Curriculum 2016 - Institutional part

Bachelor in Product Development and Integrative Technology

Professionsbachelor i produktudvikling og teknisk integration

Revised April 2017

BUSINESS ACADEMY AARHUS
Curriculum institutional part
Top-up Bachelor in Product Development and Integrative Technology

Content – Institutional Part

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1. Scope of the curriculum

1.1. Commencement of the curriculum

The institutional part of this curriculum comes into effect 1 august 2016 and applies to all students who start in August 2016, or who are later admitted to the programme.

2. Elective programme elements

On this programme, elective elements have a total of 5 ECTS on the 2nd semester.
The purpose of the elective modules is to offer students the opportunity of an individual study profile with academic immersion within the programme's subject area. The elective elements are also intended to give students the opportunity to increase their study and professional competencies through specialisation and consideration of various perspectives of subjects broadly related to the area of the programme.
Electives at Business Academy Aarhus are found in this curriculum Part 3, elective element's catalogue. The students can also take electives at other institutions, but will bear the cost of transportation, accommodation, etc. The students can also arrange their own elective programme elements as a theoretical and/or practical education courses which must be approved by the programme.

In order to offer relevant electives, the electives' catalogue, part 3 in the curriculum, is regularly changed to the latest electives. The updated elective's catalogue will be available for the start of the second semester.

3. Rules for the completion of an internship

During the internship, the student will have a supervisor from the programme and a contact person in the company. Together, the internship company and the student determine the learning objectives to be attained by the student during the internship period, and this will subsequently provide the basis for the company's planning of the student's work.
The internship period is 10 weeks and concludes with an exam based on a written report. See also section 7 concerning the description of the programme's exams.
The internship is generally considered equivalent to a regular full-time job (37 hours per week) and should reflect the requirements for work performance, commitment and flexibility that graduates could expect to meet in their first jobs.

4. Applied teaching and work methods

Different issues are considered from various companies who work within the industry where relevant to the programme. Problems from different types of companies working within the industries relevant to the programme will be involved.

The teaching will be organised to provide variation. This will be achieved by group teaching, project work, interdisciplinary cases, theme work, guest lectures and company visits. Lectures can

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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.

The teaching is organised so that innovation and independence are prioritised, and thus it is expected that the students are motivated for the practical part of projects.

Teaching will be planned so that English is included in the teaching material and teaching. Additionally, the teaching will support the development of the student's IT skills.

5. Requirement for foreign language skills

Teaching on this programme predominantly takes place in English, but students enrolled on the Danish programme, Produktudvikling og teknisk integration, are able to hand-in assignments in Danish and do the exams in Danish, while students enrolled in the international programme (Product Development and Integrative Technology) must hand-in assignments and take the exams 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 Academy has a wide network of partners abroad and the Academy's International Office can assist students who wish to take part of their programme abroad and students' internships may also be done 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. The International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

6.2. Go abroad in the 2nd semester – which is not an elective

Subject to the approval from the programme of a prior credit application, students may take a summer school abroad on their second semester. With prior credit approval for going 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 Academy 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.

If the students receive prior credit approval for summer school, 5 ECTS, the students will get credit for 5 ECTS from the compulsory programme element 'interdisciplinary product development and

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design' in connection with the second semester project. The students get credit for a sub-element *understanding business* (5 ECTS) which constitutes the following learning objectives.

Learning objectives for understanding business (part of the compulsory programme element interdisciplinary product development and design):

Knowledge
The student will gain knowledge about:
- how to document a project's economic impact both during manufacture/construction and operation.

Skills
The student will get the skills to:
- identify and analyse significant aspects of a product's use
- identify essential practical and theoretical aspects of integration in connection with products and systems, including the relationships between organisation and product.

Competencies
The student will learn to:
- implement parts of a design process in relation to the phase the project is in, and according to the demands in the project formulation – this includes being able to document the economic impact of the project phase during manufacturing/construction and operation
- engage in professional collaboration across the company's, organisation and perform coordination tasks.

