

# PBA Web Development

Curriculum 2020



ERHVERVS  
AKADEMI  
SYDVEST

## Index

1	Programme structure.....	1
2	Core areas of study .....	1
3	Content .....	1
4	<b>The programme’s goals for learning outcomes .....</b>	<b>1</b>
5	<b>The programme includes three national subject elements .....</b>	<b>3</b>
5.1	Web Programming.....	3
5.2	Development Environments.....	4
5.3	User Experiences .....	5
5.4	Exams in the national subject elements.....	6
6	<b>Internship .....</b>	<b>6</b>
7	<b>Requirements for the bachelor’s project .....</b>	<b>7</b>
8	<b>Rules on credit.....</b>	<b>7</b>
9	<b>Academic criteria for the selection of applicants for the top-up programme .....</b>	<b>8</b>
10	<b>Entry into force and transitional period.....</b>	<b>8</b>

## 1 Programme structure

		<b>1st year of study</b>	<b>2nd year of study</b>
<b>Core areas of study</b>	Web programming	40 ECTS	
	Development environments	10 ECTS	
	User experience	10 ECTS	
<b>Internship</b>			15 ECTS
<b>Bachelor's degree project</b>			15 ECTS
<b>Total ECTS credits</b>		<b>60 ECTS</b>	<b>30 ECTS</b>

## 2 Core areas of study

The study programme covers the following core areas of study

- Web programming
- Development environments
- User Experiences

60 ECTS credits total

## 3 Content

The national part of the curriculum for the Professional Bachelor's Degree in Web Development is issued in accordance with Section 18 (1) of the Executive Order on Technical and Mercantile Academy Profession Programmes and Professional Bachelor Educations ('bekendtgørelse om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser'). This curriculum is supplemented by the institutional part of the curriculum, which is determined by the individual institution offering the educational programme.

It is compiled by the education network for professional bachelor's degrees in web development and approved by the boards of all the providers - or by the principal by order of the board - and after a hearing of the institutions' education committees and the education's chairmanship of the external examiners

## 4 The programme's goals for learning outcomes

### Knowledge

The student has development-based knowledge of:

- standards within web development,
- development environments for web development,
- broad development methods within web development, and can also reflect upon their practical application in the profession.

The student has an understanding of:

- web applications' role in society.

# Curriculum PBA WebDevelopment

## **Skills**

The student can:

- use methods and tools within web development to plan and develop applications based on specific development wishes,
- master a suitable programming language to implement these development wishes,
- evaluate and justify their choice of a suitable system for ensuring both data and application persistence,
- use the domain's theory and method to develop user experiences adapted to relevant target groups and assess user experiences based upon the domain's theory and method,
- use methods to develop user interfaces that exploit the special design and aesthetic potential of web technologies, and also assess and justify their value as a solution,
- use and master a suitable development environment in the implementation of the development process,
- communicate specialist problems and solution models to collaborative partners and users as well as peers and non-specialists.

## **Competencies**

The student can:

- handle complex and development-oriented situations in web development,
- independently enter into a professional and interdisciplinary cooperation within web development with a professional approach and take responsibility within the framework of professional ethics,
- identify and structure their own learning needs and develop their personal skills and competencies in relation to web development.

## 5 The programme includes three national subject elements

### 5.1 Web Programming

#### Contents

The subject elements comprise the development and modelling of web applications, including architecture, robustness, internet and web protocols, use of debugging techniques and techniques for installation and maintenance. The subject area also includes data security, data storage, data modelling and exchange of data sources based on recognised standards.

#### Learning goals for Web Programming

##### Knowledge

The student has development-based knowledge of: practice, applied theory and development methods in:

- relevant internet and web protocols,
- data storage, modelling, exchange and security,
- quality assurance.

The student can understand and reflect upon:

- development methods in web development,
- web architecture and design patterns.

##### Skills

The student can:

- master all phases of development including planning, developing and implementing web applications based on specific development wishes, as well as evaluate practice-based and theoretical problems and select and justify relevant solution models in relation to the development of web applications,
- evaluate and justify the choice of a suitable programming language and relevant methods for the implementation of web applications,
- master a suitable programming language for the development of web applications,
- use and model data sources as well as justify proposals for solutions,
- implement and evaluate web user interfaces as well as justify and communicate solution proposals to collaborative partners and users,
- use relevant theories and methods for the quality assurance of all phases of development.

