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# **Curriculum 2015-2017**

## **Institutional part Vejlby**

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**Bachelor in Agricultural and Environmental Management**

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Version 1.0

## **Table of contents – institutional part**

1 Guidelines for the curriculum .....	2
1.1 The starting date of the curriculum .....	2
1.2 Transitional scheme .....	2
1.3 Time placement in the course of the programme .....	2
2 Optional elements of the education .....	2
3 Rules for carrying out the placement .....	2
4 Ways of teaching and working .....	3
5 Requirements for foreign lanuage skilles .....	3
6 Examinations on the programme .....	3
6.1 Overview of the exams and their timing .....	3
6.2 The use of aids and assistance.....	3
6.3 Special exam conditions.....	3
6.4 Sick exam and re-examination .....	4
6.4.1 Sick exams .....	4
6.4.2 Re-examination.....	4
6.5 Language at the exams .....	4
7 Cheating including the use of own and others' work (plagiarism).....	4
7.1 Cheating ans disruptive behaviour during exams .....	4
7.2 Presumption of cheating, including plagiarism during and after the exam .....	5
7.3 The process of clarification of cheating, including plagiarism.....	5
8 Other rules for the programme .....	6
8.1 Credit for subjects included by the curriculum's institutional section .....	6
8.2 Prior credit approval .....	6
8.3 Criteria for the assessment of study activity .....	7
9 Complaints regarding exams and the appeal of decisions .....	7
9.1 Complaints regarding exams .....	7
9.2 Appeal.....	9
9.3 Complaints concerning legal matters .....	9
10 Rules of dispensation.....	10
11 Approval.....	10

# 1 Guidelines for the curriculum

## 1.1 The starting date of the curriculum

The institutional part of the curriculum is applicable for students that start on August 1<sup>st</sup>, 2015.

## 1.2 Transitional scheme

The current curriculum replaces previous versions of the curriculum with effect from August 1<sup>st</sup>, 2015. However, exams that have been started before August 1<sup>st</sup>, 2015, will be completed after the previous curriculum and no later than February 1<sup>st</sup>, 2017.

## 1.3 Time placement in the course of the programme

This curriculum deals only with the **optional** elements of the education with a total of 15 ECTS. Information regarding specific descriptions of subjects etc. can be found in the Study descriptions for the relevant semesters. Below is an overview table for the entire study.

	<b>Compulsory elements of the education</b>			
	1 <sup>st</sup> sem.	2 <sup>nd</sup> sem.	3 <sup>rd</sup> sem.	In total
<b>Analysis and Statistics</b>	5			5
<b>Method and science</b>	5			5
<b>HR, strategy and business development</b>	10			10
<b>Market communication, sales and consultancy</b>		10		10
<b>Project management</b>		5		5
<b>Set study programme Biology or Economics</b>	5			5
<b>Set study programme Biology or Economics</b>		5		5
<b>Bachelor project</b>			15	15
<b>Placement</b>			15	15
<b>Optional elements of the education</b>	5	10		15
<b>In total</b>	30 ECTS	30 ECTS	30 ECTS	90 ECTS

# 2 Optional elements of the education

The purpose of the optional elements of the education is to give the students the opportunity to create an individual profile, based on individual academic and theoretical focus within the scientific disciplines of the education. More specific information about the content can be found in the Study descriptions for the relevant semesters on Fronter.

# 3 Rules for carrying out the placement

For further information, see the Study description for the relevant semester.

## 4 Ways of teaching and working

The teaching is based on relevant business practices and combines practise and theory. Cases from various companies within the industry are included in the teaching.

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 materials based on foreign languages may be a part of the programme. Additionally, the teaching will support the development of the student's IT skills.

## 5 Requirements for foreign language skills

The majority of the programme's teaching materials are in English. No additional knowledge of a foreign language is required, other than what is stated in the admission requirements. Level B in English is required.