Exam for the second semester project with 5 ECTS credits for summer school

Weight: 20 ECTS

Assessment criteria
The assessment criteria for the exam is identical to the learning objectives of the compulsory programme elements for the second semester *sustainability in product development* (7 ECTS, learning objectives are in the joint curriculum), as well as the following sub-parts of the compulsory programme element Interdisciplinary product development and design.

Learning objectives for sub-part (13 ECTS) of the compulsory programme element Interdisciplinary product development and design:

Knowledge
The student will gain knowledge about:
- and account for the product development process in all its phases
- and account for the link between research and technological development.

Furthermore, for the **study programme IT and electronics**:
- the theory and method and will be able to reflect on the practice within the fields of electronics and data design and network project planning.
- account for environmental and sustainability aspects of network installations and electronic and computerised structures, including energy consumption, EMC, power and environmental conditions regarding materials and components.

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Furthermore, for the **study programme installation and automation**:
- the theory and method and will be able to reflect on the practice within project planning and the optimisation of automated systems and installation solutions
- the environmental and sustainability aspects of installations and automated systems, including energy consumption, EMC, power and environmental conditions regarding materials and components.

Furthermore, for the **study programme development of products and production:**
- theory and method as well as be able to reflect on practice within the construction of industrial products and the development of production systems
- production systems, environment and sustainability aspects, including energy consumption, waste and environmental conditions relating to cleaning and the use of materials and processing aids in production.

Skills
The student will get the skills to:
- identify and analyse significant aspects of a product's design and manufacture
- identify essential practical and theoretical aspects of integration in connection with products and systems, including the relationships between technology, technique and knowledge.
- evaluate the quality of technological project work in relation to results, validity, reliability, and relevance
- implement a Life Cycle Assessment (LCA)

Furthermore, for the **study programme IT and electronics**:
- analyse, plan and realise implementation processes associated with the use of new technologies as well as identify their strengths and weaknesses
- apply CAD/CAE tools in connection with the design and analysis of electronic and computerised systems.

Furthermore, for the **study programme installation and automation**:
- analyse, plan and realise implementation processes associated with the use of new components and technologies in installations and automated systems and to identify their strengths and weaknesses in the relation to operational conditions
- apply CAD/CAE tools in connection with the project planning of automated systems and installation solutions

Furthermore, for the **study programme development of products and production:**
- analyse, plan and realise implementation processes associated with the production linked to the use of new technologies and identify their strengths and weaknesses in the relation to operational conditions
- apply CAD/CAE tools in connection with the design and construction of industrial products and the planning of production systems
- use ERP systems and contribute to their development/modification.

Competencies
The student will learn to:
- use scientific articles, reports and theses in connection with the processing of problems

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- choose plausible/relevant/possible methods of dimensioning which correspond to the requirements set out in the project
- apply knowledge about the integration of multiple technologies to solve customer specific tasks.
- apply knowledge of CSR (Corporate Social Responsibility) as well as the climate and environment in the development, construction and production of sustainable products and technical solutions
- apply knowledge about the life cycle of a product in the construction work or project planning
- use language as a communication tool in a reflected manner.

Furthermore, for the **study programme IT and electronics**:
- communicate professional problems and solutions to peers, clients and partners within the field of electronics and data design as well as network project planning
- define and implement appropriate product development in terms of both business and technology
- carry out analyses and make changes in electronic, computerised instruments and network components/products by applying the latest technologies to reduce energy consumption and environmental impact in general.

Furthermore, for the **study programme installation and automation**:
- communicate professional problems and approaches to peers and partners and advise clients in connection with the project planning of installations and automated plants
- define and implement appropriate development of installation solutions and automated systems in terms of both business and technology
- carry out analyses and make changes in existing installations and automated systems by applying the latest technologies and components to reduce energy consumption and environmental impact in general.

