

Multimedia Design

Curriculum 2023 – national section



**BUSINESS
ACADEMY
SOUTHWEST**

CURRICULUM
for the AP degree programme in
Multimedia Design

Valid from 01.08.2022

Contents

1. The programme's goals for learning outcomes	3
2. The programme includes 2 national subject elements	3
2.1. Multimedia Production 1	3
2.2. Multimedia Production 2	5
3. Internship	7
4. Requirements for the final exam project.....	8
5. Rules on credit	8
6. Commencement	8
6.1. Transitional scheme.....	9

This national part of the curriculum for the Academy Profession Degree Programme in Multimedia Design has been released in accordance with section 22(1) of the Ministerial Order for Technical and Commercial Academy Profession Programmes and Professional Bachelor Programmes. This curriculum is supplemented with an institutional part of the curriculum, which is provided by the individual institution that offers the programme.

The national part has been developed by the educational network for Multimedia Design and approved by all the institutions that offer it.

This is a translated version of the Danish curriculum. In case of any discrepancies between this curriculum and the Danish curriculum, the text in the Danish curriculum applies.

1. The programme's goals for learning outcomes

Knowledge

The graduate will have knowledge about:

- practice and applied theory and methods in planning, design, realisation and management of digital user interfaces and media production, as well as implementation and maintenance of complex digital media productions
- practice of the profession and the theory, methods and technology applied to digital interfaces, user experience and content.

Skills

The graduate will have the skills to:

- apply and combine methods and technologies for the design, development, implementation and maintenance of digital user interfaces, digital user experiences and content production for digital media productions
- assess practice-orientated problems in digital user interfaces and digital media productions and use data to adjust processes and digital products
- communicate practice-orientated problems and solutions related to digital user interfaces and media production to business partners, including users.

Competencies

The graduate will be able to:

- engage in development-orientated and interdisciplinary work processes within digital media production and digital user interfaces
- manage clearly defined tasks and processes related to complex digital media production
- in a structured context, acquire new knowledge, skills and competencies within the profession.

2. The programme includes 2 national subject elements

2.1. Multimedia Production 1

Contents

The subject element deals with fundamental, interdisciplinary principles for planning, designing and developing digital user interfaces and media productions based on an understanding of clearly defined development processes as well as the relevant users. The subject element focuses on practice-orientated technology, methods and principles for front-end development and design, basic methods for understanding users, user tests and the design of user experiences, as well as basic principles for content organisation, production and presentation. Furthermore, technologies and aspects of law relevant to the practices of a graduate in multimedia design will also be introduced.

Learning objectives for Multimedia Production 1

Knowledge

The student will gain knowledge about:

User interfaces

- basic development methods and models applied by the profession

- digital exchange formats applied by the profession
- practice-orientated principles and methods for the design of user interfaces
- front-end technologies applied by the profession

User Experiences

- key theories and methods of understanding users
- applied principles and theories of user experience and user interaction with digital media productions

Contents

- digital media, content types and forms of expression
- practice-orientated principles and methods for content planning and production

Business

- the roles of the multimedia designer in relation to the practice of the profession
- intellectual property rights and licensing practices and their importance to the practice of the profession

Technology

- selected technologies relevant to user interfaces and digital media production.

Skills

The student will get the skills to:

User interfaces

- apply practice-orientated methods and tools in design processes
- apply key principles, theories and methods to the design of user interfaces based on a brief
- apply basic modelling and structuring principles to the development of user interfaces
- apply current front-end technologies and environments to the development and validation of user interfaces
- communicate practice-orientated design and development processes and solutions to partners

User Experiences

- collect, analyse and apply empirical data on users and use situations
- apply the basic methods, principles and technologies of the profession to the design of digital user experiences
- take a practice-orientated approach to the planning, design and dissemination of user tests

Content

- apply data and fundamental principles and methods to the organisation of user interface content
- apply data and key technologies, tools and methods to the production and presentation of digital content based on a brief.

