

Curriculum for AP in IT Technology

Institution specific Section

Valid from 2014 summer



Lillebaelt Academy of
Professional Higher Education

IT Technology

Contact person
Jørn Vesterdal, Head of Department
jove@eal.dk

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1. Examination schedule

Overview of examinations and timing:

When	Examination	ECTS credits (Total 120)	Internal/External	Assessment
2 nd semester	1. First Year Examination	60	External	7-point grading scale
3 rd semester	2. Technology Examination	15	Internal	7-point grading scale
3 rd semester	3. Elective Examination	15	Internal	7-point grading scale
4 th semester	4. Internship	15	Internal	7-point grading scale
4 th semester	5. Final Project Examination	15	External	7-point grading scale

Information about time and place for the examinations will be posted on EAL Fronter
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2. Scope and criteria for examinations

2.1 First Year Examination, Electronics Line: Electronic Systems (1), Communication Technology Systems, Software Development, Business Understanding, Electronic Systems (2) and Embedded Systems

Prerequisites for sitting the exam, including compulsory participation

The following requirements apply:

- There are ten compulsory participation requirements that must be met in order to be qualified to sit the exam. These ten requirements are described on EAL Fronter. Failure to meet the requirements without a valid reason (e.g. illness, maternity leave or exceptional circumstances) is considered to indicate a lack of academic activity and can lead to suspension of any state education grant. Decisions on the consequences of lack of participation are made by the student counsellor in consultation with the head of the degree programme after meeting with the student in question, and will be based on an individual assessment.
- The written project, on which the examination and appraisal are based, is to:
 - Meet all formal requirements, cf. below, and
 - Be submitted on time, cf. examination schedule available on EAL Fronter.

Note that

- If one or more of the participation requirements is not met, or
- The written project, which comprises the written part of the exam, is not submitted correctly

the student will not be allowed to sit the exam, and one examination attempt will have been spent.

The examination

This examination is an external examination evaluated with one combined grade according to the 7-point grading scale.

The following elements are included in the examination:

- a) The appraisal includes the project report in addition to an oral exam.
- b) Project examination in examination project. The examination is a combination of a group examination and an individual examination. The group examination is held first, followed by an individual examination of each group member. The examination is based on a written project report and is intended to evaluate the extent to which the student has achieved the learning objectives for the first two semesters as specified in the joint section of the Curriculum.

Formal requirements for the written 2nd semester project

The project report must fill a maximum of 40 standard pages, excluding programs, etc. 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.

The examination is an external oral examination based on the written project and evaluated according to the 7-point grading scale. The project is first presented by the project group in a presentation lasting maximum 30 minutes, followed by an individual examination of each member of the group. The individual examinations last 30 minutes per student including grading evaluation.

One combined grade is given for the written report and oral presentation.

Groups are to consist of 3 – 4 students; any exception to this requirement is to be approved by the head of the degree programme.

The examination represents 60 ECTS.

Formal requirements for the written project report

The following components should be included:

- Front page with title of the report
- Table of contents
- Introduction, including main issues, problem statement and approaches
- Conclusion (Remember to ensure correlation between the introduction and the conclusion. It should in principle be possible to understand the report without reading the background and analysis sections).
- Discussion, putting the findings into perspective
- Bibliography (including all sources referred to in the report)
- Appendices (including only those documents that are central to the report)

Assessment criteria

The evaluation criteria for the examination are the learning objectives for the compulsory educational element Electronic Systems, Communication Technology Systems, Software Development, Business Understanding, Electronic Systems and Embedded Systems offered during the 1st and 2nd semester.

Learning objectives can be seen in the joint study section of the Curriculum.

Timing

The examination is held at the end of the 2nd semester. Further information regarding date and place as well as submission of the written group report can be found on EAL Fronter.

The exam must be passed before the end of the first year of study if the student is to be allowed to continue in the program.

The head of the degree programme can grant the individual student exemption from the specified deadlines for passing the examination if this is justified by illness, maternity leave or exceptional circumstances.

Language

English/Danish

2.2 Technology Examination, Electronics Line: Examination in Electronic Systems and Embedded Systems

Prerequisites for sitting the exam, including compulsory participation

The following requirements apply:

- There are three compulsory participation requirements that must be met in order to be qualified to sit the exam. These three requirements are described on EAL Fronter. Failure to meet these requirements without a valid reason (e.g. illness, maternity leave or exceptional circumstances) is considered to indicate a lack of academic activity and can lead to suspension of any state education grant. Decisions on the consequences of lack of participation are made by the student counsellor in consultation with the head of the degree programme after meeting with the student in question, and will be based on an individual assessment.

