



Curriculum for Automotive Technology

2009

AP Degree in Automotive Technology (AP)

August 2009

Contents

1. Curriculum.....	2
1.1 Preface	2
1.2 Name of the programme and graduates' title:	2
2. Objectives of the programme and learning outcome objectives	3
3. Structure of the programme	4
3.1 Subject areas	5
3.2 Compulsory part.....	5
3.3 Specialisation part	5
4. Teaching and working methods.....	6
5. Admission requirements and credits	6
6. Subject areas of the programme.....	7
7. Compulsory elements (65 ECTS).....	10
8. Optional elements of the programme (25 ECTS).....	16
9. Practical training (15 ECTS).....	17
10. Final examination project (15 ECTS)	18
10.1 Learning objective	18
11. Examination regulations.....	19
12. Other conditions	22
12.1 Active Participation in Studies	22
12.2 Studies abroad and credit transfer	22
12.3 Leave of absence	22
12.4 Exemption from the Curriculum.....	22
12.5 Complaints	23
12.6 Commencement	23
13. The Curriculum is regulated by the following acts and executive orders	24

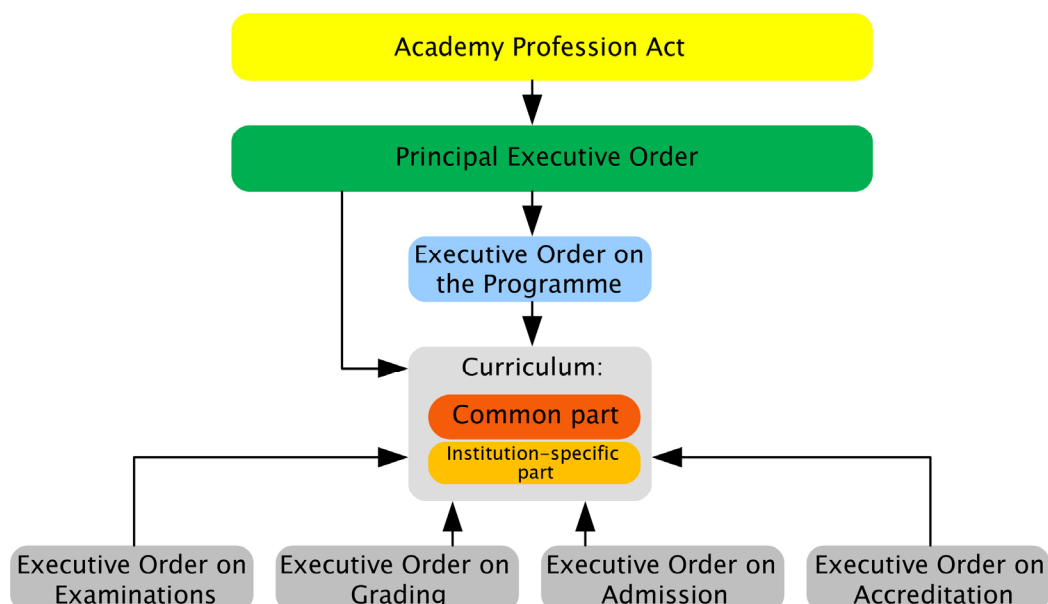
1. Curriculum

1.1 Preface

The present Curriculum lays down the rules, rights and obligations applying to the students on the Automotive Technology programme. In addition, it describes the requirements for the students in terms of, for example, practical training, tests, compulsory attendance, student counselling and credits.

The Curriculum consists of a common part and a part concerning the relevant institution, where the general part applies to all approved providers of the programme, and the institution-related part describes the local conditions in the individual institutions. To facilitate the understanding of the Curriculum, these two parts have been compiled in the following.

The Curriculum is regulated by the acts and executive orders listed on page 24.



1.2 Name of the programme and graduates' title:

The name of the study programme is the Academy Profession Degree Programme (AP) in Automotive Technology.

The graduates of this programme are entitled to use the title Automotive Technologist AP (in Danish: Autoteknolog AK).

The Danish name of the programme is Erhvervsakademiuddannelsen (AK) inden for autoteknologi.



2. Objectives of the programme and learning outcome objectives

The objective of the programme is to enable the graduates to work independently on diagnosis, repair and optimisation of automotive technology products, including combining theory and practice as well as acquiring new knowledge in relation to the subject area. Another objective is to enable the graduates to independently undertake management and consultancy assignments within the automotive field.

The learning outcome objectives cover the knowledge, skills and competences to be acquired by a graduate Automotive Technologist during the programme.

