

---

# Curriculum 2016-2018

Institutional Part

Bachelor in Agricultural and  
Environmental Management

---

Professionsbachelor i Jordbrugsvirksomhed



## **Content – Institutional Part**

---

Content – Institutional Part.....	1
1. Scope of the curriculum .....	2
1.1 Commencement of the curriculum.....	2
1.2 Transitional scheme.....	2
1.3 Timing of the programme elements.....	2
2. Elective programme elements.....	2
3. Rules for the completion of an internship .....	2
4. Applied teaching and work methods .....	4
5. Requirement for foreign language skills.....	4
6. Internationalisation.....	4
7. Exams on the programme.....	5
7.1 Overview of examinations and their timing.....	5
7.2 Completion of the exam.....	6
7.3 Sick and re-examinations .....	6
7.3.1 1st semester exam .....	7
7.3.2 2nd semester exam.....	7
7.3.3 Internship exam - 3rd semester .....	7
7.3.4 Bachelor exam - 3rd semester.....	8
7.4 Exam description compulsory programme elements and elective programme elements, 1st semester .....	8
7.5 Exam description compulsory programme elements and elective programme elements, 2nd semester .....	11
7.6 Exam description internship, 3rd semester .....	14
7.7 Bachelor exam.....	16
7.8 What effect do spelling and writing skills have on the assessment? .....	19
7.9 Use of aids and assistance .....	19
7.10 Special exam conditions .....	19
7.11 The language used for exams.....	19
8. Cheating including the use of own and others' work (plagiarism) .....	19
8.1 Cheating and disruptive behaviour during exams .....	19
8.2 Presumption of cheating, including plagiarism during and after the exam .....	20
8.3 The process of clarification of exam cheating, including plagiarism .....	20
9. Other rules for the programme .....	21
9.1 Credit for subjects covered by the curriculum's institutional part .....	21
9.2 Prior credit approval .....	21
9.3 Criteria for the assessment of study activity .....	22
10. Complaints regarding exams and the appeals of decisions .....	23
10.1 Complaints regarding exams .....	23
10.2 Appeal .....	24
10.3 Complaints concerning legal matters .....	25
11. Rules of exemption.....	25
12. Approval .....	25

## 1. Scope of the curriculum

---

### 1.1 Commencement of the curriculum

The institutional part of this curriculum is valid for students starting in August 2016, and should be seen as a supplement to the joint curriculum for the programme.

### 1.2 Transitional scheme

This curriculum comes into effect from August 2016 and applies to all students who enrol in the programme on the stated date, or later. This curriculum replaces earlier versions of the curriculum from 1 February 2018.

### 1.3 Timing of the programme elements

Overview of the programme's elements. The elements are assessed according to the section on exams.

Programme elements and ECTS credits according to semester				ECTS
	1st semester	2nd semester	3rd semester	in total
Analysis and statistics	5			5
Method and theory	5			5
HR, strategy and business development	10			10
Market communication, sales and consultancy		10		10
Project management		5		5
Set study programme: biology or economics	5			5
Set study programme: biology or economics		5		5
Bachelor Project			15	15
Internship			15	15
Elective programme elements	5	10		15
<b>in total</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>90 ECTS</b>

## 2. Elective programme elements

---

The purpose of the elective elements, 15 ECTS in total, is to offer students the opportunity of an individual study profile with academic immersion within the programme's subject area. A description of contents, ECTS, learning objectives, etc. is available on the website as part III of the curriculum (elective elements). The elective elements are assessed, on the first and second semesters, integrated and together with the compulsory programme elements, which is why there are no separate exam descriptions for them.

## 3. Rules for the completion of an internship

---

For an in-company internship, the student will be assigned an internship supervisor from the programme and a contact person from the internship company. The company, the student and the internship supervisor will together determine the goals (based on the learning objectives from the joint curriculum) for the student's learning outcomes of the internship period. These will then be

the guidelines for the company's planning of the student's work. The purpose of the internship is to give the students the opportunity to support and expand on the first two semesters' learning outcomes, to work under real-life job conditions, in a professionally relevant company and role. The internship forms the basis of the student's Bachelor project.

The internship period is 10 weeks, and can be divided over the third semester until the internship report needs to be handed-in. The internship is generally considered equivalent to a regular full-time job (37 hours per week) and should reflect the requirements for work performance, commitment and flexibility that graduates could expect to meet in their first jobs. The internship period ends with an exam (assessment of a written product). See the section describing the programme's exams for further details.

The internship agreement must be completed and submitted via the link on Fronter.

Internships are unpaid and you eligible to receive SU.

#### Distribution of roles during the internship

##### The student:

- is responsible for finding an internship company and supervisor
- is responsible, in cooperation with the internship supervisor, for preparing an internship agreement with the intern company
- arranges the follow-up dialogues with the Academy's supervisor and the company's contact person
- must prepare a written internship report for the Academy (internship exam)
- might need to make internal reports for the company.

