



Curriculum Part 2 2017

Institutional Part IT Network and Electronics Technology

IT-teknolog

Revised August 2017

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1. Scope of the curriculum

1.1. Commencement of the curriculum

This institutional part of the curriculum comes into effect from 28 August 2017 and applies to all students who are admitted to the programme on the stated date, or later.

1.2. Transitional scheme

The institutional part of this curriculum comes into effect 1 August 2017 and applies to all students who already are, or who are later admitted to the programme, and the examinations that begin on the mentioned dates or later.

This institutional part of the curriculum replaces the 2016 version, which will not be valid from the 1 of August 2017. However, any exams started before 1 August 2017, must be completed according to the institutional part from 2016, no later than 31 August 2018.

2. Elective programme elements

On this programme, elective elements have a total of 15 ECTS on the 3rd semester.

The purpose of the elective modules is to offer students the opportunity of an individual study profile with academic immersion within the programme's subject area. The elective elements are intended to give students the opportunity to increase their study and professional competencies through specialisation and consideration of various perspectives of subjects broadly related to the area of the programme.

Electives at Business Academy Aarhus are found in this curriculum Part 3, elective element's catalogue. The students can also take electives at other institutions, but will bear the cost of transportation, accommodation, etc. The students can also arrange their own elective programme elements as a theoretical and/or practical education courses which must be approved by the programme.

In order to offer relevant electives, the electives' catalogue, part 3 in the curriculum, is regularly changed to the latest electives. The elective's catalogue indicates which electives are offered on the IT Network and Electronics Technology programme, as well as the content and learning objectives for each elective. The updated elective's catalogue will be available for each semester start

3. Rules for the completion of an internship

In the internship, the students must work with professionally relevant issues and obtain knowledge of the relevant business functions. During the internship the student is assigned to one or more companies. Work experience can be organised as flexible and differentiated and can form the basis for the student's exam project.

During the internship, the student will have a supervisor from the programme and a contact person in the company. Together, the internship company and the student determine the learning objectives to be attained by the student during the internship period, and this will subsequently provide the basis for the company's planning of the student's work. Based on the learning

objectives of the internship (see the joint part of the curriculum) the students and the supervisor/contact person from the company must jointly establish concrete goals for the student's internship period. These will then be the guidelines for the planning of the student's work during the internship.

The internship period is 10 weeks and concludes with an exam based on a written report. See also section 7 concerning the description of the programme's exams.

The internship is generally considered equivalent to a full-time job and should reflect the requirements for work performance, commitment and flexibility that graduates from IT Network and Electronics Technology could expect to meet in their first jobs.

4. Applied teaching and work methods

On the IT Network and Electronics Technology programme, a wide range of teaching methods are used, which support the achievement of the learning objectives that are described in this curriculum.

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

The teaching will be organised to provide variation. This will be achieved by teaching in classes, project work, interdisciplinary cases, theme work, guest lectures, company visits, study groups, self-study and presentations in groups for the entire class. Lectures can occur to a limited degree. In addition, the use of digital didactic methods, such as the flipped classroom, will be used as a supplement. 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 will be planned so that English is included in the teaching material and teaching. Additionally, the teaching will support the development of the student's IT skills.

5. Requirement for foreign language skills

Teaching on this programme takes place in English, *IT-teknologer* will be able to hand in assignments in Danish and take their exams in Danish, while the IT Technologists must hand in assignments in English and take exams in English.

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

6. Internationalisation

6.1. Education abroad

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

As electives typically have a weight of 5-10 ECTS, it is also possible to take such electives as part of a summer school visit abroad.

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 Academy can obtain the necessary information after the student's completion.

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

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. The International Office can be contacted for further information. It should be noted, however, that a lot of work is required by the individual student if they wish to study abroad. It is up to the individual student to investigate available subjects for study abroad at the desired university, etc. The International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

6.2. Exams abroad

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

The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2,400 characters per page.

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

The main exam project

Generally, a supervisor will be assigned at the student's own academy, and the report must be submitted and evaluated in an exam as described in the section 7.8.