Furthermore, for the **study programme development of products and production:**
- communicate professional problems and solutions to peers, clients and partners within the field of construction of industrial projects and project planning of production systems
- define and implement appropriate development of products and production systems in terms of both business and technology
- carry out analyses and make changes in existing products and production plants by applying the latest technologies and components to reduce energy consumption and environmental impact in general.

The exam form and organisation
The exam is an individual, oral exam based on a group project as well as the curriculum for the second semester. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The exam is assessed according to the 7-point scale and has an external co- examiner.
A group project must be prepared by a group of no more than 4 students.

The exam process
1. Group presentation based on a product and a report: max. 20 minutes for each group irrespective of group size

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2. 20-minute individual examination, which is based on the project, and an exam question drawn by the student that is based on the curriculum. Each student from the group is examined individually as follows:
    a. The students present the elements of their individual parts of the project. This includes their role and what they have learnt from the project (about 10 minutes).
    b. The students answer a question they have drawn which is based on the compulsory programme elements from the semester's curriculum (about 10 minutes).
3. Deliberation and communication of marks: 5 minutes.

The exam weight is 20 ECTS

Formal requirements for a written project

A project report must be handed in as well as a product.
For the written part of the exam, the project report must contain at least:
- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)
- Hand-in is done electronically and two printed copies must be handed to the administration.

The project report must have a maximum of 40 standard pages for a group regardless of group size. Group size is max 4 people. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices.

Time placement

The second semester project takes place before the end of the second semester and must be passed before the student can continue with the programme. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter.

The programme can exempt students from any deadlines to pass exams if this is because of sick, maternal/paternal leave or any other unusual conditions.

Exam language

Danish for Produktudvikling og teknisk integration and English for Product Development and Integrative Technology.

Prerequisites to take the exam

- Students must have handed-in three compulsory assignments during the second semester (1 in the subject environment and sustainability and 2 in building and design)
- The project, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time to WiseFlow.

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Non-compliance of one or more prerequisites or in the event that the written part of the project is not handed in on time, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Re-examination

Re-examination as an individual or group project. A new project and new report can be prepared. The Academy decides, based on an academic assessment, whether the new project must be based on the same problem statement as the project work that was the basis for the regular exam or whether a new problem statement must be prepared. The exam is conducted in the same way as the regular exam.

6.3. Bachelor Project

Generally, a supervisor will be assigned at the student's own academy, and the report must be submitted and evaluated in an exam as described the section on completed projects.

6.4. Rules for examinations abroad

For a description of the rules for conducting exams abroad, please refer to the section 'worth knowing about exams' on baaa.dk. This also describes the costs involved if the examination is held abroad.

7. Exams on the programme

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

7.1. Overview of examinations and their timing

Time	Subject/exam	ETCS points for each exam	Internal/external assessment	Assessment
1st semester	1. 1st semester project	30	Internal	7-point scale
2nd semester	2. 2nd semester project	25	External	7-point scale
2nd semester	3. Exam in elective element	5	Internal	7-point scale
3rd semester	4. Internship exam	15	Internal	7-point scale
3rd semester	5. Main exam project	15	External	7-point scale

Information about the date, time and place of the exams can be found on Fronter

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Below follows a description of when an exam is completed, as well as a description of each exam with:

- Prerequisites for the exam; active attendance and submission requirements
- Exam form and organisation

When starting on a programme element, semester, etc., the students will automatically be registered for the relevant exams. Registration for an exam means that one exam attempt is used. This does not apply to students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

7.2. Completion of the exam

In general, the following applies for all programmes in relation to when an exam has been completed or an exam attempt has been used. If there are deviations, they will appear in the individual exam descriptions.

Exam failed
If a student is given less than the mark 02 at an exam, the exam is failed and one exam attempt will have been used.

If the exam consists of a written and oral part, the student can, provided the entire examination project was prepared by one student and not passed, choose to work further with the existing project or prepare a new project.

In the event of one student, as part of a group project, not achieving the mark 02 or above, the student can rewrite their section of the joint project. The student can also choose to write a new project, where the rules for individually produced projects apply.

