



Curriculum part 2 - 2015

Institutional part
Bachelor of Web Development

Professionsbachelor i webudvikling

Version 1

Revised August 2015

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1. Scope of the curriculum

1.1. Commencement of the curriculum

The institutional part of the curriculum is valid for students starting on 1 August 2015.

1.2. Replacement of earlier versions

This curriculum replaces earlier versions of the curriculum from 31 July 2015. However, exams that have been started before 1 August 2015, must be completed according to the institutional part of the curriculum by the latest 31 August 2015 + 2 semesters.

2. Elective modules

In the 2nd semester of the programme, there are a number of elective programme elements that must be combined to reach a total of 20 ECTS.

The purpose of the elective elements is to offer the students an opportunity for an individual profile on their programme through academic immersion within the programme's subject elements. The electives at Business Academy Aarhus appear in the curriculum, part 3: Elective Elements

In order to be able to offer topical electives, new elective subjects are updated to the electives catalogue, 'part 3' of the curriculum, on an ongoing basis.

3. Rules for the completion of an internship

The internship is planned to contribute to students developing practical skills in combination with the other parts of the programme. The purpose of the internship is to enable the student to apply the methods, theories and tools of the programme to solve concrete, practical tasks within Web Development.

Based on the learning objectives for the internship, see the joint national part of the curriculum, the student and the supervisor/contact person will establish the concrete objectives for the internship period, which will then set the guidelines for how the company should organise the student's work.

The internship period is a minimum of 10 weeks and is completed with an exam. See also section 7 for a description of programme exams.

The internship is equal to an ordinary full-time job (37 hours a week) with the requirements for active contribution, involvement and flexibility that a graduate would be expected to encounter in their first job.

4. Methods of teaching and working

Teaching will be based on appropriate business practices and links theory with practice. Different issues are considered from various companies who work within the industry that are relevant to the programme.

Teaching will be diversely structured. This will be achieved by group teaching, project work, interdisciplinary cases, theme work, guest lectures and company visits. Lectures can occur to a limited degree. The different learning styles will, above and beyond the subject matter, also develop the students' ability to work both independently and to collaborate with others.

Teaching can be planned so that foreign languages are included in the form of teaching material and in the teaching. Additionally, the teaching will support the development of the student's IT skills.

5. Requirements for foreign language skills

Teaching on the programme will be in English.

No additional knowledge of a foreign language is required, other than what is stated in the admission requirements

6. Internationalisation

6.1. Education abroad

The programme is modular; this means that it is possible for a student to take the 2nd semester, which is an electives semester, abroad, just as it is possible for foreign students to study one semester in our programme. An internship can also take place abroad.

As electives typically have a weight of 10 ECTS, it is also possible to take such electives as part of a summer school visit. For details of the specific opportunities, please contact the International Office.

The students can, after applying for a programme's prior credit approval, take each individual programme component abroad.

With prior credit approval for study abroad, students are required to document each approved and completed programme component when their exchange programme is completed. In connection with applying for prior credit approval, the students give permission that the institution can obtain the necessary information after the student's completion.

Upon approval of the prior credit approval, the programme component is considered completed if it is passed according to the rules of the programme.

The Business Academy has a wide network of partners abroad and the Academy's International Office can assist students who wish to take part of their education abroad. The International Office can be contacted for further information. It should be noted, however, that a lot of work is required by the individual student if they wish to study abroad. It is up to the individual student to investigate available subjects for study abroad at the desired university etc. International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

6.2. Examinations abroad in the 2nd semester

The student must do all their examinations at the partner institution abroad. The student must document all learning from the courses taken at the partner institution in an online portfolio. A learning report for each subject, which describes the types of learning achieved in the course, must be prepared. The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2,400 characters per page.

All the subject's tasks and corresponding solutions must be documented online in the portfolio. A link to the portfolio as well as proof of passing the exam at the partner institution must be handed into the Academy no later than four weeks after completion abroad. The portfolio, including learning reports, is assessed as pass/fail.

Main project

A supervisor is appointed at the Academy – and the report is submitted and assessed as described under external exams.

6.3. Rules for examinations abroad

For the description of rules for conducting examinations abroad, please refer to the exams' section on Fronter. This also describes the costs involved if the examination is held abroad.

6.4. Agreements with foreign educational institutions

For information on concrete agreements with foreign educational institutions, please contact the International Office.

7. Examinations on the programme

7.1. Overview of examinations and their timing

With indication of whether internal or external assessment

Semester	Exam	90 ECTS distributed for the exams	External/internal examination	Assessment
1	1. Web programming (bridge building) a. Backend programming (10 ECTS) or b. Frontend programming (10 ECTS)	10	External	7-point scale
	2. Databases (10 ECTS)	10	External	7-point scale
	3. Interface Design (10 ECTS)	10	External	7-point scale
2	4. Development environments (10 ECTS)	10	External	7-point scale
	5. Elective exam ¹ (10 ECTS)	10	Internal	Passed
	6. Elective exam (10 ECTS)	10	Internal	Passed
3	7. Internship exam	15	Internal	7-point scale
	8. Main exam project	15	External	7-point scale

The four compulsory modules (Web programming, Databases, Interface Design and Development Environments) each end each with an external exam. See below for a description of the external exams.