6.3. Rules for examinations abroad

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

6.4. Agreements with foreign educational institutions

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

7. Exams on the programme

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

7.1. Overview of examinations and their timing

Timing of exams

Time placement	Subject/exam	120 ECTS distributed among the exams	Internal/external assessment	Assessment
2nd semester	1. First Year Exam	60	External	7 - point scale
3rd semester	2. Technology Exam	15	Internal	7 - point scale
3rd semester	3. The elective's exam	15	Internal	7 - point scale
4th semester	4. Internship exam	15	Internal	7 - point scale
4th semester	5. Main exam project	15	External	7 - point scale
Information concerning times, dates and locations for the exams can be found on Study Update				

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

This is followed by a description of:

- Criteria for successful completion of the exam
- Sick and re-examinations
- The individual exam forms and organisation
- Prerequisites for the exam - active attendance and submission requirements

7.2. Completion of the exam

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

Exam failed

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

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

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

Project not handed in/written answers

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

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

Not participated in the exam/oral examination

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

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

7.3. Sick and re-examinations

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

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (sick) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after.

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

If the illness is not documented according to the above rules, the student will have used an examination attempt. The student bears the cost of the medical certificate. Requirements for the medical certificate can be found on the website under 'Worth knowing about exams'.

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided that the student has an exam attempt left. The student is registered for the next scheduled exam, and the re-examination will be held no later than the middle of the next semester. The re-examination may be the same as the next regular exam.

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

7.4. First year exam, both study programmes (60 ECTS)

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the first year of study.

The learning objectives are specified in the joint curriculum.

Exam form and organisation

The exam is an individual oral examination based on a group project and the first and second semester syllabuses, and a number of continuous assessment activities throughout the semester, this is collectively called the first year exam. The examination has an external co-examiner and is assessed according to the 7-point scale.

The actual exam and the continuous assessment activities will be evaluated separately. The exam and the continuous assessment activities are assessed together according to the Danish 7-point scale. One overall mark is given, the actual exam is weighted 70% and the continuous assessment activities are weighted 30% of the final mark for the first year exam. In the actual exam, one total, individual mark is awarded based on an overall assessment of the student's written and oral performance.

When calculating the weighted average of the continuous assessment activities and the exam, the mark will be rounded up if it is halfway between two marks on the marking scale. There will be no rounding if the overall mark is under 02.

If a student fails the exam, the student must do a re-exam in the project part. The mark for the continuous assessment activities will be transferred for the re-exam regardless of whether the continuous assessment activities have been passed or failed, i.e. it doesn't matter whether the overall assessment is above or below 02.

The continuous assessment activities

The continuous assessment activities consist of a series of activities spread over the 1st year of studies. For each individual continuous assessment activity, points will be awarded which will be converted to a mark, which is weighted 30% of the mark for the first year exam.

The individual assessment activities are described below:

Assessment activities	Time placement / frequency	Points	Assessment
A. Test	Once a month	Up to 10 points, 1 point per test	The test must be taken. 1 point per completed test
B. Compulsory task 1	1 month after semester start	Up to 5 points	The task is assessed from 0 to 5 points
C. Compulsory task 2	1 month before the end of the semester	Up to 5 points	The task is assessed from 0 to 5 points
D. Compulsory task 3	1 month after the start of the second semester	Up to 5 points	The task is assessed from 0 to 5 points
E. Compulsory task 4	1 month before the end of the second semester	Up to 5 points	The task is assessed from 0 to 5 points

F. Active participation in project/group work	Continuously	0 or 10 points	Must be documented with a log book which is handed-in; the criteria can be found in the semester information
G. Attendance at teaching activities	Continuously	0 or 10 points	90% attendance and above provides 5 points. Under 90% attendance gives 0 points.
H. Test after 1st semester	End of 1st semester	20	Assessment based on the points scale in relation to the multiple choice test
Possible points in total		70 Points	
Point scale			
Point scale	Marks for continuous assessment activities		Points
	12		66-70
	10		60-65
	7		52-59
	4		45-51
	02		38-44
	00		10-37
	-3		<10

The students have 1 attempt to complete the continuous assessment activities A-E. With an undocumented absence or a hand-in without any content, the student will receive the lowest points according to the above table. If the students have a documented absence (sickness, paternity/maternity or other leave), a new exam attempt will be provided.

Activity F and G are activities throughout the semester; with undocumented absence or lack of active participation, the student will be assigned the lowest score. If the students have documented absence due to sickness, maternity/paternity leave etc., active participation will be assessed in relation to the actual participation.

The weighted average mark for the continuous assessment activities is indicated on the diploma as continuous assessment activity, first year exam.