Failure to meet one or more of these participation requirements means that the student will not be allowed to sit the exam, and that one examination attempt will have been spent.

The examination

This is an internal oral examination evaluated according to the 7-point grading scale.

The examination represents 15 ECTS

Assessment criteria

The evaluation criteria for the examination are the learning objectives for the compulsory educational element Electronic Systems and Embedded Systems offered during the 3rd semester of the education.

Learning objectives can be seen in the joint study section of the Curriculum.

Timing

The examination is held at the end of the 3rd semester. Further information regarding time and place can be found on EAL Fronter.

Use of aids

All electronic aids are permitted. It is not permitted to ask questions during the preparation period.

Language

English/Danish

2.3 First Year Examination, Network Line: Electronic Systems (1), Communication Technology Systems, Software Development, Business Understanding, Network Systems and Advisory and Consultancy Functions

Prerequisites for sitting the exam, including compulsory participation

The following requirements apply:

- There are ten compulsory participation requirements that must be met in order to be qualified to sit the exam. These ten requirements are described on EAL Fronter. Failure to meet these requirements without a valid reason (e.g. illness, maternity leave or exceptional circumstances) is considered to indicate a lack of academic activity and can lead to suspension of any state education grant. Decisions on the consequences of lack of participation are made by the student counsellor in consultation with the head of the degree programme after meeting with the student in question, and will be based on an individual assessment.
- The written project, on which the examination and appraisal are based, is to:
 - Meet all formal requirements, cf. below
 - Be submitted on time, cf. examination schedule available on EAL Fronter.

Note that

- If one or more of the participation requirements is not met
- The written project, which comprises the written part of the exam, is not submitted correctly

the student will not be allowed to sit the exam, and one examination attempt will have been spent.

The examination

This examination is an external examination evaluated with one combined grade according to the 7-point grading scale.

The following elements are included in the examination:

- a) Digital test (MCQ – multiple-choice exam) which covers the learning objectives for the compulsory educational element.
- b) Project examination in examination project. The examination is a combination of a group examination and an individual examination. The group examination is held first, followed by an individual examination of each group member. The examination is based on a written project report and is intended to evaluate the extent to which the student has achieved the learning objectives for the first two semesters as specified in the joint section of the Curriculum.

Formal requirements for the written 2nd semester project

The project report must fill a maximum of 40 standard pages, excluding programs, etc. 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.

The examination is an external oral examination based on the written project and evaluated according to the 7-point grading scale. The project is first presented by the project group in a presentation lasting maximum 30 minutes, followed by an individual examination of each member of the group. The individual examinations last 30 minutes per student including grading evaluation.

One combined grade is given for the written report and oral presentation.

Groups are to consist of 3 – 4 students; any exception to this requirement is to be approved by the head of the degree programme.

The examination represents 60 ECTS.

Formal requirements for the written project report

The following components should be included:

- Front page with title of the report
- Table of contents
- Introduction, including main issues, problem statement and approaches
- Conclusion (Remember to ensure correlation between the introduction and the conclusion. It should in principle be possible to understand the report without reading the background and analysis sections).
- Discussion, putting the findings into perspective
- Bibliography (including all sources referred to in the report)
- Appendices (including only those documents that are central to the report)

Assessment criteria

The evaluation criteria for the examination are the learning objectives for the compulsory educational element Electronic Systems, Communication Technology Systems, Software Development, Business Understanding, Electronic Systems and Embedded Systems offered during the 1st and 2nd semester.

Learning objectives can be seen in the joint study section of the Curriculum.

Timing

The examination is held at the end of the 2nd semester. Further information regarding date and place as well as submission of the written group report can be found on EAL Fronter.

The exam must be passed before the end of the first year of study if the student is to be allowed to continue in the program.

The head of the degree programme can grant the individual student exemption from the specified deadlines for passing the examination if this is justified by illness, maternity leave or exceptional circumstances.