Competencies

The student will learn to:

- manage basic development and production of user interfaces, user experiences and content based on a given brief
- manage practice-orientated, interdisciplinary work processes, taking a systematic approach
- under supervision, acquire new knowledge, skills and competencies related to the practices of a multimedia designer.

ECTS weight

Multimedia Production 1 is worth 30 ECTS credits.

2.2. Multimedia Production 2

Contents

The subject element deals with the principles for the design, programming and maintenance of complex digital user interfaces and media productions applied by the profession. The subject element focuses on adopting solutions to practice-orientated problems through team-based development, technologies for programming, theories and methods for handling complex design processes, user-centred methods and technologies for developing user experiences, as well as production of content based on data, theory and technology. It also focuses on the balance between business and user needs, as well as the current use of data storage and exchange technologies by the profession.

Learning objectives for Multimedia Production 2

Knowledge

The student will gain knowledge about:

User interfaces

- practice-orientated methods, principles and tools for the planning and estimation of clearly defined development tasks and processes
- current programming paradigms relevant to front-end development in practice
- theories, principles and methods applied by the profession to the design of user interfaces

User Experiences

- methods and tools applied to user-centred design processes by the profession
- key practice-orientated principles, theories and technologies for the design and development of digital user experiences

Contents

- tools and data applied by the profession to optimise digital media production
- key applied theories and methods for planning and producing selected types of digital content

Business

- the commercial foundation of the company and the multimedia designer's management of clearly defined functions in the practice of the profession
- the importance of data and data management for the commercialisation of the company.

Skills

The student will get the skills to:

User interfaces

- select and apply practice-orientated development methods and models to team-based work process management
- assess practice-orientated problems, manage complex design processes and implement theory-based solutions
- select and apply key principles and technologies to complex user interface programming, implementation and maintenance
- evaluate and process visual material to ensure a consistent expression in interfaces
- document key development and design processes and communicate them to business partners and users
- use key technologies and formats for the presentation of data
- assess and apply technologies to the storage, structuring and exchange of data currently applied by the profession.

User Experiences

- assess practice-orientated problems and select and apply user-centred methods and tools to complex digital media production
- select and combine key theories, methods and technologies for the design, implementation and evaluation of digital user experiences
- communicate and explain solutions to users and partners

Contents

- assess and implement relevant forms of content and expression in digital media production
- assess and apply data, theory and methods to the organisation, structuring and production of content
- apply key technologies to handling and displaying digital content
- competently evaluate and communicate digital content production to stakeholders

Business

- in collaboration with businesses, manage digital media production and navigate between business and user needs

Technology

- apply selected technologies and digital trends relevant to the practices of a graduate in multimedia design.

Competencies

The student will learn to:

- manage complex development, production and maintenance of user interfaces, user experiences and content in digital media production
- manage professional, interdisciplinary team-based work processes, taking account of both user and business needs
- under supervision, acquire new knowledge, skills and competencies related to the practices of a graduate in multimedia design.

ECTS weight

Multimedia Production 2 is worth 30 ECTS credits.

3. Internship

Learning objectives for the programme's internship

Knowledge

The student will gain knowledge about:

- clearly defined functions of the intern in multimedia design in the practice of the internship company
- theory, methods and technology applied by the profession and the internship company in question

Skills

The student will get the skills to:

- apply technical, analytical and production principles and methods associated with employment in the profession
- assess practice-orientated problems within clearly defined multimedia design functions and develop and implement possible solutions
- communicate practice-orientated problems and well-founded solutions to partners, customers or users during the internship.

Competencies

The student will learn to:

- deal with development-orientated situations relevant to multimedia design during the internship
- participate in disciplinary and interdisciplinary cooperation in the internship company, taking a professional approach.
- under supervision, acquire new knowledge, skills and competencies related to the practice of the profession.

ECTS weight

The internship is worth 15 ECTS points.

Number of exams

The internship is completed with 1 exam.

