
Curriculum 2015-2016 Institutional

**BA Degree Programme in Chemical and Biotechnical Technology, Food Technology
and Process Technology**

PBA i laboratorie-, fødevare- og procesteknologi

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1. Scope of the curriculum

1.1. Commencement of the curriculum

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

1.2. Transitional scheme

This institutional part of the curriculum is valid from the beginning of the study year 2015/2016 and applies to present and future students signing up for the programme and exams taking place on 1 August 2015 or later.

The institutional part of the 2014/2015 curriculum will no longer be effective from the beginning of the study year 2015/2016.

Exams that have started before 1 August 2015 will be taken in accordance with the institutional part of the August 2014/2015 curriculum, however no later than 1 February 2016.

1.3. Scheduled placement of the programme elements

Joint compulsory programme elements take place during the first semester:

1. Applied mathematics and physical chemistry (5 ECTS)
2. Commerce -organisation, management and cooperation (5 ECTS)
3. Production and quality control (5 ECTS)
4. Communication, dissemination and philosophy of science (5 ECTS)
5. Basic experimental design (5 ECTS)
6. Statistical experimental design (5 ECTS)

Electives and compulsory programme elements of the individual study programmes take place during the 2nd semester.

The internship and main bachelor project takes place during the 3rd semester.

2. Elective programme elements

The elective programme elements are weighted 5 ECTS. These 5 ECTS are scheduled during the 2nd semester for all study programmes. The following electives are offered:

For the study programme Chemical and Biotechnical Technology:

- Elective in chemical and biotechnical technology

For the study programme Food Technology:

- Elective in innovation and production development

The purpose of the elective elements is to offer the students the opportunity for an individual profile on their programme through academic immersion. The elective elements are planned by the individual institutions offering the degree programme. Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

2.1. Content and learning objectives for the elective element: Chemical and Biotechnical Technology Study programme: Chemical and Biotechnical technology

Weight: 5 ECTS

Placement: 2nd semester

Content

This subject contains one or more of the following elements:

- Validation/verification of analysis instructions, preparation of an analysis method
- Organic or inorganic synthesis, quantification/qualification by means of techniques from the subject analysis techniques

Learning objectives

Knowledge and understanding

The student will gain knowledge about:

- Test planning in practice
- Dimensioning of tests in practice

Skills

The student will get the skills to:

- Gather the necessary knowledge for setting up a test plan
- Set up hypotheses and draw conclusions on the basis of achieved results in practice
- Understand and evaluate test results achieved in practice
- Interpret test results and draw relevant conclusions

Competencies

The student will learn to:

- Independently, or in cooperation with others, be responsible for the practical planning and execution of laboratory work
- Relate knowledge from achieved test results to similar tests

Assessment if the elective element is assessed separately:

The exam is assessed according to the 7-point scale and is weighted 5 ECTS.

The learning objectives for the programme element are identical to the learning objectives for the exam.

For information on exam form and organisation, etc., refer to section 8.10

Assessment of elective element together with two compulsory programme elements:

The exam is assessed according to the 7-point scale and is weighted 5 ECTS.

The learning objectives for the programme element are identical to the learning objectives for the exam.

For information on exam form and organisation, etc., refer to section 8.10

2.2. Content and learning objectives for elective element: Innovation and Product Development Study programme: Food Technology

Weight: 5 ECTS

Placement: 2nd semester

Content

Innovation as a concept. Gathering of knowledge. Legislation, including labelling. Idea creation, idea development and idea evaluation. Concept development. Project management. Project development processes and phases. Finances. The product's life cycle (diffusion). Patenting. Foods of the future - product development in the food industry, including fortified foods, functional foods.

