

CURRICULUM  
for  
Bachelor in Web Development  
Part II: Institutional Part

Commencement 15.08.2019



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This curriculum must be used in combination with the national part of the curriculum (called the national part). The national part of the curriculum is the same for all academies that offer this programme, while this part of the curriculum (the institutional part) is specific to Business Academy Aarhus.

## 1. Overview of subject elements on the programme

Semester	Subject elements (national and institutional including electives)	ECTS
1st semester	Frontend development	5
1st semester	Databases	5
1st semester	Backend development	10
1st semester	Interaction and experience design	10
2nd semester	Advanced web programming	10
2nd semester	Institutional subject elements (as of August 2019): <ul style="list-style-type: none"> <li>- Content Management Systems (CMS) (10 ECTS points)</li> <li>- XR (10 ECTS)</li> <li>- PWA (5+5 ECTS)</li> <li>- Mobile development Android (10 ECTS)</li> </ul> Electives (see the electives' catalogue)	20
3rd semester	Internship	15
3rd semester	Bachelor Project	15

## 2. Institutional subject elements and subject descriptions

On this programme, there are institutional subject elements which are weighted 20 ECTS, of which 20 ECTS are electives.

Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

The elective elements are described in the electives' catalogue - this is regularly updated with elective subjects which ensures that the electives are always based on the latest trends in the field. The elective elements have an overall weight of 20 ECTS but may consist of electives weighted either 5 ECTS or 10 ECTS.

The subject descriptions for the 3 national subject elements (web programming, development environments and user experiences) are organised into five subjects, which are described in sections 2.1 to 2.5. Overall, there are 40 national ECTS credits on this programme. The breakdown of the 3 national subject elements into the five subjects can be seen in appendix 1.



## 2.1. Backend development

### Content

The subject element deals with object-orientated programming of web applications on the server side.

### Learning objectives for Backend Development

#### Knowledge

The student will gain knowledge about:

- Development-based knowledge of practice and applied theory and methods in relevant Internet/web protocols and application architecture
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within application architecture

#### Skills

The student will get the skills to:

- use object-orientated programming language to develop web applications
- master the skills associated with employment in relation to web applications and their implementation and the debugging of web user interfaces
- evaluate practice-orientated and theoretical issues including the integration of data sources as well as justifying and selecting relevant solutions
- convey practice-orientated and academic issues and solutions within Backend development to partners and users

#### Competencies

The student will learn to:

- manage the development of complex web applications by focussing on server programming, and perform object orientated modelling and development
- independently engage in academic and interdisciplinary cooperation concerning the planning and development of web applications and take responsibility within the framework of professional ethics
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to Backend development

## **ECTS scale**

The subject element Backend development is weighted 10 ECTS credits.

## **2.2. Databases**

### **Content**

This subject element is concerned with data modelling and database development. The focus is on understanding how to retrieve data from a database in different ways, as well as how to build a database from scratch.

### **Learning objectives for Databases**

#### **Knowledge**

The student will gain knowledge about:

- practice and applied theory and methods in a widely-used data model, databases and their distribution and use in a web context
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within a widely-used data model, databases and their distribution and use in a web context

#### **Skills**

The student will get the skills to:

- use data models in connection with development and maintenance in a web context as well as use a recognised development environment for database development
- master the skills associated with employment in database design, including conducting simple queries and updates on databases
- evaluate practice-orientated and theoretical issues, this includes ensuring the quality of database design as well as justifying and selecting relevant solutions
- communicate practical and academic problems and solutions to partners and users within database design

## Competencies

The student will learn to:

- independently engage in academic and interdisciplinary cooperation concerning database development in a web context and take responsibility within the framework of professional ethics
- identify their own learning needs and develop their knowledge, skills and competencies within the database field in a web context

## ECTS credit

The subject element Databases is weighted 5 ECTS.

### 2.3. Frontend development

#### Content

Frontend deals with the development of simple, modern web applications. The course element contains HTML, CSS, modern web architecture and HTTP protocol. The subject element includes programming and implementation of a simple web applications, JavaScript programming language, debugging tools to ensure the quality of the development process and data from web services.