4. Requirements for the final exam project.

The final exam project, together with the other exams in the programme and the internship exam, must document that the learning objectives for the programme have been achieved.

The final exam project must also demonstrate the student's understanding of practices and centrally applied theory and methods in relation to a practice-orientated problem. The problem statement must be based on a specific task within the programme's area. The problem statement must be central to the programme and the profession and be prepared by the student, possibly in cooperation with a public or private company. The institution must approve the problem statement.

Exam for the final exam project

The final exam project completes the programme once all the preceding exams have been passed.

ECTS weight

The final exam project is worth 15 ECTS points.

Examination form

The examination consists of a project report and an oral defence. The exam has an external co-examiner, and one overall individual mark for the project and oral exam will be given according to the 7-point scale.

5. 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 the institution of any completed programme elements from another Danish or foreign higher education programme or any jobs which are likely to provide credit.

The institution approves, in each instance, credit on the basis of completed programme elements and any jobs which meet the objectives of the subjects, the educational part and the internship parts.

The decision is taken according to an academic assessment.

For prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element on the completion of these studies.

In connection with the application for prior credit approval, the students must give the institution permission to obtain any required information after the completion of their studies.

On approval according to the above, the programme element is deemed to be passed if it was passed according to the rules of the programme in question.

6. Commencement

This national part of the curriculum is valid from 1 August 2022.

This curriculum applies to all students who start on the programme after the date of commencement.

6.1. Transitional scheme

For students already enrolled, the following transitional schemes apply:

Students who have started the programme before the commencement date must follow the national part of the curriculum from 01.08.2018 until 01.02.2023.

Multimedia Design

Curriculum 2023 – institutional
section



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Table of contents

1.	Curriculum framework.....	3
1.1.	Effective date and transition period.....	3
1.2.	The graduates title in Danish and English	3
1.3.	Scope of the programme	4
2.	The subject elements of the programme.....	4
3.	Overview of the programme	5
3.1.	National programme elements	5
3.2.	Local and elective programme elements	5
4.	Teaching and working methods.....	5
5.	Exams and prerequisites	6
5.1	Scope and criteria for examinations.....	6
5.1.1	The Study Start Test	7
5.1.2	Multimedia Production 1.....	7
5.1.3	Multimedia Production 2.....	8
5.1.4	Local and elective educational elements.....	9
6.	Internship.....	9
7.	Final examination project.....	11
8.	Educational elements completed abroad	12
9.	Credits for local and elective educational elements.....	12
10.	Student activity and participation requirements	12
10.1	The consequences of absent student activity.....	13
10.1.1	Termination of state educational grant (SU).....	13
10.1.2	Termination of enrolment.....	13
11.	Exam terms and conditions.....	13
11.1	Use of aids.....	14
11.2	Special examination conditions	14
11.3	Re-examinations due to illness, failing or non-attendance.....	14
11.3.1	Re-examination due to illness	14
11.3.2	Re-examination due to failing or non-attendance.....	14
12.	Errors or omissions during the exam	15
13.	Cheating offences and disruptive behaviour	15
13.1	Using one's own work and that of others - plagiarism	16
13.2	Investigation of cheating offences in exams, including plagiarism	16

13.3	Disciplinary procedures	16
14.	Complaints about examinations and appeal decisions.....	17
14.1	Complaints about exams	17
14.2	Appeals and complaints about appeal decisions.....	18
14.3	Re-assessment and re-examination	18
15.	Exemptions	19

1. Curriculum framework

This is a translated version of the Danish curriculum. In case on any discrepancies between this curriculum and the Danish curriculum, the text in the Danish curriculum applies.

This curriculum is based on:

- Existing Ministerial Order on Academies of Professional Higher Education
- Existing Ministerial Order on Academy Profession Programmes and Professional Bachelor Programmes
- Existing Ministerial Order on Examinations and Tests on Professionally and Business Oriented Higher Education Programmes (the Examination Order)
- Existing Ministerial Order on Grading Scale and other Assessment for Education Programs at the Ministry of Higher Education and Science (the Grading Scale Order)
- Existing Ministerial Order on Technical and Commercial Academy Profession Programmes and Professional Bachelor Programmes
- Existing Ministerial Order on Admission to and Enrolment on Academy Profession Programmes and Professional Bachelor Programmes (the Admissions Order).

