Multimediadesign and Communication

Curriculum 2017

ERHVERVS
AKADEMI
SYDVEST

Table of contents

1   Governing acts and orders

This national part of the curriculum under Ministerial Order No. 1061 of 14 November 2012 on Academy Profession degree programme in Multimedia Design and Communication (Bekendtgørelse nr. 1061 af 14. november 2012 om erhvervsakademiuddannelse inden for medie og kommunikation (Multimediedesigner AK)) is issued pursuant to § 18, subsection 1 of the ministerial order on academy profession degree programmes and bachelor's degree programmes. This curriculum is supplemented by the institutional part of the curriculum, which is written by the individual educational institution offering the programme.

The curriculum was prepared by the education network for the Academy Profession Degree Programme in Multimedia Design and Communication (Multimediedesigner AK) and approved by all programme providers' boards of directors – or by their rectors depending on their authorisation to do so – and after a hearing process in the education committees of each education institution and the board of external examiners for the study programme.

The valid and current acts/orders are accessible at www.retsinfo.dk.

This text is a translation intended for information purposes only. In the event of any discrepancy between this translation and the original Danish text, the Danish texts shall prevail.

2   Title of programme and graduates

The title of the programme is Academy Profession degree in Multimedia and communication. The graduates are entitled to call themselves 'Multimedia Designer'.

3   Programme objectives

The purpose of the programme is to qualify the student to independently design, plan, implement, and manage multimedia tasks and to contribute to implementing, managing, and maintaining multimedia productions.

Learning objectives for Multimedia Designer AP
Learning objectives for the programme consist of the knowledge, skills and competences achieved by the Multimedia Designer graduate during his/her course of study.

Knowledge
The graduate has knowledge about:
- The practices and core theory and methodology pertaining to analysis, concept development, design, planning, realisation, and management of multimedia tasks and the implementation, management, and maintenance of multimedia production, as well as
- The understanding of interdisciplinary issues within the field of multimedia in relation to both individual and team-based project work.

Skills

The graduate is able to:
- Apply core methods and tools within analysis, concept development, design and planning as well as the realisation and management of multimedia tasks
- Evaluate practice-based issues within the field of multimedia, as well as list and choose solutions, and
- Communicate practice-based issues and solutions within the multimedia field to collaboration partners and users.

Competences
The graduate is able to:
- Independently handle analysis, concept development, design, and planning as well as the realisation and management of multimedia tasks, and participate in the implementation, management and maintenance of multimedia productions
- Handle development-oriented situations and, through innovative processes, adapt multimedia solutions according to commercial conditions
- Acquire new knowledge, skills and competences within the field of multimedia
- Participate in managerial and work-related functions in collaboration with others regardless of their educational, linguistic, and cultural background, and
- Participate professionally in and manage collaboration and communication within networks.

4   The programme's core areas and ECTS scope

The programme consists of the following core subjects
- Business (15 ECTS)
- Communication and presentation (15 ECTS)
- Design and visualisation (25 ECTS)
- Interaction development (25 ECTS)

80 ECTS points total

4.1   Core area: Business
The purpose of this core area of study is to qualify the student to: understand business concepts and digital business models, apply digital user data and take an innovative approach to multimedia production. The student should understand the role of the multimedia designer in the value chain of a multimedia production and be capable of planning, controlling and completing a multimedia production.

ECTS scope
15 ECTS

Learning objectives
The student has development-based knowledge about and an understanding of:
- development methods for multimedia production
- copyright and licensing methods in multimedia production
- business strategy as the starting point for multimedia production and the multimedia designer's place in the value chain

- the surrounding world of the business, including business stakeholders and the resource basis of the business
- tools used in practice and the application of data for multimedia production optimisation
- key methods and tools for project management and estimation of multimedia productions
- digital business models used in practice
- multimedia production budgeting

Skills
The student is able to
- apply key tools and digital data for multimedia production optimisation
- plan and assess project control and quality assurance for team-based multimedia productions
- assess and analyse data and propose solutions as the basis for innovative development of multimedia productions
- assess, apply and communicate innovative methods in multimedia production

Competences
The student is able to
- join in teams and handle and adjust planning, control and quality assurance in the production of complex digital user interfaces
- autonomously stay informed and acquire new knowledge within business aspects that support the development of advanced digital multimedia productions

4.2   Core area: Communication and presentation

This core area aims to provide the student with an understanding of digital media and the ability to create innovative digital user experiences the student is able to produce digital content and user-centred communication.

ECTS scope
15 ECTS

Learning objectives
Knowledge
The student has development-based knowledge and understanding of
- key theories and methods for user understanding and content production, including information architecture for digital media
- key theories and methods in the field of digital user experience in relation to multimedia production, including testing methods
- international digital trends and various user groups' application of digital media and technologies
- key theories and methods for planning user interaction and communication in various digital media productions.