##### Competencies

The student can:

- handle complex web development and must be able to handle complex and development-oriented situations in web development,
- independently enter into professional and interdisciplinary cooperation with a professional approach and take responsibility within the framework of professional ethics in relation to web programming,
- identify and structure their own learning needs and develop personal skills and competencies in relation to web programming.

# Curriculum PBA WebDevelopment

## ECTS credits

The subject element web programming is worth 40 ECTS credits, comprising 20 ECTS credits in the national part and 20 ECTS credits in the local part.

Local subject elements of the programme are in the subject element web programming.

National and local subject elements can be tested in the same exam.

## 5.2 Development Environments

### Contents

This subject element comprises tools and platforms for the development of web-based applications, as well as selection and justification of the choice. Focus is on normally used development tools (IDE and other platforms) as well as tools for version control and quality assurance.

### Learning goals for Development Environments

#### Knowledge

The student has development-based knowledge of applied theory and methods:

- in development environments,
- in practice, methods and systems for version control.

The student can understand and reflect upon:

- types of and selection criteria for development platforms.

#### Skills

The student can:

- master version control in a development context,
- apply methods and tools for quality assurance in the development process, as well as evaluate and justify the choice of specific tools,
- apply methods and tools in development environments for the publication of web applications,
- communicate their choice of methods and tools used in the development process.

#### Competencies

The student can:

- methodically evaluate and handle development platforms and environments for a specific task in complex development-oriented situations,
- manage development platforms and environments in the development process of advanced web applications,
- independently enter into professional and interdisciplinary cooperation with a professional approach and take responsibility within the framework of professional ethics in relation to development environments.

# Curriculum PBA WebDevelopment

## ECTS credits

The subject element Development Environments is worth 10 ECTS points.

## 5.3 User Experiences

### Contents

The subject element comprises analysis, understanding of and reflection upon the user's experiences and needs in different use contexts.

The subject element includes the design of user interfaces and usability, and considerations about information architecture and instruments and the use of web media tools.

There is a focus on understanding and organising user experiences in relation to design and development.

### Learning goals for User Experiences

#### Knowledge

The student has development-based knowledge of:

- practice, applied theory and methods of designing user experiences, and also reflect upon the web developer's practice in designing user experiences,
- information architecture,
- aesthetics and trends in interaction design.

The student can understand and reflect upon:

- the use of user survey methods.

#### Skills

The student:

- can use methods and tools to design user experiences for relevant target groups with the involvement of users,
- evaluate practice-based and theoretical problems in the design of user interfaces and select and justify relevant solution models,
- communicate practice-based and specialist problems in the design of user experiences and communicate central problems to collaborative partners and users.

#### Competencies

The student can:

- handle complex design processes based on analysis and planning,
- both independently and in groups, understand the design and organisation of user interfaces and user experiences for complex systems,
- identify and structure personal learning needs and develop personal skills and competencies in relation to the design of user experiences.

## ECTS credits

The subject element User Experiences is worth 10 ECTS credits.

### 5.4 Exams in the national subject elements

National subject elements in the first year of study make up 40 ECTS credits. Two exams are held in the national subject elements plus an additional exam in the bachelor's project.

For the number of exams in the internship, see section 3.

For a complete overview of all the programme's exams, please refer to the institution part of the curriculum, in that the national subject elements described in this curriculum can be tested together with subject elements laid out in the institution part of the curriculum.

## 6 Internship

### Learning goals for the programme's Internship

#### Knowledge

The student can:

- understand and reflect upon theories and methods and their practical application.

#### Skills

The student can:

- apply one or more of the subject area's methods and tools, and can also apply the skills related to employment in the subject area(s) or profession,
- evaluate theoretical and practical problems and also justify and select relevant solution models,
- communicate specialist problems and solution models to peers and non-specialists or collaborative partners and users.

#### Competencies

The student can:

- handle complex and development-oriented specialist situations in relation to the profession,
- identify personal learning needs and structure their own learning in different learning environments,
- independently participate in an expert and interdisciplinary collaboration with a professional approach.

#### ECTS credits

The internship is worth 15 ECTS credits.

#### Number of exams

The internship is completed with one exam.

### **7 Requirements for the bachelor's project**

The learning goals for the final examination project are identical to the programme's learning goals, which are listed above under item 1.

Together with the other exams and the internship exam, the final examination project documents that the programme's goals for learning outcomes have been achieved.

In the bachelor's project, the student must be able to document their ability to process, on an analytical and methodical basis, a complex and practice-oriented problem in relation to a specific task within the field of web development. The problem, which must be central to the programme and the profession, is formulated by the student, possibly in collaboration with a private or public sector company. The institution approves the problem.