Exam

The learning objectives are specified in the joint curriculum.

The exam process

1. Group presentation based on a product and a report: max. 20 minutes for each group
2. 20-minute individual examination, which is based on the project, and an exam question drawn by the student that is based on the curriculum. Each student from the group is examined individually as follows:
 - a. The students present the technical aspects of their individual parts of the project. This includes their role and what they have learnt from the project (about 10 minutes).

- b. The students answer a question they have drawn which is based on the compulsory programme elements from the first and second semester's curriculum (about 10 minutes).
3. Deliberation and communication of marks: 5 minutes.

Exam weight: 60 ECTS

Formal requirements for a written project

A project report must be handed in as well as a product.

For the written part of the exam, the project report must contain at least:

- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)
- Hand-in electronically.

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

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

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the first year of study.

The learning objectives are specified in the joint curriculum.

One total, individual mark is awarded based on an overall assessment of the student's written product report and product and the oral performance.

Time placement

The first-year exam takes place before the end of the first year of study and must be passed before the student can continue with the programme. Detailed information about the time and place for the hand-in of the written group project can be found on Study Update.

In individual cases, the programme may dispense from the time scheduled to pass the exam if this is due to documented illness, maternity/paternity leave or other special circumstances.

Exam language

Danish for IT-teknolog and English for IT Network and Electronics Technology.

Prerequisites to take the oral part of the exam

The following requirements must be met to take the oral part of the exam:

- The written project, is the basis for the exam and the assessment thereof and must:
 - fulfil the formal requirements (see above) and

- be submitted on time, cf. the examination schedule available on the intranet
- the content must be credible

Non-compliance with one or more of these conditions means that the student cannot participate in the exam, and one exam attempt will have been used.

Re-examination

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

7.5.Third semester exam: Technology exam, both study programmes (15 ECTS)

Assessment criteria

The evaluation criteria for the exam is identical to the learning objectives for the compulsory programme elements on the third semester. In other words, for the study programme Electronics, the compulsory programme element 'Electronic systems and Embedded systems' and for the study programme Network, the compulsory programme elements 'Network system' as well as 'Advisory and Consultant'. See the joint national part.

The exam is assessed according to the 7-point scale and has an internal co-examiner.

Exam form and organisation

The exam is an individual oral examination based on a written group project and an oral individual examination. At the oral part of the exam, the project as well as the compulsory programme elements on the third semester are the basis of the exam. The exam's weight is 15 ECTS.

One total mark is awarded based on an overall assessment of the student's written and oral exam. A group project must be prepared by a group of no more than 4 students.

The exam process

The students present their project (max 10 minutes), this is followed by an examination, where a question concerning the curriculum for the compulsory subjects on the third semester is drawn.

The total examinations time is 20 minutes.

Formal requirements for a written project

A project report must be handed in as well as a product.

For the written part of the exam, the project report must contain at least:

- Front page with title
- Table of contents
- Introduction
- Main section
- Conclusion
- Bibliography (including all sources that have been referenced)
- Appendices (only include appendices essential to the report)
- Submission in machine readable form

The project report must not exceed 40 standard pages, regardless of the group size. The front page, table of contents, bibliography and appendices do not count in the required number of pages. Appendices will not be assessed.

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

Time placement

The exam is placed at the end of the 3rd semester. Detailed information about the time and place for the hand-in of the written group project can be found on Study Update.

In individual cases, the programme may dispense from the time scheduled to pass the exam if this is due to documented illness, maternity/paternity leave or other special circumstances.

Use of aids and assistance

All electronic aids and assistance can be used. See also the section on aids and assistance.

Exam language

Danish for IT-teknolog and English for IT Network and Electronics Technology.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The student must have fulfilled the requirements of compulsory attendance and hand-ins in the 3rd semester
- The third semester exam, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.

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

7.6. Elective element: specialisation, both study programmes, internal exam (15 ECTS)

ECTS weight

The elective programme elements have a total of 15 ECTS and will be offered as courses of 5, 10 or 15 ECTS modules.

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the chosen electives. The electives courses are described in part 3, the electives catalogue.

The exam includes a written exam in each of the chosen electives. The written assignments will be assessed according to the Danish 7-point scale, and the overall mark for this specialisation process will be a weighted, rounded average of these 1-3 marks.