Skills
The student is able to

- collect and use empirical data about users and use situations in practice
- apply and combine key methods for planning and producing user-centred content in team-based multimedia productions
- apply key theories, methods and tools for supporting digital user experiences, including testing methods
- translate knowledge of current digital user trends into planning and development of the user experience in advanced digital media productions
- assess, adjust and propose solutions for innovative communication in advanced digital media productions
- present the support of digital user experiences to stakeholders.

Competences
The student is able to
- Join in teams and contribute to the production of digital user-centred content and create user experience in complex digital user interfaces
- Autonomously stay informed and acquire new knowledge about the users' application of technologies and media in the international digital media landscape.

4.3 Core area: Design and visualisation

This core area aims to enable the student to design and develop advanced digital user interfaces based on the principles for user-centred design and through the incorporation of international digital design development trends.

ECTS scope
25 ECTS

Learning objectives
Knowledge
The student has development-based knowledge and understanding of
- basic principles of composition and layout of digital design in multimedia production
- design processes and documentation of digital design in multimedia production
- media expressions in multimedia production
- current digital exchange formats in multimedia production
- relevant theories, tools and methods for designing and developing user-centred design and user experiences
- methods for data presentation
- current international digital design development trends.

Skills
The student is able to
- apply key design processes to multimedia productions, including documentation of the design process
- apply key methods and design processes and propose solutions for the production and presentation of digital user interfaces
- assess and process graphic material to ensure consistent expressions in a multimedia production
- assess and apply user-centred methods in a digital design process

- assess and select multi-medial forms of expression and components for the development and production of advanced digital user experiences
- assess and apply key international development trends for the design, development, adjustment and maintenance of advanced digital user interfaces

Competences
The student is able to
- handle different kinds of material for the production of digital user interfaces
- handle process documentation and presentation to stakeholders
- join in teams and handle the design and development of digital user interfaces
- autonomously stay informed and acquire new knowledge within international design trends, innovative technologies and advanced digital user interfaces.

4.4   Core area: Interaction development

This core area aims to enable students to model, structure and develop complex digital user inter-faces and handle large data sets for the purpose of displaying in digital user interfaces.

ECTS scope
25 ECTS

Learning objectives
Knowledge
The student has development-based knowledge and understanding of
- the structure and use of the internet with particular emphasis on the understanding of client-server relations and their importance to the development of digital user interfaces
- relevant technologies for the development of digital user interfaces
- key methods for modelling, structuring and developing digital user interfaces
- key technologies for data persistence
- key and current programming paradigms for the development of digital user interfaces
- data formats and synchronous and asynchronous exchange of limited data sets with servers
- key and current libraries and frame works for the development of advanced digital user interfaces
- data structures, data formats and the exchange of complex data sets with servers.

Skills
The student is able to
- apply key technologies and development environments as well as methods for version control for the development of digital user interfaces in a multimedia production
- apply key programming principles, including control structures, functions and variables for the development of digital user interfaces
- apply key technologies for the handling and display of content in the production of digital user interfaces
- apply key technologies for the exchange and presentation of complex data sets in digital user interfaces

- assess, suggest, select and apply current libraries and frameworks for innovative development of advanced digital user interfaces in a multimedia production
- present the development process to stakeholders.

Competences
The student is able to
- handle key technologies and methods for version control of multimedia productions
- join in teams with the aim of developing digital user interfaces
- handle process documentation and presentations for stakeholders, including the planning and documentation of multimedia productions and data exchange in digital user interfaces
- autonomously stay informed and acquire new knowledge within state-of-the-art international technological trends and innovative development of multimedia productions with particular emphasis on the user interface.

5   Mandatory elements within the programme's core areas

The mandatory elements are
- Multimedia production 1 (30 ECTS)
- Multimedia production 2 (30 ECTS)
- Multimedia production 3 (20 ECTS)

Total 80 ECTS

The three compulsory educational components are all completed with an exam.

5.1   Compulsory educational component: Multimedia Production 1: Business, Communication and presentation, Design and visualisation and Interaction development.

ECTS scope
30 ECTS of which :
- 5 ECTS from the core area Business
- 5 ECTS from the core area Communication and presentation
- 10 ECTS from the core area Design and visualisation
- 10 ECTS from the core area Interaction development

Content
This first compulsory educational component aims to qualify the student to understand the business concepts and the role of the multimedia designer in the value chain of a multimedia production. The student should be able to understand digital media and be able to develop, produce and present solutions for digital user interfaces.

Learning objectives
Knowledge (Business)
The student has development-based knowledge and understanding of
- development methods formultimedia production
- copyright and licensing methods in multimedia production

- the business strategy as the starting point for multimedia production and the multimedia de-signer's place in the value chain.

Knowledge (Communication and presentation)
The student has development-based knowledge and understanding of
- digital media
- key theories and methods for user understanding and digital content production
- key test methods in multimedia production.