Project not handed in/written answers
If a student does not hand-in their exam project or a written report, one exam attempt will have been used.

The student can choose to work further on their existing project or prepare a new project.

Not participated in the exam/oral examination
If a student hands in their exam project or written answers, but doesn't participate in the oral exam, one exam attempt will have been used.

A new oral exam will be scheduled as soon as possible and the student will be examined in the previously handed in project.

7.3. Sickness and re-examinations

Information on the time and place of sick and re-exams are available on Fronter; this might be the same as the next regular exam. The student is responsible for finding out when the sick and re-exams take place.

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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 is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after.

The illness must be documented by a medical certificate. The Academy 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 ill 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. Requirements for the medical certificate can be found on the website under 'Worth knowing about exams'.

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 student is registered for the next scheduled exam, and the re-examination will be held no later than the middle of the next semester. The re-examination may be the same as the next regular exam.

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

7.4. First semester project (30 ECTS)

Assessment criteria
The assessment criteria for the exam is identical to the learning objectives for the two compulsory programme elements on the first semester, i.e. theoretical product development and professional product development and design. The learning objectives are specified in the joint curriculum.

The exam form and organisation
The exam is an individual, oral exam based on a group project as well as the curriculum for the first semester. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The exam is assessed according to the 7-point scale and has an internal co- examiner.
A group project must be prepared by a group of no more than 6 students.

The exam process
1. Group presentation based on a product and a report: Max 20 minutes per group regardless of group size
2. 20-minute individual examination, which is based on the project, and an exam question drawn by the student that is based on the curriculum. Each student from the group is examined individually and the process is as follows:
   a. The students present important aspects of their individual parts of the project. This includes their role and what they have learnt from the project (about 10 minutes).
   b. The students answer a question they have drawn which is based on the compulsory programme elements from the semester's curriculum (about 10 minutes).

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3. Deliberation and communication of marks: 5 minutes.

Exam weight: 30 ECTS

Formal requirements for a written project

A project report must be handed-in as well as a product.
For the written part of the exam, the project report must contain at least:
- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)
- Hand-in on WiseFlow

The project report must have a maximum of 40 standard pages for a group regardless of group size. Group size is max 6 people.
The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices.

Time placement
The first semester exam is before the end of the first semester. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter.

The programme can exempt students from any deadlines to pass exams if this is because of sick, maternal/paternal leave or any other unusual conditions.

Exam language

Danish for Produktudvikling og teknisk integration and English for Product Development and Integrative Technology.

Prerequisites to take the exam
- The student must have handed-in the two compulsory hand-ins for the first semester (1 in the subject product development and 1 in Technical integration)
- The first semester project, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time to WiseFlow.

Non-compliance of one or more prerequisites or in the event that the written part of the project is not handed in on time, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Re-examination
Re-examination as an individual or group project. A new project and new report must be prepared. The Academy decides, based on an academic assessment, whether the new project must be based on the same problem statement as the project work that was the basis for the regular exam or

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whether a new problem statement must be prepared. The re-exam is conducted in the same way as the regular exam.

7.5. 2nd semester project (25 ECTS)

Assessment criteria
The assessment criteria for the exam is identical to the learning objectives for the two compulsory programme elements on the second semester, i.e. sustainability in product development and interdisciplinary product development and design.
The learning objectives are specified in the joint curriculum.

The exam form and organisation
The exam is an individual, oral exam based on a group project as well as the curriculum for the second semester. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The exam is assessed according to the 7-point scale and has an external co- examiner.
A group project must be prepared by a group of no more than 4 students.

The exam process
4. Group presentation based on a product and a report: max. 20 minutes for each group irrespective of group size
5. 20-minute individual examination, which is based on the project, and an exam question drawn by the student that is based on the curriculum. Each student from the group is examined individually as follows:
    a. The students present the elements of their individual parts of the project. This includes their role and what they have learnt from the project (about 10 minutes).
    b. The students answer a question they have drawn which is based on the compulsory programme elements from the semester's curriculum (about 10 minutes).
6. Deliberation and communication of marks: 5 minutes.

