

Fashion Design

Curriculum 2016



ERHVERVS
AKADEMI
SYDVEST

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1.0 Curriculum framework

The purpose of the Academy Profession Degree Programme in Design, Technology and Business is to qualify graduates to independently plan, organise and carry out tasks in the textile industry, clothing, design and business industries in relation to design, production, business, marketing and retail.

This Curriculum was prepared according to the guidelines in Ministerial Order no. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business.

The joint regulations in this Curriculum were prepared by the educational network for the Study Programme, i.e. all the educational institutions approved to provide the Programme.

The Programme, which is a full-time study, has an official length of study of 2 student full-time equivalents (FTEs) One student full-time equivalent is the workload of a full-time student during one year of study. One student full-time equivalent is equivalent to 60 credits under the European Credit Transfer System (ECTS). This means that the Study Programme is worth a total of 120 ECTS credits.

The Study Programme is at level 5 of the Danish Qualifications Framework for Lifelong Learning.

The following acts and ministerial orders govern the study programme:

- Act no. 467 of 8 May 2013 on academy profession degree Programmes and professional bachelor's degree programmes (Lov nr. 467 af 8. maj 2013 om erhvervsakademiuddannelser og professionsbacheloruddannelser).
- Ministerial Order no 1521 of 16 December 2013 on academy profession programmes and professional bachelor programmes (Bekendtgørelse nr. 1521 af 16. december 2013 om erhvervsakademiuddannelser og professionsbacheloruddannelser). Find the official English version [here](#).
- Ministerial Order no. 710 of 6 July 2009 on the academy profession degree programme in design, technology and business (Bekendtgørelse nr. 710 af 6. juli 2009 om erhvervsakademiuddannelse inden for tekstil, beklædning, design og business). Referred to as "the Programme Order" ("Uddannelsesbekendtgørelsen").
- Ministerial Order no. 745 of 24 June 2013 on accreditation of higher education institutions and approval of new higher education programmes (Bekendtgørelse nr. 745 af 24. juni 2013 om akkreditering af videregående uddannelsesinstitutioner og godkendelse af nye videregående uddannelser).
- Ministerial Order no. 223 of 11 March 2014 on admission to academy profession programmes and professional bachelor programmes (Bekendtgørelse nr. 233 af 11. marts 2014 om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser).
- Ministerial Order no. 1519 of 16 December 2013 on examinations in professionally-oriented higher education programmes (Bekendtgørelse nr. 1519 af 16. december 2013 om prøver og eksamen i erhvervsrettede videregående uddannelser). Find the official English version [here](#).
- Ministerial Order no. 262 of 20 March 2007 on the grading scale and other forms of assessment (Bekendtgørelse nr. 262 af 20. marts 2007 om karakterskala og anden bedømmelse).
- Ministerial Order no. 374 of 4 April 2014 on open education (profession-oriented adult education) etc. (Bekendtgørelse nr. 374 af 4. april 2014 om åben uddannelse (erhvervsrettet voksenuddannelse) m.v.).

The Acts and Ministerial Orders are available (in Danish) on the official website for Danish legislation: www.retsinfo.dk

The English name of the study programme is the Academy Profession Degree Programme in Design, Technology and Business. The Danish name of the study programme is Erhvervsakademiuddannelse inden for tekstil, beklædning, design og business (designteknolog AK).

Graduates of the Programme will be awarded the title AP Graduate in Design, Technology and Business.

The Danish title is Designteknolog AK.

1.1 Effective date and transition regulations

This national section of the Curriculum will come into effect on August 1st 2015 and shall apply to all students who are and who will be registered as students of the programme and to all examinations commenced on said date or thereafter. The national section of the Curriculum of August 2013 will be repealed as of July 31st 2015.

1.2 Admission to the Programme

The design profession

Study programme	Requirements specific to the study programme
AP in Design, Technology and Business (Designteknolog (AK))	<p>Admission with an upper secondary education: Specific admission requirements: English corresponding to Danish C-level, mathematics corresponding to Danish C-level and a passed entrance exam</p> <p>Admission with a vocational or technical education: Dressmaker¹ (knowledge of measuring, creating patterns, sewing and making clothing from designs and sketches). Danish education: Beklædningshåndværker (med specialer). Car upholsterer (knowledge of making, fitting and repairing upholstery and interiors for cars, buses and trains). Danish education: boligmonteringsuddannelsen, autosadelmager. Furniture upholsterer (knowledge of upholstery and refurbishment of furniture). Danish education: boligmonteringsuddannelsen, møbelpolstrer. Retail sales assistant (knowledge of selling, customer service, ordering products, shop economics). Danish education: detailhandelsuddannelse med specialer. Event co-ordinator (knowledge of planning, arranging and hosting events; booking and contracts). Danish education: eventkoordinatoruddannelsen (trin 2). Graphics technician (knowledge of planning and preparing graphic print jobs and material for print, controlling finished print etc.). Danish education: grafisk tekniker. Education in commerce (knowledge of business to business trading, sales, purchases logistics, price comparisons etc.). Danish education: handelsuddannelse med specialer. Media graphics technician (knowledge of traditional print media and digital media). Danish education: mediegrafiker (trin 2). Joiner (knowledge of wooden materials, making of doors and window frames etc., operation of machinery, talking to clients, developing design sketches etc.). Danish education: snedker (med specialer). Theatre, exposition and event technician (knowledge and experience in setting lights and creating props for theatre plays and exhibitions). Danish education: teater-, udstillings- og eventtekniker (med specialer). Technical designer (knowledge of computer aided drawing of buildings and industrial plants, materials properties, price calculation etc.). Danish education: teknisk designer. Metalworker, precious metals (knowledge of working with precious metals, filing, polishing, making and repairing jewellery etc.). Danish education: ædelsmed (med specialer). Specific admission requirements: English corresponding to Danish C-level and a passed entrance exam</p> <p>Admission with other relevant vocational or technical educations: Specific admission requirements: English corresponding to Danish C-level, mathematics corresponding to Danish C-level and a passed entrance exam</p> <p>Admission with other kinds of qualification: Passed qualifying course for application to Danish engineering programmes or similar from your home country. Specific admission requirements: English corresponding to Danish C-level and a passed entrance exam</p>

¹ The study programmes mentioned here are existing Danish-language programmes, similar programmes with similar competencies from your country might substitute the Danish ones. Please ask the educational institution you are applying to.