Knowledge (Design and visualisation)
The student has development-based knowledge and understanding of
- basic principles of composition and layout of digital design in multimedia production
- design processes and documentation of digital design in multimedia production
- media expressions in multimedia production
- current digital exchange formats in multimedia production.

Knowledge (Interaction development)
The student has development-based knowledge and understanding of
- the structure, organisation and use of the internet with particular emphasis on the understanding of client-server relations and their importance to the development of digital user interfaces
- relevant technologies for the development of digital user interfaces
- key methods for modelling, structuring and developing digital user interfaces.

Skills (Business)
The student is able to
- apply key theories, methods and tools for controlling basic multimedia production.

Skills (Communication and presentation)
The student is able to
- collect and use empirical data about users and use situations in practice
- produce basic-level digital content based on user understanding
- plan and execute user tests of multimedia productions.

Skills (Design and visualisation)
The student is able to
- apply key design processes to multimedia productions, including documentation of the design process
- apply key theories, tools and methods for designing and developing user basic user interfaces.

Skills (Interaction development)
The student is able to
- apply key methods for modelling and structuring when developing basic digital user interfaces in a multimedia production
- apply key technologies and development environments for the development of basic digital user interfaces in a multimedia production
- apply key technologies and methods for version control of multimedia productions.

Competences (Business)

The student is able to
- handle relevant methods and tools for planning and controlling basic multimedia production.

Competences (Communication and presentation)

The student is able to
- handle the development of communication for basic user interfaces.

Competences (Design and visualisation)

The student is able to
- handle different kinds of material for the production of digital user interfaces.

Competences (Interaction development)

The student is able to
- develop basic digital user interfaces
- handle key technologies and methods for the development and version control of basic digital user interfaces.

Assessment

The compulsory educational component is finalised by examination (Multimedia production 1). The examination is internally assessed according to the 7-point grading scale.
The learning objectives for the educational component are identical to the learning objectives for the examination.

For the examination type and exam procedure, please see the institutional part of this Curriculum.

5.2   Compulsory educational component: Multimedia Production 2: Business, Communication and presentation, Design and visualisation and Interaction development.

ECTS scope

30 ECTS, of which
- 5 ECTS from the core area Business
- 5 ECTS from the core area Communication and presentation
- 10 ECTS from the core area Design and visualisation
- 10 ECTS from the core area Interaction development

Content

The second compulsory educational component aims to qualify the student to plan multimedia productions with a number of participants. Upon completion, the student should be able to design and create digital user experiences by applying user-centred methods and key programming principles.

Learning objectives
Knowledge (Business)
The student has development-based knowledge and understanding of

- the surrounding world of the business, including business stakeholders and the resource basis of the business
- tools used in practice and the application of data for multimedia production optimisation
- key methods and tools for project management and estimation of multimedia productions.

Knowledge (Communication and presentation)
The student has development-based knowledge and understanding of:
- key methods and theories for digital content production in multimedia production, including information architecture
- key theories and methods in the field of digital user experiences in relation to multimedia production.

Knowledge (Design and visualisation)
The student has development-based knowledge and understanding of:
- relevant theories, tools and methods for designing and developing user-centred design and user experiences
- methods for data presentation.

Knowledge (Interaction development)
The student has development-based knowledge and understanding of:
- key technologies for data persistence
- key and current programming paradigms for the development of digital user interfaces
- data formats and synchronous and asynchronous exchange of limited data sets with servers.

Skills (Business)
The student is able to:
- apply key tools and digital data for multimedia production optimisation
- Plan and assess project control and quality assurance for team-based multimedia productions.

Skills (Communication and presentation)
The student is able to
- apply and combine multi-medial forms of expression for the design and production of user experience in digital user interfaces
- apply key methods and design processes and suggest solutions for the production and presentation of digital user interfaces
- assess and process graphic material to ensure consistent expressions in a multimedia production
- assess and apply user-centred methods in a digital design process.

Skills (Design and visualisation)
The student is able to
- apply key design processes to multimedia productions, including documentation of the design process

- apply key theories, tools and methods for designing and developing user basic user interfaces.

Skills (Interaction development)
The student is able to
- apply key programming principles, including control structures, functions and variables for the development of digital user interfaces
- apply key technologies for the management and display of content in the production of digital user interfaces
- apply key technologies, methods and data formats for the exchange and presentation of data in digital user interfaces.

Competences (Business)
The student is able to
- join in teams and handle and adjust planning, control and quality assurance in the production of complex digital user interfaces.

Competences (Communication and presentation)
The student is able to
- join in teams, produce digital user-centred content and create user experiences in complex digital interfaces.

Competences (Design and visualisation)
The student is able to
- handle process documentation and presentation to stakeholders
- join in teams and handle the design and development of complex digital user interfaces.

Competences (Interaction development)
The student is able to
- join in teams with the aim of developing complex digital user interfaces
- handle process documentation and presentation for stakeholders, including the planning and documentation of multimedia productions and data exchange in digital user interfaces.