Learning objectives

Knowledge and understanding

The student will gain knowledge about:

- Innovative concepts
- Principles that enable the inclusion of results from the market as well as consumer analyses in the innovation process
- The introduction level to patenting

Skills

The student will get the skills to:

- Apply innovative techniques/methods associated with the processes of idea creation and idea development, concept development as well as product development
- Convey their technical knowledge across the organisation
- Apply theoretical knowledge about innovative concepts in a process-orientated course from "idea to product"
- Carry out relevant information searches regarding legislation and labelling

Competencies

The student will learn to:

- Work innovatively across professional boundaries
- Handle problems related to idea creation and idea development, concept development as well as product development

Assessment if the elective element is assessed separately:

The exam is assessed according to the 7-point scale and is weighted 5 ECTS.

The learning objectives for the programme element are identical to the learning objectives for the exam.

For information on exam form and organisation, etc., refer to section 8.12

Assessment of elective element together with two compulsory programme elements:

The exam is assessed according to the 7-point scale and is weighted 5 ECTS.

The learning objectives for the programme element are identical to the learning objectives for the exam.

For information on exam form and organisation, etc., refer to section 8.12

3. Rules for the completion of an internship

The internship is placed at the beginning of the 3rd semester and has a duration of three months. During the company internship, the student has a supervisor from the programme and a contact person from the company.

Together the company and their supervisor, the student must establish the goals for the student's learning outcome during the internship; this subsequently provides the guidelines for the company's planning of the student's work.

The internship is generally considered equivalent to a regular full-time job (37 hrs. per week) and should reflect the requirements on work performance, commitment and flexibility that graduates should expect to face in their first jobs. In addition to this, the student must spend approximately five hours a week on documentation and reflection on the internship.

The institution appoints a supervisor who will also be the examiner for the written internship report.

4. Methods of teaching and working

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

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

To enhance the independence of graduates, the instructors will act more like coaches/mentors rather than teachers/instructors.

Teaching is conducted in English. Other Instruction and written assignments can be in Danish language if this was agreed when the student signed up for the programme. In addition to this, the programme supports the development of the students' IT competencies.

5. Guidelines for differentiated instruction

Teaching is adjusted on an ongoing basis in consideration of the students' academic level.

Furthermore, the projects and cases offer students an opportunity to work with the assignments at different levels.

6. Foreign language skills

Teaching is conducted in English. Teaching materials, textbooks, presentations and assignments are in English. It is therefore a precondition that students can read, understand and speak English at level B as a minimum.

7. Internationalisation

7.1. Education abroad

The programme is modular, this means that it is possible for a student to take half a semester abroad, as it is possible for foreign students to study one whole or half a semester in our programme. An internship can also take place abroad.

It is also possible to take elective 2nd semester programme elements abroad as part of a summer school visit.

In the same way, the internship and the main exam project can be completed in a foreign company or institution.

For details of the specific opportunities, please contact the International Office.

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

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

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

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

7.2. Examinations abroad

The student must do his/her examinations at the partner institution abroad. The student must document all learning from the courses taken at the partner institution in an online portfolio. A learning report for each subject, which describes the types of learning achieved in the course, must be prepared.

The scope of the report must match the course credits, though must be a minimum of two pages which corresponds to 2400 characters per page (including spaces).

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

Bachelor project

Generally, a supervisor is appointed at the home department –and the report is submitted and examined as described under “Final exam project” in the joint national part of the curriculum.

7.3. Rules for examinations abroad

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

8. Examinations on the programme

If pc and internet access is allowed, it is always the responsibility of the student to ensure that they have internet access during the exam and that their pc is functional.