Learning outcome objectives for the Automotive Technologist

Knowledge

The graduate has acquired knowledge on

1. Technology and design at product and component level
2. Construction and materials knowledge
3. Electronic principles and systems
4. Driving systems and vehicle dynamics
5. IT systems for troubleshooting and diagnosis
6. Sales and service focusing on customer care
7. Operational and financial management and
8. HR management

Skills

The graduate is able to

1. Use his automotive technology knowledge for diagnosis, troubleshooting, repair and optimisation of vehicles and for the technical communication with importers and manufacturers
2. Select and use the correct tools and advanced measuring equipment and tools for a given assignment
3. Communicate assignments, solution proposals and technological knowledge to the people in charge of executing the technical work assignments
4. Prepare documentation regarding damage, service, repair and complaints handling, in both Danish and English and
5. Use an industry-relevant foreign language in the daily communication with customers and others in the industry

Competences

The graduate is able to

1. Acquire skills and new knowledge within the field
2. Independently handle technically complex troubleshooting
3. Systematically handle complex technological issues in connection with localisation of complex faults and in connection with optimisation of vehicles in racing teams
4. Carry out mechanical and electronic optimisation of a vehicle's roadability
5. Use systems and methods with a view to making service and troubleshooting more efficient
6. Undertake the overall management, operation, financial management, quality control and safety management of the garage, including issues relating to the administration and training of staff and

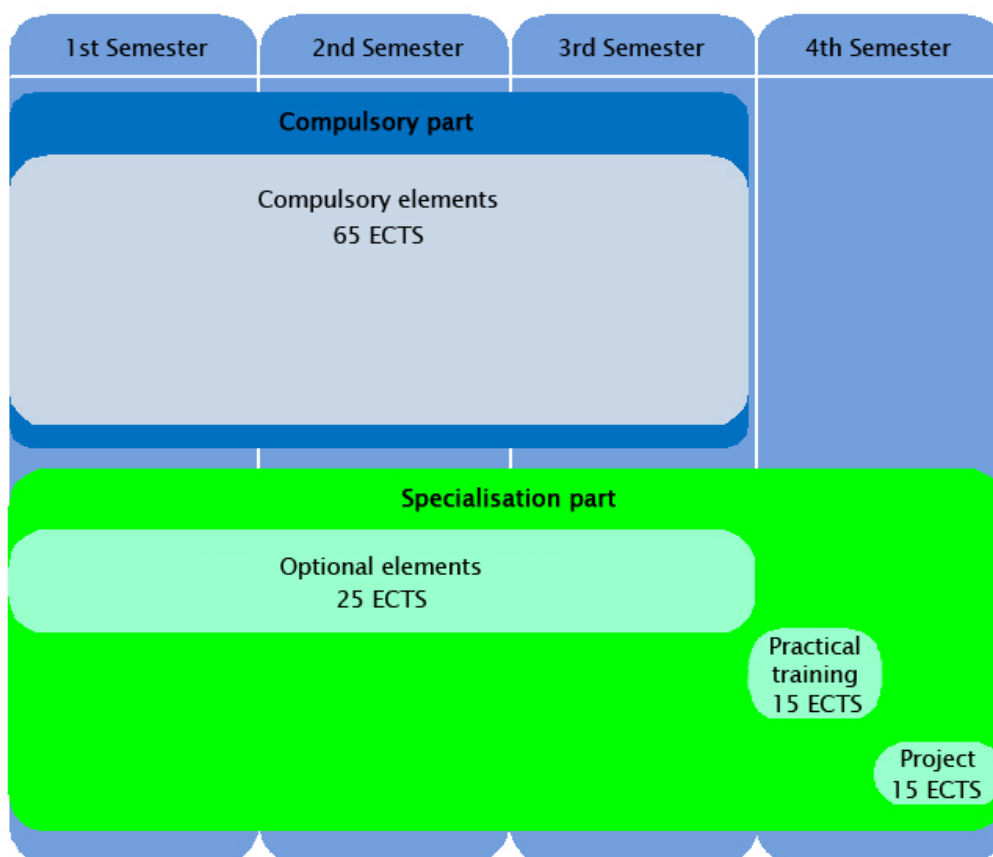
- 7. Handle customer service, sale and distribution of automotive technology products in a way that ensures a good working relationship with customers and suppliers

3. Structure of the programme

The Automotive Technology programme is an academy profession degree programme of two years' duration, made up of four semesters and corresponding to a total of 120 ECTS points.