Assessment

The compulsory educational component is finalised by examination (Multimedia production 1). The examination is internally assessed according to the 7-point grading scale.
The learning objectives for the educational component are identical to the learning objectives for the examination.

For the examination type and exam procedure, please see the institutional part of this Curriculum.

5.3 Compulsory educational component: Multimedia Production 3: Business, Communication and presentation, Design and visualisation and Interaction development

ECTS scope
30 ECTS comprised of
- 5 ECTS from the core area Business
- 5 ECTS from the core area Communication and presentation
- 5 ECTS from the core area Design and visualisation
- 5 ECTS from the core area Interaction development

Content
The third compulsory educational component aims to qualify the student to be able to assess and apply international development trends to create innovative user experiences in digital media and user interfaces. The student should be able to handle and present large data sets in a digital user interface.

Learning objectives
Knowledge (Business)
The student has development-based knowledge and understanding of
- digital business models used in practice
- multimedia production budgeting.

Knowledge (Communication and presentation)
The student has development-based knowledge and understanding of
- international digital trends and various user groups' application of digital media and technologies
- key theories and methods for planning user interaction and communication in various digital media productions.

Knowledge (Design and visualisation)
The student has development-based knowledge and understanding of
- methods for data presentation
- current international digital design development trends.

Knowledge (Interaction development)
The student has development-based knowledge and understanding of
- key and current libraries and frameworks for the development of advanced digital user interfaces
- data structures, data formats and the exchange of complex data sets with servers.

Skills (Business)
The student is able to
- assess and analyse data and propose solutions as the basis for innovative development of multimedia productions
- assess, apply and communicate innovative methods in multimedia production.

Skills (Communication and presentation)
The student is able to

- translate knowledge of current digital user trends into planning and development of the user experience in advanced digital media productions
- assess, adjust and propose solutions for innovative communication in advanced digital media productions
- present the support for digital user experiences to stakeholders.

Skills (Design and visualisation)
The student is able to
- assess and apply key international development trends for the design, development, adjustment and maintenance of advanced digital user interfaces.

Skills (Interaction development)
The student is able to
- apply key technologies for the exchange and presentation of complex data sets in digital user interfaces
- assess, suggest, select and apply current libraries and frameworks for innovative development of advanced digital user interfaces in a multimedia production
- present the development process to stakeholders.

Competences (Business)
The student is able to
- autonomously stay informed and acquire new knowledge within business aspects that support the development of advanced digital multimedia productions.

Competences (Communication and presentation)
The student is able to
- autonomously stay informed and acquire new knowledge about the users' application of technologies and media in the international digital media landscape.

Competences (Design and visualisation)
The student is able to
- autonomously stay informed and acquire new knowledge within international design trends, innovative technologies and advanced digital user interfaces.

Competences (Interaction development)
The student is able to
- autonomously stay informed and acquire new knowledge within state-of-the-art international technological trends and innovative development of advanced multimedia productions with particular emphasis on the user interface.

Assessment
The compulsory educational component is finalised by examination (Multimedia production 3). The examination is internally assessed according to the 7-point grading scale.
The learning objectives for the educational component are identical to the learning objectives for the examination.

For the examination type and exam procedure, please see the institutional part of this Curriculum.

6 Number of exams in the mandatory elements

Both mandatory elements have to be completed with an exam. An overview of all exams during the study programme is located in section 10 – Overview of exams.

Below is an overview of the connection between the core areas and the mandatory elements of the study programme based on ECTS.

Mandatory elements	Multimedia Production **1**	Multimedia Production **2**	Multimedia Production **3**	Total
Core areas of study				
Business 15 ECTS	5 ECTS from the core area of Business	5 ECTS from the core area of Business	5 ECTS from the core area of Business	**15 ECTS**
Communication and presentation 15 ECTS	5 ECTS from the core area Communication and presentation	5 ECTS from the core area Communication and presentation	5 ECTS from the core area Communication and presentation	**15 ECTS**
Design and visualisation 25 ECTS	10 ECTS from the core area Design and visualisation	10 ECTS from the core area Design and visualisation	5 ECTS from the core area Design and visualisation	**25 ECTS**
Interaction development 25 ECTS	10 ECTS from the core area Interaction development	10 ECTS from the core area Interaction development	10 ECTS from the core area Interaction development	**25 ECTS**
	Learning objectives for Multimedia Production Basic: See 5.1	**Learning objectives for Multimedia Production 2: See 5.2**	**Learning objectives for Multimedia Production 3: See 5.3**	
Total	**30 ECTS**	**30 ECTS**	**20 ECTS**	**80 ECTS**

7 Internship

ECTS scope
15 ECTS

Learning objectives
Knowledge
The student has development-based knowledge and understanding of
- the demands and expectations that businesses have to the knowledge, skills and work attitude of a graduate of multimedia design
- the application of theory, methods and tools within the industry and subject area in relation to practice.