Exam weight: 25 ECTS

Formal requirements for a written project
A project report must be handed in as well as a product.
For the written part of the exam, the project report must contain at least:
- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)
- Hand-in is done electronically and two printed copies must be handed to the administration.

The project report must have a maximum of 40 standard pages for a group regardless of group size. Group size is max 4 people. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

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One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices.

Time placement
The second semester project takes place before the end of the second semester and must be passed before the student can continue with the programme. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter.

The programme can exempt students from any deadlines to pass exams if this is because of sick, maternal/paternal leave or any other unusual conditions.

Exam language
Danish for Produktudvikling og teknisk integration and English for Product Development and Integrative Technology.

Prerequisites to take the exam
- Students must have handed-in three compulsory assignments during the second semester (1 in the subject environment and sustainability and 2 in building and design)
- The project, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time to WiseFlow.

Non-compliance of one or more prerequisites or in the event that the written part of the project is not handed in on time, will mean that the student will not be able to take part in the exam and one exam attempt will have been used.

Re-examination
Re-examination as an individual or group project. A new project and new report can be prepared. The Academy decides, based on an academic assessment, whether the new project must be based on the same problem statement as the project work that was the basis for the regular exam or whether a new problem statement must be prepared. The exam is conducted in the same way as the regular exam.

7.6. Elective element, 2nd semester (5 ECTS)

Assessment criteria
The assessment criteria for the exam are identical to the learning objectives for the elective. The learning objectives are available in the electives' catalogue, curriculum part 3.

The exam form and organisation
The exam is an individual, written exam, which consists of a written assignment in the elective. The assignment is assessed according to the 7-point scale and has an internal co-examiner.
The exam weight is 5 ECTS

Time placement
The elective programme elements are placed in the 2nd semester of the programme.

Exam language
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Prerequisites to take the exam

The written exam, which forms the basis of assessment and examination, must comply with the formal requirements (see the electives catalogue) and must be submitted on time in accordance with the examination plan available on Fronter.

7.7. Internship exam, 3rd semester (15 ECTS)

Assessment criteria

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 are specified in the joint curriculum. The exam is assessed according to the 7-point scale.

The exam form and organisation

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

Formal requirements for the written internship report

The internship report must at least include:
- 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.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

Time placement

The internship report must be handed-in right after the internship period. Additional information on time and place, and when the internship report must be submitted is available on Fronter.

Exam language

Danish for Produktudvikling og teknisk integration and English for Product Development and Integrative Technology.

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 and must be submitted on time to WiseFlow.

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- In order to have the internship report assessed, it is a prerequisite that the student by their signature confirm that they are responsible for the preparation of the report.
- Incorrectly handed-in project reports will mean that the student will not be assessed, and one exam attempt will have been used.

7.8. Bachelor thesis exam (15 ECTS)

Assessment criteria
The bachelor project will be assessed in an exam, which together with the other exams on the programme should document that the programme's learning objectives have been met. The exam is assessed according to the 7-point scale and has an external co- examiner. The assessment criteria for the exam are identical to the learning objectives for the main project; cf. the joint part of the curriculum. The examination consists of a project report and an oral defence.

The exam form and organisation
The exam is an individual, oral examination based on the written main exam project.
If the main exam project is prepared by a group, the group must not exceed 4 students.
The project can be prepared by a group of no more than 4 students.

The exam process
30 minutes per examinee is set aside, this includes the assessment.
1. presentation of the project for about 10 min. per student. In other words:
    a. if the project is individually prepared, the exam will be started with a 10 minute presentation by the student.
    b. if the project has been prepared in a group, the exam will be started with each group member giving a 10 minute presentation.
2. Followed by an individual examination. The student is examined individually for 15 min.
3. Deliberation and communication of marks: 5 min.

The exam's weight is 15 ECTS.

