

# EKSAMENSKATALOG/ **Catalogue of examinations and other tests for Sport Management**

Valid from August 2018

Version AUG 2018.

**Class:** Aug. 2018 – Jan. 2020.

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## Introduction

This catalogue of examinations and other tests is an addendum to the current Curriculum for the Sport Management at UCL Erhvervsakademi og Professionshøjskole and covers all examinations and other tests conducted (see Fronter/SEM INFO or website for curriculum).

Examinations are conducted all year round, but the majority take place in **January** and **June**.

This catalogue contains descriptions of examination formats, admission requirements, and assessment and consequences of not passing for each exam, as well as descriptions of different types of test used at the study programme.

You're automatically signed up (enrolled) all exams. It's not possible to unsubscribe an exam unless you're sick and have a medical certificate from your doctor. If you don't show up you've used an attempt.

For ALL general rules about exams at UCL Erhvervsakademi og Professionshøjskole read carefully UCL Erhvervsakademi og Professionshøjskoles "Examination Regulations 2016" (Fronter/SEM INFO).

## Descriptions of the examinations in educational elements

<b>Exam 1: Interdisciplinary</b>	<b>30 ECTS</b>	<b>Internal</b>
<b>Timing:</b> End of 1 <sup>st</sup> Semester (January 2019)		
<b>Form:</b> Interdisciplinary individual oral exam based on a group project, usually based on a real case in collaboration with an external sports organization or a like.		
<b>Assesment:</b> The Danish 7-point grading scale. There will be given one overall grade for both the group project and the individual oral exam. 30 minutes of oral examination each student incl. 5 minutes of evaluation and feedback.		
<b>Admission requisite:</b> The student must have participated and passed all mandatory learning activities prior to this exam.		
<b>Hand-in and exam:</b> Case will be accessible Monday <b>12<sup>th</sup> November</b> , Hand-in group report at Wiseflow Tuesday <b>1<sup>st</sup> of January</b> . Exam <b>week no. 3 or 4, 2019</b> .		
<b>Consequences of not passing:</b> Re-exam. (January-March 2019).		

<b>Exam 2: Elective</b>	<b>5 ECTS</b>	<b>Internal</b>
<b>Timing:</b> 2 <sup>nd</sup> Semester (FEB/MAR 2019)		
<b>Form:</b> Predefined project and teaching activities in collaboration with the educational program in Physical Therapy (UCL, Campus Niels Bohrs Allé): Written report in groups and oral presentations in groups + written individual reflections.		
<b>Assesment:</b> The Danish 7-point grading scale. There will be given one overall grade for both the group project and the individual oral exam. An internal exam will		

be arranged, usually a group assignment (short paper, 5400 - 7200 keystrokes each person) and a group presentation/exam, average 15 min. pr. student. 7-point grading scale. Will take place at the end of the study trip or early the following week.
<b>Hand-in and exam:</b> Hand-in report/paper medio week no. 8, Exam in week no. 9. Qualification for National Championships in Sport Management (week no. 11, Copenhagen).
<b>Admission requisite:</b> <i>Participation in ALL teaching activities week no. 6, 7 and 8, 2019 (FEB).</i> Further details to be announced at electives introduction.
<b>Consequences of not passing:</b> Re-exam (May 2018).

<b>Exam 3: Interdisciplinary</b>	<b>25 ECTS</b>	<b>External</b>
<b>Timing:</b> End 2 <sup>nd</sup> Semester (June 2019)		
<b>Form:</b> Interdisciplinary oral exam based on a group project, usually in collaboration with an external sports organization or a like. The exam will take a starting point in a group presentation followed by an individual exam. For more details see the assignment when accessible.		
<b>Assesment:</b> The Danish 7-point grading scale. There will be given one overall grade for both the group project and the individual oral exam. 30 minutes of oral examination each student incl. 5 minutes of evaluation and feedback.		
<b>Hand-in and exam:</b> Assignment accessible no later than <b>1<sup>st</sup> of May</b> , Approval of final problem statement <b>14<sup>th</sup> May</b> , Hand-in Monday <b>3<sup>rd</sup> of June</b> , Exam. in <b>week no. 24 or 25</b> (June)		
<b>Admission requisite:</b> The student must have participated and passed all mandatory learning activities (OLA) prior to this exam. (1 <sup>st</sup> and 2 <sup>nd</sup> Semester), passed Exam 1 (interdisciplinary, 1 <sup>st</sup> Semester) and Exam 2 (electives 2 <sup>nd</sup> Semester).		
<b>Consequences of not passing:</b> Re-exam (August/September 2019)		