The programme is divided into:

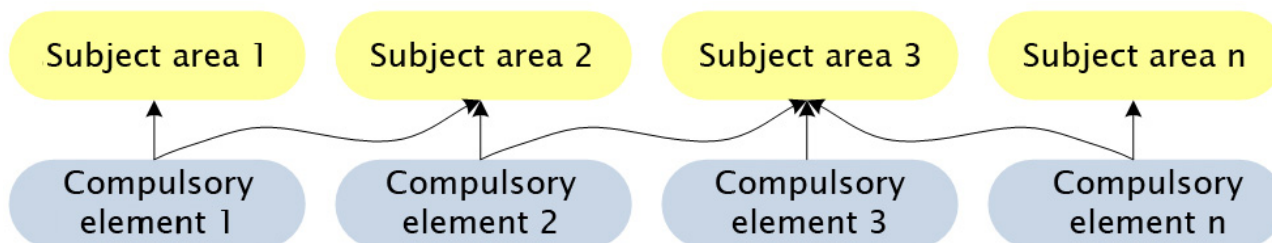
- A **compulsory part**, consisting of **compulsory elements**
- A **specialisation part**, consisting of **optional elements**, **practical training** and a **final examination project**.





3.1 Subject areas

The programme is divided into a number of subject areas describing the general learning objectives for the programme. Each subject area comprises one or more compulsory elements.



3.2 Compulsory part

The compulsory part of the programme comprises the following subject areas:

1. Technology and design
2. Optimisation and repair
3. IT
4. Consultancy and dissemination
5. Communication
6. Sales and service
7. Operational and financial management
8. HR management
9. Quality and safety
10. Documentation

3.3 Specialisation part

Here, the students will start specialising in their chosen subject.

The specialisation is based on the students' choice of optional elements and location for practical training.

Practical training period

The students will complete one or more periods of practical training for one or more companies. Here, the students will undertake special commercial projects in accordance with the objectives of the programme.

The practical training may be related to either a domestic or an international company.

Final examination project

This is the final part of the programme, where the student must demonstrate their abilities to combine theory and vocational practice. Supervisors from the business community will be available to the students for this project.

The final examination project may be related to either a domestic or an international company.



4. Teaching and working methods

On the Automotive Technology programme, teaching takes the form of a dynamic and interactive process, the most important element of which is the students' active participation. The students are responsible for their own learning, and both students and teachers contribute constructively to the learning process.

Teaching is a combination of group instruction, project work in groups and individual work – typically involving interdisciplinary issues and always on an application-oriented basis.

In order to ensure optimum learning and personal development for the individual students, the Automotive Technology programme uses varied educational methods focusing on dialogue, discussion and projects. The teaching methods used are varied with, among other things, group instruction, work in teams, interdisciplinary cases, theme work, guest lectures, visits to companies and project work.

On the Automotive Technology programme, the teaching language used is English, but written assignments may be written in Danish.

5. Admission requirements and credits

The admission requirements have been laid down in the [Executive Order on Admission](#)

Applicants who do not fulfil the admission requirements may be enrolled if they are assessed to be qualified based on credit transfers and prior learning.

Applicants who fulfil the admission requirements may be awarded credit transfers based on an assessment of prior learning, relevant vocational experience from companies or other domestic/international higher education programmes.



6. Subject areas of the programme

Subject areas in the compulsory part (65 ECTS)

Subject area - Technology and design (20 ECTS)

Learning objective

The students are able to

- Handle mechanical, electronic, hydraulic, pneumatic as well as thermodynamic and aerodynamic issues in their daily consultancy rendered to customers and company staff regarding technological issues using their technical and scientific knowledge
- Study new technologies and assess the consequences and opportunities of such new technologies, including using them in their daily work
- Work on complex technological issues

Content from the following compulsory elements

- Innovation, technology and understanding design
- Engine and driving line
- Bodywork and construction
- Safety and SRS systems

Subject area - Optimisation and repair (10 ECTS)

Learning objective

The students are able to

- Work on mechanical/electronic optimisation of a vehicle's roadability
- Use a data logger to control a vehicle's data
- Work systematically and analytically on a vehicle with a view to:
- Finding complex faults quickly and accurately
- Continuously optimising vehicles under operating conditions

Content from the following compulsory elements

- IT, analysis and diagnosis techniques
- Mechanical optimisation
- Electronic optimisation

Subject area - IT (5 ECTS)

Learning objective

The students are able to

- Use IT for data registration, data collection and data processing as well as operational simulation of car systems