8.1. Overview of examinations and their timing

With indication of whether internal or external assessment

Exam	90 ECTS distributed on the exams	Timing	Internal/external assessment
Compulsory examinations			
Applied mathematics and physical chemistry	5 ECTS	1st semester	Internal
Commerce - organisation, management and cooperation	5 ECTS	1st semester	Internal
Production and quality control	5 ECTS	1st semester	Internal
Communication, dissemination and philosophy of science	5 ECTS	1st semester	Internal
Basic experimental design	5 ECTS	1st semester	Internal
Statistical experimental design	5 ECTS	1st semester	Internal
Internship	15 ECTS	3rd semester	Internal
Bachelor project	15 ECTS	3rd semester	External
Exams for the study programme: Chemical and Biotechnical technology			
Biotechnology With the following compulsory programme elements <ul style="list-style-type: none"> • Cell biology (5 ECTS) • Bioproduction (5 ECTS) • Analysis of biomolecules (5 ECTS) If the compulsory programme elements are not completed during the same exam period, the examination in the individual programme element can be taken separately	15 ECTS	2nd semester	External
Chemical technology With the following compulsory programme elements <ul style="list-style-type: none"> • Organic chemistry (5 ECTS) • Chemical analysis technique (5 ECTS) • Elective: Chemical and biotechnical technology (5 ECTS) 	15 ECTS	2nd semester	External

<p>If the compulsory programme elements are not completed during the same exam period, the examination in the individual programme element can be taken separately</p>			
Exams for the study programme: Food technology			
<p>Food quality and safety With the following compulsory programme elements</p> <ul style="list-style-type: none"> • Food quality and quality measuring (5 ECTS) • Food microbiology (5 ECTS) • Food safety and legislation (5 ECTS) <p>If the compulsory programme elements are not completed during the same exam period, the examination in the individual programme element can be taken separately</p>	15 ECTS	2nd semester	External
<p>Food technology and innovation With the following compulsory programme elements</p> <ul style="list-style-type: none"> • Food technology 1 (5 ECTS) • Food technology 2 (5 ECTS) • Elective: Innovation and product development (5 ECTS) <p>If the compulsory programme elements are not completed during the same exam period, the examination in the individual programme element can be taken separately</p>	15 ECTS	2nd semester	External

Information concerning times, dates and locations for the exams is on Fronter

8.2. Prerequisites to take the exams including compulsory attendance and submission of assignments

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

In order to take the 1st and 2nd semester exams, it is a condition that the requirements of study activity and the related themes/programme elements have been approved.

Study activity is approved when:

- The student has taken part in 80% of the teaching as a minimum, including exercises, laboratory work, cases, guest lectures, field trips, study trips and theory (estimated for each theme/programme element)
- The student has taken active part in all presentations and feedback
- The student has submitted all written assignments as defined in the theme/programme element descriptions
- The content of all submitted assignments and presentations are credible
- All the reports meet the formal requirements as described in the theme/programme element descriptions
- The student's confirms with their signature that they are responsible for it
- All assignments have been submitted properly on time

To take the **internship exam**, it is a prerequisite that:

- The student has taken part in the course for the internship as described in the joint national part of the curriculum in the section headed: "Rules for the completion of the internship"
- The content of the written report and the poster is credible
- The internship report meets the formal requirements as described in the theme/programme element descriptions
- The student confirms with their signature that they are responsible for it
- The internship report is credible and has been submitted correctly
- The student has presented the Internship at a poster session at Business Academy Aarhus. The Poster must be written according to the IMRAD structure

To sit the **main exam project examination**, it is a prerequisite that:

- All 1st and 2nd semester exams and the internship exam have been passed
- The student has completed the project course as described in the joint national part of the curriculum under the section headed: "Main exam project"
- The content of the written project report is credible
- The project report meets the formal requirements as described in the joint national part of the curriculum under the section headed: "Requirements for the main exam project"
- The student confirms with their signature that they are responsible for it
- The project report is credible and submitted correctly

Failure to meet one or more the prerequisites means that the student cannot take part in the exam and that one examination attempt has been used by the student.

Failure to meet one or more of the prerequisites e.g. rejection of a written assignment or failure to comply with formal requirements for the assignment will be listed as a non-compliance for student activity in relation to the receipt of the government grant, SU.

The Academy will intervene with assistance and guidance as early as possible if a student fails to comply with compulsory attendance.