<b>Exam 4: Internship Examination</b>	<b>15 ECTS</b>	<b>Internship</b>
<b>Timing:</b> Mid 3 <sup>rd</sup> Semester (fall 2019)		
Hand-in: <b>Friday 1<sup>st</sup> of November:</b> Reflectiondocument (max. 12.000 keystrokes) Trade Fair and exam.: App. One day in Week 45 or 46, NOV 2019. Also see below "Description of Internship Examination"		
<b>Form:</b> Individual oral exam. Also see below "Description of Internship Examination"		
<b>Assesment:</b> The Danish 7-point grading scale. Also see below "Description of Internship Examination".		
<b>Admission requisite:</b> See below "Description of Internship Examination".		
<b>Consequences of not passing:</b> Re-exam. (November/December 2018)		

<b>Exam 5: Bachelor Project Examination</b>	<b>15 ECTS</b>	<b>External</b>
<b>Timing:</b> End 3 <sup>rd</sup> Semester (January 2020).		
Deadlines:		
<b>Start</b> (official) of bachelor project:	1 <sup>st</sup> of November 2019,	
<b>NB:</b> Collecting of primary and secondary data:	During internship (summer/fall).	
<b>Approval</b> of topic/final problem statement:	15 <sup>th</sup> of November 2019,	
<b>Hand-in</b> bachelor project:	1 <sup>st</sup> of January 2020,	
<b>Oral exam.:</b>	Week 3 or 4, January 2019.	
<b>Form:</b> Oral exam based on the bachelor project.		
<b>Content:</b> The topic is defined with the business or organization where the student was an intern. The bachelor project can be completed individually or by 2-3 people in collaboration.		
<b>Assesment:</b> The maximum allowed number of keystrokes are 100.000. The lowest number is 75% of the maximum. If less than 75% or more than 100% the report can be rejected. If two students the max. number of keystrokes are 150.000. Spelling and formulation errors count for 10% of the assessment. The number of keystrokes include. figures, tables etc., but are without frontpage, table of content, list of literature and appendixes. Appendixes can be attached to support the arguments and documentation in the project, but they are not directly included in the assessment – censor and teacher don't necessarily have to read them. The Danish 7-point grading scale. There will be given one overall grade for both the project and the oral exam. 60 minutes of oral examination each student incl. 5-10 minutes of evaluation and feedback.		
<b>Admission requisite:</b> Passed all exams.		
<b>Consequences of not passing:</b>		
<b>1<sup>st</sup> re-exam.:</b> Approval of topic and problem statement: 22 <sup>nd</sup> February, Hand-in: 22 <sup>nd</sup> March, Exam: Week 14 or 15, April 2019.		
<b>2<sup>nd</sup> re-exam.:</b> Approval of topic and problem statement: 8 <sup>th</sup> April, Hand-in: Thursday 23 <sup>rd</sup> May, Exam: Week 23, 24, 25 or 26.		

## Description of mandatory learning activities.

As a precondition of taking one or more exams, students at the study programme are required to receive approval for a number of "Mandatory Learning Activities".

***If these Mandatory Learning Activities are not approved, the student cannot attend the examination and will have used an examination attempt.***

Also read Curriculum/Studieordningen.

The student is automatically signed up for the next examination, and will still need to fulfil the conditions in order to be able to attend the exam.

The Mandatory Learning Activities vary from educational element to educational element, and can consist of e.g. participation requirements, presentations or assignments.