##### The Academy:

- introduces the internship procedure in the middle of the 2nd semester
- approves the internship according to the requirements of the programme
- prioritises that the intern supervisor visits the student at their company at least once during their internship period
- keeps the company's contact person informed
- ensures that the the internship supervisor answers any questions the company might have concerning the internship
- evaluates the written report.

##### The company:

- agrees to the internship with the students, and formulates the job tasks
- provides a relevant introduction to the company
- makes knowledge resources available
- provides the necessary physical resources
- prepares a letter of recommendation for the student upon completion of the internship
- establishes any requirements for internal reporting/work.

The student must prepare an internship agreement with each internship company. As a starting point, all costs related to the internship must be borne by the student. The internship company or site has no obligation to provide personal equipment, so the student must bring their own helmet, safety footwear, protective equipment etc. During the internship period, the student is covered by the internship company's liability insurance. The Academy's liability insurance does not cover the student. The employer is obliged to have insurance, regardless of whether the student has a private full-time accident insurance.

### **The company's use of resources**

It is not possible to give an actual figure for the company's overall use of resources during the internship. The workload is usually the highest at the start of the process as the students only have a modest insight into the daily routines and tasks. However, the student will require a supervisor throughout the process who can act as a source of information in connection with the student's work. The company is not responsible for ensuring that the students prepare an internship report, but they should provide the students with the time to work on their internship report. The company can always ask the Academy's supervisor or coordinator any questions relating to the internship course.

### **Internship in own company**

There is, according to detailed and specific agreements with the programme's internship supervisor, the possibility to take an internship in your own company. Contact your internship supervisor for information on these conditions.

## **4. Applied teaching and work methods**

---

The teaching will be based on relevant business practices and will link practice and theory. Problems from different types of companies working within the industries relevant to the programme will be involved.

The teaching will be organised to provide variation. This will be achieved by group teaching, project work, interdisciplinary cases, theme work, guest lectures, lectures and company visits. The different learning styles will, above and beyond the subject matter, also develop the students' ability to work both independently and to collaborate with others.

Teaching can be planned so that occasionally foreign languages are included in the teaching material and teaching.

## **5. Requirement for foreign language skills**

---

Most of the programme's teaching materials will be in English so good English skills are required.

## **6. Internationalisation**

---

The programme is structured according to semesters with one overall exam at the end of the first and second semester respectively. This means that any stay abroad in each of the two semesters must be able to equal 30 ECTS and cover the content of the programme elements. The student must also take the appropriate 30 ECTS exams abroad. This places extra demands on the planning of any possible stay abroad, and we recommended that you start planning for this 3-4 months prior to leaving. Subject to the approval from the programme for a prior credit application, students may take an entire semester abroad. For more information about the specific opportunities, contact International Office well before the intended study abroad.

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. 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, the student is responsible for this themselves.

With prior credit approval for study abroad, students are required to document each approved and completed programme element when their study abroad is completed. In connection with the application for prior credit approval, the students must give permission to the Academy that they can obtain any required information after the completion of their studies. Upon approval of the prior credit application, the programme element is considered completed if it has been passed according to the rules of the programme.

**Bachelor project and internship abroad**

If the Bachelor project or internship is completed abroad, the above rules apply. The students choose, prior to their stay abroad, a supervisor at the Academy. The internship report and bachelor project must be handed-in as described under the exam section. Exams will take place in Denmark.

## 7. Exams on the programme

---

Below is the description and detailed content of the exams for the programme. This applies to, among other things, exam forms, organisation and hand-in, as well as prerequisites to take the exam.

For the form requirements please refer to ‘Writing wisely’ which can be found on Fronter. 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

With indication of whether internal or external assessment

Time	Subject/exam	ETCS points for each exam	Internal/external assessment	Assessment
1st semester	Compulsory first semester programme elements <ul style="list-style-type: none"> <li>• <b>For biology:</b> Agricultural and environmental management, - basic theory, analysis and methods in a biological perspective.</li> <li>• <b>For economy:</b> Agricultural and environmental management, - basic theory, analysis and methods in an economical perspective.</li> <li>• Elective programme element</li> </ul>	30	Internal	7-point scale
2nd semester	Compulsory second semester programme elements <ul style="list-style-type: none"> <li>• <b>For biology:</b> Agricultural and environmental management, - communication, development and sustainability in a biological perspective.</li> <li>• <b>For economy:</b> Agricultural and environmental management, - communication, development and sustainability in a global economical perspective.</li> </ul>	30	External	7-point scale

	• Elective programme element			
3rd semester	• Internship report	15	Internal	7-point scale
3rd semester	• Bachelor exam	15	External	7-point scale

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

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

## 7.2 Completion of the exam

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

### Exam not passed

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

### Project not handed in/written answers

If a student does not hand in their exam project on time, one exam attempt will have been used.