#### Learning objectives for Frontend development

##### Knowledge

The student will gain knowledge about:

- practice and applied theory and methods within Frontend development
- and an understanding of the practice, theory and methodology within Frontend development and can reflect on the profession's practice and the application of theory and methods within Frontend development

## **Skills**

The student will get the skills to:

- use the subject's methods and tools including the JavaScript programming language and will master the skills associated with employment within Frontend development and the implementation of simple web applications
- evaluate practice-orientated and theoretical issues and justify and choose appropriate solutions within Frontend development
- communicate practical and academic problems and solutions to partners and users within web applications

## **Competencies**

The student will learn to:

- manage complex and development-orientated situations in relation to the construction of web-based applications
- independently engage in academic and interdisciplinary cooperation within Frontend development and assume responsibility within the framework of professional ethics
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to Frontend development

## **ECTS credit**

The subject element Frontend development is weighted 5 ECTS credits.

### **2.4. Advanced web programming**

#### **Content**

The subject element provides techniques and tools for developing web applications including automated testing and deployment of web applications. In addition, it deals with version control, testing of web applications and criteria for selecting the development platform.



## Learning objectives for advanced web programming

### Knowledge

The student will gain knowledge about:

- practice and applied theory and methods in advanced web programming including various development platforms and testing of web applications
- and an understanding of the practice, theory and methodology within Advanced web programming and can reflect on the profession's practice and the application of theory and methods within Advanced web programming

### Skills

The student will get the skills to:

- use Advanced web programming methods and tools which includes developing web applications within relevant frameworks and platforms, as well as deploying web applications on the Internet
- master the skills related to employment within Advanced web programming
- evaluate practice-orientated and theoretical issues, as well as justify and choose relevant solutions, this includes evaluating and selecting from different web development platforms and making use of quality management in the development process
- convey practice-orientated and academic issues and solutions within Advanced web programming to partners and users

### Competencies

The student will learn to:

- independently engage in academic and interdisciplinary cooperation within Advanced web programming and assume responsibility within the framework of professional ethics
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to Advanced web programming
- manage complex and development-orientated situations including managing the source code of applications using a version management system as well as managing development platforms and environments in connection with the development of web applications.

### ECTS

The subject element Advanced web programming is weighted 10 ECTS credits.

## **2.5. Interaction and experience design**

### **Content**

The subject element contains work concerning the evolution of information technology and current trends, information architecture, aesthetics, user surveys, analysis and planning of a design process, design of user experiences that are relevant to a specific audience as well as design of user interfaces that take advantage of the opportunities associated with the Internet as media.

### **Learning objectives for Interaction and experience design**

#### **Knowledge**

The student will gain knowledge about:

- the practice and applied theory and methods within Interaction and experience design including information architecture, aesthetics and trends
- and an understanding of the practice, theory and methodology within the design of user interfaces and user experiences and can reflect on the profession's practice and the application of theory and methods within Interaction and experience design

#### **Skills**

The student will get the skills to:

- use methods and tools within the field of Interaction and experience design, including relevant design principles and methods for designing user interfaces, and will master the skills associated with employment in the interaction and experience design field
- evaluate practice-orientated and theoretical issues including evaluating user experiences and usability by applying appropriate methods
- justify and choose relevant solutions in the field of interaction and experience design
- communicate practical and academic problems and solutions to partners and users within Interaction and experience design

#### **Competencies**

The student will learn to:

- manage complex and development-orientated situations in interaction and experience design, including analysing, evaluating and putting into perspective the means and effects in the design of user interface and user experiences.

- engage in academic and interdisciplinary cooperation within Interaction and experience design and assume responsibility within the framework of professional ethics
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to Interaction and experience design

## **ECTS**

The subject element Interaction and experience design is weighted 10 ECTS.