For specific formatting requirements for the bachelor's project, please refer to the institutional part of the curriculum.

#### **Exam in the final examination project**

The final examination project concludes the course in the last semester, once all prior exams have been passed.

#### **ECTS credits**

The final examination project is worth 15 ECTS credits.

#### **Exam format**

The exam consists of both an oral and written test with an external examiner, where an overall individual grade is given according to the 7-point grade scale for the written project and the oral presentation. For format etc. of the exam, see the institutional part of the curriculum.

### **8 Rules on credit**

Passed programme elements are equivalent to similar programme elements taken at other educational institutions offering this programme.

The students are obliged to inform us of any completed educational elements from another Danish or foreign higher education programme or any employment which are likely to provide credit.

In each individual case, the educational institution approves credit on the basis of completed educational elements and any employment that meets the objectives of the subjects, the educational part and internship part.

The decision is made on the basis of a professional evaluation.

For prior approval of study in Denmark or abroad, the student is obliged to document, upon completion of their studies, the completed educational elements of the approved study programme.

In connection with prior approval, the student must consent to the institution collecting the necessary information at the end of the study programme.

Upon approval in accordance with the above, the educational element is regarded as completed if it has been passed according to the rules for the relevant programme.

## **9 Academic criteria for the selection of applicants for the top-up programme**

Refer to the institutional part of the curricula.

## **10 Entry into force and transitional period**

### **Entry into force**

This national part of the curriculum enters into force on 01.08.2019 and is valid for students who are enrolled after 01.08.2019.

### **Transitional period**

Students who are admitted up to 01.08.2019 will transfer to this curriculum from 01.08.2019; however, students enrolled on an earlier curriculum can complete their programme in accordance with that one.



## Index

1	Exam Overview .....	1
2	Scope and criteria for examinations .....	1
2.1	Exam: Web programming .....	1
2.2	Exam: Development environments .....	2
2.3	Exam: Web programming - Databases .....	2
2.4	Exam: User Experiences .....	3
3	Elective modules .....	4
3.1	Exam: Elective Programme Module(s) .....	5
4	Internship .....	5
4.1	Exam: Internship .....	6
5	Bachelor project .....	7
6	Program modules that can be taken abroad .....	8
7	Teaching methods .....	8
8	Credits for elective educational elements .....	8
9	Language .....	8
9.1	Examinations .....	8
10	Criteria for evaluating student activity and participation requirements .....	9
10.1	Definition of student activity and participation requirements .....	9
10.2	The consequences of absent student activity .....	9
10.3	Termination of enrolment .....	9
11	Re-examinations .....	10
11.1	Re-examinations due to illness .....	10
11.2	Re-examinations due to failing or non-attendance .....	11
12	Use of aids .....	11
13	Special examination conditions .....	11
14	Cheating offences in exams .....	11
14.1	Using one's own work and that of others - plagiarism .....	11
14.2	Disciplinary procedures .....	12
14.3	Presumed cheating .....	12
14.4	Investigation of cheating offences in exams, including plagiarism .....	12
14.5	Penalties for cheating offences and disruptive behaviour during exams .....	13
14.6	Appeals .....	13
15	Complaints about examinations and appeal decisions .....	14
15.1	Complaints about exams .....	14
15.1.1	<i>Complaints about the scope procedure and/or the assessment</i> .....	14
15.1.2	<i>Complaints about legal matters</i> .....	16
16	Exemptions .....	17
17	Effective date and transition period .....	17

## 1 Exam Overview

*Overview of examinations and time frame:*

Time Frame	Exam	ECTS Credits	Internal/External	Evaluation
1st Year	Web programming	10	External	7 – point grading scale
1st Year	Development Environments	10	Internal	7 – point grading scale
1st Year	Web programming: Databases	10	Internal	7 – point grading scale
1st Year	Interface Design	10	External	7 – point grading scale
1st Year	Web programming: Elective courses	20	Internal	7 – point grading scale
3rd Semester	Internship	15	Internal	7 – point grading scale
3rd Semester	Bachelor project	15	External	7 – point grading scale

**Information about time and place for the examinations will be posted on the official platform prior to the exam**

## 2 Scope and criteria for examinations

### 2.1 Exam: Web programming

#### **Prerequisites for the exam**

Mandatory participation requirements must be met in order to be qualified to take the exam. These requirements are described on the EASV official platform. Failure to meet these requirements without a valid reason (i.e. 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 program coordinator 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 examination**

The exam is an individual oral exam based on a synopsis. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the presentation and dialogue.