### Not participated in the exam/oral examination

If a student hands in their exam project on time, but doesn't participate in the oral exam, one exam attempt will have been used. A new oral exam will be scheduled according to the deadlines for re-exams and the student will be examined in the previously handed-in project.

## 7.3 Sick and re-examinations

The general deadlines are listed below, any deviations will appear in the individual exam descriptions. The student is responsible for finding out when the sick and re-exams take place.

We try to schedule sick exams separately, though they are often held at the same time as other re-exams.

Information about the time and place of sick/re-exams can be found on Fronter. This may be the same as the next regular exam.

### 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 after their recovery. See above. 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/deadline for hand-in. Students who become acutely ill during an exam must prove with a medical certificate 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 to take the exam the next time it is scheduled. The programme may grant an exemption from the automatic registration provided this is justified by exceptional circumstances, including documented disabilities.

#### **7.3.1 1st semester exam**

If the student does not hand-in on time for the normal exam, a new deadline will be set 1-3 days later. This will thus be the first re-exam (and the student will then participate in the regular oral exam). If the student still does not hand-in on time, they will need to take the second re-exam.

If the students hand-in on time for the first re-exam but don't pass the oral exam, they will need to take the second re-exam.

If the student hands-in on time for the normal exam, but doesn't pass the oral exam, the first re-exam (oral exam) will be held as soon as possible afterwards (5-10 days). As a rule, the student needs to defend the original submission without changes unless the student specifically wants to make changes in the project. In this case, a new deadline for hand-in will be set for about 4-5 days before the oral exam. If the oral exam is not passed, students will need to take the second re-exam.

The hand-in deadline for the second re-exam (the third and final attempt) will be approximately 3 weeks after the first re-exam. The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the second re-exam is not handed-in on time, the student has exhausted their exam attempts. If it is handed-in on time but the oral exam is not passed, the student has exhausted their exam attempts.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

#### **7.3.2 2nd semester exam**

Same description for the 1st semester exams, with the following change: the hand-in deadline for the second re-exam (the third and final attempt) will be at the start of August.

#### **7.3.3 Internship exam - 3rd semester**

If the student does not hand-in on time for the normal exam, a new deadline will be set 1-3 days later. This deadline will thus act as the first re-exam. If the student does not hand-in on time here, a new deadline will be set 1-3 days later. This deadline will thus act as the second re-exam (and the third and final attempt). If the second re-exam is not handed-in on time, the student has exhausted their exam attempts.

If the student hands-in on time, but doesn't pass with at least a mark of 02, a new submission deadline will be set for 2-3 days before the Christmas holidays. This deadline will thus act as the first re-exam. If the student does not hand-in on time, a new deadline will be determined for just before the Christmas holidays. This deadline will thus act as the second re-exam (and the third and final attempt). If the second re-exam is not handed-in on time, the student has exhausted their exam attempts.

If the student hands-in the first re-exam on time, but doesn't pass with at least a mark of 02, a new submission deadline will be set for the second re-exam for the first week of the semester after the new year. If the second re-exam is not handed-in on time, the student has exhausted their exam



attempts. If the student doesn't pass with a mark of at least 02, the student has exhausted their exam attempts.

In general, the students can, within the hand-in deadlines, decide themselves whether they want to continue work on their existing report, or prepare a new report according to an agreement with their supervisor.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

#### **7.3.4 Bachelor exam - 3rd semester**

If the student does not hand-in on time for the normal exam, a new deadline will be set 1-3 days later. This will thus be the first re-exam (and the student will then participate in the regular oral exam). If the student still does not hand-in on time, they will need to take the second re-exam.

If the student hands-in the first re-exam on time but doesn't pass the oral exam with a mark of at least 02, they will need to take the second re-exam.

If the student hands-in the scheduled ordinary exam on time, but doesn't pass the oral exam with a mark of at least 02, the first re-exam will be held around week 8, with the hand-in deadline about 1 week before. The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the oral exam is not passed with a mark of at least 02, the student will need to take the second re-exam.

The deadline for the second re-exam (the 3rd and last attempt) will be in accordance with the next ordinary Bachelor exam (January the following year). The student can either choose to work further on their existing project or prepare a new project according to an agreement with their supervisor. If the second re-exam is not handed-in on time, the student has exhausted their exam attempts. If it is handed-in on time but the oral exam is not passed with a minimum mark of 02, the student has exhausted their exam attempts.

If there are too many re-exams for any given year, the above time limits may need to be changed for practical reasons.