1.3 Programme structure

Core areas of study	1st year of study		2nd year of study
	1st sem.	2nd sem.	3rd and 4th sem.
Common compulsory educational components			
- Design	10 ECTS		
- Business	10 ECTS		
- Technology	10 ECTS		
Specialisation		30 ECTS	15 ECTS
Elective educational components			15 ECTS
Internship			15 ECTS
Final degree project			15 ECTS
TOTAL	30 ECTS	30 ECTS	60 ECTS

2.0 Common compulsory educational components

The programme is made up of:

- 1) Compulsory educational components totalling 30 ECTS credits common to all students of the Programme.
- 2) Specialisations each worth a total of 45 ECTS credits. Each student must select one specialisation:
 - a) Design
 - b) Production
 - c) Business
 - d) Marketing
 - e) Retail

3.0 Learning outcomes for the common compulsory components of the Programme (30 ECTS), 1st semester:

The compulsory educational components are structured according to the following core areas of study:

- Design, including the design process, value philosophy and aesthetics
- Business, including company, commerce and communication
- Technology, including technology, people and environment

3.1 Design

The purpose of this educational component is for the graduate to achieve fundamental knowledge and an understanding of the application of the design process, value philosophy and aesthetics.

Knowledge

Upon completion, the graduate should have acquired knowledge of:

1. the design process from idea to finished product
2. value philosophy in terms of value preferences, culture, ideas and trade history
3. aesthetics in terms of understanding connections between aesthetic, functional and technical product qualities.

Skills

Upon completion, the graduate should have acquired the ability to:

1. sketch, design and develop products
2. apply value preferences in descriptions of target group analyses
3. work communicatively and innovatively
4. relate to shape, colour and material, price and target group
5. communicate solution proposals to relevant parties orally and in writing, including using relevant technical terms.

3.2 Business

The purpose of this educational component is for the graduate to achieve fundamental knowledge and understanding of companies, commerce and communication.

Knowledge

Upon completion, the graduate should have acquired knowledge of:

1. company structure as a value chain
2. company organisation and logistics
3. company marketing and sales
4. communication and presentation techniques.

Skills

Upon completion, the graduate should have acquired the ability to:

1. describe and explain a company's value chain

2. communicate solution proposals to relevant parties orally and in writing, including using relevant technical terms
3. use key figures and calculation principles
4. describe a company's marketing mix.

3.3 Technology

The purpose of this educational component is for the graduate to achieve fundamental knowledge and understanding of technology, people and environment.

Knowledge

Upon completion, the graduate should have acquired knowledge of:

1. processes, materials and production
2. people and the environment in relation to ethics, design and production processes
3. technical communication
4. relevant IT tools.

Skills

Upon completion, the graduate should have acquired the ability to:

1. use IT when performing tasks
2. select and state the reasons for the choice of materials for a production process
3. write product documentation/specifications
4. communicate solution proposals to relevant parties orally and in writing, including using relevant technical terms.

Competencies

Upon completion of the common compulsory components, the graduate should have acquired the following competencies:

Upon completion, the graduate should have acquired the ability to:

1. take part in disciplinary and multidisciplinary collaboration efforts within all stages of the value chain on the development of a product or concept
2. receive and process tasks from previous stages in the value chain and pass them on to the subsequent stage from his/her own stage in the value chain while showing regard for the company's overall goals.

4.0 Specialisations

4.1 Specialisation: Design (45 ECTS credits)

The design specialisation

The purpose of this specialisation is to qualify the student to independently design, plan and carry out design processes from idea to finished product.

The student should be able to enter multidisciplinary collaboration in a company and combine innovation with creativity and commercial aspects.

The student should be able to communicate ideas and keep focus on the product, trends and the market.

The 45 ECTS credits are distributed over the following core areas of study:

Core area of study	1st year of study	2nd year of study
The design process	20	10
Visual communication	5	5
Trends and sociology	5	
Total ECTS	30	15

The design process	
After the 1st year of study	After the 2nd year of study
<p>Knowledge <i>Upon completion of the course, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • key topics in design processes • key topics in design methods • materials properties • key topics in technology • aesthetic means • sustainability. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • apply theories and methods for idea generation, design and product development • make aesthetic assessments during the design process • develop designs focusing on the line of business as well as user needs. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • carry out design solutions from idea to finished product. 	<p>Knowledge <i>Upon completion, the graduate should have acquired:</i></p> <ul style="list-style-type: none"> • knowledge and understanding of design processes in practice • knowledge and understanding of design methods in practice • knowledge of use of materials • an understanding of technology in practice. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • select and apply theories and methods for idea generation, design and product development • apply innovative methods in relation to aesthetic assessments during the design process • assess and select materials and technologies according to the given product. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • analyse and describe a need with a view to developing a design for a specific target group • take part in progress-oriented design and product development processes.
Visual communication	
Knowledge	Knowledge

<p><i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • visual communication • key topics in presentation techniques and methods • key topics in communicative devices. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • apply visual communication for design development and product communication and presentation • communicate and argue for solution proposals in relation to a given company and target group • apply communicative devices in writing and orally. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare and communicate communicative solution proposals adapted to a given company and target group. 	<p><i>Upon completion, the graduate should have acquired:</i></p> <ul style="list-style-type: none"> • knowledge and understanding of presentation techniques and methods in practice • knowledge and understanding of communicative devices in practice. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • communicate and argue in terms of theory and methods for the process and solution proposals in relation to a given company and target group <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • independently and reflectively prepare and communicate innovative solution proposals adapted to a given company and target group.
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Trends and sociology

<p>Knowledge <i>Upon completion, the graduate should have acquired:</i></p> <ul style="list-style-type: none"> • key topics in trends • key topics in sociology • key topics in market mechanisms. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • apply theories and methods to identify and evaluate trends • apply sociological research methods when researching the market and target group. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • identify, select and apply trends for design development • take a sociological approach to the design process • use trends and sociology as documentation of and inspiration for design development. 	
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4.2 Specialisation: Production (45 ECTS credits)

The production specialisation

The purpose of this specialisation is to qualify the graduate to independently handle the planning, organisation and completion of tasks and assignments under the specialisation of production. The specialisation belongs within the core areas of technology, product development and quality assurance.