## **3. Exams on the programme**

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 has been used. This does not apply for students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

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

### 3.1. Overview of examinations and their timing

#### 3.1.

With indication of whether internal or external assessment

Time	Subject/exam	ECTS	Internal/External assessment criteria	Assessment
1st semester	1. Frontend development	5	Internal	7 – point scale
1st semester	2. Databases	5	Internal	7 – point scale
1st semester	3. Backend development	10	External	7 – point scale
1st semester	4. Interaction design	10	External	7 – point scale
2nd semester	5. Advanced web programming (Frameworks)	10	Internal	7 – point scale
2nd semester	6. Elective element (see the electives' catalogue)	20	Internal	7 – point scale
3rd semester	7. Internship exam	15	Internal	7 – point scale
3rd semester	8. Bachelor Project	15	External	7 – point scale

**Information concerning times, dates and locations for the exams  
can be found on Study Update**

### 3.2. Completion of the exams

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 for a specific exam, they will appear in the individual exam descriptions below.

#### Pass / fail exams

If a student has not achieved the mark 02 or higher for an oral or written exam or a combination of this, the exam will not be passed, and one exam attempt will have been used.

If exam project was prepared by one student and not passed, the student can choose to work further on 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, provided the exam is individualised. The student can also choose to write a new project alone, where the rules for the scope and guidelines 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.

#### **Illness and re-examinations**

Information about the time and place of illness/re-exams can be found on Study Update. This may be the same as the next regular exam. The student is responsible for finding out when the sick and re-exams take place.

#### *Illness 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 (illness) 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 doctor's certificate. The Academy must receive the doctor's 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 one examination attempt. The student must pay the cost of the doctor's certificate. Requirements for the doctor's 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 to take the exam the next time it is scheduled. The re-examination may be the same as the next regular exam.

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

### **3.3. Exam Backend – 10 ECTS – 1st semester**

#### **Learning objectives for the exam**

The learning objectives for the exam are provided in the subject description for backend course in section 2.

#### **The exam form and organisation including any formal requirements**

The exam is an individual oral examination on the basis of a question set which is drawn by the student.

The oral exam takes 60 minutes, which includes 30 minutes of preparation of a question that the student draws immediately before the 30 minutes oral examination (this includes a discussion of the assessment). For the 30 minute examination, the student is expected to present the topic/question for about 5-10 minutes.

#### **Prerequisites to take the exam**

All compulsory hand-ins must have been done on time, they must be credible and they must be approved before the start of the exam.

Non-compliance with this condition means that the student cannot participate in the exam, and one exam attempt will have been used.

#### **Criteria for assessment and co-examiner**

The assessment criteria for the exam are identical to the learning objectives for the subject backend. The exam is assessed according to the 7-point scale and has an external co-examiner.

### **3.4. Exam Frontend – 5 ECTS – 1st semester**

#### **Learning objectives for the exam**

The learning objectives for the exam are provided in the subject description for frontend development in section 2.

#### **The exam form and organisation including any formal requirements**

The exam is an individual digitally written 1 hour exam without any aids and assistance. The exam takes place in Wiseflow.

#### **Prerequisites to take the exam**

All compulsory hand-ins must be approved before the start of the exam.

Non-compliance with this condition means that the student cannot participate in the exam, and one exam attempt will have been used.

#### Criteria for assessment and co-examiner

The assessment criteria for the exam are identical to the learning objectives for frontend development as indicated in section 2. The exam is assessed according to the 7-point scale and has an internal co-examiner.

### **3.5. Exam Databases – 5 ECTS – 1st semester**

#### Learning objectives for the exam

The learning objectives for the exam are provided in the subject description for databases in section 2.

#### The exam form and organisation including any formal requirements

The exam is an individual digitally written 1 hour exam without any aids and assistance. The exam takes place in Wiseflow.

#### Prerequisites to take the exam

All compulsory hand-ins must be approved before the start of the exam.

Non-compliance with this condition means that the student cannot participate in the exam, and one exam attempt will have been used.

#### Criteria for assessment and co-examiner

The assessment criteria for the exam are identical to the learning objectives for databases as indicated in section 2. The exam is assessed according to the 7-point scale and has an internal co-examiner.

### **3.6. Exam Interaction and experience design – 10 ECTS – 1st semester**

#### Learning objectives for the exam

The learning objectives for the exam are provided in the subject description for interaction and experience design in section 2.

#### The exam form and organisation including any formal requirements

The exam is an individual oral examination on the basis of a question set which is drawn by the student.