30 minutes is allotted to each student including assessment and announcement of grade.

The exam amounts to 10 ECTS credits.

## Curriculum PBA WebDevelopment

### **Evaluation criteria**

Evaluation criteria for the exam i.e. learning objectives for the compulsory educational component.

Learning objectives appear in the joint national part of the curriculum.

### **Time Frame**

The exam takes place during the first year of study.

Further information regarding time and place can be found on the EASV official platform.

### **Exam language**

Danish or English

## **2.2 Exam: Development environments**

### **Prerequisites for the exam**

Mandatory participation requirements must be met in order to be qualified to take the exam. These requirements are described on the EASV official platform. Failure to meet these requirements without a valid reason (i.e. 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 program coordinator 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 examination**

The exam is an individual oral exam based on a synopsis. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the presentation and dialogue.

30 minutes is allotted to each student including assessment and announcement of grade.

The exam amounts to 10 ECTS credits.

### **Evaluation criteria**

Evaluation criteria for the exam i.e. learning objectives for the compulsory educational component.

Learning objectives appear in the joint national part of the curriculum.

### **Time Frame**

The exam takes place during the first year of study.

Further information regarding time and place can be found on the EASV official platform.

### **Exam language**

Danish or English

## **2.3 Exam: Web programming - Databases**

### **Prerequisites for the exam**

## Curriculum PBA WebDevelopment

Mandatory participation requirements must be met in order to be qualified to take the exam. These requirements are described on the EASV official platform. Failure to meet these requirements without a valid reason (i.e. 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 program coordinator 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 examination**

The exam is an individual oral exam based on a synopsis. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the presentation and dialogue.

30 minutes is allotted to each student including assessment and announcement of grade.

The exam amounts to 10 ECTS credits.

### **Evaluation criteria**

Evaluation criteria for the exam i.e. learning objectives for the compulsory educational component.

Learning objectives appear in the joint national part of the curriculum.

### **Time Frame**

The exam takes place during the first year of study.

Further information regarding time and place can be found on the EASV official platform.

### **Exam language**

Danish or English

## **2.4 Exam: User Experiences**

### **Prerequisites for the exam**

Mandatory participation requirements must be met in order to be qualified to take the exam. These requirements are described on the EASV official platform. Failure to meet these requirements without a valid reason (i.e. 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 program coordinator 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 examination**

The exam is an individual oral exam based on a synopsis. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the presentation and dialogue.

30 minutes is allotted to each student including assessment and announcement of grade.

## Curriculum PBA WebDevelopment

The exam amounts to 10 ECTS credits.

### **Evaluation criteria**

Evaluation criteria for the exam i.e. learning objectives for the compulsory educational component.

Learning objectives appear in the joint national part of the curriculum.

### **Time Frame**

The exam takes place during the first year of study.

Further information regarding time and place can be found on the EASV official platform.

### **Exam language**

Danish or English

## **3 Elective modules**

### **Content**

The elective modules offer students the opportunity to enhance their individual profile and professional competencies relating to areas of Web development. This is achieved through specialisation and academic immersion within the programme's subject areas.

The elective modules are planned by the individual programme. See the EASV official platform.

ECTS credits: The elective modules can be offered with the following ECTS credits: 5, 10 and 20 ECTS.

### **Learning objectives**

#### **Knowledge**

Upon completion of the module, students should have acquired knowledge about:

- The chosen elective's theory and practice
- The chosen elective's relevance to web development in theory and practice

#### **Skills**

Upon completion of the module, students should have acquired the skills to:

- Select, describe and undertake a literature search of a selected IT-problem
- Discuss the process and analytical skills related to the selected topic
- Assess problems and propose possible solutions relative to the selected topics
- Convey significant results

#### **Competencies**

Upon completion of the module, students should have acquired the competencies to:

- Independently familiarize themselves with new topics within the subject's theory or practice
- Relate to and set into perspective the elective areas to the programme's other subject areas.

### **Time Frame:**

The elective programme modules are in the first year of study

### **3.1 Exam: Elective Programme Module(s)**

#### **Prerequisites for the exam**

Mandatory participation requirements must be met in order to be qualified to take the exam. These requirements are described on the EASV official platform. Failure to meet these requirements without a valid reason (i.e. 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 program coordinator 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 examination**

The exam is an individual oral exam based on a synopsis. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the presentation and dialogue.

30 minutes is allotted to each student including assessment and announcement of grade.