### **7.4 Exam description compulsory programme elements and elective programme elements, 1st semester**

Internal and individual exams, based on a written project, a complete portfolio set as well as literature from the syllabus. An individual, total mark according to the 7-point scale is awarded based on an overall assessment of the student's written and oral performance. Exam weight: 30 ECTS

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

The written project must fulfill the requirements, formalities, and number of characters as described in 'Further information for exams' found below, and it must be handed-in on time, in accordance with the activity overview/calendar in the description of the semester which can be found on Fronter.

Non-fulfilment of one or more of the requirements means that the exam can be rejected before the oral exam, and one exam attempt will have been used. In order for the student to take the exam, the contents of the written report must be credible. It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature.

**Further information for exams**

<p>The exam's organisation</p>	<p>The oral exam is based on a written project, a complete portfolio set as well as literature from the syllabus. The exam is placed at the end of the semester and is without a presentation. The exam takes place in English for international classes.</p> <p>The oral exam lasts about 25 minutes. ½ hour per examinee is set aside which includes the assessment.</p> <p>The exam has an internal co-examiner.</p>
<p>IT equipment</p>	<p>The students are responsible for having access to WISEflow® in connection with the handing-in of their project. It is therefore important to ensure that you have a usable password.</p>
<p>Normal pages/characters in the project</p>	<p>40,000 – 48,000 characters (approximately 17-20 standard pages) for the project (a standard page equals 2,400 characters including spaces and footnotes). This does not include front page, table of contents, bibliography and appendices.</p> <p>The number of characters must be counted from the introduction to the conclusion. Appendices do not count in the required number of pages.</p>
<p>Information on the front page of the project</p>	<p>BA exam project 1          Business Academy Aarhus          Bachelor of Agricultural and Environmental Management          Supervisor's name(s)          Student's name          Thesis          Hand-in date          Project's title          Number of characters, with spaces, counted in Word before conversion to Pdf</p>
<p>Project's structure/form requirements</p>	<p>The project must follow the guidelines from 'Writing wisely' and include an integrated appendix, where the student in point form and with date indications (a logbook) briefly documents which supervision meetings have been held, and any realisations that have been reached along the way.</p>
<p>Formalities</p>	<p>The students request and contact a supervisor that they want from among the semester's lecturers - no later than stated in the activity overview/calendar in the description of the semester. If this does not happen, a supervisor/examiner will be assigned based on the Academy's choice. In addition, the Academy reserves the right to allocate supervisors.</p> <p><b>Hand-in/exam date:</b>          Can be seen in the activity list/calendar in the semester description which can be found on Fronter.</p> <p><b>The project</b> must be handed-in in WISEflow. The project report must be uploaded as <u>text in one coherent pdf file</u>. Any additional appendices, which cannot be integrated in the project (larger drawings/maps/charts, etc.), must be uploaded as 'extra material'. If the project is confidential, it must appear in the file name.</p> <p><b>The portfolio set</b> must be handed-in simultaneously in WISEflow as an appendix/extra material to the project assignment <u>in one coherent pdf file</u> (for all subjects). The uploaded files must contain the student's name.</p>

	<p>'Analogue'/non-digital products must be handed-in according to the specific agreement with your supervisor. It is important that the sets are divided and structured according to subjects so that questions/assignments/answers for each subject are clear.</p> <p>Large files (over 15-20 MB) might cause problems during the upload to WISEflow Therefore, compress audio, video, photos, etc. as much as possible.</p>
Exam content	<ul style="list-style-type: none"> <li>• Written project based on own choice subject area (s) from the semester. The starting point must be relevant to the programme and be a real-life problem statement.</li> <li>• A portfolio set which must contain the sum of the portfolio items, see the subject descriptions for each subject. The co-examiner will use the portfolio set for the assessment.</li> <li>• Supporting syllabus literature for all the subjects</li> </ul>
Assessment criteria	<p>The exam is assessed according to the 7-point scale. The assessment is based on the learning objectives for each programme element respectively including the study programme subjects and the relevant elective elements and supporting syllabus literature. The compulsory learning objectives can be found in the joint curriculum. The learning objectives for the elective elements can be found in Part 3 of the curriculum, the electives' catalogue, which is uploaded to the website at the start of each semester.</p> <p>The final mark is composed on the basis of an overall assessment of the oral defense of the exam project, the answers to questions related to the syllabus literature as well as the semester's portfolio areas.</p> <p>A very important skill for a Bachelor is being able to create and see a clear correlation in written products. Therefore, in the first semester's project, there is a special focus on 'coherence and cohesiveness'. This means that the examiner/co-examiner will only read and evaluate the following sections before the exam, as well as the internal coherence and cohesiveness between them:</p> <ul style="list-style-type: none"> <li>• Summary</li> <li>• Introduction</li> <li>• Paradigm and method choice</li> <li>• Discussion (including reflections on the progression from the initial thesis statement to the introduction)</li> <li>• Conclusion</li> </ul> <p><u>The above is therefore the primary assessment criteria which is based on the learning objectives</u>, but should the examiner and co-examiner need to substantiate the assessment base, they will ask into/assess the rest of the assignment.</p> <p>In the evaluation the following elements will be included:</p> <ul style="list-style-type: none"> <li>• The fulfillment of the learning objectives from the compulsory and the elective elements</li> </ul>