Language

English/Danish

2.4 Technology Examination, Network Line: Examination in Network Systems and Advisory and Consultancy Functions

Prerequisites for sitting the exam, including compulsory participation

The following requirements apply:

- There are compulsory participation requirements that must be met in order to be qualified to sit the exam. These requirements are described on EAL Fronter. Failure to meet these requirements without a valid reason (e.g. illness, maternity leave or exceptional circumstances) is considered to indicate a lack of academic activity and can lead to suspension of any state education grant. Decisions on the consequences of lack of participation are made by the student counsellor in consultation with the head of the degree programme after meeting with the student in question, and will be based on an individual assessment.

Failure to meet one or more of these participation requirements means that the student will not be allowed to sit the exam, and that one examination attempt will have been spent.

The examination

This examination is an internal examination evaluated with one combined grade according to the 7-point grading scale.

Project examination in examination project. The examination is a combination of a group examination and an individual examination. The group examination is held first, followed by an individual examination of each group member. The examination is based on a written project report and is intended to evaluate the extent to which the student has achieved the learning objectives for the first two semesters as specified in the joint section of the Curriculum.

The examination represents 15 ECTS

Assessment criteria

The evaluation criteria for the examination are the learning objectives for the compulsory educational element Network Technology Systems and Advisory and Consultancy Functions offered during the 3rd semester of the education.

Learning objectives can be seen in the joint study section of the Curriculum.

Timing

The examination is held at the end of the 3rd semester. Further information regarding time and place can be found on EAL Fronter.

Use of aids

All electronic aids are permitted. No questions are to be asked during the preparation period.

Language

English/Danish

3. Elective educational elements

Contents

The elective educational elements give the student an opportunity to gain additional competences through specialisation within topics broadly related to the IT field.

A number of elective topics are offered each year. These topics, which are posted on EAL Fronter, are determined in close cooperation with the local business community and with input from both instructors and students.

Students can arrange their elective topics as a theoretical and/or practical educational process. Approval from the school must be gained.

ECTS credits

The elective elements account for a total of 15 ECTS credits. The various elements will be offered in multiples of 5 ECTS.

Learning objectives

The specific learning objectives for each elective are described in the subject description to be found on EAL Fronter.

General learning objectives for the elective elements are as follows:

Knowledge

The student has knowledge about:

- Theory and practice in relation to the topics chosen
- Relevance of the topics chosen in relation to theory and practice within the IT-field

Skills

The student is able to:

- Select, describe and carry out literature search related to a self-selected IT-related issue
- Discuss societal aspects related to the chosen topic(s)
- Evaluate issues and suggest solutions in relation to the chosen topics
- Communicate central results

Competences

The student is able to:

- Independently familiarize him-/herself with new topics within the theory and/or practice of the subject areas
- Put into perspective and relate the chosen topics to other subject areas within the education.

Timing

Electives are offered during the 3rd semester of the education.

Examinations

Internal oral examination evaluated according to the 7-point grading scale.

The elective courses represent 15 ECTS.

Language

English/Danish

4. Internship

Requirements and expectations

The internship allows the student to work with relevant issues and gain knowledge about relevant job functions. The relation between theoretical learning and actual practice forms the basis for the student's objectives for the internship period.

Based on the learning objectives for the internship (see joint study section of the Curriculum), the student, the internship company and the school supervisor collaborate to identify specific objectives for the internship period. These objectives are to be specified in the contact included in EAL's internship system (CRM).

This then forms the basis for the orchestration of the student's work during the internship period.

The internship can be compared to a full-time job, with demands regarding working hours, work to be done, involvement, and flexibility that correspond to those that an IT Technology graduate can expect to meet in his/her first job.

The internship period can be arranged in a flexible and differentiated manner. Work done during the internship can form the basis for the scope and contents of the student's final project.

Prerequisites for sitting the exam

The following requirements apply:

- The written report, on which the examination and appraisal are based, is to:
 - Meet all formal requirements, cf. below
 - Be submitted on time, cf. examination schedule available on EAL Fronter.
- Participation in the presentation session in which the individual intern briefly (10 minutes) presents his/her most important learning and reflections, e.g. What have I learned/worked with in the internship period? And how can I relate this to my learning during the IT Technology education?

The presentation can be held via video conference. Timing can be seen in the semester plan on EAL Fronter.

Note that failure to meet one or more of the above requirements means that the student will not be allowed to sit the exam, and that one examination attempt will have been spent.

The examination

This examination is an internal written report evaluated according to the 7-point grading scale.

The examination represents 15 ECTS.