The 45 ECTS credits are distributed over the following core areas of study:

Core areas of study	1st year of study	2nd year of study
Technology	15	5
Product development	10	5
Quality assurance	5	5
Total ECTS	30	15

Technology	
After the 1st year of study	After the 2nd year of study
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> relevant production methods for the production of simple product types the application of relevant IT tools. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> evaluate and carry out product manufacturing processes while showing regard for different production methods for simple products use tools and equipment for product development and product manufacture for simple product types. <p>Competencies <i>Upon completion, the graduate should have acquired the competencies to:</i></p> <ul style="list-style-type: none"> prepare and implement solutions for the production of simple product types manage design processes for simple product types <p>manage the creation of a simple product.</p>	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> relevant production methods for manufacture of complex product types. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> evaluate and carry out product manufacturing processes while showing regard for different production methods for complex product types use tools and equipment for product development and product manufacture of complex product types. <p>Competencies <i>Upon completion, the graduate should have acquired the competencies to:</i></p> <ul style="list-style-type: none"> prepare and implement solutions for the production of complex product types manage design processes for complex product types manage the creation of a complex product. use relevant IT tools.
Product development	
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> design techniques and methods for simple product types the application and limitations of materials for simple product types the product's proportional, visual effects for simple product types. <p>Skills</p>	<p>Knowledge <i>Upon completion of the course, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> design techniques and methods for complex product types the application and limitations of materials for complex product types the product's proportional, visual means for complex product types. <p>Skills</p>

<p><i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • assess and carry out product development processes for simple product types • assess and select materials based on the requirements specification of a material for simple product types. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare and implement solutions for product development of a simple product. 	<p><i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • assess and carry out product development processes for complex product types • assess product solutions in relation to a given target group. • assess and select materials based on the requirements specification of a material for a complex product type. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare and implement solutions for product development of a complex product.
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Quality assurance

<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • quality assurance and communication about the development and or production of a simple product • tools and equipment for project control. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare and convey production documentation for simple products. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • independently assess, analyse and prepare documentation in English of the production form for simple product types. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • quality assurance and communication about development and or production of a complex product • tools and equipment for project control. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare and convey production documentation for complex product types. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> ▪ take a professional approach to international, professional collaboration with others.
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4.3 Specialisation: Business (45 ECTS credits)

The business specialisation

The purpose of this specialisation is to qualify the graduate to independently handle the planning, organisation and completion of tasks and assignments under the business specialisation, including the core areas of commerce, logistics, communication and product knowledge.

The 45 ECTS credits are distributed over the following core areas of study:

Core areas of study	1st year of study	2nd year of study
Commerce	10	5
Logistics	10	
Communication	5	5
Product knowledge	5	5
Total ECTS	30	15

Commerce	
After the 1st year of study	After the 2nd year of study
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> theories on commerce, including tools and disciplines economic theories and conditions. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> assess commercial consequences of a company's purpose and strategy perform searches for suppliers, supplier assessment and selection of suppliers use relevant IT tools and operating systems resolve assignments related to commerce while showing regard for national and international situations. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> take part in professional and multidisciplinary collaboration with others at all stages of the value chain manage the company's flows of materials and goods while showing regard for the company's organisational framework and economy. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> the company's legal circumstances. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> evaluate the market with a view to entering into and developing partnership agreements evaluate and state the reasons for the choice of alternative materials. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> deal with international negotiations and negotiations with the company's internal and external partners.
Logistics	
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> costs generated by logistics logistics and supply chain management legal matters concerning international commerce. 	

<p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • perform searches for suppliers, supplier assessment and selection of suppliers • evaluate the market with a view to entering into and developing partnership agreements • use relevant IT tools and operating systems • resolve assignments related to commerce while showing regard for national and international statute and regulations. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in professional and multidisciplinary collaboration with others at all stages of the value chain • deal with international negotiations and negotiations with the company's internal and external partners • manage the company's flows of materials and goods while showing regard for the company's organisational framework and economy. 	
Communication	
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • communication in the field of commerce. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • use relevant IT tools. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in managing the company's flows of materials and goods while showing regard for the company's organisational framework and economy. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • understanding communication in the field of commerce. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • evaluate the market with a view to entering into and developing partnership agreements • resolve assignments related to commerce while showing regard for national and international situations. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in professional and multidisciplinary collaboration with others at all stages of the value chain • deal with international negotiations and negotiations with the company's internal and external partners • manage the company's flows of materials and goods while showing regard for the

	company's organisational framework and economy.
Product knowledge	
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • product characteristics, including materials and technologies. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • assess the properties and applications of different materials. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in product development processes. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • product liability and quality assurance in relation to current standards. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • assess and analyse properties and applications of materials. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in and contribute to product development processes.

4.4 Specialisation: Marketing (45 ECTS credits)

The marketing specialisation

The purpose of this study programme is to qualify graduates to independently handle the planning, organisation and completion of tasks and assignments under the marketing specialisation. The specialisation belongs within the core areas of management, concept development and communication.

The 45 ECTS credits are distributed over the following core areas of study:

Core areas of study	1st year of study	2nd year of study
Management	10	
Concept development	10	10
Communication	10	5
Total ECTS	30	15

Management	
After the 1st year of study	After the 2nd year of study
<p>Knowledge Upon completion, the graduate should have acquired knowledge of:</p> <ul style="list-style-type: none"> marketing disciplines and tools organisation and management markets communication. <p>Skills Upon completion, the graduate should have acquired the ability to:</p> <ul style="list-style-type: none"> evaluate and apply relevant theories of the subject area collect and process relevant market data determine the market potential of a product or concept. <p>Competencies Upon completion, the graduate should have acquired the ability to:</p> <ul style="list-style-type: none"> optimise a company's supply according to demand manage market introduction of new products and concepts undertake project management and project coordination tasks plan and implement a marketing plan in practice on a national and international scale. 	
Concept development	
<p>Knowledge Upon completion, the graduate should have acquired knowledge of:</p> <ul style="list-style-type: none"> key topics in marketing tools key topics in the market key topics in the fields of trends, fashion and lifestyle key communication topics. <p>Skills</p>	<p>Knowledge Upon completion, the graduate should have acquired knowledge of:</p> <ul style="list-style-type: none"> international market perspectives and be able to understand communication in practice. <p>Skills Upon completion, the graduate should have acquired the ability to:</p>

<p><i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • evaluate and apply relevant theories of the subject area • collect and process relevant market data • evaluate the company's values in relation to the client's needs • determine the market potential of a product of concept. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in optimising a company's supply according to demand • take part in the product development process from initial idea to product launch • handle project management and coordinator tasks. 	<ul style="list-style-type: none"> • collect, process and evaluate relevant market data • work under market conditions based on the company's values and in relation to the client's needs • determine the market potential of a product of concept. • convey marketing processes on a national and international scale. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • contribute to the optimisation of a company's supply according to demand • contribute to the product development process from initial idea to product launch.
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Communication