## Description of the Study Start Test.

UCL Erhvervsakademi og Professionshøjskole conducts a study start test on the full time top-up PB study programme in Sport Management. A student must fulfill the study start test requirement in order to stay enrolled at the study programme, cf. the ministerial order about exams section 9.

<b>Study Start Test</b>
<b>Timing:</b> The study start test will take place during from Friday week 36 + week 37. The Study Start Test must be conducted no later than two months after the commencement of the study programme.
<b>Form:</b> The test is based on attendance, participation and presentations. The students must participate in scheduled activities $\geq 80\%$ during the first 2 weeks.
<b>Assesment:</b> Approved/Not approved. The student must receive the result of the test no later than two weeks after the test has been conducted. The student has two attempts to fulfill the requirements of the test.
<b>Admission requisite:</b> None
<b>Consequences of not passing:</b> If the student does not fulfill the study start test requirements in the first attempt, it is possible to participate in a "re-examination". The new test is defined as a written report of 17-20.000 keystrokes (one student) or 27-33.000 keystrokes (two students). Same topic. Research Question has to be approved of a teacher/supervisor. This new test has to be handed in no later than Friday 12 o'clock, week no. 40. NB: If the new test is not approved, the student cannot continue on the study programme and his/her enrolment will consequently be cancelled, cf. the ministerial order about exams section 9.
<b>Specific for the Study Start Test:</b> The study start test is not covered by the regulations about examination complaints; cf. the ministerial order about examinations section 9, subsection. 4. UCL Erhvervsakademi og Professionshøjskole can grant a dispensation from the appointed time required to fulfill the study start test requirement. Dispensations can be granted in cases of serious illness, child birth or unusual circumstances. Such cases must be documented.

## Description of the Midterm Trial Test.

UCL Erhvervsakademi og Professionshøjskole *consider* conducting a Mandatory Interdisciplinary Midterm Trial Test (OLA/Mandatory Learning Activity) on the full time top-up PB study programme in Sport Management. Follow info. at Fronter.

<b>Interdisciplinary Mid term Trial Test</b>
<b>Timing:</b> The Midtterm Trial Test will take place during week no. 40+41.
<b>Form:</b> The test can vary in form from year to year, but usually it's based on group work. It is also based on attendance, participation and presentations. The Midtterm Trial Test is preparation for 1 <sup>st</sup> Semester Interdisciplinary Exam.
<b>Assesment:</b> Approved/Not approved. The student must receive the result of the test no later than two weeks after the test has been conducted. The student has two attempts to fulfill the requirements of the test.
<b>Admission requisite:</b> None
<b>Consequences of not passing:</b> If the student does not fulfill the Mid term Trial Test requirements in the first attempt, it is possible to participate in a "re-examination". The new test is defined as a written report of 14-17.000 keystrokes (one student) or 21-25.000 keystrokes (two students). Same topic. Research Question has to be approved of a teacher/supervisor. This new test has to be handed in no later than Friday 17 <sup>th</sup> November at 12 o'clock (week no. 46). NB: If the new test is not approved, the student cannot continue on the study programme and his/her enrolment will consequently be cancelled, cf. the ministerial order about exams section 9.
<b>Specific for the Midtterm Trial Test:</b> The Midtterm Trial Test is not covered by the regulations about examination complaints; cf. the ministerial order about examinations section 9, subsection. 4. UCL Erhvervsakademi og Professionshøjskole can grant a dispensation from the appointed time required to fulfill the Midtterm Trial Test requirement. Dispensations can be granted in cases of serious illness, child birth or unusual circumstances. Such cases must be documented.

## Description of Internship Examination.

### 1 No later than 8 days after commencement of the Internship:

#### 1.1 Listing Learning Objectives

The student must have approved the learning objectives within 8 days into the internship. The learning objectives must be presented in relation to *knowledge, skills and competencies* listed in the curriculum and, after approval, added to the logbook document on Fronter.

It is the supervisor who approves the learning objectives.

It may require help and support from the supervisor to prepare the learning objectives, so it may not necessarily be expected that these are approved at the first attempt.