- 
- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Whether the students in the project have shown the ability to create coherence and cohesiveness in the project task</li><li>• The student's ability to adequately answer any questions raised in the problem formulation</li><li>• Whether the students can explain and argue for the applied paradigm(s) and method(s), and to an appropriate extent via 'operationalism', connect the thesis statement/hypothesis into concrete methods in the analysis section</li><li>• Use and apply appropriate primary literature to a degree that underpins the analysis and conclusions</li><li>• The students' ability to express themselves in writing</li><li>• Whether the project integrates the use of relevant and, within the academic area, recognised academic theory, in relation to a real-life thesis statement</li><li>• The student's ability, based on the curriculum's literature, to explain the figures and theories related to the learning objectives</li><li>• The student's ability, based on the submitted project report, to account for the application of the theories from the curriculum's literature</li><li>• Compliance with formalities concerning contents, scope and level</li><li>• The student's ability to describe, discuss, put their own investigation critically into perspective, data collection and analysis</li><li>• The student's ability to relate critically to sources</li></ul> |
|--|--|
- 

## **7.5 Exam description compulsory programme elements and elective programme elements, 2nd semester**

External and individual exams, based on a written project, a complete portfolio set as well as literature from the syllabus. An individual, total mark according to the 7-point scale is awarded based on an overall assessment of the student's written and oral performance. Exam weight: 30 ECTS

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

The written project must fulfill the requirements, formalities, and number of characters as described in 'Further information for exams' found below, and it must be handed-in on time, in accordance with the activity overview/calendar in the description of the semester which can be found on Fronter.

Non-fulfilment of one or more of the requirements means that the exam can be rejected before the oral exam, and one exam attempt will have been used. In order for the student to take the exam, the contents of the written report must be credible. It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature.

**Further information for exams**

<p>The exams organisation</p>	<p>The oral exam is based on a written project, a complete portfolio set as well as literature from the syllabus. The exam is placed at the end of the semester does not have a presentation. The exam takes place in English for international classes.</p> <p>The oral exam lasts about 25 minutes. ½ hour per examinee is set aside which includes the assessment.</p> <p>The exam has an external co-examiner.</p>
<p>IT equipment</p>	<p>The students are responsible for having access to WISEflow® in connection with the handing-in of their project. It is therefore important to ensure that you have a usable password.</p>
<p>Normal pages/characters in the project</p>	<p>40,000 – 48,000 characters (approximately 17-20 standard pages) for the project (a standard page equals 2,400 characters including spaces and footnotes). This does not include front page, table of contents, bibliography and appendices.</p> <p>The number of characters must be counted from the introduction to the conclusion. Appendices do not count in the required number of pages.</p>
<p>Information on the front page of the project</p>	<p>BA exam project 2                  Business Academy Aarhus                  Bachelor of Agricultural and Environmental Management                  Supervisor’s name(s)                  Student’s name                  Thesis                  Hand-in date                  Project’s title                  Number of characters, with spaces, counted in Word before conversion to Pdf</p>
<p>Project’s structure/form requirements</p>	<p>The project must follow the guidelines from ‘Writing wisely’ and include an integrated appendix, where the student in point form and with date indications (a logbook) briefly documents which supervision meetings have been held, and any realisations that have been reached along the way.</p>
<p>Formalities</p>	<p>The students request and contact a supervisor that they want from among the semester’s lecturers - no later than stated in the activity overview/calendar in the description of the semester. If this does not happen, a supervisor/examiner will be assigned based on the Academy’s choice. In addition, the Academy reserves the right to allocate supervisors.</p> <p><b>Hand-in/exam date:</b>                  Can be seen in the activity list/calendar in the semester description which can be found on Fronter.</p> <p><b>The project</b> must be handed-in in WISEflow. The project report must be uploaded as <u>text in one coherent pdf file</u>. Any additional appendices, which cannot be integrated in the project (larger drawings/maps/charts, etc.), must be uploaded as ‘extra material’. If the project is confidential, it must appear in the file name.</p> <p><b>The portfolio set</b> must be handed-in simultaneously in WISEflow as an appendix/extra material to the project assignment <u>in one coherent pdf file</u> (for all subjects). The uploaded files must contain the student’s name.</p>