Formal requirements for the main exam project
The Bachelor project must demonstrate the student's understanding of practices and centrally applied theory and methods in relation to a real-life problem, which is based upon a specific task within the programme's area. The problem statement that must be central to the programme and profession, is formulated by the student, possibly in collaboration with a private or public company. The Academy approves the problem statement.

The project, which constitutes the written part of the exam, must contain:

- Front page with title
- Table of contents
- Introduction, including presentation of the problem statement, thesis statement and approaches
- Background, theory, methodology, analysis, including a description of and justification for the choice of any empirical data[1], in connection with the thesis statement

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[1] 'Empirical data is material which is the subject of the report and which can be referenced (observations, data, statements, texts, sources)'. Translated from:
Rienecker L. & Jørgensen P.S. 2005 Den gode opgave – opgaveskrivning på videregående uddannelser. 3rd Edition Frederiksberg: Samfundslitteratur.

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- Conclusion (keep in mind that there must be coherence between the introduction and the conclusion. The two should in principle be able to be understood without reading the background and analysis sections)
- The broader perspective
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)

The main exam project must, as a minimum, fill 20 standard pages and as a maximum 30 standard pages. For each student that participates in the main exam project, the page number must be increased by a minimum of 5 standard pages and a maximum of 10 standard pages. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

One standard page is 2,400 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

Time placement
The exam is placed at the end of the 3rd semester. Detailed information on time and place can be found on Fronter.

Exam language
Danish for Produktudvikling og teknisk integration and English for Product Development and Integrative Technology.

Prerequisites to take the oral part of the exam
The written project, is the basis for the exam and the assessment thereof and must:
- meet the formal requirements for the main exam project
- be handed-in on time in WiseFlow
- The exam can only be taken after all other exams of the programme have been passed, this includes the internship exam.

If the written part of the project is not correct or not handed-in on time, the students will not be able to take part in the oral exam and one exam attempt will have been used.

7.9. What effect do spelling and writing skills have on the assessment?

Spelling and writing skills are included in the assessment of main exam project. 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.

7.10. The use of aids and assistance

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

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7.11. 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 is held. 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. Students whose mother tongue is not English can apply for permission to bring dictionaries to the examination where no aids and assistance are not allowed.

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

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).
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 Academy can expel the student from the exam. In less severe cases, the Academy will only give a warning.

Expulsion can also occur once the exam has been held.

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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 exam 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 department must postpone the exam if it is not possible to determine whether plagiarism has taken place before the date of the exam.

Format and content of the report
The report must be done without undue delay. The report must include a written presentation of the case, which includes information that can identify those incriminated, as well as a brief explanation and documentary evidence of the allegation. If one or more of the reported people 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 affected 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, 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. 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 department 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 head of department.

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.

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

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

Complaints
The decision to expel 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 of 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, usually within a period of one week. The Academy 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 Academy is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order for Examinations § 51.

9. Other rules for the programme

9.1. Credit for subjects covered by the curriculum's institutional part

Passed elective programme elements are equivalent to similar programme elements taken at other educational institutions offering this programme as well as other programmes.

9.2. Prior credit approval

Students may apply for prior credit approval. For prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element on the completion of these studies. In connection with applying for prior credit approval, the students give permission that the Academy 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.

9.3. Active attendance

To ensure the programme's learning objectives/goals can be achieved and that the corresponding teaching methods work, programme elements which require active attendance are listed below with the respective rules for this active attendance:

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- hand-in/presentation of assignments/projects

Active attendance on the Bachelor programme in Product Development and Integrative Technology includes: Compulsory attendance at external lectures and company visits. If the student is prevented from meeting due to illness, the student must notify student administration.	
1st SEMESTER	• Two written compulsory assignments must be prepared: 1 in integrative technology and 1 in product development. • Active attendance is required for the oral presentation in the subject product development. • Active participation in the project.
2nd SEMESTER	• Three written compulsory assignments must be prepared in the subject environment and sustainability. • Two compulsory assignments must be prepared in the subject project planning. • Active participation in the project.