Content from the following compulsory elements

- IT, analysis and diagnosis techniques
- Comfort, performance and telecommunications equipment
- Engine and driving line
- Quality and technical documentation



Subject area - Consultancy and dissemination (5 ECTS)

Learning objective

The students are able to

- Advise customers and company staff on environmental, product-related and production-related issues as well as issues relating to emission, disposal and recycling
- Advise company staff on financial and marketing issues
- Communicate technological knowledge to individuals and groups by means of training, courses, presentations and the like

Content from the following compulsory elements

- Communication and service
- Finance and law
- Technological consultancy and dissemination
- HR management

Subject area - Communication (5 ECTS)

Learning objective

The students are able to

- Use psychological and communicative skills in the daily communication with customers, company staff and importers/car manufacturers
- Use an industry-relevant foreign language in the daily communication with customers and others in the industry

Content from the following compulsory elements

- HR management
- Communication and service
- Technical consultancy and dissemination

Subject area - Sales and service (4 ECTS)

Learning objective

The students are able to

- Handle customer service, sales and distribution of automotive technology products in a way that ensures a good working relationship with customers and suppliers
- Plan small-scale campaigns and other marketing activities
- Render service to customers on automotive technology products relating to operation, maintenance, safety and environmental issues
- Coordinate the technical aspects relating to damage analysis, complaints handling, warranty and ex gratia cases
- Handle systems and methods with a view to making service and troubleshooting more efficient

Content from the following compulsory elements

- Communication and service
- Technological consultancy and dissemination
- Finance and law
- Innovation, technology and understanding design



Subject area - Operational and financial management (5 ECTS)

Learning objective

The students are able to

- Undertake the overall management, accounting and reporting in relation to the garage
- Handle the administrative assignments relating to the garage's products, services and tasks in general
- Prepare financial analyses and forecasts regarding internal operation and optimisation

Content from the following compulsory element

- Finance and law

Subject area - HR management (5 ECTS)

Learning objective

The students are able to

- Handle issues relating to the administration and training of staff
- Advise and coach both the individual mechanics and the entire garage/team or racing team on technical challenges and troubleshooting/optimisation

Content from the following compulsory elements

- HR management
- Finance and law
- Communication and service
- Technological consultancy and dissemination

Subject area - Quality and safety (3 ECTS)

Learning objective

The students are able to

- Handle overall quality control and safety management at the garage

Content from the following compulsory element

- Quality and technical documentation

Subject area - Documentation (3 ECTS)

Learning objective

The students are able to

- Prepare documentation regarding damage, service, repair and complaints handling, in both Danish and English

Content from the following compulsory element

Quality and technical documentation



7. Compulsory elements (65 ECTS)

Finance and law (5 ECTS)

Learning objective

The objective is to enable the students to

- Undertake the basic management, accounting and reporting in relation to the garage
- Prepare financial analyses and forecasts regarding internal operation and optimisation
- Handle general administrative issues relating to the garage's products, services and tasks
- Provide advice to a company's staff regarding financial and marketing issues

Content

- Legislation (EU)
- Marketing
- International trade
- The Danish Sale of Goods Act (Købeloven)
- Aftermarket
- Survey
- Documentation
- Business organisation
- Financing and operation
- Product and business knowledge
- Collective agreements and labour law

Semester

This element may be taken in the first or the second semester.

HR management (5 ECTS)

Learning objective

The objective is to enable the students to

- Handle issues relating to the administration and training of staff
- Advise and coach both the individual employees and employee groups

Content

- Assessment of personality profiles and human types in the organisation, including the influence of heredity and environment, as well as the different variables influencing the formation of personality
- Communication processes and psychology
- Motivation, satisfaction and welfare in connection with analysis of conflict situations
- Job design and the impact on the personal development of the individual members of the organisation
- Staff development and interviews
- Management at different organisational levels, including management tasks, management roles and management conflicts
- The impact of digitisation relative to cooperation and behaviour between management, staff and the organisation's tasks

Semester

This element may be taken in the first or the second semester.



Communication and service (5 ECTS)

Learning objective

The objective is to enable the students to

- Use psychological and communicative skills in the daily communication with customers, company staff and importers/car manufacturers
- Use an industry-relevant foreign language in the daily communication with customers and others in the industry
- Handle customer service, sales and distribution of automotive technology products in a way that ensures a good working relationship with customers and suppliers
- Render service to customers on automotive technology products relating to operation, maintenance, safety and environmental issues
- Coordinate the technical aspects relating to damage analysis, complaints handling, warranty and ex gratia cases
- Handle systems and methods with a view to making service and troubleshooting more efficient

Content

- External/internal networks
- Psychology
- Customer care and conflict handling
- Staff, development and HR management
- Foreign language
- Media and information technology
- Cooperation, knowledge sharing and dissemination of information
- Interviews and interviewing techniques

Semester

This element may be taken in the first or the second semester.