8.3. Applied mathematics and physical chemistry:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Applied mathematics and physical chemistry

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal, written exam.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

All written aids, including calculators, are allowed. Telephones and computers are not allowed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.4. Commerce – organisation, management and cooperation:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Commerce – organisation, management and cooperation

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal, written report and oral examination.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.5. Production and quality control:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Production and quality control

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal, written exam.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

All written aids, including calculators, are allowed. Telephones and computers are not allowed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.6. Communication, dissemination and philosophy of science:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Communication, dissemination and philosophy of science

The learning objectives appear in the joint national curriculum.

Prerequisites to take the exams including compulsory attendance and submission of assignments

In addition to the conditions listed in section 8.2 "Prerequisites to take the exams including compulsory attendance and submission", it is also a condition that students have taken part in the course: Literature search

Exam organisation

The exam is an internal, written synopsis and oral examination.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.7. Basic experimental design:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Basic experimental design

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal, written exam.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.8. Statistical experimental design:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme element: Statistical experimental design

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal, written synopsis and oral examination.

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

The exam is weighted 5 ECTS.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 1st semester. For information on time and place, refer to Fronter.

8.9. Biotechnology – study programme: Chemical and Biotechnical technology:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme elements:

- Cell biology (5 ECTS)
- Bioproduction (5 ECTS)
- Analysis of biomolecules (5 ECTS)

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an external, oral examination.

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

The exam is weighted 15 ECTS.

If the compulsory programme elements are not completed during the same examination period, a separate examination is possible for the compulsory element in question.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 2nd semester. For information on time and place, refer to Fronter.

8.10. Chemical technology –

Study programme: Chemical and Biotechnical technology:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme elements:

- Organic chemistry (5 ECTS)
 - Chemical analysis technique (5 ECTS)
- and
- Elective in chemical and biotechnical technology (5 ECTS)

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an external, written synopsis and oral examination.

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

The exam is weighted 15 ECTS.

If the compulsory programme elements are not completed during the same examination period, a separate examination is possible for the compulsory element in question.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 2nd semester. For information on time and place, refer to Fronter.

8.11. Food quality and safety –

Study programme: Food technology:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme elements:

- Food quality and quality measuring (5 ECTS)
- Food microbiology (5 ECTS)
- Food safety and legislation (5 ECTS)

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an external, oral examination.

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

The exam is weighted 15 ECTS.

If the compulsory programme elements are not completed during the same examination period, a separate examination is possible for the compulsory element in question.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 2nd semester. For information on time and place, refer to Fronter.

8.12. Food technology and innovation – Study programme: Food technology:

Assessment criteria

The assessment criteria for the exam = the learning objectives for the compulsory programme elements:

- Food technology 1 (5 ECTS)
- Food technology 2 (5 ECTS)
- Elective in innovation and product development (5 ECTS)

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an external, written synopsis and oral examination.

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

The exam is weighted 15 ECTS.

If the compulsory programme elements are not completed during the same examination period, a separate examination is possible for the compulsory element in question.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 2nd semester. For information on time and place, refer to Fronter.

8.13. Internship Test

Assessment criteria

The assessment criteria for the exam = the learning objectives for the Internship

The learning objectives appear in the joint national curriculum.

Exam organisation

The exam is an internal written report.

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

The exam is weighted 15 ECTS.

Requirements for the internship report

The internship report should contain reflection about how the aim is reached or if they are not reached completely what would it take to reach them? The report must be of maximum 8 pages.

The use of aids and assistance

Free use of aids and assistance; however, the rules regarding plagiarism must be observed.

Time placement

The exam takes place during the 3rd semester. For information on time and place, refer to Fronter.

8.14. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2400 characters including spaces and footnotes. A figure count for 750 signs.

The front pages, TOC, bibliography and appendices do not count.

8.15. Requirements for the main project

The main examination or bachelor project is evaluated as an external exam which, together with the post-internship exam and any other exams, demonstrates that the programme's educational objectives have been achieved. The exam consists of a project and an oral part, and one total mark is given. The examination can only be taken after the final internship exam and all other exams have been passed.