Skills
The student is able to

- apply versatile technical and analytical working methods related to the occupation
- evaluate practical problems and propose solution suggestions
- communicate and present practical problems and issues and well-argued proposals for their resolution.

Competences
The student is able to
- handle practical as well as discipline-specific development-oriented matters related to the occupation
- acquire new knowledge, skills and competencies related to the occupation
- manage the structuring and planning of daily tasks relevant to the occupation
- take a professional approach to professional and multidisciplinary collaboration with others.

The internship period concludes with an exam (Internship exam)

Assessment
The internship is finalised by examination (Internship exam). The examination is internally assessed according to the 7-point grading scale.

Based on, and within the scope of, the above learning goals for the internship, the student, the business, and the study programme supervisor will collaborate on setting the goals for the student's internship learning outcome. For the examination type and exam procedure, please see the institutional part of this Curriculum.

8   The Final degree project

ECTS scope
15 ECTS

Final project exam requirements
The final degree project must demonstrate that the student is able to combine theoretical, methodi-cal and practical elements in a qualified manner, and that (s)he can communicate and present them.

The problem statement, which must be central to the multimedia profession, is formulated by the student in collaboration with a public or private business. Alternatively, the final degree project may take its starting point in the start-up of the student's own business. The business academy must ap-prove the problem statement.

The project must result in a report and a product. The product must be a digital multimedia production. For other requirements to the project report, please see the institutional part of this Curriculum.

The maximum allowed extent of the final degree project is 30 standard pages for one student + an additional 10 standard pages per extra group member. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed. One standard page is 2,400characters including spaces and foot notes.

Spelling and writing skills

Spelling and writing skills will be assessed as part of the assessment and grading of the final degree project. The assessment is expressed as an overall assessment of the professional and academic con-tent as well as the student's spelling and writing skills, however, the academic content will be given more weight than other elements.

Students may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria if the application is supported by documentary evidence of a specific, relevant physical or mental impairment. The application should be submitted to the programme and directed to the attention of the programme director no later than 4weeks before the exam is to be held..

Learning objectives

The final degree project must demonstrate that the student has achieved the expected level of graduate competence, see schedule 1 to Ministerial Order no. 1061 of 14 November 2012 for the Multimedia Design and Communication Programme (Bekendtgørelse nr. 1061 af 14. november 2012 for Multimediedesigner AK).

Assessment

The examination is externally assessed and graded according to the 7-point grading scale.

The exam is made up of a written project and an oral examination. The student will receive a single, joint grade for the written project and the oral examination. The exam cannot take place until the internship exam and the other exams of the study programme have been passed.

For the examination type and exam procedure, please see the institutional part of this Curriculum.

9 Overview of exams

Schedule of all examinations and their scheduled semesters:

Time	Exam	Distribution of 120 ECTS	Assessment
On completion of the 1st semester	Multimedia production 1	30	7 – point grading scale
On completion of the 2nd semester	Multimedia production 2	30	7 – point grading scale Externally assessed
During or on completion of the 3rd semester	Elective educational component	10	7 – point grading scale
On completion of the elective educational components on the 3rd semester	Multimedia production 3	20	7 – point grading scale
On completion of the internship	Internship exam	15	7 – point scale

On completion of the 4th semester	Final degree project	15	7 – point scale Externally assessed

10 Transfer of credit

Passed educational components are equivalent to corresponding educational components offered by other educational institutions providing the programme.

The student has a duty to inform the educational institution about educational components that were studied and passed at other Danish or foreign higher education institutions and to inform about occupations that can be assumed to earn the student transfer credit. The educational institution will grant transfer credit in each individual case based on completed/passed educational components and occupations that match course units, parts of the study programme or parts of the internship. The decision to award transfer credit is based on an academic assessment.

10.1 Pre-approved credit transfer

The student can apply for pre-approval of credit transfer. In cases of pre-approved credit transfer of studies in Denmark or abroad, the student is under a duty to document completion of the pre-approved educational components, upon completion of the study-abroad period.

When applying for pre-approval, students must consent to allow the educational institution to collect any required information upon the students' completion of the study-abroad period. For the final approval of pre-approved credit transfer, the educational component is considered completed if it is passed in accordance with the regulations applying to the study programme.

11 Exemption from the curriculum

The educational institution may grant exemption from the rules in the national part of this Curriculum that were laid down solely by the educational institutions, when exemption is substantiated by exceptional circumstances. The educational institutions co-operate on a uniform exemption practice.

According to practice, "exceptional circumstances" are characterised as a sudden and unexpected change of conditions that a student is unable to guard themselves against - such as their own sudden and documented illness or that of a member of their immediate family, the death of a member of their immediate family, or other matters that concern the individual student – and that are usually not the fault of the student. Furthermore, the concept also comprises the performance of a public duty, e.g. as a lay judge or member of a jury. When processing applications for exemption, the study programme will take their starting point in common practice.