<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • marketing tools • organisation and management • trends, fashion and lifestyle. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • evaluate and apply relevant theories of the subject area • evaluate the company's values in relation to the client's needs. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in optimising a company's supply according to demand • take part in the product development process from initial idea to product launch • manage market introduction of new products and concepts • handle project management and coordinator tasks. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • communication and communication tools and devices. <p>Skills <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • understand and apply relevant theories of the subject area • work under market conditions based on the company's values and in relation to the client's needs • convey marketing processes on a national and international scale. <p>Competencies <i>Upon completion, the graduate should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • work to optimise a company's supply according to demand • manage the product development process from initial idea to product launch <p>plan and implement a marketing plan in practice on a national and international scale.</p>
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4.5 Specialisation: Retail (45 ECTS credits)

The retail specialisation

The purpose of this specialisation is to qualify the graduate to independently handle the planning, organisation and completion of tasks and assignments under the retail specialisation, including the core areas of visual merchandising, retail management and retail marketing.

The 45 ECTS credits are distributed over the following core areas of study:

Core areas of study	1st year of study	2nd year of study
Visual merchandising	10	
Retail management	5	10
Retail Marketing	15	5
Total ECTS	30	15

Visual Merchandising	
After the 1st year of study	After the 2nd year of study
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • commerce • trends, fashion and lifestyle • methods of analysis. <p>Skills <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • laying out and arranging goods in retail establishments • prepare guidelines for the operation of retail establishments • communicate and present suggestions for projects and concept ideas. <p>Competencies <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • carry out relevant analyses and subsequently make specific solution proposals • take part in concept development. 	
Retail Management	
<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • the marketplace • fundamental subject areas in commerce. <p>Skills <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare guidelines for the operation of retail establishments • apply practical management and control tools in the context of daily operations of retail establishments. 	<p>Knowledge <i>Upon completion, the graduate should have acquired:</i></p> <ul style="list-style-type: none"> • knowledge and understanding of the marketplace • knowledge and understanding of fundamental commercial subject areas • knowledge of methods of analysis • knowledge of relevant statute and regulations. <p>Skills <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • Apply advanced-level practical

<p>Competencies <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • Take part in disciplinary and cross-disciplinary collaboration on the development and maintenance of a retail concept. 	<p>management and control tools in the context of daily operations of retail establishments</p> <ul style="list-style-type: none"> • communicate and present suggestions for projects and concept ideas. <p>Competencies <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • carry out relevant analyses and subsequently make specific solution proposals • take part in concept development.
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Retail Marketing

<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • the marketplace • trends, fashion and lifestyle • fundamental subject areas in commerce • methods of analysis • relevant statute and regulations. <p>Skills <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • prepare guidelines for the operation of retail establishments • apply relevant theories and tools in the context of retail marketing • communicate and present suggestions for projects and concept ideas. <p>Competencies <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • Take part in disciplinary and cross-disciplinary collaboration on the development and maintenance of a retail concept. • communicate visually, in writing and orally in the context of retail marketing • carry out relevant analyses and subsequently make specific solution proposals. 	<p>Knowledge <i>Upon completion, the graduate should have acquired knowledge of:</i></p> <ul style="list-style-type: none"> • Materials characteristics • knowledge and understanding of analysis methods. <p>Skills <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • work with relevant, advanced-level theories and tools in the context of retail marketing • digitally convey suggestions for projects and concept ideas at an advanced level. <p>Competencies <i>Upon completion, students should have acquired the ability to:</i></p> <ul style="list-style-type: none"> • take part in concept development.
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5.0 Internship

Worth 15 ECTS

The purpose of the internship is for the student to acquire knowledge of the profession and achieve an understanding of the application of theories and methods in different business functions.

The student should be able to relate the theories and methods of the study to the practices of the profession.

The internship should qualify the student to analyse, evaluate, plan and carry out tasks/projects based on practical issues and problems.

The learning outcomes for the internship are:

Knowledge

Upon completion, the graduate should have acquired:

- fundamental knowledge about the business, its work methods and the organisation of the company
- an understanding of the relations between the different stages of the value chain
- an understanding of a company's competitive situation
- an understanding of the company's place in a global context.

Skills

Upon completion, students should have acquired the ability to:

- use acquired tools and theories for the resolution of specific problems and issues
- convey specific, disciplinary problems and solution proposals to relevant partners
- relate theory to business practices.

Competencies

Upon completion, students should have acquired the ability to:

- take part in disciplinary and multidisciplinary collaboration in relation to dealing with specific problems or issues
- establish disciplinary and multidisciplinary networks
- reflect on their own qualifications and competencies and identify their own needs for additional learning.

At the internship examination, the student's achievement of the individual learning outcomes for the internship will be tested.

The internship is finalised by examination. For the examination type and exam procedure etc., please see the institutional section of this Curriculum.

6.0 Exams of the study programme

No.	Semester	Exam	ECTS	Assessment	Internal/external
1	After completion of the 1st semester	First-year exam component no. 1	30 ECTS	Individual assessment 7-point grading scale	Internal assessment
2	After completion of the 2nd semester	First-year exam component no. 2	30 ECTS	Individual assessment 7-point grading scale	External assessment
3	3rd or 4th semester	Specialisation exam	15 ECTS	Individual assessment 7-point grading scale	Internal assessment
4	3rd or 4th semester	Elective component exam	15 ECTS	Individual assessment 7-point grading scale	Internal assessment
5	3rd or 4th semester	Internship examination	15 ECTS	Individual assessment 7-point grading scale	Internal assessment
6	After completion of the 4th semester	Final degree project	15 ECTS	Individual assessment 7-point grading scale	External assessment

6.1 Number of exams for the compulsory educational components

Compulsory educational components	First-year exam component no. 1	First-year exam component no. 2	Specialisation exam	Total
Core area Design – 10 ECTS	10 ECTS from the core area of design			10 ECTS
Core area Business – 10 ECTS	10 ECTS from the core area of business			10 ECTS
Core area Technology – 10 ECTS	10 ECTS from the core area of technology			10 ECTS
Specialisation – 45 ECTS		30 ECTS from the core area of specialisation X	15 ECTS from the core area of specialisation X	45 ECTS
	30 ECTS	30 ECTS	15 ECTS	75 ECTS

6.2 First-year exam

The first-year exam comprises two individual exams (exam components) which each make up 50% of the total grade. The first exam component will be held after the 1st semester, and the second exam component will be held after the 2nd semester. Together the two exam components constitute the first-year exam.