Formal requirements for the written report

The internship report should include:

- A brief description of the company in which the internship was carried out
- A description of the task/tasks carried out and reflections about these in relation to the theories learned during the education
- Reflections about the internship period and benefits gained.

The project must fill at least 4 and maximum 6 standard pages. 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.

Results/partial results of the tasks that have been solved during the internship period can also be included as appendices.

Assessment criteria

The evaluation criteria for the examination are based on the individual student's learning objectives which have been defined in a collaboration between the student, the school supervisor and the internship company prior to the start of the internship period, and which have been specified in the contract included in EAL's internship system (CRM).

Timing

The examination is held halfway through the 4th semester. Further information regarding time and place can be found on EAL Fronter.

Language

English/Danish

5. Final examination project

Requirements regarding the final examination project as well as learning objectives can be found in the joint study section of the Curriculum for the IT Technology education.

Prerequisites for sitting the exam

The following requirements apply:

- The written report, on which the examination and appraisal are based, is to:
 - Meet all formal requirements for the final exam project, cf. joint study section of the Curriculum
 - Be submitted on time, cf. examination schedule available on EAL Fronter.

Note that failure to submit the written project correctly means that the student will not be allowed to sit the exam, and that one examination attempt will have been spent.

The examination in the final project cannot be held until the internship exam and all other exams in the education have been passed.

The examination

This examination is an external oral group exam and is based on a written group project. One combined grade for the written report and the oral presentation is given. Evaluation is according to the 7-point grading scale.

Groups are to consist of 3 – 4 students; any exception to this requirement is to be approved by the head of the degree programme.

The project is to be presented by the project group in the oral exam, the duration of which is maximum 30 minutes. This is followed by an individual examination, lasting 30 minutes including grade evaluation, of each member of the group.

The final exam project represents 15 ECTS.

Assessment criteria

The evaluation criteria for the examination are based on the learning objectives for the final project, cf. joint study section of the Curriculum.

Timing

The examination is held at the end of the 4th semester. Further information regarding time and place can be found on EAL Fronter.

Language

English/Danish

6. Talent acknowledgement and honours

Documentation on the graduation diploma of extra or exemplary efforts made by students during their studies can be given in the following ways:

1. Honours on graduation diploma

EAL recognizes talented students who are highly motivated and who have made extraordinary efforts during their studies by awarding them honours on their graduation diploma.

2. Acknowledgement of extracurricular activities on graduation diploma

EAL can acknowledge extracurricular activities on the student's diploma, thereby documenting extraordinary competences for students who have made special efforts during their studies.

3. Extra ECTS credits

Particularly talented and highly motivated students have an opportunity to undertake an extraordinary work load, which can release extra ECTS points – e.g. by participating in international project work established specifically by EAL for talented students.

Further information about the above possibilities can be found on EAL Fronter.

7. Educational elements completed abroad

The Lillebælt Academy offers five of the education's ECTS points as an international module, with the objective of enhancing the student's competences in working professionally in a global setting. The module lasts 14 days (10 weekdays) and is carried out abroad.

This international module is organized to ensure that it contributes to one or more of the education's learning objectives.

The student can – with prior approval – obtain credit for any of the educational elements that have been taken abroad. In such cases the student must, after completion of his/her studies abroad, document the educational elements that have been completed. In connection with prior approval, the student must agree that the institution is entitled to secure any necessary information about the educational elements in question.

With prior acceptance of credits, the specific educational element will be considered as being completed if the student has passed the course according to existing and relevant rules for the education.

8. Teaching methods

Teaching in the IT Technology degree programme is conducted as a dynamic and interactive process, where focus is placed on active participation by the students, and where both students and instructors contribute constructively to the learning process. The individual student is expected to be responsible for his or her own learning.

To ensure optimal and professional learning, as well as the personal development of the individual student, teaching in the programme makes use of a variety of teaching methods. Emphasis is placed on dialogue, discussion and project work, with instruction methods ranging from classroom teaching to interdisciplinary cases, thematised assignments and teamwork. Visiting lecturers and company visits are also arranged.

Teaching form

Teaching is based on applied theory and relevant business practice, i.e. general problems and issues in the IT industry.

Topics and themes are selected which cover issues relevant for different types of businesses, with focus on the challenges presented by a changing environment, ongoing developments and increasing internationalisation.