12 Effective date and transition period

This national part of the Curriculum will come into effect as of 1August 2017and will apply to all students who are registered for the programme as of that date.

The 2016 curriculum will continue to apply to students admitted before 1 August 2017 until it is repealed on 31 July 2020.

Institutional section 2017

ERHVERVS
AKADEMI
SYDVEST

Table of contents

This curriculum is based on:

- Ministerial order no. 1500 of 02.12.16 or newer version (Examination order)
- Ministerial order no. 1047 of 30.06.16 or newer version (Academy profession programmes and Professional Bachelor Programmes)
- Ministerial order no. 107 of 27.01.17 or newer version

13 Exams in general

Overview of examinations and time frame:

Time Frame	Exam	Credits	Assessment	Evaluation
1. semester	Multimediaproduction 1	30 ECTS	Internal	7 – point scale
2. semester	Multimediaproduction 2	30 ECTS	External	7 – point scale
3. semester	Elective Educational Module	10 ECTS	Internal	7 – point scale
3. semester	Multimediaproduction 3	20 ECTS	Internal	7 – point scale
4. semester	Internship exam	15 ECTS	Internal	7 – point scale
4. semester	Final exam project	15 ECTS	External	7 – point scale

Information about time and place for the examinations will be posted the official platform for the programme

Joining the semester, the education element, etc. is also a registration for the corresponding exams.

Deregistration from an exam is only possible in special circumstances such as illness (documented with a medical certificate), death in the family or exceptional circumstances that influences the students well-being. Deregistration shall be provided to the cluster manager before the beginning of the exam or as soon as possible. Documentation in writing need to be submitted before the attempt can be cancelled, cf. section 11.

14 Scope and criteria for examinations

14.1 Mandatory programme module Multimedia Production 1 (1st semester project)

The following prerequisites are required in order to take the exam (including student activity):
- The student must have actively participated in the completion of projects and events, as outlined in the relevant course plans.
- The student must have completed and handed in all of the mandatory assignments and activities for the individual core areas, as described in the respective course plans.
- The report must fulfil the form requirements described in the *'Guide to report writing'*, which can be found on the programme's official platform.
- The project must be handed in and uploaded on time, as detailed ion the official platform.

Failure to fulfil one or more of the above-mentioned required prerequisites, results in the student not being allowed to attend the exam, and counts as one exam attempt.

Exam form and organization
The exam is an individual, oral project exam. It is assessed internally according to the 7-point scale.

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

30 minutes is allotted to each student, divided into 5 minutes for the presentation, 20 minutes for the exam and 5 minutes for discussion of performance and announcement of grade.

Groups can have a maximum of 4 people. Exemption from this rule can be given, if a well-founded request in writing is sent to the institution.

The exam amounts to 30 ECTS credits

The report's structure and requirements
The exam project report must include a written report, as well as a digital multimedia production. The report must not exceed 15 standard pages of text for one student + 5 standard pages per additional group member. Front page, table of contents, models, literature lists, Illustration lists, and appendices are not included in the maximum number of pages. Appendices are not included in the evaluation. A standard page consists of 2,400 characters including spaces and footnotes.

See the *'Guide to report writing'*, which can be found on the programme's official platform, for a detailed description of the report structure.

The multimedia production must fulfil the requirements listed in the project description.

Assessment criteria
Evaluation criteria are the learning objectives that appear in the national section of the curriculum pertaining to the exam in question.

Timing
The exam takes place at the conclusion of the 1st semester.
Further information regarding time and place can be found on the programme's official platform, prior to the examination date.

Exam language
Danish or English.

The exam must be passed prior to the beginning of the 2nd academic year of study, in order for the student to continue the program.

The institution can, for an individual student, deviate from the time frame stated in order to pass the exam, if this is justified by illness, maternity leave or exceptional circumstances.

14.2 Mandatory program module Multimedia production 2 (2nd semester project)

The following prerequisites are required in order to take the exam (including student activity):
- The student must have actively participated in the completion of projects and events, as outlined in the relevant course plans.
- The student must have completed and handed in all of the mandatory assignments and activities for the individual core areas, as described in the respective course plans.
- The report must fulfil the form requirements described in the *'Guide to report writing'*, which can be found on the programme's official platform.
- The project must be handed in and uploaded on time, as detailed ion the official platform.

Failure to fulfil one or more of the above-mentioned required prerequisites, results in the student not being allowed to attend the exam, and counts as one exam attempt.

Exam form and organization
The exam is an individual, oral project exam. It is assessed internally according to the 7-point scale.

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

30 minutes is allotted to each student, divided into 5 minutes for the presentation, 20 minutes for the exam and 5 minutes for discussion of performance and announcement of grade.

Groups can have a maximum of 4 people. Exemption from this rule can be given, if a well-founded request in writing is sent to the institution.