8.16. Spelling and writing skills

Spelling and writing skills are part of the main exam/bachelor project (weighted 10 per cent). The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

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

8.17. The use of aids and assistance

Each exam lists the aids and assistance allowed. The examinee must always observe the rules regarding cheating during an exam, including plagiarism. The rules can be found on Fronter.

8.18. Special exam conditions

Students may, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation which indicates a medical condition or relevant disability. Students whose mother tongue is not Danish may apply for permission to bring dictionaries to exams which do not otherwise allow the use of aids and assistance.

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

8.19. Sick and re-examinations

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (sick) exam as soon as possible. If it is an exam that should take place in the final exam period, the student will be given the opportunity to take the exam in the same semester or immediately thereafter.

The sick exam may be the same as the next regular exam. The student is responsible for finding out when the (sick) exam is to take place.

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

The illness must be documented by a medical certificate. The institution must receive the medical certificate no later than three working days after the examination. Students who become acutely ill during an exam must prove that they have been sick on that day.

If the illness is not documented according to the above rules, the student will have used an examination attempt. The student bears the cost of the medical certificate.

Re-examination

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

The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of re-examinations can be found on Fronter.

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

8.20. Examination language

The exams are conducted in Danish, Norwegian or Swedish – or in English depending on whether the student signed up for the Danish or the English programme.

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

The students themselves must prepare projects and other material for examinations.

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 a Ministerial Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Executive Order of 1519 from 16.12.2013).

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

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

Cheating is for instance:

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

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

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

Expulsion can also occur once the exam has been held.

9.2. 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 management.

9.3. The process of clarification of cheating, including plagiarism

Postponement of the exam

If the report of cheating is plagiarism in a written assignment, where this forms the basis of assessment with a subsequent oral examination, the head of the programme must postpone the exam if it is not possible to determine the position before the date of the exam.

Format and content of the report

The report must be prepared without undue delay. The report should include a written presentation of the case, which includes information that can identify those reported, as well as a brief explanation and documentary evidence of the position. If one or more of the reported 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 interested parties

The head of the programme determines whether the consultation with the student happens orally, in writing or a combination thereof.

For an oral consultation of interested parties, the examinee is summoned to an interview which aims to shed light on the case. The aim here is to present documentation of the suspected cheating and to hear the student's side of it. The student has the right to have a representative accompany them to this meeting.

For the written consultation of interested parties, the documentation for the suspected cheating is sent to the student in order to request a written statement.

Sanctions for cheating and disruptive behaviour during an exam

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

In less severe cases, a warning is given first.

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

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

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

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

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

Complaints

The decision of expulsion and that an examination attempt has been used due to cheating is final, and cannot be appealed to a higher administrative authority.

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order for Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution and must be addressed to the head of the programme, who must then submit a report that the complainant has the opportunity to comment on within a period of normally one week. The institution then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for complaints to the institution is

two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order § 51.

10. Other rules for the programme

10.1. Credit for subjects included by the curriculum's institutional part

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

10.2. Prior credit approval

Students can apply for prior credit approval. With prior credit approval for study in Denmark or abroad, students are required to document each approved and completed programme component when they have completed each programme component. In connection with applying for prior credit approval, the students give permission that the institution can obtain the necessary information after the student's completion.

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

10.3. Criteria for the evaluation of study activity

Study activity is defined as follows for students who within the last 12 months have:

- Participated in at least two different exams
- Passed at least one exam
- Fulfilled their obligation to participate in any activity which is part of the programme, including group work, class projects, remote learning, etc. as indicated in the curriculum
- Delivered, as indicated in the curriculum, the assignments, reports (learning) portfolios, etc., which are prerequisites for participation in exams with credible content, and have not submitted any plagiarised material
- Been present for all activities with compulsory attendance, as indicated by the curriculum

Failure to meet one or more criteria in the definition of study activity justifies termination of enrolment.

Periods during which the student has not been active due to leave, maternity/paternity leave, adoption, a documented illness or military service do not count. The student may be required to provide documentation for these circumstances.