Instruction will focus on work and learning methods that enhance the student's abilities to work independently, collaborate with others and think innovatively – using classroom teaching, project work in

groups, and individual assignments as central teaching forms. The student is involved in the planning of the course and is encouraged to make use of teamwork, interactive learning and creative thinking.

9. Credits for elective educational elements

Any elective educational element that has been passed is considered to be equivalent to the corresponding educational element offered by other educational institutions offering the IT Technology or other education.

The student is to apply for prior approval if credit is wished for educational elements that are not included in the IT Technology education.

10. Participation requirements

To facilitate the teaching methods used, students are required to participate actively in relevant activities, including the submission and presentation of assignments and projects.

Participation requirements can also be a stipulation or prerequisite for sitting examinations. Attendance can also be compulsory for certain of the elements in the course.

Participation and attendance requirements that are prerequisites for sitting an examination can be found in the examination specifications for the individual course.

11. Criteria for evaluating student activity

Enrolment can be terminated for students who have not participated actively in their studies during a consecutive period of at least one year. Active participation is defined as follows:

Within the last 12 calendar months the student has:

- Participated in at least two different examinations
- Passed at least one examination
- Lived up to the participation requirements for the education, including group work, joint projects, distance learning, etc. as can be seen in the description of participation requirements and submission of reports described for the examinations.
- Submitted the assignments, reports, etc. which are a prerequisite for sitting an examination in accordance with the Curriculum, with a trustworthy content. This includes not having submitted material for which others have copyright.
- Attended activities with compulsory attendance as specified in the Curriculum.

Failure to meet one or more of the above criteria can lead to termination of the student's enrolment in the education.

Periods in which the student is not active due to leave of absence, maternity leave, adoption, documented illness or military service are not included in the evaluation of student activity. The student must, if so required, supply documentation for such conditions.

Exemption can be granted from the above requisites in the case of exceptional circumstances. Applications for exemption are to be sent to the head of the degree programme.

Prior to termination of enrolment in the education, the student is to be sent a written notice outlining the above rules. This notice also specifies that the student has 14 days in which to submit documentation for

those periods with a lack of student activity that the student claims should not lead to expulsion, and specifies as well a deadline for seeking exemption.

If the student has not reacted within this period of time, he/she is expelled from the education.

If the student requests that he/she not be expelled, this request will have a delaying effect until the head of the degree programme has decided upon the matter.

The student is entitled to submit a complaint to the head of the degree programme about a decision that has been made two weeks at the latest after being informed of the decision. This complaint will have a delaying effect. If the head of the degree programme maintains the decision, the student can complain to the Ministry of Education within two weeks after receiving the decision, as far as legal issues are involved.

Rules about the examinations in which the student according to the Examination Order must have participated and passed prior to the end of the 2nd semester, as well as rules about deadlines for completing the education as specified the Educational Order, will apply.

12. Language

English is the language used in the international IT Technology programme. Skills in other languages are not required.

12.1 Examination language

Examinations will be held in the teaching language used. However, Danish students can sit examinations using the Danish language.

Students with other native languages can seek exemption from the fact that formulation and spelling skills can influence the evaluation of the final examination project or of any exam for which the Curriculum specifies that such skills are included in the evaluation. Application for exemption should be sent to the head of the degree programme at least four weeks prior to the examination.

13. Re-examinations

13.1 Re-examinations due to illness

A student who has not been able to sit an examination due to documented illness or other unforeseen circumstance is given the opportunity to sit a re-examination as quickly as possible. In the case of an examination taking place at the end of the last examination period, the student is given the opportunity to sit the examination in the same examination period or immediately thereafter.

This re-examination can be identical to the next ordinary examination. It is the student's responsibility to investigate when this examination will be held.

Information about time and place for re-examinations can be found on EAL Fronter.

Illness must be documented by a medical certificate received by the institution three days at the latest after the examination has been conducted. A student who becomes acutely ill during an examination must document that he/she has been ill on the day in question.

If illness is not documented according to the above rules, the examination will count as one examination attempt spent by the student.

Any costs for the medical certificate are the responsibility of the student.

13.2 Re-examinations due to failing or non-attendance

If the student has not passed or not attended an examination, the student is automatically registered to sit the re-examination, provided that the student has not spent all three examination attempts. The re-examination can be identical with the next ordinary examination.

It is the student's responsibility to investigate when the re-examination will be held.

Information about time and place for these re-examinations can be found on EAL Fronter.

Exemption from the above can be given in the case of extraordinary circumstances, including documented disability.