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

1.1. Effective date and transition period

This institution-specific section of the curriculum takes effect on 28.08.2023 and applies to all students enrolled on the programme on this date or later.

Current students at the Academy will complete their studies according to the curriculum valid at the initiation of their studies. With the exception of students on leave, they will continue their studies according to the curriculum valid at the time of resumption.

1.2. The graduates title in Danish and English

The programme gives the graduate the right to use the title AP Graduate in Multimedia Design. The Danish title is Multimediedesigner AK.

1.3. Scope of the programme

The scope of the programme is to qualify the graduate to independently plan, design, realize and manage digital media production as well as to participate in the implementation and maintenance of complex digital media productions.

The programme is placed at level 5 in the qualification framework for higher education.

The programme is worth 120 ECTS-credits, which includes:

- ✓ Educational elements with a total scope of 90 ECTS-credits which are organized within the professional areas of the programme
- ✓ Internship with a total scope of 15 ECTS-credits
- ✓ Final examination project with a total scope of 15 ECTS-credits

2. The subject elements of the programme

The educational elements are organized within the following subject elements with a total scope of 90 ECTS-points and are mutually weighted in the ratio 6:2:2:1:1.

User interfaces: The subject element includes the design, development, realization and maintenance of digital user interfaces. The focus is on the development process based on relevant methods, principles and technologies.

User experiences: The subject element includes the design and development of digital user experiences. The focus is on the collection and use of relevant data, user understanding, the user's interaction with digital media productions as well as evaluation and testing of solutions.

Content: The subject element includes planning, organization and production of content for digital media productions, including understanding of digital media, relevant types of content as well as dissemination and use of data.

Business: The subject area includes an understanding of the company as a business, data understanding and the multimedia designer's roles and functions in the value chain.

Technology: The subject element contains an understanding and exploration of relevant technologies and digital trends which are relevant for the multimedia designer's work.

3. Overview of the programme

1st semester	2nd semester	3rd semester	4th semester
Design & Development 1 10 ECTS	Design & Development 2 7,5 ECTS	Local Educational Components 30 ECTS	INTERNSHIP 15 ECTS
Content Creation 1 12,5 ECTS	Content Management System 5 ECTS		
User Experience 1 7,5 ECTS	Video Production 5 ECTS		FINAL EXAMINATION PROJECT 15 ECTS
	User Experience 2 7,5 ECTS		
	Content Creation 2 5 ECTS		

3.1. National programme elements

Appears in the national part of this curriculum.

3.2. Local and elective programme elements

In addition to the national part of this curriculum, the programme includes 30 ECTS local elements, organized as elective elements. Electives appear in the catalog on Moodle. Exams and prerequisites for the exam will appear in section 5.

4. Teaching and working 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 dialogbased classroomteaching, 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.

5. Exams and prerequisites

Semester	Exam	ECTS credits	Internal/external	Evaluation
1st semester	The Study Start Test	-	Internal	Approved/Not approved
1st semester	Multimedia Production 1	30	Internal	7-point grading
2nd semester	Multimedia Production 2	30	External	7-point grading
3rd semester	Local Educational Components	30	Internal	7- point grading
4th semester	Internship	15	Internal	7-point grading
4th semester	Final exam project	15	External	7-point grading

Information about time and place for the examinations will be posted on Moodle.

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

All 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 the exemption should be sent to the head of department at least four weeks prior to the examination.

Prerequisites for the exam

In order to sit the exam, there may be one or more prerequisites that must be met. Prerequisites are described in the following at each exam.

Prerequisites can be several different things, e.g. submission of a written project, participation in class, a presentation, etc.