## 2 During the internship

### 2.1 Every other week: E-mail to the lecturer regarding the logbook

There is a *logbook template* on Fronter which the student completes and submits duly completed to the supervisor at least 7 times and at least every 14 days during the internship. Work on the same document is to be carried out throughout the training period, so continual writing on this document is done when sending a new update to the supervisor.

The supervisor naturally reads the updates and answers the forwarded e-mails, if needed. However, the supervisor has a 3-4 week vacation period, so an increased response time may occur.

The following questions must be answered by the students for each update of the document:

- How has your work during the period been related to your learning objectives?
- Which tasks would you like to learn more about?
- Have you experienced something in the period that has puzzled you?
- Who have you met in the period that you would like to have in your network?
- Have you got ideas that might be interesting to pursue your bachelor project?

### 2.2 Facebook group to share experiences, frustrations etc.

The students have an (internship) group on Facebook where they are invited at least once a week to share a story about their internship. The group may of course also be used to describe the challenges of the internship and to seek good advice. It is the students' responsibility to make this group.

## 3 At the end of the internship

### 3.1 Reflection / Evaluation of learning

The students submit **no later than Friday the 1<sup>st</sup> of November** 2019 an evaluation/reflections of the internship at max. 12.000 characters, which are evaluated based on the learning objectives and reflected on the overall learning in the internship.

**The final reflections are handed in on Wiseflow.** Reflections must be approved by the supervisor and is a requirement for participation in the exam, but they are not included in the assessment.

Evaluation/reflection document must contain:

- Reasons for the choice of learning objectives
- Reflections on whether and how the objectives have been reached
- Reflections on how the internship has made the students ready for the labour market after the education
- Reflections on how the learning can be used in connection with the Bachelor project

**The document with the ongoing reflections is to be added as an appendix**

The supervisor provides a written feedback on the reflection document before the oral exam.



## **Approximately one week after the internship: Trade Fair and Oral Exam** (week 45 or 46, November 2019).

### **4.1 Trade Fair**

Each student must make an "Exhibition Stand" where the internship is to be presented. A uniform from the internship and other physical "evidence"/artefacts that can clarify/give an idea of the internship and work tasks are allowed.

The "first semester-students" at PBA Sport Management and other students will attend the trade fair and get inspiration for their own internship search.

Participation in the fair is a requirement for being able to go to an oral examination.

In case the student, *due to extended internship abroad, cannot not participate in the fair*, then he/she must forward a PowerPoint presentation before the start of the fair, which will run on a projector during the fair. There will be some formal requirements for the setup of PowerPoint.

### **4.2 Oral exam**

**20-minute exam** during which the student must present for 8 minutes (then 7 minutes for questions and 5 minutes for feedback). **Here a problem area from the company is presented and a solution based on a professional approach to solving the problem.**

**The solution must be presented as a concrete action plan with considerations of both gains and costs for the company. All subjects from the program can be used.**

At the latest, 2 days before the exam, the student must send her/his presentation to the supervisor.

### **4.3 Proposed timetable for the trade fair day:**

08:00 to 09:30: Setting up the exhibition stand

09:30 to 11:00: Trade fair

11.00 to 12.00: Cleanup and lunch

From 12.00: Oral examination - Plan will be uploaded at Wiseflow

## Credit Transfer and change of study programme

See curriculum for Sport Management, UCL Erhvervsakademi og Professionshøjskoles Examination Regulations (both at Fronter/SEM INFO) and conduct the Study Counselor, Susanne Bøg Mortensen, [sbmo@eal.dk](mailto:sbmo@eal.dk)

## Exemptions from the Curriculum

See curriculum for Sport Management, UCL Erhvervsakademi og Professionshøjskoles Examination Regulations (both at Fronter/SEM INFO) and conduct the Study Counselor, Susanne Bøg Mortensen, [sbmo@eal.dk](mailto:sbmo@eal.dk)

## Practicalities about exams:

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*Andreas Kjeldsen, Aug. 2018.*