14. Use of aids

Any rules governing restrictions in the use of aids will be clearly stipulated in the specifications for the individual examination.

15. Special examination conditions

The student can apply for special examination conditions when warranted by physical or mental impairment. The application should be submitted to the head of the degree programme at least four weeks prior to the date of the examination. An exemption from this deadline can be given in the case of suddenly occurring health issues.

The application must be accompanied by a medical certificate, a statement from e.g. a body dealing with speech, hearing or sight impairment or dyslexia, or other forms of documentation certifying serious health issues or relevant functional impairment.

16. Cheating offences in exams

When submitting written material the student certifies by his/her signature that the material 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 appears to be completely or partially produced personally by the student him-/herself, but:

1. Comprises identical or almost identical rendering of the wording or work of others, without clearly identifying this using quotation marks, italics, indentation or other clear indications stating the source of the material, cf. the educational institution's requirements to written work on EAL Fronter.
2. Comprises major pieces of text with choice of words or formulations so close to that of another piece of writing that it is possible to determine through comparison that the text could not have been written without using the source in question
3. Comprises the use of words or ideas of others without giving reference to the source in an appropriate manner

4. Re-uses text and/or central ideas from the student's own previously assessed answers (self-plagiarism) without observing the provisions laid down in items 1 and 3 above.

16.2 Disciplinary procedures for cheating offences and disruptive behaviour during exams

A student who sits an exam and who beyond doubt during the exam

- Receives unauthorised help
- Helps another student answer a question in the exam
- Uses unauthorised materials and aid, or
- Exhibits disruptive behaviour

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

If the disruptive behaviour is of a less serious nature, 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 it is believed that a student

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

this will be reported to the head of the degree programme.

16.4 Investigation of cheating offences in exams, including plagiarism

Postponement of the exam

If the cheating offence concerns suspected plagiarism in a written report and/or answer that is to be used in the assessment of a subsequent oral exam, the head of the degree programme postpones the exam, unless the issue can be investigated prior to 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, containing information that can identify the individual(s) reported on, as well as a brief summary of and documentation substantiating the case. In the event of repeated offences for one or more of the persons involved, this must be stated.

When reporting on plagiarism, the plagiarised parts must be marked with clear reference to the sources of plagiarism. Similarly, the plagiarised text must be marked in the source text.

Involving the student: hearing of the party/parties

The head of the degree programme decides whether the hearing of the student is to be oral, in writing, or a combination thereof.

For the oral hearing, the student is summoned to a clarifying interview, in which documentation substantiating the suspected cheating in the exam is presented to the student and in which the student is

asked to present 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 sent to the student with a request for a written response to the accusation

16.5 Penalties for cheating offences and disruptive behaviour during exams

If clarification of the issue confirms the presumed cheating offence, and the action has influenced or would influence the exam assessment, the head of the degree programme will expel the student from the exam.

In less serious cases, a warning is first given.

In more serious cases, the head of the degree programme can expel the student for short or long periods of time. In such cases the student receives a written warning to the effect that repeated offences could lead to permanent expulsion.

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

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

During the period of expulsion the student is not allowed to attend classes or sit exams.

16.6 Appeals

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

Appeals concerning legal aspects (such as incapacity, hearings, 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 in question, for the attention of the head of the degree programme. The head makes a statement on which the appellant must be given an opportunity to comment, normally within 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 examinations and appeal decisions

17.1 Complaints about exams

We recommend that the student ask the student counsellor for information about complaint procedures and guidance on how to prepare a complaint.

The rules governing complaints about exams can be found in Section 10 of the Examination Order.

The Examination Order differentiates between two types of complaints:

1. Complaints about the scope of the exam, the examination procedure itself and/or the assessment made
2. Complaints about legal matters

These two types of complaints are dealt with differently.

17.1.1 Complaints about the scope of the exam, the exam procedure and/or the assessment

The examinee can submit a written and substantiated complaint within two weeks after the assessment of the exam has been communicated in the usual way. The complaint can cover:

1. The scope of the examination, including questions asked, assignments, etc. as well the examinations relation to the objectives and requirements of the education
2. The examination procedure
3. The assessment

Complaints may be submitted about all examinations – written, oral and combinations hereof, as well as practical exams.

Complaints are to be sent to the head of the degree programme.