Quality and technical documentation (5 ECTS)

Learning objective

The objective is to enable the students to

- Work on quality procedures and carry out quality assurance at the garage as well as internal manufacturing inspection
- Prepare documentation regarding insurance claims, service, repair and complaints handling, in both Danish and English

Content

- Quality concept
- Quality assurance methods
- Workflow
- Environmental and working environment issues
- Quality manuals
- Written communication in Danish and an industry-relevant foreign language

Semester

This element is taken in the third semester.



Technological consultancy and dissemination (5 ECTS)

Learning objective

The objective is to enable the students to

- Advise customers and company staff on environmental, product-related and production-related issues as well as issues relating to emission, disposal and recycling
- Disseminate technological knowledge to groups and individuals such as racing drivers and mechanics

Content

- Learning and competence development
- Learning processes and individual learning styles
- Methodology and didactics
- Knowledge sharing
- Dissemination media
- Participant qualifications
- Green technology

Semester

This element may be taken in the first or the second semester.

Innovation, technology and understanding design (10 ECTS)

Learning objective

The objective is to enable the students to

- Handle mechanical, electronic, hydraulic, pneumatic as well as thermodynamic and aerodynamic issues and advise customers and company staff on technological issues using their technical and scientific knowledge
- Study new technologies and assess the consequences and opportunities of such new technologies, including in relation to:
 - Workshop practice
 - Customers and customer satisfaction
 - After-service work/processes
- Work innovatively on complex technological issues

Content

- Product development and optimisation
- Emissions and the environment
- Construction and materials knowledge
- Aerodynamics, noise, vibrations and acoustics
- Comfort and aesthetics
- Effect, driveability and performance optimisation
- Roadability, comfort and active safety
- Bodywork and passive safety

Semester

This element may be taken in the first or the second semester.



Engine and engine management (5 ECTS)

Learning objective

The objective is to enable the students to

- Advise customers and company staff on technological issues within the field using their technical and scientific knowledge of combustion and hybrid engines/electrical motors
- Work on complex technological issues regarding engine and engine management/driving line
- Assess environmental issues relating to repair of engines and engine management systems and participate in performance testing of environmental and emission load and the applicable rules and regulations

Content

- Diesel technology
- Petrol engine technology (e.g. FSI)
- Turbo-charging
- Emission systems

Semester

The compulsory element may be taken from the second semester.

Gearboxes and transmission (5 ECTS)

Learning objective

The objective is to enable the students to

- Advise customers and company staff on technological issues within the field using their technical and scientific knowledge of gearboxes and transmission systems, including both manual and automatic gearboxes and transmissions
- Work on complex technological issues relating to control and function of gearbox and transmission systems
- Assess environmental issues relating to repair of gear and transmission control systems and participate in performance testing of environmental and emission load and the applicable rules and regulations

Content

- Clutch and flywheel
- Manual gear systems
- Semi-automatic/automatic gear systems
- Function-specific transmission (e.g. Tiptronic/Steptronic, Multitronic and DSG)

Semester

The compulsory element may be taken from the first semester.

Comfort, performance and telecommunications equipment (5 ECTS)

Learning objective

- The objective is to enable the students to
- Advise customers and company staff on technological issues and assignments within the field using their technical and scientific knowledge of comfort, performance and telecommunications equipment



- Work on complex technological issues regarding comfort, performance and telecommunications equipment

Content

- Current comfort systems, performance systems and telecommunications equipment
- Perspectives and innovation
- Networks and data communications
- Optical technologies

Semester

This element is taken in the third semester.

Safety and SRS systems (5 ECTS)**Learning objective**

The objective is to enable the students to

- Advise customers and company staff on technological issues and practical assignments within the field using their technical and scientific knowledge of safety and SRS systems
- Work on complex technological issues regarding safety and SRS systems
- Assess issues regarding disassembly, repair and control of safety systems

Content

- Pyrotechnics
- Airbag
- Seat belt tighteners
- SIPS
- Active safety
- Passive safety
- Disposal and storage

Semester

This element may be taken in the first or the second semester.