The student must pass both exam components and achieve at least the grade of 02 for each component. The calculated average of the two exam components will constitute the total grade for the first-year exam. Both of the exam component grades as well as the calculated average grade will appear on the degree certificate.

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

6.3 The final degree project

Worth 15 ECTS credits

The learning outcomes for the final degree project are described in schedule 1 to Ministerial Order no. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology and Business.

The final degree project comprises all core areas of study. In the final degree project the student must document an understanding of practice as well as key theories and methods related to a practice-related problem or issue. The problem, which must be key to the profession, must be formulated by the student and focus on a public or private company. The educational institution must approve the problem statement. The project must result in a report and may also include a product.

In conjunction with the other exams of the Programme, the final degree project must demonstrate that the student has achieved the expected level of graduate competence.

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

Assessment

The final degree project exam is externally assessed and will be graded according to the 7-point grading scale.

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

7.0 Credit transfer

Passed educational components are equivalent to corresponding educational components offered by other educational institutions offering 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 educational 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 assessment of discipline-specific elements.

Pre-approved credit transfer

Students can apply for pre-approval of credit transfer. In cases of pre-approved credit transfer of studies in Denmark or abroad, students are 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.

8.0 Exemption

The educational institution may grant exemption from those rules in this national section of the Curriculum that were laid down solely by the educational institutions, when such exemption is substantiated by exceptional circumstances.

9.0 Complaints about assessments, the course of an exam or the examination basis

The regulations governing complaints procedures about assessments, the course of an examination or an examination basis, such as questions, assignments etc., are described below.

The student must submit a complaint made in writing and stating the reasons for the complaint not later than two weeks after the examination was held. The complaint should be submitted to TPA@easv.dk.

The contents of the complaint will be shown to the examiner and the external examiner who were associated with the given exam and they will be asked to each make a statement. The deadline for such statements is usually two weeks. Next, the student (the complainant) will be given the chance to comment on the statements within a deadline of one week.

Based on the contents of the complaint, the statement and any comments by the student, the educational institution will make a decision in writing. The result of the procedure may be that the student will be offered a new examination, a new assessment (for written exams) or that the complaint is dismissed. The student will have two weeks to accept a new examination or assessment or to appeal the decision if the complaint was dismissed.

Institutional section



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Overview of exams

Nr.	Semester	Exam	ECTS	Grading	Internal / External
1	Ultimo 1. semester	1. semester exam	30 ECTS	Individual grading 7-point scale	Internal
2	Ultimo 2. semester	2. semester exam	30 ECTS	Individual grading 7-point scale	External
3	During 3. semester	Specialisation exam	15 ECTS	Individual grading 7-point scale	Internal
4	During 3. semester	Elective exam	15 ECTS	Individual grading 7-point scale	Internal
5	During 4. semester	Internship exam	15 ECTS	Individual grading 7-point scale	Internal
6	Ultimo 4. semester	Final exam project	15 ECTS	Individual grading 7-point scale	External

Number of mandatory exams

Mandatory program topic	1. semester exam	2. semester exam	Specialisation	Total
Core topic Design – 10 ECTS	10 ECTS from core topic Design			10 ECTS
Core topic Business – 10 ECTS	10 ECTS from core topic Business			10 ECTS
Core topic Technologi – 10 ECTS	10 ECTS from core topic Technologi			10 ECTS
Specialisation – 45 ECTS		30 ECTS from core topic Specialisation: Design	15 ECTS from core topic Specialisation in Design	45 ECTS
Total	30 ECTS	30 ECTS	15 ECTS	75 ECTS

1. Semester exam

The 1. semester exam is an oral examination, graded internally and based on a written project. A single grade will be given, based on both the written project and the oral presentation.

Exam form and organisation

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20 minutes is allotted to each group presentation, followed by a 20 minute individual examination and 10 minutes for feedback/grading.

The exam is graded according to the 7-point scale.

The exam amounts to 30 ECTS credits.

Prerequisites for attending the 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 projects and events including attendance and participation in regular lectures according to the schedule at EASV Sharepoint.
- The student must have completed and handed in all of the mandatory assignments and activities for the individual core areas.
- The report must fulfil the form requirements described in the *'Guide to report writing'*, which can be found on EASV's official platform.
- The project must be handed in and uploaded on time, as described in the project's basis description.

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.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the mandatory program module for the 1st semester. Learning objectives appear in national section of the curriculum.

Time frame

The exam takes place at the conclusion of the 1st semester.

Further information regarding time and place can be found on EASV's official platform, prior to the examination date.

Exam language

Danish or English

The report's structure and requirements

The exam project report must not exceed 10 standard pages of text for one student + 5 standard pages per additional group member. Front page, table of contents, models, reference 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.

In addition to the report it is required that each group develops a design proposal and delivers a practical part cf. the exam paper uploaded on EASV SharePoint.

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For further details, see the *'Guide to report writing'*, which can be found on EASV's official platform, for a detailed description of the report structure.

2. Semester Exam

Prerequisites for attending the exam, including attendance requirements

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 including attendance and participation in regular lectures according to the schedule at EASV Sharepoint.
- The student must have completed and handed in all of the mandatory assignments and activities for the individual core areas.
- The report must fulfil the form requirements described in the *'Guide to report writing'*, which can be found on EASV's official platform.
- The project must be handed in and uploaded to a server on time, as described in the project's basis description.

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 organisation

The exam is an oral examination, graded externally and based on a written project. A single grade will be given, based on both the written project, a design proposal, and the oral presentation.

10 minutes is allotted to each presentation, followed by a 15-minute examination and 10 minutes for feedback/grading.

The exam is graded according to the 7-point scale.

The exam amounts to 30 ECTS credits.

The report's structure and requirements

The exam project report must not exceed 15 standard pages of text for each student. Front page, table of contents, models, references, 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.

For further details, see the *'Guide to report writing'*, which can be found on EASV's official platform, for a detailed description of the report structure.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the specialisation program module in Design for the 2nd semester. Learning objectives appear in national section of the curriculum.

Time frame

The exam takes place at the conclusion of the 2nd semester.