The complaint is sent immediately to the original examiners, i.e. the internal examiner and the external examiner for the examination in question. Their statement of response forms the basis for the institution's decision regarding academic issues. A two-week deadline is normally set for this response.

As soon as the examiners' response is available, the student issuing the complaint is given an opportunity to comment on the examiners' statement, normally with a one-week deadline.

The institution makes its decision based on the academic opinion of the examiners and the complainant's comments hereto.

The decision is to be communicated in writing and can:

- Offer the possibility of a new assessment (re-assessment). This applies to written exams only.
- Offer the possibility of sitting a new exam (re-examination) with new examiners, or
- Reject the complaint

If the decision is to offer a re-assessment or re-examination, the head of the degree programme appoints new examiners. Re-assessment applies only to written exams for which material is available, as the new examiners cannot make a (re-)assessment of an oral examination, and because the notes made by the original examiners are personal and cannot be disclosed.

If the decision is to offer re-assessment or re-examination, the complainant must be informed of the fact that the re-assessment or re-examination may lead to a lower grade.

The student must accept the offer within a period of two weeks after the decision has been communicated. Acceptance can thereafter not be cancelled. If the student does not accept the offer within this period of time, there will be no re-assessment or re-examination.

The re-assessment or re-examination must take place as quickly as possible.

In the case of re-assessment, all documentation shall be provided to the new examiners – the assignment, the answer, the complaint, the evaluations made by the original examiners – together with the complainant's comments and the educational institute's decisions.

The new examiners notify the educational institution of the outcome of their re-assessment and enclose a written statement that specifies their evaluation and the reasons for it. Re-assessments may result in a lower grade.

If the decision is to offer re-assessment or re-examination, the decision applies to all students whose examination suffers from the same defects as those referred to in the complaint. The complaint is sent to the head of the degree programme within 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.

Exemption from this deadline can be given in the event of exceptional circumstances.

Appeals and complaints about appeal decisions

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

The appeal is to be sent to the head of the degree programme.

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

The appeals panel consists of two authorised external examiners 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 head of the degree programme.

The appeals panel makes decisions based on the material used by the educational institution in making its decision and the student's appeal, with reasons stated.

The appeals panel can:

- Offer the possibility of a new assessment with new examiners. This applies to written exams only.
- Offer the possibility of sitting a new exam with new examiners, or
- Reject the appeal

If the decision is to offer reassessment or re-examination, the complainant must be informed of the fact that the re-assessment or re-examination may lead to a lower grade.

The student must accept the offer within a period of two weeks after the decision has been communicated. Acceptance can thereafter not be cancelled. If the student does not accept the offer within this period of time, there will be no re-assessment or re-examination.

The re-assessment or re-examination must take place as quickly as possible.

In the case of re-assessment, all documentation shall be provided to the appeals panel – the assignment, the answer, the complaint, the evaluations made by the original examiners – together with the complainant's comments and the educational institute's decisions.

The appeals panel must make its decision two months at the latest (in the case of spring semester exams three months) after the submission of the appeal.

The decision of the appeals panel is final, which means that the case cannot be brought before a higher administrative authority as far as the academic part of the complaint is concerned.

17.1.2 Complaints about legal matters

Complaints about legal aspects of decisions made by examiners in connection with re-assessments or re-examinations or in connection with decisions made by the appeals panel can be brought before the educational institution. The deadline for submitting such complaints is two weeks from the day the decision has been communicated to the complainant.

Complaints about legal aspects of decisions made by the institution according to the rules laid down by the Examination Order (e.g. incapacity, hearings, correct or incorrect interpretation of the Examination Order) can be submitted to the educational institution. The institution issues a statement and the complainant is normally given one week in which to respond with his/her comments. The institution forwards the complaint, the statement and any comments the complainant may have to the Danish Agency for Higher Education and Educational Support.

Complaints must be submitted to the educational institution at the latest two weeks (14 calendar days) after the day on which the decision has been communicated to the complainant.

18. Exemptions

The institute can grant exemptions from rules in this institution-specific section of the Curriculum in cases where such exemption is justified due to exceptional circumstances. The institutions offering this education cooperate to ensure a uniform exemption practice.

19. Effective date

The institution-specific section of the Curriculum is effective from 1 September 2014 and applies to all students. However, testing of the optional program elements will be integrated on the 3rd semester in the Technology test for students at the 3rd semester in the exam period winter 2014/2015. This also applies to any kind of re-examinations there might be.