IT, analysis and diagnostic techniques (5 ECTS)**Learning objective**

The objective is to enable the students to

- Use IT for data registration, data collection and data processing as well as operational simulation of car systems

Content

- IT as a tool
- IT as a medium
- Analysis and troubleshooting
- OBD and self-diagnostics
- System and methodology

Semester

This element may be taken in the first or the second semester.



Bodywork and construction (5 ECTS)

Learning objective

The objective is to enable the students to

- Advise customers and company staff on technological issues and practical assignments within the field using their technical and scientific knowledge of bodywork and construction
- Work on complex technological issues regarding bodywork and construction
- Assess environmental issues relating to repairs of bodywork and the surfaces of individual components, including finishing treatment with a view to corrosion control, in accordance with the applicable rules and regulations

Content

- Assessment and estimate of damage
- Corrosion and surface treatment
- Joint and scarfing techniques
- Techniques for beating out of dents in high-strength steel
- Measuring and beating out of dents on bench
- Repair and treatment of composite materials

Semester

This element may be taken in the first or the second semester.



8. Optional elements of the programme (25 ECTS)

During the first to the third semesters, the Business Academy offers the following optional elements as well as a number of other elements worth from 5 ECTS points. Information on these additional elements will be available on the intranet.

Mechanical optimisation (10 ECTS)

Learning objective

The objective is to enable the students to

- Work on mechanical optimisation of a vehicle's roadability
- Use relevant mechanical and electronic measuring equipment to check a vehicle
- Work systematically and analytically on a vehicle with a view to quickly and accurately locating complex mechanical faults and/or to continuously undertake mechanical optimisation of vehicles in racing teams

Content

- Optimisation options in practice
- Steering geometry and wheel alignment
- Aerodynamics and pneumatics
- Friction
- Dynamic conditions
- Weight reduction
- Thermodynamics
- Lubrication and cooling
- Spring suspension and damping
- Bodywork
- Vibrations and acoustics
- Repair of complex mechanical faults
- Psychological aspects of optimisation

Semester

This optional element may be taken in the second or the third semester.

Electronic optimisation (10 ECTS)

Learning objective

The objective is to enable the students to

- Work on electronic optimisation of a vehicle's roadability
- Use a data logger to control a vehicle's data
- Work systematically and analytically on a vehicle plan with a view to quickly and accurately locating complex electrical faults and/or continuously undertaking electronic optimisation of vehicles in racing teams

Content

- Data logging systems
- Data analysis
- Engine optimisation
- Optimisation options in practice
- Repair of complex mechanical faults



- Psychological aspects of optimisation

Semester

This optional element may be taken in the second or the third semester.

Examples of optional elements which may be offered from the first to the third semesters:

- Hybrid cars
- Data logging and analysis
- Pneumatics and undercarriage
- Steering gear and undercarriage
- Optimisation of bodywork
- Financial and operational optimisation

9. Practical training (15 ECTS)

During the practical training, the students will work on academically relevant subjects and acquire knowledge on relevant vocational functions. The students will receive their practical training in one or more companies. The practical training may be organised in a flexible and differentiated manner, and it must be able to form the basis of the students' final examination projects. The practical training period starts after the first year of study.

Learning objectives for practical training

The objective of the practical training with a company is to give the students the option of testing their learning outcome of the programme elements in practice by spending time on work-like terms in a company and job function relevant to the field.

The objectives for the students are to:

- Gain an insight into companies' requirements and expectations for the students' knowledge, skills and competences as well as attitude to work
- Experience a normal working day and work assignments over a long period of time within the trade
- Work on assignments in practice and in accordance with their own learning objectives
- Test the knowledge and skills acquired during the programme in practice
- Gain experience on other working methods and tools for solving specific work assignments

Another objective could be to:

- Form the basis of the final examination project

Practical training guidelines

During the practical training with a company, the student will have a supervisor from the programme and a contact/supervisor from the company. The supervisor from the programme will visit the company to the extent possible.

During the programme, the student must establish the necessary contacts with a view to setting up practical training agreements. The Business Academy will support the student in this process.

Based on the institution's learning objectives for practical training, the student and the contact/supervisor will jointly set up learning outcome objectives for the practical training before the end of the third semester at the latest. These learning outcome objectives must be approved by



the institution. They will subsequently form the basis of the organisation of the student's work during the practical training period.

The practical training with a company must be comparable with a full-time job with the requirements for working time, performance, dedication and flexibility which the graduate must be expected to be able to fulfil in his or her first job.

The individual learning objectives for the practical training will be evaluated at the practical test.

The student is eligible for a state education grant during the practical training. Otherwise, the student and the company must agree on the financial terms of the practical training.