The oral exam takes 60 minutes, which includes 30 minutes of preparation of a question that the student draws immediately before the 30 minutes oral examination (this includes a discussion of the assessment). For the 30 minute examination, the student is expected to present the topic/question for about 5-10 minutes.

#### Prerequisites to take the exam

All compulsory hand-ins must be approved before the start of the exam.

Non-compliance with this condition means that the student cannot participate in the exam, and one exam attempt will have been used.

#### Criteria for assessment and co-examiner

The assessment criteria for the exam are identical to the learning objectives for interaction and experience design as indicated in section 2. The exam is assessed according to the 7-point scale and has an external co-examiner.

### **3.7. Exam Advanced web programming – 10 ECTS – 2nd semester**

#### Learning objectives for the exam

The learning objectives for the exam are provided in the subject description for advanced web programming in section 2.

#### The exam form and organisation including any formal requirements

The exam is an individual, written examination and has a weight of 10 ECTS. At the end of the course the exam is handed out, which consists of a programming task, which the students have about one week to solve.

#### Prerequisites to take the exam

All compulsory hand-ins must be approved before the student can participate in the exam. Non-compliance with this condition means that the student cannot participate in the exam, and one exam attempt will have been used.

#### Criteria for assessment and co-examiner

The assessment criteria for the exam are identical to the learning objectives for advanced web programming as indicated in section 2. The exam is assessed according to the 7-point scale and has an internal co-examiner.

### **3.8. Internship exam – 3rd semester – 15 ECTS**

#### Learning objectives for the exam

The learning objectives for the internship are stipulated in the national part of the curriculum, and are based on the individual learning objectives.

#### The exam form and organisation including any formal requirements

The exam is an individual, written examination and has a weight of 15 ECTS. At the end of the internship, the student submits a written report about an academic problem from the internship company as well as the learning objectives.

#### Formal requirements for the written internship report

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
- Introduction
- Description of the company (its main activities, number of employees, their profession, etc.)
- Reflection on the individual learning objectives achieved
- Description of concrete tasks
- Conclusion
- Appendices:
  - Logbook (if included)
  - Bibliography, if any (including all sources that have been referenced)
  - Any additional appendices (only to be included if central to the report).

The internship report must be 10 normal pages in addition to any appendices.

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

#### Prerequisites to take the exam

The following requirements must be met to take the exam:

- Active attendance must be complied with during the internship period in accordance with section 4. Rules for the completion of an internship
- The handed-in written paper must meet the formal requirements as indicated above and the content must be credible and must be handed-in on time. See the exam plan available on Study Update.

Non-compliance with one or more of the prerequisites will mean the student will not be assessed, and the student will have used one exam attempt.

#### Criteria for assessment and co-examiner

The assessment criteria are the learning objectives (knowledge, skills and competencies) for the internship. The exam is assessed according to the 7-point scale and has an internal co-examiner.

### 3.9. Bachelor exam – 3rd semester – 15 ECTS

#### Learning objectives

The learning objectives for the Bachelor project are identical to the programme's learning objectives, which are available in the national curriculum.

#### Exam form and organisation

The exam is an individual, oral examination based on the written Bachelor project. If the Bachelor

exam is prepared by a group, the group must not exceed 3 students.

The project report must not exceed 20 standard pages + 20 standard pages per student. Cover page, TOC, bibliography and appendices are not included.

Appendices will not be assessed. Additional form requirements for the project are stipulated in the national part of the curriculum.

#### *The exam process*

The individual oral exam is 30 minutes and includes:

1. 10-15 minutes for the student to present the project and results
2. 10-15 minutes for the exam
3. 5 minutes for the deliberation and communication of marks.

#### Prerequisites to take the exam

The following requirements must be met to take the Bachelor exam:

- The examination can only be taken after the final internship exam and all other exams have been passed.
- The handed-in written paper must meet the formal requirements as indicated above and the content must be credible and must be handed-in on time. See the exam plan available on Study Update.

It is a prerequisite for taking the oral exam that students confirm their responsibility for the preparation of the project with their signature, this is done when the project is uploaded in WISEflow.