Further information regarding time and place can be found on EASV's official platform, prior to the examination date.

Exam language

Danish or English

The 2nd semester exam must have been passed prior to the end of the second year of study in order for the student to continue the education.

3 SEM specialisation exam

Prerequisites for attending the exam, including attendance requirements

The project, which constitutes the basis for both the evaluation and the examination must:

- Fulfil the form requirements described in the '*Guide to report writing*', which can be found on EASV's official platform.
- Be handed in and uploaded to a server on time, as described in the project's basis description.

If the student fails to live up to one or more defined study activities according to the syllabus uploaded on EASV SharePoint, or fails to hand in the report on time and as described will result in ineligibility for exam participation and will count as one failed exam attempt.

Exam form and organisation

The exam is graded internally and based on both a written project and a design proposal. A single individual grade will be given, based on both the written project, the product, and the oral presentation.

20 minutes are allotted to each group presentation, followed by a 20-minute individual examination and 10 minutes for feedback/grading.

The exam is graded according to the 7-point scale.

The exam amounts to 15 ECTS credits.

The report's structure and requirements

The exam project 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, references, 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.

For further details, see the '*Guide to report writing*', which can be found on EASV's official platform, for a detailed description of the report structure.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the specialisation program module in Design for the 3rd semester.

Learning objectives appear in national section of the curriculum.

Time frame

The exam takes place at the conclusion of the specialisation module.

Exam language

Danish or English

Elective element, 2. year

Content

The elective modules offer the student a chance to specialise and add to their professional skillset, through a choice of courses that relates to their core competencies.

Each year the academy will offer a number of elective modules, which will be presented prior to the commencement of the semester.

The student can also choose to plan the elective as a theoretical and/or practical element, to be approved by the institution.

ECTS scope

15 ECTS.

Learning objective

Knowledge

The student has knowledge of

- The theory and practical application of the chosen topics
- The relevancy of the chosen topics in relation to the theory and application of the design course

Skills

The student is able to

- Select, describe and carry out the acquisition of literature relevant to a chosen design oriented topic
- Discuss the procedural and analytical skills that relates to the chosen topics
- Assess the problems and possible solutions in relation to the chosen topics.
- Communicate the essential results

Competencies

The student is able to

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- Independently acquire new understanding of topics within the theoretical and/or practical framework of the elective
- Correctly assess and relate the elective in relation to the remaining elements of the field of study.

Exam form and organisation

A detailed description of the individual electives and their exam form is available in the elective catalogue.

The exam is graded according to the 7-point scale.

The exam amounts to 15 ECTS credits.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the elective element, 2nd year. Learning objectives appear in the above section.

Time frame

The exam takes place at the conclusion of the elective element during the 3rd semester. Specific dates will be made available prior to the examination using the official platform.

Exam language

The elective is offered in English, but the student can be examined in Danish if he or she so wish.

Internship

Requirements and objective of the internship

During the internship the student must work with professionally relevant topics and achieve knowledge in relevant positions. The overarching goal of the internship is to link the theoretical foundation to the practical application of skills.

Guided by the relevant instructor, and based on the overall objectives to the internship, the student must identify specific goals for the duration of the internship. The goals must be documented in the internship contract. These goals form the basis of evaluation for the students work during the internship.

The internship is equivalent to a full-time position at a company, including demands for overtime, flexibility, workload and –ethics as to be expected from first-time position for a graduated design technologist.

The internship can be flexibly planned and can form the basis of evaluation for the students final exam project.

Prerequisites for attending the exam

The written report, which forms the basis for both evaluation and examination must:

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- Fulfil the form requirements described in the *'Guide to report writing'*, which can be found on EASV's official platform.
- Be handed in and uploaded to a server on time, as described in the project's basis description.

If the student fails to live up to one or more defined study activities, or fails to hand in the report on time and as described will result in ineligibility for exam participation and will count as one failed exam attempt.

Exam form and organisation

The exam is internally graded. A single individual grade will be given, based on both a written project, a product, and an oral presentation.

20 minutes are allotted to the exam, including grading.

The exam is graded according to the 7-point scale.

The exam amounts to 15 ECTS credits.

The report's structure and requirements

The written report has to include the following

- Description of the company / Organisation
- Presentation/description of select tasks
- A reflection of the internship in relation to the intended goals

The report must not exceed 10 standard pages, which does not include Front page, table of contents, models, references, Illustration lists, and appendices. Appendices are not included in the evaluation.

A standard page consists of 2,400 characters including spaces and footnotes.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the internship. Learning objectives appear in the national section.

Time frame

After the conclusion of the internship. Specific dates will be made available prior to the examination using the official platform.

Exam language

Danish or English

Final exam project

The final exam project

The final exam project has to document that the standards for the education, set by appendix 1 to BEK nr 710 af 06/07/2009, have been achieved by the student.

Prerequisites for attending the exam

The written report, which forms the basis for both evaluation and examination must:

- Fulfil the form requirements described in the '*Guide to report writing*', which can be found on EASV's official platform.
- Be handed in and uploaded on time, as described in the project's basis description.

As the project forms the basis of evaluation for the oral examination, a failure to hand it in correctly will result in the student being ineligible to attend the exam and will furthermore count as a failed attempt.

The final exam can only take place, if the student has passed both the internship and all tests mandated by the education.

Exam form and organisation

The exam is externally graded. A single individual grade will be given, based on both a written project, a design proposal, and an oral presentation.

For the presentation, the project group is allotted no more than 15 minutes, followed by 20 minutes of examination and 10 minutes for grading.

The exam is graded according to the 7-point scale.

The exam amounts to 15 ECTS credits.

Evaluation criteria

Evaluation criteria for the exam are the learning objectives for the final exam project as described in the national section.

Time frame

The exam will be placed at the end of the 4th semester. Specific dates will be made available prior to the examination using the official platform.

Exam language

Danish or English

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.

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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.

Applied teaching methods

The academy degree programme in Design, Technology & Business 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.

Credit for elective modules

Credit for passed, corresponding elective modules from other institutions, which offer this program as well as other programs, is equivalent and transferable.

Approval of credit must be applied for, if credit is desired for electives not offered by the program.

Mandatory participation

In order for the teaching methods to function optimally, participation is mandatory, including handing in/presentation of assignments/projects.

Mandatory participation is a requirement for being able to take the program's exams. There is also mandatory attendance for some study elements.