10. Final examination project (15 ECTS)

In the final examination project, the students must be able to document their ability to analytically and methodically solve a complex and practice-oriented problem in relation to a specific assignment. The final examination project must cover central subjects treated during the programme.

Requirements

The students must have passed all exams to be entitled to do the final examination project.

Content

The problem formulation for the final examination project must be prepared by the student and, if possible, in cooperation with a company. The problem formulation must be approved by the institution.

The guidelines and formal requirements for the project will be available on the intranet.

10.1 Learning objective

Skills

In a practice-oriented project, the students are able to

Assess and elect methods and techniques relevant to the project

Master the methods and techniques used in the project

Plan, manage and execute a project using relevant methods and techniques

Document their results and work process according to the requirements of the method(s) used

Competences

Development competence

The students are able to adapt methods and techniques to the specific issues presented in the project. In addition, the students are able to reflect on and, if relevant, develop their work processes.

Cooperation competence

The students are able to participate in a qualified dialogue on the project with other specialists and users.

Learning competence

The students are able to study new theories, methods and techniques to the extent that this is relevant to their projects.



11. Examination regulations

The programme comprises the following three examinations:

1. The first examination at the end of the second semester must document that the students have fulfilled the learning objectives laid down for the first year of study.
2. The second examination after the practical training period must document that the students have fulfilled the learning objectives laid down for the practical training.
3. The third examination is an examination in the final examination project, which, in combination with the examination after the practical training and the other examinations, must document that the learning outcome objectives of the programme have been fulfilled. This examination comprises a project and an oral examination with the participation of an external examiner. One mark will be given for the final examination project.

Overview of examinations

Examination	Semester	Method	Internal/external examination
1.	2nd sem.	Interdisciplinary oral project examination (project and report)	External
2. 3.	4th sem.	Practical test Final examination project (project and report)	Internal External

In order to graduate, the students must have passed the practical test and have obtained the mark 02 at the other examinations.

Product requirements and other examination conditions, compulsory written assignments, theme projects, synopses and the like are provided in separate guidelines which are available on the intranet.

Registering for examination

In order to be registered for examination, the students must be assessed to have participated actively by the end of the first year of study. The Business Academy's requirements for active participation are available on the intranet.

The students must have passed all exams to be entitled to do the final examination project.

Examination attempts

The students may register for the same examination a maximum of three times.

The Business Academy may grant an exception and allow students a fourth attempt if exceptional circumstances apply.

Assessment and marking

All examinations are individual examinations, and all performance assessments are individual.

If the examination is based on group work, the students' performance in the group process may be included in the assessment.



In written group projects etc., the contribution of the individual students must be clearly identified.

In an oral examination, where the student is examined on the basis of a group product, the other members of the group are not entitled to be present in the examination room until they have been examined themselves.

The objective of the examinations is to assess whether and to what extent the students' academic qualifications are in line with the objectives and requirements laid down for the programme in the Curriculum.

Examination language

On the Automotive Technology programme, the teaching language used is English, but written assignments may be written in Danish. Examinations are carried out in the language chosen by the students for their written work.

Special examination conditions

The Business Academy is entitled to derogate from the provisions laid down for the individual examinations with a view to allowing special examination conditions for physically and mentally impaired students, students with mother tongues other than Danish and students with similar difficulties, when deemed necessary for giving such students equal status during the examinations.

Examination deadlines

The rules and deadlines laid down by the Business Academy regarding registration for and cancellation of examinations, including make-up examinations, are available on the intranet.

Complaints of assessment

Complaints regarding assessment, examinations etc. must be submitted to the institution within two weeks of the notification of the assessment to the students. Instructions are available, among other places, at www.kvu-censor.dk.

Diploma

A diploma and a Diploma Supplement will be issued when all examinations of the programme have been passed.

Students leaving the programme without having completed it are entitled to receive a certificate of the examinations passed. Such certificate will contain information on the type of examination and the mark given.

**Re-examination**

Re-examinations are held immediately before or after the start of the following semester. The basis for re-examination – group project or individual project – is an academic assessment of the need for a re-examination.

Re-examination for a group project The examination is carried out as the ordinary examination. The new project may either be based on the same problem as the project work forming the basis of the ordinary examination or on a new problem.

Re-examination for an individual project The project may either be based on the same problem as the project work forming the basis of the ordinary examination or on a new problem.

The purpose of the examination is the same as for the ordinary examination but, as the project is undertaken by an individual, the teamwork is not included. Instead, it is important that the students are able to work methodically and independently organise their work based on the instructive project description.