	<p>'Analogue'/non-digital products must be handed-in according to the specific agreement with your supervisor. It is important that the sets are divided and structured according to subjects so that questions/assignments/answers for each subject are clear.</p> <p>Large files (over 15-20 MB) might cause problems during the upload to WISEflow Therefore, compress audio, video, photos, etc. as much as possible.</p>
Exam content	<ul style="list-style-type: none"> <li>• Written project based on own choice subject area (s) from the semester. The starting point must be relevant to the programme and be a real-life problem statement.</li> <li>• A portfolio set which must contain the sum of the portfolio items, see the subject descriptions for each subject. The co-examiner will use the portfolio set for the assessment.</li> <li>• Supporting syllabus literature for all the subjects</li> </ul>
Assessment criteria	<p>The exam is assessed according to the 7-point scale. The assessment is based on the learning objectives for each programme element respectively including the study programme subjects and the relevant elective elements and supporting syllabus literature. The compulsory learning objectives can be found in the joint curriculum. The learning objectives for the elective elements can be found in Part 3 of the curriculum, the electives' catalogue, which is uploaded to the website at the start of each semester.</p> <p>The final mark is composed on the basis of an overall assessment of the oral defense of the exam project, the answers to questions related to the syllabus literature as well as the semester's portfolio areas.</p> <p>In the first semester, the primary assessment criteria was the relationship between the thesis statement, discussion and conclusion, etc. In the second semester, the assessment criteria also include the student's ability to process the primary literature in combination with other sources and remain critical to this while dealing with the thesis statement (analysis section).</p> <p>In the evaluation the following elements will be included:</p> <ul style="list-style-type: none"> <li>• The fulfilment of the learning objectives from the compulsory and the elective elements</li> <li>• Whether the students in the project have shown the ability to create coherence and cohesiveness in the project task</li> <li>• The student's ability to adequately answer any questions raised in the problem formulation</li> <li>• Whether the students can explain and argue for the applied paradigm(s) and method(s), as well as to an appropriate extent, via 'operationalism', connect the thesis statement/hypothesis into concrete methods in the analysis section</li> <li>• Use and apply appropriate primary literature to a degree that underpins the analysis and conclusions</li> <li>• The students' ability to express themselves in writing</li> </ul>

- 
- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Whether the project integrates the use of relevant and, within the academic area, recognised academic theory, in relation to a real-life thesis statement.</li><li>• The student's ability, based on the curriculum's literature, to explain the figures and theories related to the learning objectives</li><li>• The student's ability, based on the submitted project report, to account for the application of the theories from the curriculum's literature</li><li>• Compliance with formalities concerning contents, scope and level</li><li>• The student's ability to describe, discuss, put their own investigation critically into perspective, data collection and analysis</li><li>• The student's ability to relate critically to sources</li></ul> |
|--|---|
- 

## 7.6 Exam description internship, 3rd semester

### Prerequisites to take the exam

The student is responsible for finding a relevant internship company and making an agreement with an intern supervisor by the set deadline according to the latest activity list/calendar in the semester description which can be found on Fronter. If this does not happen, an intern supervisor/BA examiner will be assigned based on the Academy's choice. In addition, the Academy reserves the right to allocate supervisors.

In order to get an A or B hand-in (see below) assessed at an exam, it is a prerequisite that there has been a 10-week internship course and that this has been approved by the supervisor. In order for the student to take the exam, the contents of the written report must be credible. The assignment must meet formal requirements and be timely and properly submitted.

### Exam form and organisation

Individual internal exam which is judged according to the 7-point and has a scope of 15 ECTS. At the end of the internship, the student must submit a report about one or more relevant areas of focus that have been worked with in the internship. With this report, the student, among other things, must demonstrate that the stated learning objectives have been achieved.

The target group is peers. The students can freely choose between the following 2 reporting forms A or B, depending on whether they worked with/produced a specific product or not in their internship:

#### Reporting form A:

Concerning company and work as an integrated product:

The student must:

- Hand-in a product in the same form it was prepared for the company during the internship period
- Describe the background and framework for the preparation of the handed-in product
- Describe own reflections of:
  - The degree of fulfilment of learning objectives
  - What has been learnt in the internship
  - Own competencies, in conjunction with the requirements at the workplace.

#### Reporting form B:

Concerning the company

The student must:

- Describe the degree of fulfilment of learning objectives
- Describe the organisation, any relevant cross departmental relationships and your own placement during your internship
- Describe the daily department functions where your internship was held
- Reflect on the possibility of using your own gained knowledge, skills and competencies in the solving of the department's tasks and the company's competency requirements/needs in relation to your programme (sharing of knowledge).

#### Concerning work tasks

The student must , based on one or more tasks that have been worked on during the internship:

- Describe the degree of fulfillment of learning objectives
- Describe the process and solution of the task
- Describe what the company received from the cooperation
- Relate to the quality of the set tasks in relation to the learning objectives
- Describe how relevant theories were used to solve tasks
- Describe how the work was disseminated internally and externally, if necessary.