Mandatory participation and any mandatory attendance, which is a prerequisite for attending tests/exams and maintain study activity, appear in the description of the individual test/exam or in the respective lesson plan.

Criteria for the evaluation of study activity

Enrolment can be terminated for students who have not been active on a program for a continuous period of at least one year.

Study activity is defined as follows for students who within the last 12 months have:

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- Participated in at least two different exams
- Passed at least one exam
- Fulfilled their obligation to participate in any activity which is part of the program, including group work, class projects, mandatory prerequisites, etc. as indicated in the curriculum
- Delivered, as indicated in the curriculum, the assignments, reports, mandatory prerequisites, etc., which are prerequisites for participation in exams with credible content, and have not submitted any plagiarized material
- Been present for all activities with mandatory attendance, as indicated by the curriculum

Failure to meet one or more criteria in the definition of study activity justifies termination of enrolment.

Periods during which the student has not been active due to leave, maternity/paternity leave, adoption, a documented illness or military service do not count. The student may be required to provide documentation for these circumstances.

The institution may grant exemptions from these provisions if there are exceptional circumstances. The exemption application must be sent to the institution.

Prior to the student's enrolment being brought to an end, the student will be advised of this in writing. In connection with this, the student must be made aware of the rules above. The letter to the student must make it apparent that the student has 14 days to submit evidence that the lack of activity at the program should not count and must indicate the deadline for the application of an exemption.

If the student has not responded within the time limit, their enrolment will be terminated.

If the student requests that their enrolment not be terminated, termination is delayed until the institution has decided on the case.

The student can complain about the decision to the head of the department within two weeks of receipt of the decision. The complaint will delay any further action. If the director upholds the decision, the student may appeal to the Ministry of Higher Education and Science within two weeks of receipt of the decision with respect to any legal issues.

Rules for the exams that the student must have participated in, in accordance with the exam regulations prior to the end of 2nd semester and passed prior to the end of 4th semester, and where there in the regulations for this program have set time frames for completion of the program, are enforced independently from these rules.

Requirements for foreign language skills

The majority of the program's teaching materials are in English, and parts of the teaching can be in English, also in the Danish class.

No additional knowledge of a foreign language is required, other than that which is stated in the admission requirements and the national section of the curriculum.

Exam language

Exams must be presented in comprehensible Danish/English.

The written and spoken language is English, the ability to apply relevant terminology and the overall language performance is included in the evaluation of the oral examination. Students can apply for exemption for the individual oral exam, this application must be e-mailed to the programme manager no later than 4 weeks before the exam. If the oral exam is conducted in Danish, it will be stated on the final exam document.

Sick and re-exams

Sick exams

A student who has been prevented from taking an exam due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (sick) exam as soon as possible. If it is an exam that should take place in the final exam period, the student will be given the opportunity to take the exam in the same semester or immediately thereafter.

The sick exam may be the same as the next regular exam. The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of sick exams can be found on EASV's official platform.

A medical certificate must document the illness. The institution must receive the medical certificate no later than three working days after the exam. Students, who become acutely ill during an exam, must prove that they have been sick on that day.

If the illness is not documented according to the above rules, the student will have used an exam attempt.

The student bears the cost of the medical certificate.

Re-exam

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-exam, provided the student has exam attempts left. The re-exam may be the same as the next regular exam.

The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of re-exams can be found on EASV's official platform. The institution may grant an exemption from the automatic registration provided this is justified by exceptional circumstances, including documented disabilities.

Aides and assistance

Regulations for the limitations in the use of aids and assistance will be listed in the description of each exam/test.

Special exam conditions

Students may, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the institution no less than four weeks before the exam. Application requirements will be waived in cases of sudden health problems. A medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation, which indicates a medical condition or relevant disability, must accompany the application.

Students whose native language is not English can apply to bring dictionaries.

Applications for permission to bring any additional assistance must be submitted to the institution, no less than four weeks before the exam is held.

Plagiarism and code of conduct

Upon the submission of projects, as well as physical and electronic submissions, the examinee must confirm, with signature, that the project has been prepared without wrongful assistance.

Use of own or other's work - Plagiarism

Plagiarism is cheating that covers situations where the written report completely or partially appears as if produced by the student or students, despite including identical or nearly identical reproduction of someone else's words or works, without being properly marked with quotation marks, italics, indentation or other clear marking with reference to the source. This includes reports done by the student, if the content in question has been graded at a prior time.

See the '*Guide to report writing*' for the description of the correct referencing format.

All written work is digitally checked for plagiarism by the institution.

Disciplinary action in case of cheating or disruptive behaviour during and after an exam

An examinee who during an exam

- Is illegally receives helped by an outside person
- Gives help to someone in the process of examination
- Uses means of assistance not allowed by the examination
- Displays disruptive behaviour

Can be expelled from an ongoing exam by either the head of the education, the person empowered to do so, or the examining parties in agreement. In such a case, the justification will be evaluated in the following ruling.

In less serious cases of disruptive behavior, a warning is given as a first step.

Suspicion of cheating, including plagiarism during and after an exam

If suspicion arises during exam that an examinee has

- illegally receives help by an outside person
- passed off someone else's work as their own (plagiarism), or
- have used previously assessed work or parts thereof without reference (plagiarism)

This will be reported to the institution.

The process of clarification of cheating, including plagiarism

Postponement of the exam

If the report of cheating is plagiarism in a written assignment, where this forms the basis of evaluation with a subsequent oral exam, the institution must postpone the exam if it is not possible to determine the position before the date of the exam.

Format and content of the report

The report must be done without undue delay. The report should include a written presentation of the case, which includes information that can identify those reported, as well as a brief explanation and documentary evidence of the position. If one or more of the reported persons are repeat offenders, this should be disclosed.

When reporting plagiarism, the plagiarized parts must be marked with a clear reference to the sources that have been plagiarised. The plagiarized text must also be marked in the source text.

Involvement of the examinee – consultation of interested parties

The institution determines whether the consultation with the student happens orally, in writing or a combination thereof.

For an oral consultation of interested parties, the examinee is summoned to an interview, which aims to shed light on the case. The aim here is to present documentation of the suspected cheating and to hear the student's side of it. The student has the right to have a representative accompany them to this meeting.

For the written consultation of interested parties, the documentation for the suspected cheating is sent to the student in order to request a written statement.

Sanctions for cheating and disruptive behavior during an exam

If, after having the case explained, the institution can confirm the suspicion of cheating, and if the action has or could have an impact on the evaluation, the examinee must be expelled from the exam by institution.