The programme may grant exemptions from these provisions if there are exceptional circumstances. The exemption application must be sent to the head of department.

Prior to the student's enrolment being brought to an end, the student will be advised of this in writing. In connection with this, the student must be made aware of the rules above. The letter to the student must make it apparent that the student has 14 days to submit evidence that the lack of activity at 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 the enrolment will not be terminated, termination is delayed until the case has been decided on by the head of the programme.

The student can complain about the decision to the director of education within two weeks of receipt of the decision. The complaint will delay any further action. If the director upholds the decision, the student may appeal to the Ministry of Higher Education and Science within two weeks of receipt of the decision with respect to any legal issues.

11. Complaints regarding exams and the appeal of decisions¹

11.1. Complaints regarding exams

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

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:

- basis of the examination etc., the exam procedure and/or the assessment or
- complaints concerning legal matters.

The two types of complaints are handled differently.

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

A candidate may submit a written and substantiated complaint within a period of two weeks after the exam has been announced in the usual way concerning:

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

The complaint can relate to all exams, including written, oral and combinations thereof, as well as practical or clinical exams.

The complaint must be sent to the head of the programme.

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

1. See the Examination Order part 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

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

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

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

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

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

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination may result in a lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. This decision is binding and may not be changed. If the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

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

With a reassessment, the examiners must submit all relevant documents i.e., the exam, the answer/s, the complaint, the original examiners' opinions along with the complainant's remarks as well as the institution's decision.

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

If it has been decided that a new assessment will be made or if there is an offer of a re-examination, the decision will be binding for all the examinees whose exams have the same shortcomings as the subject of the complaint.

The complaint must be sent to the head of the programme within two weeks (14 calendar days) after the evaluation of the exam in question has been announced. If the deadline falls on a public holiday, the first working day thereafter is the deadline.

A dispensation from the deadline can be granted if there are exceptional circumstances.

11.2. Appeal

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

The appeal must be sent to the head of department.

The deadline for an appeal is two weeks after the student has been informed of the decision. The same requirements as mentioned above under complaint (in writing, with reasons etc.) also apply to the appeal.

The Appeals Board consists of two external examiners appointed by the chairman of external examiners, as well as a lecturer eligible to examine and a student within the same field of study (programme), who are both appointed by the head of department.

The Appeals Board makes a decision based on the original material that formed the basis for the institution's decision and the student's substantiated appeal.

The Board deals with the appeal and the resultant decision can be as follows:

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

If the decision offers reassessment or re-examination, the complainant must be advised that a reassessment or re-examination may result in lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. The decision is binding and may not be changed.

If the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

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

With a reassessment, the examiners must submit all relevant documents i.e., the exam, the answer/s, the complaint, the original examiners' opinions along with the complainant's remarks as well as the institution's decision.

Appeals must be decided within two months – for summer exams, within three months – after the appeal has been filed.

The Appeals Board's decision is final, which means that the case cannot be appealed to a higher administrative authority with regard to the academic part of the complaint.

11.3. Complaints concerning legal matters

Complaints concerning legal issues in the decisions made by the examiners for the reassessment or re-examination or the Appeal Board's decision must be submitted to Business Academy Aarhus within a period of two weeks from the day the decision is communicated to the complainant.

Complaints concerning legal issues in the decisions taken by the institution in accordance with a Ministerial Order (for example incapacity, consultation of interested parties, whether the Ministerial Order or Examinations has been interpreted correctly, etc.) may be submitted to the institution. The institution must submit a report that the complainant has the opportunity to comment within a period of normally one week. The institution then sends the complaint, the report and the complainants comments (if any) to the Ministry of Higher Education and Science. The deadline for

submission of the complaint to the Institution is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

12. Rules of exemption

The educational institution can deviate from what the institution or the institutions themselves have stated in the curriculum if this is justified by exceptional circumstances. The various institutions must cooperate in order to have a homogenous dispensation policy.

13. Approval

This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 26 November 2014



Signature
Dorte Ydemann
Head of Programme