#### Your benefit

Describe your own reflections of:

- The degree of fulfilment of learning objectives
- What has been learnt in the internship
- Own competencies, in conjunction with the requirements at the workplace.

#### Assessment criteria

The assessment criteria are the learning objectives based on the joint national curriculum. The assessment reflects an overall assessment of the academic content as well as the spelling and writing skills. 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 and addressed to the head of the programme no later than four weeks before the exam is due to be held.

It is the quality of the hand-in/descriptions that will be judged and not the perceived quality of the internship. An internal co-examiner will be present for the assessment.

#### Normal pages/formalities

With a model A hand-in, descriptions and reflections may fill a maximum of 5 normal pages. With a model B hand-in, the report may fill a maximum of 12 normal pages. A normal page has 2400 characters.

Handed-in via WISEflow according to the activity list/calendar in the semester description.

The salient features of the report must follow the guidelines set out in 'Writing wisely' though without preface, summary, paradigm choice/method and discussion. The introduction will also typically be less problem-orientated.

If the internship is in your own company, the milestones from the relevant provisions must be met. The report is written according to the above with the appropriate adjustments in relation to your own business.

It is a prerequisite for taking the oral exam that you confirm your responsibility for the preparation of the report with your signature.



## 7.7 Bachelor exam

The Bachelor project/exam has a scope of 15 ECTS and is evaluated by an external exam according to the Danish 7-point scale. The exam, together with the post-internship exam and the other exams on the programme should document that the programme's learning objectives have been met. The exam consists of a project and an oral part for which the student is awarded one overall mark.

### Prerequisites to take the exam

The written project must fulfil the requirements, formalities, and number of characters as described in 'Further information about exams' found below, and it must be handed-in on time, in accordance with the activity list/calendar in the description of the semester which can be found on Fronter. The exam can only take place after all other exams on the programme have been passed.

Non-fulfilment of one or more of the requirements means that the exam can be rejected before the oral exam, and one exam attempt will have been used. In order for the student to take the exam, the contents of the written report must be credible. It is a prerequisite for taking the oral exam that students confirm their co-responsibility for the preparation of the project with their signature.

### Further information about exams

The exams organisation	<p>The individual written project is supplemented with an oral examination, which has a total of 45 minutes for the presentation, discussion, assessment and giving of marks.</p> <p>The oral examination consists of three phases:</p> <ol style="list-style-type: none"> <li>1. The student presents their exam project in the form of a presentation lasting about 20 minutes. The presentation should <b>not</b> be a retelling of the project report but can be a short, critical presentation with subsequent perspectives, discussion, exemplification, demarcation of the consequences etc.</li> <li>2. The oral examination then follows. The examination is carried out by the examiner, along with the co-examiner.</li> <li>3. Finally, an assessment is made based on the student's written and oral presentation.</li> </ol> <p>The assessment of the exam project is done by the internal supervisor and co-examiner.</p>
IT equipment	<p>The students are responsible for having access to WISEflow® in connection with the handing-in of their project. It is therefore important to ensure that you have a usable password.</p>
Normal pages/characters in the project	<p>The project must, as a minimum, fill 35 standard pages and as a maximum 45 standard pages (84,000-108,000 characters). One standard page is 2,400 characters which includes spaces and footnotes.</p> <p>This does not include front page, table of contents, bibliography and appendices.</p>
Information on the front page of the Bachelor project	<ul style="list-style-type: none"> <li>• Bachelor Project</li> <li>• Business Academy Aarhus</li> <li>• Bachelor Agricultural and Environmental Management</li> <li>• Student's name</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervisor's name</li> <li>• Study programme</li> <li>• Hand-in date</li> <li>• The project's title in Danish and English</li> <li>• Name of the company the project has been prepared in cooperation with (if applicable)</li> <li>• Number of characters, with spaces, counted in Word before conversion to Pdf</li> </ul>
<p>The project's structure/form requirements</p>	<p>The project must follow the guidelines from 'Writing wisely' and include an integrated appendix, where the student in point form and with date indications (a logbook) briefly documents which supervision meetings have been held, and any realisations that have been reached along the way.</p>
<p>The content of the project</p>	<p>In the Bachelor project, the students must demonstrate the ability, in an analytical and methodical basis, to be able to process a complex and practice-orientated problem statement in relation to a specific task within the programme.</p> <p>The project must primarily be based on central issues, theories and methods from the programme's biological or economic areas. It must also contain study relevant elements from the internship. This may be supplemented with theories and methods from the programme in general. In addition, the bachelor project must, as far as possible, involve empirical material for solving the specific problem statement. The problem statement for the project is prepared by the student and, as far as possible, in cooperation with the internship company.</p> <p>The literature used must, as a general rule, be primary sources. Any deviations from this must be agreed upon specifically with the supervisor.</p>
<p>Formalities</p>	<p>The BA project supervisor is as a rule the student's existing internship supervisor. The Academy decides on the final allocation of supervisors. Supervision is provided during the project period and it is the student's responsibility to ensure a dialogue with their supervisor.</p> <p><b>Hand-in/exam date:</b> Can be seen in the activity list/calendar in the semester description which can be found on Fronter.</p> <p>The report must be uploaded as <u>text in one coherent pdf file</u> in WISEflow. Any other related material must be uploaded as 'extra material' in agreement with the supervisor.</p> <p><b>Important:</b> Large files (over 15-20 MB) might cause problems during the upload to WISEflow Therefore, compress audio, video, photos, etc. as much as possible.</p>
<p>Publication</p>	<p>The oral exam is public. If the information is not confidential, it will be included in a joint catalogue with all exam projects, so that all students, teachers and other interested parties have the opportunity to see what has been worked on. If the information is confidential, this must specifically be stated in when handing-in in WISEflow.</p>