The two elective modules, each end with an internal exam. See below for a description of the internal exams.

At the beginning of a programme component, semester, etc. there is automatic registration for the appropriate exams. Registration for the exam means that one exam attempt is used. This does not apply for students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

1. Electives and accompanying exam(s) are described in the institutional curriculum, part 3.

It is always the responsibility of the student to ensure that they have internet access during the exam and that their computer is functional.

7.2. External exams

Prerequisites to take an external exam

The students must have passed all their compulsory assignments during the semester

If a student fails to comply with one or more of the study activities or if their assignments are not submitted on time and passed, the student cannot take part in the external exams, and an exam attempt will have been used

The exam form and organisation

The exam is an external individual, oral examination, based on a drawn question, a synopsis or a delivered project. The examination is conducted orally and be judged individually according to the Danish 7-point scale.

At the oral examination in which the student draws a question, they will have 30-minutes for preparation. If the students do not have 30-minutes preparation, all the questions will be handed out at least 14 days in advance, so that the students have the opportunity to prepare for all questions.

The actual exam takes 30 minutes including deliberation.

Assessment criteria

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

7.3. Internal exams

Prerequisites to take the exam

The students must have passed all their compulsory assignments during the semester.

The exam form and organisation

The exam is an internal and individual examination. The exam can either be passed by the approval of the agreed handed-in assignments or by an examination according to the same form as for the external exam. With an internal exam, an oral examination will be carried out by the subject's teacher together with another teacher from the programme.

The exam form will communicated to the students at the beginning of the semester.

If a student does not hand-in or get the agreed assignments approved, the teacher can recommend that the student take an internal, oral exam in the subject according to the same form as the external exam.

Assessment criteria

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

7.4. Internship exam (15 ECTS)

The exam form and organisation

At the end of the internship, the student submits a written report of maximum 10 standard pages on an academic problem from the internship company as well as the learning objectives. The report must be prepared individually. The exam is an individual examination and has a weight of 15 ECTS.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The internship report, which forms the basis of assessment and examination, must comply with the formal requirements below and must be submitted on time, in accordance with the examination plan available on Fronter.
- In order to have the internship report assessed, it is a prerequisite that the student, by their signature, confirms that they are responsible for the preparation of the report
- The student must have complied with the requirement of compulsory attendance during the internship period

If the student fails to comply with one or more of the study activities or does not submit the internship report properly, the student will not be assessed, and one exam attempt will have been used.

Formal requirements for the written internship report

An internship report must be submitted.

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

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

The internship report must not exceed 10 standard pages excluding appendices.

A standard page is 2,400 characters including spaces and footnotes. Front page, TOC, bibliography and appendices do not count. Appendices will not be assessed.

Assessment criteria

The exam is assessed according to the 7-point scale. The assessment criteria for the exam are identical to the learning objectives (knowledge, skills and competencies) for

the duration of the internship. The learning objectives appear in the joint national curriculum.

Spelling and writing skills are part of the internship report (weighted 10 per cent). The assessment reflects an overall assessment of the academic content as well as writing and spelling ability. Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

If the overall assessment results in a mark lower than 02, the students must prepare a new internship report in order to re-qualify for examination in the internship report.

Time placement

The examination takes place after the completion of the internship. Additional information on time and place, and when the internship report must be submitted is available on Fronter.

7.5. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 characters including spaces and footnotes. Front page, TOC, bibliography and appendices do not count. Appendices will not be assessed. Requirements in relation to the extent of written exams and the correlation between the number of participants in a group and the project size are described under each individual exam.

7.6. Requirements for the bachelor project

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

Exam for the main bachelor project

The main bachelor exam project is external, and consists of an assessment of the project's documented results and an oral assessment of this. One total mark is given where the assessment is primarily used to ensure that the project has been prepared by the examinee, and secondly to make any necessary adjustments to the assessment of the examinee's level.

The written document is firstly assessed by the supervisor and external examiner together. The project is then evaluated by the supervisor and external examiner at an oral exam.

At the oral exam, the examinee has a maximum of 10 minutes for a detailed presentation of the bachelor project's problem statement and solution. Overall, the exam takes 30 minutes, which includes the assessment and feedback to the examinee.

If the bachelor project does not pass, a revised version of the initial project report can be handed-in for the re-exam.

7.7. What effect do spelling and writing skills have on assessment

Spelling and writing skills are part of the bachelor project's assessment. The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

7.8. The use of aids and assistance

All electronic aids and assistance can be used. If an oral examination includes preparation time, students are not allowed to communicate with other people while preparing.