Each elective exam must be passed with a minimum of 02 so that the overall specialisation course is passed.

Exam form and organisation

The exam has an internal co-examiner and is an individual, written exam, which consists of a written assignment for each elective.

The exam is collectively weighted 15 ECTS.

In order to have the exam assignment assessed, the contents must be credible. The assignment must satisfy all the formal requirements as specified in the description of the assignment (see elective's catalogue) and must be submitted correctly and on time.

Furthermore, it is a prerequisite that the student confirms by their signature that they are responsible for the paper and that it was prepared individually.

Time placement

The elective programme elements are placed in the 3rd semester of the programme.

Exam language

Danish for IT-teknolog and English for IT Network and Electronics Technology.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The student must have fulfilled the requirements of compulsory attendance and hand-ins in the 3rd semester
- The written exam, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.

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

7.7. Internship exam, 4th semester internal exam (15 ECTS)

Assessment criteria

The exam is assessed according to the 7-point scale. The assessment criteria for the exam are identical to the learning objectives (knowledge, skills and competencies) for the duration of the internship. The learning objectives are specified in the joint curriculum.

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

Exam failed

If an internship project is given less than the mark 02, it is a fail and one exam attempt will have been used. The student must then prepare a new internship report to sign up for an internship exam.

Exam form and organisation

At the end of the internship, the student submits a written report of 10 standard pages as a maximum on an academic problem from the internship company as well as the learning objectives. The report must be prepared individually.

The exam is written, and individual with an internal co-examiner, and has a weight of 15 ECTS.

Formal requirements for the written internship report

An internship report and a product must be submitted.

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

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

The internship report can only be 10 standard pages excluding appendices.

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

Time placement

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

Exam language

Danish for IT-teknolog and English for IT Network and Electronics Technology.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The internship exam, which forms the basis of assessment and examination, must comply with the formal requirements and must be submitted on time in accordance with the examination plan available on Study Update.
- In order to have the internship report assessed, it is a prerequisite that the student by their signature confirm that they are responsible for the preparation of the report.

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

7.8. The main exam project, external exam (15 ECTS)

Assessment criteria

The assessment criteria for the exam are identical to the learning objectives for the main project; cf. the joint part of the curriculum. For the requirements for the main exam project, as well as the

learning objectives, please refer to the joint curriculum for the IT Network and Electronics Technology programme.

The main exam project is an exam which together with the internship exam and the other exams on the programme must document that the learning objectives for the programme have been achieved. The exam consists of a project and an oral part, and students are given one total mark. The exam is assessed according to the 7-point scale and has an external co-examiner.

The exams organisation

The exam is an individual, oral examination based on the written main exam project. One total, individual mark is awarded based on an overall assessment of the student's written and oral performance. If the main exam project is prepared by a group, the group must not exceed 3 students.

The exam process

30 minutes per examinee is set aside, this includes the assessment.

1. The student/project group presents the project, each student being allocated 10 minutes.
 - a. If the project is individually prepared, the exam will be started with a 10 minute presentation by the student.
 - b. If the project has been prepared in a group, the exam will be started with each group member giving a 10 minute presentation.
2. Followed by an individual examination. The students are examined individually for 15 min.
3. Deliberation and communication of marks: 5 min.

Exam weight: 15 ECTS

Time placement

The exam takes place at the end of the 4th semester. Detailed information on time and place can be found on Study Update.

Exam language

Danish for IT-teknolog and English for IT Network and Electronics Technology.

Prerequisites to take the exam

The written project, is the basis for the exam and the assessment thereof and must:

- Fulfil the requirements of the main exam project, see the joint national part of the curriculum.
- be handed-in on time, in accordance with the exam schedule, which is available on Study Update.

If the written project, which constitutes the written part of the exam, is not handed in properly, the student cannot take part in the examination, and one exam attempt will have been used.

The examination can only be taken after the final internship exam and all other exams have been passed.

7.9. Requirements for written assignments and projects

In all exams etc. a standard page is defined as containing 2,400 characters 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.

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

Spelling and writing skills are included in the assessment of the main exam project (weight 10%). 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.

7.11. Use of aids and assistance

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

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

7.12. Special exam conditions

Students may, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a medical condition or relevant disability. Students whose mother tongue is not Danish can apply for permission to bring dictionaries to the examination where no aids and assistance are not allowed.