Note that if one or more of the prerequisites is not met you will not be allowed to sit the exam, and will have used one exam attempt.

5.1 Scope and criteria for examinations

In the following, exams in each of the national compulsory elements is described, including:

- Prerequisites for taking the exam
- Exam form
- Assessment criteria
- Formal requirements

5.1.1 The Study Start Test

According to the Executive Order on Examinations, the student must participate in and pass a study start test in order to continue on the study programme. The purpose of the study start test is to clarify: whether the student has actually started the programme.

The study start examination is held no later than two months after the commencement of the study programme.

Test form

The study start test is an individual, written test, based on the student's reflection on prior knowledge and motivation for the study programme.

Assessment criteria

The study start test is internally assessed and is assessed with "Approved" or "Not approved".

If the student does not fulfil the study start test requirement in the first attempt, the student has another attempt, which must be conducted no later than three months after the commencement of the study programme. If the student does not fulfil the test in the second attempt, the student cannot continue on the study programme and his/her enrolment will consequently be cancelled.

5.1.2 Multimedia Production 1

Prerequisites for the exam

- The student must meet the prerequisites for student activity to be eligible for taking the exam. See section 10.
- The report must fulfil the form requirements described below. Elaborated in the 'Guide to report writing', which can be found on the programme's official platform, Moodle.
- The project must be handed in and uploaded on time, as detailed on the official platform.

Exam form and organization

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

40 minutes is allotted to each examination, divided into 10 minutes for the presentation, 20 minutes for the exam and 10 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.

Frontpage, table of contents, models, literaturelists, Illustrationlists 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, Moodle, 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, Moodle, prior to the examination date.

Exam language

Danish or English.

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

5.1.3 Multimedia Production 2

Prerequisites for the exam

- The student must meet the prerequisites for student activity to be eligible for taking the exam. See section 10.
- The report must fulfil the form requirements described below. Elaborated in the 'Guide to report writing', which can be found on the programme's official platform. Moodle.
- The project must be handed in and uploaded on time, as detailed on the official platform.

Exam form and organization

The exam is an individual, oral project exam. It is assessed externally 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, Moodle, 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, Moodle, prior to the examination date.

Exam language

Danish or English.

The exam must be passed prior to the beginning of the 3rd semester in order for the student to continue the program.

5.1.4 Local and elective educational elements

The local and elective educational components make a total of 30 ECTS during the 3rd semester.

The contents of the local and elective educational components and their exams can be found on Moodle.

6. Internship

The learning objectives for the internship appear in the national part of this curriculum. The internship is worth 15 ECTS-credits.

Requirements and expectations

The internship allows you to work with relevant issues and gain knowledge about relevant job functions. During the internship you are linked to one or more companies. The internship can be organized flexibly and differentiated and can form the basis for your final examination project.

The relation between theoretical learning and actual practice forms the basis for your objectives for the internship period.

Based on the learning objectives for the internship (see the national section of the Curriculum), you, the internship company and the school supervisor collaborate to identify specific objectives for the internship period.

This then forms the basis for organizing your work during the internship period.

The internship can be compared to a full-time job, with demands regarding working hours, work to be done, involvement and flexibility that correspond to those that you can expect to meet in your first job. If, for documented health reasons, you cannot complete an internship for 37 hours per week, you can apply for a dispensation to organize your internship period appropriately.

Prerequisites for the exam

- You must have actively participated in the internship,
- internship report or video, on which the examination and the evaluation are based, must meet the requirements cf. below,
- the internship report or video must be handed in on time, cf. the exam schedule available on Moodle, and you must have completed your evaluation of the internship (questionnaire).

The Examination and assessment criteria

The evaluation is based on the written report or video. It is graded internally and according to the 7- point scale.

The exam amounts to 15 ECTS credits.