The exam amounts to 30 ECTS credits

The report's structure and requirements
The exam project report must include a written report, as well as a digital multimedia production. The report must not exceed 15 standard pages of text for one student + 5 standard pages per additional group member. Front page, table of contents, models, literature lists, Illustration lists, and appendices are not included in the maximum number of pages. Appendices are not included in the evaluation. A standard page consists of 2,400 characters including spaces and footnotes.

See the *'Guide to report writing'*, which can be found on the programme's official platform, for a detailed description of the report structure.

The multimedia production must fulfil the requirements listed in the project description.

Evaluation criteria
Evaluation criteria are the learning objectives that appear in the national section of the curriculum pertaining to the exam in question.

Time frame
The exam takes place at the conclusion of the 2nd semester.
Further information regarding time and place can be found on the programme's official platform, prior to the examination date.

Exam language
Danish or English.

The exam must be passed prior to the beginning of the 2nd academic year of study, in order for the student to continue the program.
The institution can, for an individual student, deviate from the time frame stated in order to pass the exam, if this is justified by illness, maternity leave or exceptional circumstances.

14.3 Elective educational component in the 3rd semester (Elective exam)

The following prerequisites are required in order to take the exam (including student activity):
- The student must have actively participated in the completion of the elective module including any study trips and workshops.
- If a product is part of the examination, it must adhere to the requirements detailed in the elective description. The product also has to be handed in as detailed in the project description.

Failure to fulfil one or more of the above-mentioned prerequisites will preclude the student from being allowed to attend the exam, and counts as one exam attempt.

Exam form and organization
The exam is conducted according to the elective description, which will be produced prior to the presentation of the available elective courses.
The exam is graded internally and according to the 7-point scale.

The exam amounts to 10 ECTS credits

Evaluation criteria
Evaluation criteria for the exam = learning objectives for the elective program module.
Learning objectives are outlined in the elective description, which can be found on the official EASV platform.

Time frame
The exam takes place at the conclusion of the elective program module in the 3rd semester.
Further information regarding time and place will be made available on EASV's platform prior to the exam.

Exam language
Danish or English.

The institution can deviate from the stated time frame, in order for an individual student to pass the exam, if this is justified by illness, maternity leave or exceptional circumstances.

14.4 Mandatory program module Multimedia production 3 (3ʳᵈ semester project)

The following prerequisites are required in order to take the exam (including student activity):
- The student must have actively participated in the completion of projects and events, as outlined in the relevant course plans.
- The student must have completed and handed in all of the mandatory assignments and activities for the individual core areas, as described in the respective course plans.
- The report must fulfil the form requirements described in the *'Guide to report writing'*, which can be found on the programme's official platform.
- The project must be handed in and uploaded on time, as detailed ion the official platform.

Failure to fulfil one or more of the above-mentioned required prerequisites, results in the student not being allowed to attend the exam, and counts as one exam attempt.

Exam form and organization
The exam is an individual, oral project exam. It is assessed internally according to the 7-point scale.

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

30 minutes is allotted to each student, divided into 5 minutes for the presentation, 20 minutes for the exam and 5 minutes for discussion of performance and announcement of grade.

Groups can have a maximum of 4 people. Exemption from this rule can be given, if a well-founded request in writing is sent to the institution.

The exam amounts to 20 ECTS credits

The report's structure and requirements
The exam project report must include a written report, as well as a digital multimedia production. The report must not exceed 15 standard pages of text for one student + 5 standard pages per additional group member. Front page, table of contents, models, literature lists, Illustration lists, and appendices are not included in the maximum number of pages. Appendices are not included in the evaluation. A standard page consists of 2,400 characters including spaces and footnotes.

See the *'Guide to report writing'*, which can be found on the programme's official platform, for a detailed description of the report structure.

The multimedia production must fulfil the requirements listed in the project description.

Evaluation criteria

Evaluation criteria are the learning objectives that appear in the national section of the curriculum pertaining to the exam in question.

Time frame
The exam takes place at the conclusion of the 3rd semester.
Further information regarding time and place can be found on the programme's official platform, prior to the examination date.

Exam language
Danish or English.
The institution can, for an individual student, deviate from the time frame stated in order to pass the exam, if this is justified by illness, maternity leave or exceptional circumstances.

15 Elective educational elements

The elective modules amount to 10 ECTS points.
The purpose of the elective modules is to offer students the opportunity of an individual profile and professional tone to their educational program. This is achieved through academic specialisation within the program's subject areas. The elective modules are planned by the individual institution and adjusted annually.
Students may follow electives of other institutions, as long as they pay for their own transportation, accommodation, etc.

The content of the electives completed during the 3rd semester has to cover no less than 10 ECTS points.

A list of the available electives will be presented during the 2nd semester and made available on the official EASV platform.