The exam amounts to 5, 10 or 20 ECTS credits.

#### **Evaluation criteria**

Evaluation criteria for the exam i.e. learning objectives for the compulsory educational component.

Learning objectives appear in the joint national part of the curriculum.

#### **Time Frame**

The exam takes place during the first year of study.

Further information regarding time and place can be found on the EASV official platform.

#### **Exam language**

Danish or English

## **4 Internship**

#### **Requirements and expectations for internship completion**

In the internship the student works with subject relevant issues within the programme's core areas of study and obtains knowledge of the relevant functions of the profession. The internship can take place in one or more companies.

The internship may be planned to allow for both flexibility and differentiation. It may form the basis for the student's Bachelor project.

Based on the learning objectives for the internship, described in the joint national part of the curriculum, the student and supervisor/contactperson together define the concrete objectives for the student's internship.

## Curriculum PBA WebDevelopment

Correlation between the theoretical teaching and the internship is the basis for the student's learning objectives for the internship.

The internship period is equivalent to a full time job, in regards to the requirements for work hours, effort, commitment and flexibility, which the graduate web developer can expect to meet in his first job.

1. Jf. LEP-BEK § 10, stk. 2, nr. 1), § 11, stk. 2, nr. 1) og § 12, stk. 2, nr. 1).

### 4.1 Exam: Internship

#### Prerequisites for the exam

The internship hand in, on which the examination and assessment are based, must:

- Meet all formal requirements, see below
- Be submitted on time, see examination schedule available on the official platform.

If one or more of the participation requirements is not met, or the project is not submitted correctly the student will not be allowed to take the exam, and one examination attempt will have been used.

#### Formal requirements for the internship hand in

The internship report, which constitutes the written part of the exam, must at a minimum contain:

- Front page with name, internship company, institution, internship period
- Preface
- Introduction
- Description of the business (its main activities, number of employees, their profession, etc.)
- Reflection on the concrete learning objectives achieved
- Description of concrete tasks
- Conclusion
- Company reference
- Bibliography, if any (including all sources that have been referenced)
- Any further appendices (only include appendices essential to the report)

The maximum number of pages for the internship report is 10 standard pages, exclusive appendices.

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

The exam is an individual exam based on the internship hand in. It is assessed according to the 7-point scale.

In case of an oral exam: 20 minutes is allotted to each student including assessment and announcement of grade. The exam starts with a presentation by the student based on the internship, followed by a oral examination, including assessment and announcement of grade.

The exam amounts to 15 ECTS credits

## Curriculum PBA WebDevelopment

### **Evaluation criteria**

Evaluation criteria for the exam = learning objectives for the Internship

### **Time Frame**

The exam takes place after completion of the internship.

Further information regarding time and place, and hand-in of internship report can be found on the EASV official platform.

### **Exam language**

Danish or English

## **5 Bachelor project**

See the joint national part of the curriculum for a description of the requirements for the bachelor project and the learning objectives for Bachelor of web development.

### **Prerequisites for the exam**

The written project, on which the examination and assessment are based, must:

- Meet all formal requirements for the bachelor's degree project, see the national joint section of the curriculum
- Be submitted on time, see examination schedule available on the EASV official platform.

If the written project, which comprises the written part of the exam, is not submitted correctly the student will not be allowed to take the exam, and one examination attempt will have been used.

The examination can only take place after completion of the internship examination, and all the programme's other examinations have been passed.

### **The examination**

The exam is an individual oral exam based on the written project. It is assessed according to the 7-point scale.

One individual grade is given based on an overall evaluation of the written project and oral presentation.

Groups may be no larger than 4 students

30 minutes is allotted to each student, including assessment and announcement of grade.

The exam amounts to 15 ECTS credits

### **Evaluation criteria**

Evaluation criteria for the exam = learning objectives for the Bachelor project, see the joint national part of the curriculum.

### **Time Frame**

The exam takes place at the end of the 3rd semester. Further information regarding time and place can be found on the EASV official platform.

## **Exam language**

Danish or English

## **6 Program modules that can be taken abroad**

The student can apply for pre-approved credit, and with the institution's approval, take each module abroad.

*In the case of pre-approval of study abroad, the student must document completion of the approved program's courses, at the end of the study abroad period. The student must in connection with the pre-approval, consent that the institution can collect the necessary information, at the end of the study abroad period.*

With the approval of pre-approved credit, the program course is considered completed if it is passed in compliance with the rules for the program.