The report/video structure and requirements

The report/video must contain the following:

A short description of the company/organisation and a reflection about the internship:

- a) How has the student managed to solve specific tasks in the company?
- b) How have the learning goals for the internship been met?
- c) What new knowledge has the students acquired?
- d) Which new competencies has the student acquired, subject knowledge-wise as well
- e) as personal?
- f) What has the student learnt about structuring and planning their work?
- g) What has the student learnt about collaboration with people from other professional groups (colleagues)?

The reflections are described with specific examples of tasks or situations, preferably including graphic examples.

The report must not exceed 8 standard pages (.pdf).

The video must not exceed 8 minutes (mp4/h264 format).

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.

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.

7. Final examination project

The final examination project and the internship exam together with the other exams must document that the learning objectives of the programme is met.

Requirements regarding the final examination project as well as learning objectives can be found in the national section of this curriculum.

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

Prerequisites for the exam

Failure to submit the written project correctly means that the student will not be allowed to attend the exam, the student will use one exam attempt.

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

The exam 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 exam is individual. Each student is allotted 30 minutes, divided into 10 minutes presentation, 15 minutes examination and 5 minutes for discussion of performance and announcement of grade.

The exam amounts to 15 ECTS credits.

The examination will be in Danish or English for AP in Multimedia Design.

Assessment criteria

The evaluation criteria for the examination are based on the learning objectives for the final project in the national section of the Curriculum.

Formulation and spelling skills can influence the evaluation of the final examination project.

Requirements for the written report

Appears in the national section of the curriculum.

8. Educational elements completed abroad

You can – with pre-approval – obtain credit for any of the educational elements that you complete abroad. In such cases you must, after completion of your studies abroad, document the educational elements that have been completed. In connection with pre-approval you must agree that the school is entitled to secure any necessary information about the educational elements.

With prior acceptance of credits, the specific educational element will be considered completed if you have passed the course according to existing and relevant rules for the programme.

9. Credits for local and elective educational elements

Any elective and local 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.

10. Student activity and participation requirements

For you to be described as an active student you are required to participate actively in relevant activities and comply with the mandatory obligations.

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.
- Attended activities with compulsory attendance as specified in the curriculum.

10.1 The consequences of absent student activity

10.1.1 Termination of state educational grant (SU)

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

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.

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

10.1.2 Termination of enrolment

Failure to meet one or more of the criteria for student activity can lead to termination of enrolment in the programme.

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 programme.

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 Higher Education and Science within two weeks after receiving the complaint, as far as legal issues are involved.

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

11. Exam terms and conditions

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

Deregistration from an exam is only possible under special circumstances such as illness (documented with a medical certificate), death in the family or exceptional circumstances that influences your well-being. Exemption can be granted if you are an elite athlete. Deregistration shall be provided to the head of department 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.

11.1 Use of aids

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

11.2 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. an institute dealing with speech, hearing or sight impairment or dyslexia, or other forms of documentation certifying serious health issues or relevant functional impairment.

11.3 Re-examinations due to illness, failing or non-attendance

11.3.1 Re-examination due to illness

If you have not been able to sit an examination due to documented illness or other unforeseen circumstance, you are 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, you are 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 your responsibility to investigate when the re-examination will be held.

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

Illness must be documented by a medical certificate received by the institution three days at the latest after the examination has been conducted. If you become acutely ill during an examination you must document that you have 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.

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

11.3.2 Re-examination due to failing or non-attendance

By not passing or by not attending the examination, you are automatically registered to sit the re-examination, provided that you have not spent all three examination attempts. The re-examination can be identical with the next ordinary examination.

It is your responsibility to investigate when the re-examination will be held. Information about time and place for these re-examinations can be found on Moodle.

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

12. Errors or omissions during the exam

If errors and omissions are brought to attention during the exam, the head of department decides how the error or the omission can be remedied.

In the case of serious errors or omissions, or where it must be considered to be the most correct way to remedy the error, the head of department may cancel the exam in question and arrange a re-examination. In the case of a cancelled exam the assessment lapses.