All students must declare their prioritised electives prior to the end of the 2nd semester. Depending on the campus location, some of the elective modules will only be available English in order to facilitate a wider selection for both Danish and international students.

16 Internship

Requirements and expectations for internship completion
In the internship, the students work with academically relevant issues and obtain knowledge of the relevant functions of the profession. Correlation between the theoretical teaching and the internship is the basis for the student's learning objectives for the internship.

Based on the learning objectives for the internship, described in the joint curriculum, the student and study counsellor together define the concrete objectives for the student's internship.

These individual learning objectives are detailed in writing in the student's internship contract.

The individual learning objectives are used as guidelines for organizing the student's work in 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 multimedia designer is expected to meet in his first job.

The Internship can be organized flexibly and can be differentiated. It may form the basis for the student in the final exam project.
The following prerequisites are required in order to take the exam:
- The written report, which forms the evaluation as well as the basis for the exam must meet the formal requirements, and
- The written report must be handed in on time in accordance to the information provided by the internship supervisor.

Non-fulfilment of one or more of the conditions means that the student cannot participate in the exam, and has used one exam attempt.

Exam form and organization
The exam is an oral exam based on the written report. It is graded internally and according to the 7-point scale.

A single individual grade is given based on an overall evaluation of the written report and the oral presentation.

15 minutes is allotted per person, divided into 5 minutes for the presentation, and 10 minutes for the exam.

The exam amounts to 15 ECTS credits

The report's structure and requirements
The report must, as a minimum, contain the following:
- Description of the company/organization
- Presentation/description of selected tasks
- Reflections on internship in relation to the agreed learning objectives

The report must not exceed 10 standard pages.

A standard page consists of 2,400 characters including spaces and footnotes. The front page, table of contents, literature list and appendices are not included. Appendices are not included in the evaluation.

Evaluation criteria
Evaluation criteria are the learning objectives that appear in the national section of the curriculum pertaining to the exam in question.

Time frame

The exam takes place at the conclusion of the internship period.
Further information regarding time and place will be provided by the student's internship councillor.

Exam language
Danish or English.

17 Final degree project

The requirements for the final exam project and learning objectives is located in the national section of the curriculum.

The following prerequisites are required in order to take the exam:
The report must meet the formal requirements described in the *'Guide to report writing'*, which can be found on the programme's official platform.

The project must be handed in and uploaded on time, according to the deadline listed on the official platform.

Failure to fulfil the above-mentioned required prerequisites, in regard to the written report, results in the student not being allowed to attend the exam, and counts as one exam attempt.

The exam can first take place after the final exam for the internship and the program's other exams have been passed.

Exam form and organization
The exam is an individual, oral exam based on a project. It is externally graded according to the 7-point scale.

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

Groups can have a maximum of 4 people. Exemption from this rule can be given, if a well-founded request in writing is sent to the institution.

The group is allotted a maximum of 15 minutes for the presentation of the project, thereafter, individual exam of each group member.

35 minutes is allotted per student, divided into 25 minutes for the exam and 10 minutes for discussion of performance and announcement of grade.

The exam amounts to 15 ECTS credits

Evaluation criteria
Evaluation criteria is learning objectives for the exam = learning objectives for the final exam project, which appear in the joint national curriculum page 4.

Time frame
The exam takes place at the conclusion of the 4th semester.
Further information regarding time and place can be found on the programme's official platform, prior to the examination date.

Exam language

Danish or English.

18 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.

19 Teaching methods

The Multimedia Designer Program applies varied teaching methods, which together support the above-mentioned 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.

20 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.

21 Language

English is the language used in the international multimediadesign and communication programme. Skills in other languages are not required.

21.1 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 of the 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.

22 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.

22.1 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.

22.2 The consequences of absent student activity

Failure to meet one or a few 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.

22.3 Termination of enrolment

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

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 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 department as 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.

23 Re-examinations

23.1 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 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 the official 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.

23.2 Re-examinations due to failing or non-attendance

By not passing or by not attending the 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 the official platform for the programme.

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

24 Use of aids

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

25 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.

26 Cheating offences in exams

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

26.1 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, cf. the educational institution's requirements to written work the official 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
- 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.

26.2 Disciplinary procedures

- for cheating offences and disruptive behaviour during exams

A student who sits an exam and who <u>beyond doubt</u> 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.

26.3 Presumed cheating

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

If during or after an exam it is <u>presumed</u> 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.

26.4 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)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

26.5 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.

26.6 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.

27 Complaints about examinations and appeal decisions

27.1 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.

27.1.1 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

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 fist 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 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.

27.1.2 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.

28 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.

29 Effective date and transition period

The institution-specific section of the curriculum is effective from 01.08.2017 and applies to all students who initiate their studies at EASV by 01.08.2017 or later.

Current students at the Academy will complete their studies according to the curriculum valid at the initiation of their studies.

easv.dk

ERHVERVS
AKADEMI
SYDVEST