Assessment criteria	<p>The assessment is based on the learning objectives, which can be found in the joint national curriculum. The finished bachelor project is the basis for the exam. An external co-examiner will be present. A mark according to the Danish 7-point scale will be given. This is an overall assessment of the project, combined with the oral performance.</p> <p>In the assessment of the oral part/presentation, both the professional content, the answering of the questions and the students' communicative skills will be judged.</p> <p>One mark will be given for the overall project. The mark is an expression of an overall assessment for the whole performance, i.e. the mark is obtained by an overall assessment of the project, the oral presentation and answering questions according to the learning objectives.</p> <p>In order to pass, the mark for the exam project must be at least 02.</p> <p>In assessing the extent to which the student meets the objectives of the Bachelor project, emphasis will be placed on the fact that the examinee:</p> <ul style="list-style-type: none"><li>• Meets the formal learning objectives from the curriculum</li><li>• Has shown the ability to create coherence and cohesiveness in the project task</li><li>• Is able to spell and articulate themselves in writing and orally</li><li>• Is capable of, if relevant, via 'operationalism' of linking the problem formulation and possibly the hypothesis into concrete methods of analysis</li><li>• In the analysis part, focuses on essential conditions which are an extension of the thesis statement and delimitation</li><li>• Chooses theories, methods and source material that are relevant to the solution of the problem</li><li>• Exhibits critical attention to the selection and use of source material</li><li>• Is independent in their analysis, discussion and argumentation</li><li>• Prepares a project report, which is well structured, and complies with the formalities referred to in 'Writing wisely'</li><li>• Demonstrates the ability to orally present, treat and discuss relevant professional issues at a high academic level.</li></ul> <p>For the assessment, the following are considered as significant errors and omissions:</p> <ul style="list-style-type: none"><li>• No correlation between problem identification and conclusion</li><li>• Lack of conclusion or unsubstantiated conclusions in the project report</li><li>• Lack of reflection and argumentation regarding the choice of method</li><li>• Lack of discussion of the chosen methods</li><li>• Lack of target audience awareness in relation to the purpose, content, form/genre/media, language usage and structure</li><li>• Lack of compilation, registering and processing of relevant information or indiscriminate use of this</li><li>• Inability to engage in a dialogue at the oral exam.</li></ul>
---------------------	---

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

Spelling and writing skills are part of the assessment of the Bachelor report. The assessment reflects an overall assessment of the academic content as well as the spelling and writing skills. 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.

## **7.9 Use of aids and assistance**

The student may only, during any oral examination, communicate with the examiner and co-examiner. Any rules for limitations in the use of assistance will be apparent from the description of the individual exam.

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

## **7.11 The language used for exams**

In the Danish programmes, exams will be in Danish. For all international programmes, all exams are conducted in English.

# **8. Cheating including the use of own and others' work (plagiarism)**

---

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

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

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

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

If a student cheats in 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 the application for prior credit approval, the students must give permission to the Academy that they may obtain any required information after the completion of their studies. Upon approval of the prior credit application, the programme element is considered completed if it has been passed according to the rules of the programme.

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

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

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

- participated in the programme's regular (or sick) 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 Ministerial Order of Examinations, 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.

#### *SU (government grant) and study activity*

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

For students that started before 1 July 2016, the previous rules apply, i.e that you can postpone your programme with up to 12 months before your SU will be stopped.

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

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

---

### 10.1 Complaints regarding exams

It is recommended that the examinee should get 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

- 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.

*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 combinations 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](http://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

---

<sup>1</sup> See Ministerial Order on Examination section 10 (in Danish only):  
<https://www.retsinformation.dk/Forms/R0710.aspx?id=183396>



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 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

## **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](mailto:complaints@baaa.dk).

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

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

The appeals board makes a decision based on the original material that formed the basis for the 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 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 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.

### **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 institution who must submit a report that the complainant has the opportunity to comment on within a period of normally one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the institution 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 on 1 August 2016