Re-examination of the practical test

As with the other examinations, the students are entitled to two re-examinations.

The basis for re-examination is an academic assessment:

- If the assessment was due to the student's failure to complete his or her practical training, the student must undertake new practical training
- If the assessment was due to lacking reflection in relation to the learning objectives, a new practical test will be arranged after approx. two weeks

Make-up examination

Make-up examinations are held immediately before or after the start of the following semester. If the Business Academy assesses that the student has participated in the project work roughly to the full extent, a make-up examination will be held as an individual examination based on the group's project work.

If the Business Academy assesses that the student has not participated in the project work roughly to the full extent, a make-up examination will be held as an individual project examination.



12. Other conditions

12.1 Active Participation in Studies

The Business Academy expects the student to take responsibility for his/her own learning which, among other things, requires motivation, commitment and participation in the various learning processes which are the professional and pedagogical basis of the programme. Our work is based on pedagogies which reflect a project-oriented study environment where emphasis is on dialogue and where communicative and participant-oriented learning processes are supported both in connection with teaching, studying and projects.

To be considered active the student must participate in at least 75% of the teaching offered. Furthermore the student must participate actively in projects and must have a satisfactory hand-in rate considering all project assignments.

Another important prerequisite for completing the studies is that the student is an active participant in projects, guidance talks and project presentations. The requirements to active participation in the projects are described by the teaching staff when starting up projects.

In special cases Business Academy Aarhus grants an exemption from the requirements of active participation.

12.2 Studies abroad and credit transfer

The Business Academy will support students who are looking for study programmes at foreign institutions with learning objectives that correspond to those of the Automotive Technology programme. Practical training may also be completed abroad.

The Business Academy may accept that elements passed or parts thereof according to this Curriculum passed at another institution are considered to be equivalent to corresponding elements or parts thereof in this Curriculum. If such element has been assessed according to the 7-point marking scale at the institution where the examination was taken, and is equivalent to an entire subject in this Curriculum, the mark will be transferred.

The Business Academy may approve that elements passed on another Danish or foreign higher education study programme replace the elements covered by this Curriculum. When approved, elements are considered to be completed if they have been passed in accordance with the rules governing the programme in question. The assessment is transferred as 'passed'.

12.3 Leave of absence

It is possible to apply for leave of absence for personal reasons. The rules governing leave of absence and the rules applicable to students on leave of absence are provided in the Business Academy's guidelines.

12.4 Exemption from the Curriculum

If special circumstances apply, the Business Academy may grant an exemption from the provisions in the Curriculum, unless the provisions follow from the executive orders applicable to the programme.



12.5 Complaints

Complaints of decisions made under this Curriculum must be submitted to the Business Academy. The deadline for complaints is two weeks from the date of notification of the relevant decision to the student.

The students are entitled to bring the decisions made by the Business Academy under this Curriculum before the Ministry of Education, provided that the complaint relates to legal issues. The deadline for complaints is two weeks from the date of notification of the relevant decision to the student.

The complaint must be addressed to the Ministry of Education but submitted to the institution. The institution will then make a statement, which statement the complainant is entitled to comment on within one working week. Subsequently, the Business Academy will submit the complaint, the institution's statement and any comments from the complainant to the Ministry of Education.

12.6 Commencement

The present Curriculum applies to students starting the programme in August 2009.



13. The Curriculum is regulated by the following acts and executive orders

- The Academy Profession Act (Erhvervsakademiloven): Act No. 207 of 31 March 2008 on academy profession programmes and professional bachelor programmes
- Executive order no. 636 of 29 June 2009 on academy profession programmes and professional bachelor programmes
- The Executive Order on the Automotive Technology Programme (Uddannelsesbekendtgørelsen): Executive order No. 690 of 3 July 2009 on the academy profession degree programme in automotive technology (Automotive Technologist AP)
- The Executive Order on Quality (Kvalitetsbekendtgørelsen): Executive order no. 635 of 30 June 2000 on quality development and quality control in the professional higher diploma programmes
- The Executive Order on Admission (Adgangsbekendtgørelsen): Executive order no. 106 of 9 February 2009 on admission, registration and leave of absence etc. in certain programmes of higher education
- The Executive Order on Examinations (Eksamensbekendtgørelsen): Executive order no. 766 of 26 June 2007 on examinations in certain programmes of higher education
- The Executive Order on Grading (Karakterbekendtgørelsen): Executive order no. 262 of 20 March 2007 on the grading scale and other marking systems

The acts and executive orders are available on www.uvm.dk.