Any rules for limitations in the use of assistance will be apparent from the description of the individual exam.

7.9. 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 programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a medical condition or relevant disability.

Applications for permission to bring any additional assistance must be submitted to the programme four weeks before the exam is held.

7.10. Sick and re-examinations

Sick exams

A student who has been prevented from taking an examination 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 examination 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 Fronter.

The illness must be documented by a medical certificate. The institution must receive the medical certificate no later than three working days after the examination. 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 examination attempt. The student bears the cost of the medical certificate.

Re-examination

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

The student is responsible for finding out when the re- exam is to take place.

Information about the time and place of sick exams can be found on Fronter.

The programme may grant an exemption from the automatic registration provided this is justified by exceptional circumstances, including documented disabilities.

8. Cheating including the use of own and others' work (plagiarism)

Projects and other material for examinations must be prepared by the students themselves.

Upon the submission of written answers as well as physical and electronic submissions, the examinee confirms that the assignment/answers have been prepared without wrongful assistance.

8.1. Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by the Ministerial Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Ministerial Order of 1519 from 16.12.2013).

If a student cheats on an exam, the student will be expelled from the exam.

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme 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 programme.

Cheating is for instance:

- Improperly receiving help during an exam
- Improperly giving help to others during an exam
- To pass someone else's work off as your own (plagiarism - see <http://en.stopplagiat.nu/>)
- To use previously assessed work without a reference
- To use assistance which is not allowed for the exam in question

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

If a student exhibits **disruptive behaviour** during an exam, the institution can expel the student from the exam. In less severe cases, the institution will only give a warning.

Expulsion can also occur once the exam has been held.

8.2. Presumption of cheating, including plagiarism during and after the exam

If during or after an exam, there is a suspicion that an examinee:

- Improperly obtained or provided help
- Has passed somebody else's work off as their own (plagiarism)
- Has used previously assessed work or parts thereof without reference (plagiarism)

this must be reported to the programme's head of department.

8.3. 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 assessment with a subsequent oral examination, the head of the programme 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

A report must be done without undue delay. This 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 plagiarised parts must be marked with a clear reference to the sources that have been plagiarised. The plagiarised text must also be marked in the source text.

Involvement of the examinee – consultation of interested parties

The head of the programme 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 behaviour during an exam

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

In less severe cases, a warning is given first.

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme 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 programme.

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

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

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

Complaints

The decision of expulsion and that an examination 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 Ministerial Order for 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 head of the programme, who must then submit a report that the complainant has the opportunity to comment on 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 § 51.

9. Complaints regarding exams and the appeal of decisions²

9.1. Complaints regarding exams

It is recommended that the examinee get guidance from a study and career counsellor for the appeal procedure and for the preparation of a complaint. The rules for exam complaints can be found in section 10 of the Ministerial Order for Examinations.

In the Ministerial Order for Examinations, distinction is made between:

- Complaints about the basis for the examination, etc., the exam procedure and/or the assessment, or
- Complaints about legal matters.

The two types of complaint are handled differently.

Complaints about the basis of the examination, etc., exam procedure and assessment

An examinee 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, assignments, etc., as well as its relation to the educational goals and requirements of the programme
- The exam procedure
- The assessment

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 head of department.

The complaint must immediately be submitted to the original examiners, i.e. the internal and external examiners from the examination in question. The opinion of the examiners will form the basis of the institution's decision regarding academic issues. The institution will usually set a deadline of two weeks for the submission of their opinions.

² See the Executive Order of Examinations section 10 : (only available in Danish)
<https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

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

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

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

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

Should it be determined that a reassessment or re-examination will be offered, the head of department must appoint new examiners. Reassessment can only be offered for written exams where there is material for assessment; this is because the new examiners cannot (re)assess an already held oral examination and the original examiners' notes are personal and may not be disclosed.

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination 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 reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, 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.

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

If it has been decided that a new assessment will be made or if there is an offer of a re-examination, 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 head of the programme 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.

9.2. Appeal

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

The appeal must be sent to the head of department.

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 (programme), who are both appointed by the head of department.

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

If the decision offers reassessment or re-examination, the complainant must be advised that a reassessment or re-examination may result in 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 reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, 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 – for summer exams, within three months – after the appeal has been filed.

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.

9.3. Complaints concerning legal matters

Complaints concerning legal issues in the decisions made by the examiners for the reassessment or re-examination or the appeal board's decision must be submitted to Business Academy Aarhus 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 the Ministerial Order for Examinations (for example incapacity, consultation of interested parties, whether the Ministerial Order for Examinations 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 complainants 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.

10. 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.

11. Approval

This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 1 August 2015.



Head of Department Gert Simonsen
BUSINESS ACADEMY AARHUS