Non-compliance with one or more of the prerequisites will mean the student will not be assessed, and the student will have used one exam attempt.

#### Criteria for assessment and co-examiner

The bachelor project will be assessed in an exam, which together with the post-internship exam and the other exams on the programme should document that the programme's learning objectives have been met. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. The written project will therefore not get an independent mark, but it is included in the assessment at the oral exam. The exam is assessed according to the 7-point scale and has an external co-examiner.

## **4. 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, these must be based on the learning objectives found in the third part of the national part of the curriculum and which will subsequently provide the basis for the company's planning of the student's work. The learning objectives for each student must be approved by the Academy.

The internship period is 10 weeks and concludes with a written exam . See also section 3 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.

## **5. Programme parts that can be completed abroad**

### **5.1. Programme parts and rules for prior credit approval**

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

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

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

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 the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

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. International Office can be contacted for further information, and information about specific opportunities. 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.

### **5.2. Exams abroad in the 2nd and 3rd semester**

#### **Subjects**

The student must take their exams at a partner institution abroad. The student must document all learning from the subjects taken at the partner institution in an online portfolio. A learning report

for each subject, which describes the types of learning achieved in the subject, must be prepared.

The scope of the report must be appropriate to the course's credits, as agreed between the student and Business Academy Aarhus in advance, but at least two standard pages.

All the subject's tasks and corresponding hand-ins 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.

### **Bachelor Project**

Business Academy Aarhus appoints a supervisor – and the report must be submitted and examined as explained in the national part of the curriculum in the section 'Requirements for the final Bachelor project'.

#### **Rules for examinations abroad**

For a description of the rules for conducting exams abroad, please refer to the section with useful tips on examinations on Study Update. This also describes the costs involved if the examination is held abroad.

## **6. Requirements for written assignments and projects**

In all exams etc. a standard page is defined as containing 2,400 keystrokes including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

The requirements on the scope of written assignments and the correlation between the number of members of a group and the scope of projects are specified in the description of the individual exams.

Hand-in of written assignments and projects as part of an exam take place in WISEflow, unless otherwise stipulated.

### **6.1. What effect do spelling and writing skills have on the assessment?**

In the assessment of projects and exams, in addition to the academic content, the student's spelling and writing ability is also important (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. The application must be sent to the programme head no later than 4 weeks before the exam.

## **7. The use of aids and assistance**

During exams, all aids and assistance, including electronic devices, are allowed, unless a ministerial order or curriculum for the specific programme specifies restrictions for use.

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

## **8. Special exam conditions**

The Academy offers special exam conditions for students with physical or mental impairments when students apply for this, and when the Academy considers that it is necessary to equate these students with other students in an exam situation.

Students may therefore, 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 doctor's certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a doctor's 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.

## **9. 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.

### **9.1. 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.

**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 management.

Business Academy Aarhus conducts systematic digital plagiarism control.

**9.2. The process of clarification of exam cheating, including plagiarism**

*Postponement of the exam*

If the report of cheating is plagiarism etc. 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 submitted without undue delay as soon as there is a suspicion that cheating in an exam has occurred. 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 to the student 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.

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.

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 student 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 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 Academy 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 institution is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order on examinations.

## **10. Complaints regarding exams and the appeal of decisions<sup>1</sup>**

### **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 Examination 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.

### **10.2. 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 assessment has been announced in the usual way. Complaints can relate to:

- the basis of the exam, including exam questions, assignments, etc., as well as its relationship to the educational goals and requirements
- The exam procedure
- Assessment.

A student can complain about 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 form on [www.baaa.dk](http://www.baaa.dk).

The process after a complaint is received is that the complaint is immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinions 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' opinions are made available, the complainant has the opportunity to comment on the decision, usually with a week's deadline.

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<sup>1</sup> See Ministerial Order for Examinations chp 10.

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

The Academy's decision must be 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 could result in a lower mark. The student must, within a period of two weeks after the decision has been made, either accept or reject the offer. The decision is binding and may not be changed, and 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 reassessment, including a written justification and the assessment criteria.