## 6 Examinations on the programme

For a description and more details about the contents, please refer to the Study programme description for the individual semesters. For a description of the formal requirements, please see "Writing wisely" which is available on fronter.

### 6.1 Overview of the exams and their timing

With indication of whether internal or external assessment

Time <sup>1</sup>	Subject / exam	ECTS distribution for the exams	Internal/external assessment	Assessment
1 <sup>st</sup> semester	<ul style="list-style-type: none"><li>• Compulsory programme element 1</li><li>• Optional programme element</li></ul>	30	Internal	7-point scale
2 <sup>nd</sup> semester	<ul style="list-style-type: none"><li>• Compulsory programme element 2</li><li>• Optional programme element</li></ul>	30	External	7-point scale
3 <sup>rd</sup> semester	<ul style="list-style-type: none"><li>• Internship report</li></ul>	15	Intern	7-point scale
3 <sup>rd</sup> semester	<ul style="list-style-type: none"><li>• Main PBA project</li></ul>	15	External	7-point scale

### 6.2 The use of aids and assistance

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

### 6.3 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

1. Decided by the institution that offers the programme.

be accompanied by 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. Students with a mother tongue other than Danish may be permitted to bring dictionaries for exams where no aids are otherwise permitted.

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

## **6.4 Sick exam and re-examination**

### **6.4.1 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 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 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.

### **6.4.2 Re-examination**

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided the student has exam attempts left. The re-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 re-examinations 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

## **6.5 Language at the exams**

The exams will be conducted in English.

# **7 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 wrongfull assistance.

## **7.1 Cheating and disruptive behaviour during exams**

Cheating on tests and exams is covered by a 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.

## **7.2 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 head of the programme.

## **7.3 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 of time. 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 student.

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

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

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 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 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.

## **8 Other rules for the programme**

### **8.1 Credit for subjects included by the curriculum's institutional section**

Passed optional programme components are equivalent to the corresponding subjects at other educational institutions that provide this programme as well as other programmes.

### **8.2 Prior credit approval**

Please refer to the joint national part (of the curriculum)

## **8.3 Criteria for the assessment of study activity**

Enrolment can be terminated for students who have not been active on a programme for a continuous period of at least one year. Study activity is defined as follows for students who within the last 12 months have:

- Participated in at least two different exams
- Fulfilled their obligation to participate in any activity which is part of the programme, including group work, class projects, remote learning, etc. as indicated in the curriculum
- Delivered, as indicated in the curriculum, the assignments, reports (learning) portfolios, etc., which are prerequisites for participation in exams with credible content, and have not submitted any plagiarised material
- Been present for all activities with compulsory 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 programme may grant exemptions from these provisions if there are exceptional circumstances. The exemption application must be sent to the head of department.

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 on the programme 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 case has been decided by the head of the programme.

The student can complain about the decision to the director of education 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.

The rules relating to the exams which the student, under the Ministerial Order of Examinations, should have participated in before the end of the 2nd semester and passed before the end of the 2nd semester, and where this Ministerial Order has stipulated any time limits for completion of the programme, are valid independent of any other rules.

## **9 Complaints regarding exams and the appeal of decisions<sup>2</sup>**

### **9.1 Complaints regarding exams**

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

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2. See the examination order, part 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

The rules for exam complaints can be found in part 10 of the Ministerial Order on Examination Regulations. In the Ministerial Order of Examinations, complaints are distinguished as either based on the:

- Basis of the examination etc., the exam procedure and/or the assessment or
- The legal matters.

The two types of complaints are handled differently.

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

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, 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 the programme.

The complaint must immediately be submitted to the original examiners, i.e. the internal and external examiners from the examination. 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 assessment (reassessment) – 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 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 evaluation, 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 appeal 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.

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 a Ministerial Order (for example incapacity, consultation of interested parties, whether the Ministerial Order or 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 on 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 dispensation**

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 on August 1<sup>st</sup>, 2015

Signature

(name)