In the case of other significant errors or omissions and extraordinary exam may be offered. The offer is given to all affected students. The student may choose to keep their original assessment even if they have participated in the extraordinary exam.

13. Cheating offences and disruptive behaviour

During any exam the student must behave considerately and follow the instructions given by the examination supervisor, examiner or censor.

Cheating on exams will be dealt with according to the rules in the existing Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes (The examination order).

It is referred to as cheating offences when the student:

- plagiarizes cf. section 13.1,
- counterfeits,
- conceals or misleads about own efforts or results,
- takes part in an unauthorized collaboration,
- receives or tries to receive help during the exam, or helps other students when it is not a group exam,
- uses unauthorized aids,
- has wrongfully obtained prior knowledge of the examination assignment,
- provides wrongful attendance information, or
- seeks to circumvent, disable or otherwise obstruct the intent of EASV's use of monitoring programs.

When submitting written material, you must verify by your signature that the material has been produced without undue assistance.

13.1 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 examinee or examinees, but:

1. Comprises identical or almost identical rendering of the wording or work of others, without clearly identifying this using quotation marks, italics, indentation or other clear indications stating the source of the material, cf. the educational institution's requirements to written work on Moodle.
2. Comprises major pieces of text with choice of words or formulations so close to that of another piece of writing that it is possible to determine through comparison that the text could not have been written without using the source in question.
3. Comprises the use of words or ideas of others without giving reference to the source in an appropriate manner.
4. Re-uses text and/or central ideas from own previously assessed answers (self-plagiarism) without observing the provisions laid down in items 1 and 3 above.

13.2 Investigation of cheating offences in exams, including plagiarism

The examiner must report suspicions of cheating offences and/or plagiarism as soon as possible to the head of department, including the available documentation. It must be disclosed, if it is a repeat case for one or more of the involved students.

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.

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.

13.3 Disciplinary procedures

In case of cheating offences or disruptive behavior during the exams, the head of department, the person authorized by the head of department or the examiners in agreement may 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.

If clarification of the issue confirms the presumed cheating offence the student will not have the exam assessed and one examination attempt will have been spent. The student may also receive a written warning.

Aggravating circumstances or repeated offences could lead to temporary or permanent expulsion. 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. Complaints about examinations and appeal decisions

Complaints about examinations will be dealt with according to the rules in chapter 11 in the existing Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes (The examination order)

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

14.1 Complaints about exams

You can submit a written complaint about legal matters or about academic issues; the scope of the exam, including the examination procedure and the assessment.

The complaint must be submitted to the head of department 2 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.

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, July is not included. 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 decision is made by the institution on the basis of the complaint, the examiners response and the complainant's comments. The decision is to be communicated in writing and can:

1. Offer the possibility of a new assessment (re-assessment). This applies to written exams only.
2. Offer the possibility of a new exam (re-examination) with new examiners.
3. Reject the complaint.
4. A combination of 1-3 if the exam includes a written assignment with oral examination.

14.2 Appeals and complaints about appeal decisions

The complainant can appeal the institution's decision on a complaint. The appeal must be submitted two weeks at the latest after the decision has been communicated to the student.

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 Danish Agency for Higher Education and Science. The complaint must be submitted to the head of department. 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 Science.

Complaints about the institutions decision on academic issues can be submitted to an appeals panel. The complaint must be submitted to the head of department.

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 department.

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 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 appeals panel can:

1. Offer the possibility of a new assessment with new examiners (re-assessment). This applies to written exams only.
2. Offer the possibility of a new exam with new examiners (re-examination).
3. Reject the appeal.
4. A combination of 1-3 if the exam includes a written assignment with oral examination.

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.

14.3 Re-assessment and re-examination

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

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

The re-assessment or re-examination must take place as quickly as possible. If the diploma has been issued, it will be withdrawn until the assessment is final, after which a new diploma will be issued.

If the decision is to offer a re-assessment or re-examination, the head of department appoints new examiners. The chairman of the external examiners may appoint an external examiner. 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.

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.

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

15. 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.



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