#### *Exam shortcomings*

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 via the complaint form on [www.baaa.dk](http://www.baaa.dk) within two weeks (14 calendar days) after the assessment 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

### 10.3. Appeals and legal issues

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 [complaints@baaa.dk](mailto: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 chair 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 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 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 or reject 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 appeal 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.

#### **10.4. 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. Indication of teaching and work methods**

Teaching at the Business Academy Aarhus is based on our educational platform.

This means that teaching is based on appropriate business practices and connects theory with practice. 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, group 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 teaching material and teaching. Additionally, the teaching will support the development of the student's IT skills.

### **12. Rules for credit for subject elements**

#### **12.1. Credit for subjects covered by the curriculum's institutional part**

Indication of any prior credit approval for the credit of programme elements covered by the curriculum's institutional part.

Passed institutional programme elements are equivalent to the corresponding elements at other educational institutions that offer this programme or other programmes that contain the relevant programme elements.

## 12.2. 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 the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

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

## 13. Rules for the student's obligation to participate in the programme

To ensure the programme's learning objectives and goals can be achieved, and that the teaching methods work, you can see below precisely which programme elements require active attendance along with the respective rules for this active attendance:

- hand-in/presentation of assignments/projects
- compulsory attendance in terms of physical presence

<b>FOR THE WEB DEVELOPMENT PROGRAMME, ACTIVE PARTICIPATION INCLUDES:</b>	
<b>1st SEMESTER</b>	<ul style="list-style-type: none"> <li>• 1 written assignment must be prepared for the subject: Databases</li> <li>• 1 written assignment must be prepared for the subject: Frontend</li> <li>• 1 written assignment must be prepared for the subject: Backend</li> <li>• 1 written assignment must be prepared for the subject: Interaction and experience design</li> </ul>
<b>2nd SEMESTER</b>	<ul style="list-style-type: none"> <li>• 1 written report must be prepared and handed-in for the subject: Advanced web programming</li> </ul>

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

Active attendance and any active attendance requirements which are prerequisites to participate in any exams are indicated in the description of each individual exam.

## 14. 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 exams
- 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 this curriculum
- handed in, as stipulated in this curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams, and that they have credible content, and have not handed in material that others have copyright to
- been present for activities with compulsory attendance, as stipulated in this curriculum

Failure to meet one or more criteria in the definition of study activity can lead to the student's enrolment being terminated.

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 an application of exemption and evidence that the lack of activity on the programme should not count.

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.

Rules about the exams, which the students according to the Ministerial Order for Examinations should have participated in before the end of the 2nd semester and passed before the end of the 2nd semester, and where the Ministerial Order for this programme has fixed time limits for completion

of the programme, apply irrespective of the above 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 on the programme 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](http://su.dk). (in Danish only)

## **15.Requirements concerning a foreign language**

Teaching and teaching resources are in English.

All electives on the 2nd Semester will be in English and will consist of a mixture of Danish and international students.

## **16.Rules of exemption**

If warranted by exceptional circumstances, the Academy may deviate from what has been stated in this curriculum. The various institutions must cooperate in order to have a homogenous dispensation policy.

## **17.Commencement**

This part of the institutional curriculum is valid from 15.08.2019 and is valid for students who are enrolled or will be enrolled after 15.08.2019.

## 18. Legal basis

The following current legislation applies to the programme:

- Ministerial Order no. 790 from 09/08/2019: Ministerial Order for Academies of Professional Higher Education
- Ministerial Order no. 841 from 24/06/2018: Ministerial Order for Academy Profession degree programmes and Bachelor degree programmes (LEP law)
- Ministerial Order no. 858 from 22/08.2019: Ministerial Order for technical and commercial business academies and professional bachelor courses
- Ministerial Order no. 1500 from 02/12/2016: Ministerial Order for examinations in higher educational business programmes
- Ministerial Order no. 211 from 27/02/2019: Ministerial Order for admission to business academies and professional bachelor courses
- Ministerial Order no. 114 from 03/02/2015: Ministerial Order concerning marks

and other assessment criteria will be published on [www.retsinfo.dk](http://www.retsinfo.dk). (in Danish only)