## **7 Teaching methods**

The program applies varied teaching methods, which together support the above-mentioned modules and promote the achievement of the learning objectives, described in the curriculum.

*The main emphasize of the teaching methods is dialog based classroom teaching, assignments and group projects. However, working in study groups, individual assignments and projects, group and class presentations, interdisciplinary cases and much more are also included.*

*All of these activities ensure that the program always sets clear objectives and expectations for the learning activities.*

## **8 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 education.

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

## **9 Language**

English is the language used in the international web development programme. Skills in other languages are not required.

### **9.1 Examinations**

Examinations are to be submitted/presented in understandable English or Danish.

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 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 department at least four weeks prior to the examination.

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

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

### **10 Criteria for evaluating student activity and participation requirements**

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

#### **10.1 Definition of student activity and participation requirements**

Enrolment can be terminated for students who have not participated actively in their studies. Active participation is defined as follows:

The student has:

- Participated in at least two different examinations (within the last 12 months)
- Passed at least one examination (within the last 12 months)
- 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 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.

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 still apply.

#### **10.2 The consequences of absent student activity**

Failure to meet one or more of the criteria for student activity can lead to termination of the student's state educational grant (SU).

Failure to meet one or more of the criteria can lead to the termination of enrolment in the education, cf. below.

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 above. The student must, if so required, supply documentation for such conditions.

#### **10.3 Termination of enrolment**

Lack of student activity can lead to the termination of enrolment in the education.

## Curriculum PBA WebDevelopment

In exceptional circumstances, exceptions can be made from the rule of non-compliance of study activities. Applications to be exempted shall be send to the head of department.

Prior to termination of enrolment in the education, the student is to be sent a written notice that points out the above-mentioned rules. This notice also specifies that the student has 14 days in which to submit documentation for 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, 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 department has decided upon the matter.

The student is entitled to submit a complaint to the head of department 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 department maintains the decision, the student can complain to the Ministry of Education within two weeks after receiving the complaint, as far as legal issues are involved.

## 11 Re-examinations

### 11.1 Re-examinations due to illness

A student who has not been able to attend an examination due to documented illness or other unforeseen circumstance is given the opportunity to attend 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 attend the examination in the same examination period or immediately thereafter.

This examination can be identical to 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 the official EASV platform for the programme.

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.

## **11.2 Re-examinations due to failing or non-attendance**

By not passing or by not attending the examination, the student is automatically registered to attend 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 the official EASV platform for the programme.

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

## **12 Use of aids**

Any rules for restrictions in the use of aids will be made clear in the specifications for the individual examination.

## **13 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 department 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.

## **14 Cheating offences in exams**

When submitting written material, the student certifies by his/her signature that the material has been produced without undue assistance.

### **14.1 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:

- 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, see the educational institution's requirements to written work, on the official EASV platform for the programme.
- 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
- Comprises the use of words or ideas of others without giving reference to the source in an appropriate manner

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- 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.

### 14.2 Disciplinary procedures

- for cheating offences and disruptive behaviour during exams

A student who attends 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 department or whoever the head of department 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.

### 14.3 Presumed cheating

- at an exam, including plagiarism during and after the exam

If during or after an exam it is presumed 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.

### 14.4 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 department 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 department 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

### **14.5 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 department will expel the student from the exam.

In less serious cases, a warning is first given.

In more serious cases, the head of department 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.

### **14.6 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.

## **15 Complaints about examinations and appeal decisions**

### **15.1 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:

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

These two types of complaints are dealt with differently.

#### **15.1.1 Complaints about the scope 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:

- The scope of the examination, including questions asked, assignments, etc. as well the examinations relation to the objectives and requirements of the programme
- The examination procedure
- 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. Two weeks are normally allowed for this response.

As soon as the examiners' response is available, the student issuing the complaint is given an opportunity to comment on the statements, 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 a new exam (re-examination) with new examiners, or
- Reject the complaint

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If the decision is to offer a re-assessment or re-examination, the head of department 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 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 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 the assessment 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 department 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.

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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 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, 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.

### **15.1.2 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.

## **16 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.

## **17 Effective date and transition period**

This curriculum takes effect by 1 August 2020. Students admitted after this date will follow this curriculum. The curriculum is based on;

- Ministerial order Technical and Mercantile Academy profession programmes and Professional Bachelor Programmes (tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser)

- Ministerial Exame order (Eksamensbekendtgørelsen)

- Ministerial Sccess to business academy programs and professional bachelor programs order (adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser)

All can be found here: <https://www.retsinformation.dk/>

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