act, this also includes incapacity and confidentiality.

The appeal is sent to the programme manager.

Appeals must be submitted two weeks at the latest after the decision has been communicated to the student. The requirements as above for complaints (in writing, stating reasons etc.) also apply to appeals.

The appeal panel consists of two authorised external examiners, who are appointed by the chairman of the external examiners, a lecturer authorised to conduct examinations and a student studying the subject area (the degree programme), both of which are appointed by the programme manager.

The appeal panel makes decisions based on the material that the educational institution used for its decision and the student's appeal, with reasons stated.

The appeal panel considers the appeal and the decision may result in:

1. an offer for re-assessment by new reviewers, although only written exams
2. an offer for a new exam (re-examination) by new examiners
3. the decision is not in favour of the student.

If the decision is to offer re-assessment or re-examination, the complainant must be told that re-assessment or re-examination may lead to a lower mark. Within a period of two weeks after the decision has been communicated, the student must accept the offer. Acceptance cannot be cancelled.

If the student does not accept within this period of time, there will be no re-assessment or re-examination.

Re-assessments or re-examinations must take place as soon as possible.

For re-assessments the documentation of the matter must be made available to the review panel, viz the assignment and/or the questions, the answer(s), the complaint, the statements made by the original examiners with the complainant's comments and the educational institution's decisions.

The appeal panel must reach a decision at the latest two months – for summer exams three months – after the appeal has been submitted.

Decisions of the appeal panel are final. This means that the matter cannot be brought before a higher administrative authority as regards the academic aspects of the appeal.

17.3 Complaints about legal matters

Complaints about legal aspects of decisions made by the review panel in connection with reassessments or re-examinations or about decisions of the appeal panel can be brought before the student counsellor. The deadline for submitting complaints is two weeks from the day the decision has been communicated to the complainant.

Complaints about legal aspects of decisions made by the educational institution pursuant to the rules laid down by the Examination Order (such as incapacity, hearing, correct or incorrect interpretation of the Examination Order etc.) can be submitted to the educational institution. The educational institution issues a

statement and the complainant must be given normally one week for commenting. The educational institution forwards the appeal, the statement and any comments that the complainant may have made to the Danish Agency for Higher Education and Educational Support. The educational institution forwards the complaint, the statement and the complainant's comments, if any, to the Agency. Complaints must be submitted to the educational institution at the latest two weeks (14 calendar days) after the day when the decision was communicated to the complainant.

18. Exemptions

The educational institution may grant an exemption from the provisions of the curriculum that only are laid down by the institutions when warranted by unusual circumstances.⁵ The institutions work together to ensure uniform exemption practices.

19. Regulations concerning effective date and transitional provisions

The institution-specific part of the curriculum takes effect on 1 August 2014 and applies to all students enrolled with the programme and to all exams initiated on that date or later.

The curriculum (the common part and the institution-specific part in the same curriculum) of September 2012 continues to apply to students enrolled according to this. This curriculum will be cancelled when the last student enrolled according to this graduates, although no later than 30 June 2016.

The curriculum (the common part and the institution-specific part in the same curriculum) of September 2013 continues to apply to students enrolled according to this. This curriculum will be cancelled when the last student enrolled according to this graduates, although no later than 30 June 2017.

5. Consequently, an institution may not grant an exemption from provisions laid down by the executive orders, eg. the provisions that the internship must be assessed according to the 7-point scale or that all exams must be passed before the student may sit for the Final Exam Project.