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

8. Using your own and others' work (plagiarism)

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

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

8.1. Cheating and disruptive behaviour during exams

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

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

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

Cheating is for instance:

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

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

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

Expulsion can also occur once the exam has been held.

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

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

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

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

8.3. The process of clarification of exam cheating, including plagiarism

Postponement of the exam

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

Format and content of the report

The report must be done without undue delay. The report must include a written presentation of the case, which includes information that can identify those incriminated, as well as a brief explanation and documentary evidence of the allegation. If one or more of the reported people are repeat offenders, this should be disclosed.

When reporting plagiarism, the plagiarised parts must be marked with a clear reference to the sources that have been plagiarised. The plagiarised text must also be marked in the source text.

Involvement of the examinee – consultation of affected parties

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

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

For written consultation, the documentation for the suspected cheating is sent to the student and a written statement is requested.

Sanctions for cheating and disruptive behaviour during an exam

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

In less severe cases, a warning is given first.

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

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

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

The student may not attend classes or take any examinations during their period of expulsion. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

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

Complaints

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

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution and must be addressed to the head of the programme, who must then submit a report that the complainant has the opportunity to comment on, usually within a period of one week. The 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 § 52.

9. Other rules for the programme

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

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

9.2. Prior credit approval

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

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

9.3. Active attendance

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

- Hand-ins/presentations of assignments/projects and
- Compulsory attendance in terms of physical presence

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.

ACTIVE ATTENDANCE INCLUDES THE FOLLOWING ON THE IT NETWORK AND ELECTRONICS TECHNOLOGY PROGRAMME:		
Active attendance for teaching If the student is unable to attend, for example due to illness, the student must notify the programme administration.		
	Electronics study programme	Networks study programme
1. semester	1 Electronic systems activity 1 Technical communications systems activity 1 Business activity 1 Software development activity 1 Embedded systems activity 1 Project activity Multiple choice exam at the end of the 1st semester.	1 Technical communications systems activity 1 Technical network systems activity 1 Software development activity 1 Business activity 1 Electronic systems activity 1 Project activity Multiple choice exam at the end of the 1st semester.
2. semester	1 Electronic systems activity 1 Business activity 1 Embedded systems activity	1 Network activity 1 Server activity 1 Consultant activity

	1 Project activity	1 Business activity 1 Project activity 1 Database activity
3. semester	1 Electronic systems activity 1 Project activity	1 Network activity 1 Server activity 1 Consultant activity 1 Project activity

The formal requirements for the individual activities appear from the specific descriptions and the concrete assignment descriptions which can be found on Study Update.

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

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

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

9.4. Criteria for the assessment of study activity

Enrolment can be terminated for students who have not been active on a programme for a continuous period of at least one year.

Study activity is therefore defined as follows, students must have within the last 12 months:

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

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

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

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

Prior to the student's enrolment being brought to an end, the student will be advised of this in writing. In connection with this, the student must be made aware of the rules above. The letter to the student must make it apparent that the student has 14 days to submit evidence that the lack of activity on the programme should not count and must indicate the deadline for the application of an exemption.

If the student has not responded within the time limit, their enrolment will be terminated.

If the student requests that their enrolment not be terminated, termination is delayed until the case has been decided by the head of the programme.

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

The rules relating to any exams which the student according to the Examination Ministerial Order should have participated in before the end of the 2nd semester and passed before the end of the 2nd year of studies, and where the Ministerial Order on the programme stipulates time limits for completion of the programme, will apply regardless of any other rules.

Study activity and SU

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

As an educational institution, we continuously check the students' study activity. Read more about the SU rules on su.dk. (in Danish only)

10. Complaints regarding exams and the appeals of decisions¹

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 types of complaint are handled differently.

1. See Ministerial Order for Examinations chp 10: <https://www.retsinformation.dk/Forms/R0710.aspx?id=184136> in Danish only.

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

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

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

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

The complaint must be sent to the quality department via the complaint system on www.baaa.dk.

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

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

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

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

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

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

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

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

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

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

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

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

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

10.2. Appeal

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

The appeal must be sent to the quality department via complaints@baaa.dk.

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

The appeals board consists of two external examiners appointed by the 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 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.

10.3. Complaints concerning legal matters

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

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

11. Rules of exemption

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

12. Approval

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



Gert Simonsen
Head of Department