A compulsory assignment is an assignment that must be handed-in and approved. The students have three attempts to get the assignment approved, and the deadline for handing in the assignment will be available in the formalities for the relevant compulsory assignments.

A rejection of the student's fulfilment of the obligation to participate, for example, rejection of a written assignment, or non-compliance with the formal requirements for the project, will be listed as a non-fulfilment of study activity.

The programme will offer help and guidance as early as possible, if a student does not comply with the obligation to participate.

The obligation to participate and any compulsory attendance which is a prerequisite requirement to take an exam, appears under the description of each exam. If a prerequisite requirement for participation in an exam is not met, one exam attempt will be used.

9.4. Criteria for the evaluation 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 therefore defined as follows, students must have within the last 12 months:

- participated in the programme's regular (or illness) exams
- passed at least one exam
- fulfilled their obligation to participate in any kind of activity, which is included as part of the programme, including group work, joint projects, remote learning, etc. as stipulated in the curriculum
- handed in, as stipulated in the curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams, with credible content, and have not handed in material that others have copyright to
- been present for activities with compulsory attendance, as stipulated in the curriculum

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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 pro-rector within two weeks of receipt of the decision. The complaint will delay any further action. If the pro-rector 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 any exams which the student according to the Examination Ministerial Order should have participated in before the end of the 2nd semester and passed before the end of the 3rd semester, and where the Ministerial Order on the programme stipulates time limits for completion of the programme, will apply regardless of any other rules.

Study activity and SU
If you start on a new higher education programme on 1 July 2016 or later and get SU while you are studying, you cannot postpone your programme for more than 6 months (equivalent to 30 ECTS) in proportion to the number of months you have had SU for your programme. If the student postpones their programme for more than 6 months, SU will be stopped.

For students that started before 1 July 2016, the previous rules apply i.e that you can postpone your programme with up to 12 months before your SU will be stopped.
As an educational institution, we continuously check the students' study activity. Read more about the SU rules on su.dk. (in Danish only)

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10. Complaints regarding exams and the appeals of decisions[2]

10.1. Complaints regarding exams

It is recommended that the examinee should get guidance from a student 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 on Ex-amination Regulations.

In the Ministerial Order of Examinations, complaints are distinguished as either based on the
- the basis of the examination etc., the exam procedure and/or the assessment or
- complaints concerning legal matters.

The two kinds of complaints are handled differently.

Complaints about the basis of the examination etc., exam procedure and assessment
A complainant can submit a written and justified complaint within a period of two weeks after the assessment of the test is announced in the usual way:

- the basis of the exam, including exam questions, assignments, etc., as well as its relationship 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 a combination thereof, as well as practical or clinical exams.

The complaint must be sent to the quality department via the complaint system on www.baaa.dk. The complaint must be immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinion of the examiners will form the basis of the Academy's decision regarding academic issues. The Academy will usually decide on a deadline of two weeks for the submission of their opinion.

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 Academy'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-examination) or
- 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 appointment new examiners. Reassessment can only be offered for written

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2. See Ministerial Order for Examinations chp 10: https://www.retsinformation.dk/Forms/R0710.aspx?id=183396 (in Danish only)

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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 could 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' opinion along with the complainant's remarks as well as the Academy's decision.

The examiners will then notify the Academy 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 quality department 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

10.2.   Appeal

The complainant can appeal the Academy'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 quality department via complaints@baaa.dk.
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), they 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 Academy'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 with new examiners - only for written exams,
- provision for a new examination (re-examination) with new examiners or

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- that the student's appeal has been unsuccessful

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could 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' opinion along with the complainant's remarks as well as the Academy'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.

10.3.   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 Academy in accordance with a Ministerial Order (for example, incapacity, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Academy who must submit a report that the complainant has the opportunity to comment on within a period of normally one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Academy is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

11.   Rules of exemption

The Academy can, in exceptional circumstances, grant dispensation to the regulations of the curriculum set by the institutions. The various institutions must cooperate in order to have a homogenous dispensation policy.

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12.   Approval

This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus in January 2017.