In less severe cases, a warning is given first.

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If the cheating occurs under aggravated circumstances, the student can be expelled from the program for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the program.

Expulsion from an exam for cheating means that the mark will be annulled and that one exam attempt has been used by the student.

The examinee may not participate in a sick/re-exam but must wait until the program's next ordinary exam.

The institution can, in the case of aggravated circumstance, decide that the examinee must be expelled from the program for a shorter or longer period. In this case, a written warning will be given stating that repetition could lead to a permanent expulsion from the program.

The student may not attend classes or take any exams during their period of expulsion.

Complaints

The decision of expulsion and that an exam attempt has been used due to cheating is final, and cannot be appealed to a higher administrative authority.

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Executive Order or Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution and must be addressed to the institution, which must then submit a report that the complainant has the opportunity to comment within a period of normally one week. The institution then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for complaints to the institution is two weeks from the day the decision was communicated to the complainant; cf. Ministerial Order no. 1500 of 02 December 2016.

Complaints regarding exams and the appeal of decisions

Complaints regarding exams

It is recommended that the student seek guidance from a study and career counselor for the appeal procedure and for the preparation of a complaint.

The rules for exam complaints can be found in section 10 of Ministerial Order no. 1500 of 02 December 2016 regarding Examination Regulations.

In the Executive Order of Examinations, complaints are distinguished as either based on the

- basis of the exam etc., the exam procedure and/or the evaluation or
- complaints concerning legal matters.

The two types of complaints are handled differently.

Complaint regarding the exam etc., the exam procedure and/or the evaluation

A candidate may submit a written and substantiated complaint within a period of two weeks after the exam has been announced in the usual way concerning:

- the basis of the exam, including exam questions, reports/assignments, etc., as well as its relation to the program's learning objectives and requirements of the program
- the exam procedure
- the evaluation

The complaint can relate to all exams, including written, oral and combinations thereof, as well as practical or clinical exams.

The complaint must be sent to the institution.

The complaint must immediately be submitted to the original examiners, i.e. the internal and external examiners from the exam. The opinion of the examiners will form the basis of

the institution's decision regarding academic issues. The institution will usually decide a deadline of two weeks for the submission of their opinions.

Immediately after the examiners' opinion is made available, the complainant has the opportunity to comment on the decision, usually with a week's deadline.

The institution's decision is based on the examiners' academic opinion and any possible comments the complainant may have regarding the report.

The decision must be submitted in writing, and can be as follows:

- provision for a new evaluation (re-evaluation) - only for written exams
- provision for a new exam (re-exam)
- that the student's complaint has been dismissed

Should it be determined that a re-evaluation or re-exam will be offered; the institution must appoint new examiners. Re-evaluation can only be offered for written exams where there is material for evaluation; this is because the new examiners cannot (re) evaluate an already held oral exam and the original examiners' notes are personal and may not be disclosed.

If the decision is an offer for re-evaluation or re-exam, the complainant must be advised that a re-evaluation or re-exam may result in a lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. This decision is binding and may not be changed. If the student does not accept the offer within the time limit, the re-evaluation or re-exam will not take place.

The re-evaluation or re-exam must take place as soon as possible.

With a re-evaluation, the examiners must submit all relevant documents i.e., the exam, the answer/s, the complaint, the original examiners' opinions along with the complainant's remarks as well as the institution's decision.

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The examiners will then notify the institution of the outcome of the re-evaluation, including a written justification and evaluation, which may be a lower mark.

If it has been decided that a new evaluation will be made or if there is an offer of a re-exam, the decision will be binding for all the examinees whose exams have the same shortcomings as the subject of the complaint. The complaint must be sent to the institution within two weeks (14 calendar days) after the evaluation of the exam in question has been announced. If the deadline falls on a public holiday, the first working day thereafter is the deadline.

A dispensation from the deadline can be granted if there are exceptional circumstances.

Appeal

The complainant can appeal the institution's decision regarding any academic issues to an appeals board. The appeal board's activities are covered by the Public Administration Act, which includes incapacity and confidentiality.

The appeal must be sent to the institution.

The deadline for an appeal is two weeks after the student has been informed of the decision. The same requirements as mentioned above under complaint (in writing, with reasons etc.) also apply to the appeal.

The Appeals Board consists of two external examiners appointed by the chairman of external examiners, as well as a lecturer eligible to examine and a student within the same field of study (program), who are both appointed by the institution.

The Appeals Board makes a decision based on the original material that formed the basis for the institution's decision and the student's substantiated appeal.

The Board deals with the appeal and the resultant decision can be as follows:

- provision for a new evaluation by new examiners, though this is only a possibility with written exams
- provision for a new exam (re-exam) by new examiners
- that the student's appeal has been unsuccessful

If the decision offers re-evaluation or re-exam, the complainant must be advised that a re-evaluation or re-exam may result in lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. The decision is binding and may not be changed.

If the student does not accept the offer within the time limit, the re-evaluation or re-exam will not take place.

The re-evaluation or re-exam must take place as soon as possible.

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With a re-evaluation, the examiners must submit all relevant documents i.e., the exam, the answer/s, the complaint, the original examiners' opinions along with the complainant's remarks as well as the institution's decision.

Appeals must be decided within two months of the appeal has being filed (for summer exams, within three months)

The Appeals Board's decision is final, which means that the case cannot be appealed to a higher administrative authority with regard to the academic part of the complaint.

Complaints concerning legal issues

Complaints concerning legal issues in the decisions made by the examiners for the re-evaluation or re-exam or the Appeal Board's decision must be submitted to the institution within a period of two weeks from the day the decision is communicated to the complainant.

Complaints concerning legal issues in the decisions taken by the institution in accordance with an Executive Order (for example incapacity, consultation of interested parties, whether the Executive Order or Exams has been interpreted correctly, etc.) may be submitted to the institution who must submit a report that the complainant has the opportunity to comment within a period of normally one week. The institution then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Institution is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

Rules of exemption

The educational institution can deviate from what the institution or the institutions themselves have stated in the curriculum if this is justified by exceptional circumstances. The various institutions must cooperate in order to have a homogenous dispensation policy.

Entry into force and transitional provisions

The institutional part of the curriculum enters into force September 1, 2016 and is effective for all students, who are enrolled or enroll in the program and for all tests/exams starting on the above-mentioned date or thereafter.

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