

Digital Concept Development

Curriculum
– Institutional section
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Contents

1.	Order of examinations by semesters	3
2.	Framework and criteria for the study programme exams	3
2.1	Portfolio exam following the 1st semester	3
2.2	Portfolio exam following the 2nd semester	4
3.	Specialisations	6
4.	Internship	6
5.	The final degree project/the professional bachelor's degree project	8
6.	Talent work and honours	9
6.1	Insights Discovery.....	9
6.2	Mentor network.....	9
6.3	Next Step.....	10
7.	Educational components that may take place abroad	10
8.	Learning and teaching forms	11
9.	The Study Activity Model	11
10.	Credit transfer	12
11.	Obligation to participate	12
12.	Criteria for assessing study activity	13
13.	Exam participation prerequisites	13
14.	Language	14
15.	Examination language	14
16.	Resit and illness resit exams	14
16.1	Illness resits.....	14
16.2	Resits	15
17.	Study aids	15
18.	Special exam arrangements	15
19.	Academic misconduct at exams	15
19.1	Use of your own work and the work of others – plagiarism.....	16
19.2	Disciplinary actions in events of academic misconduct and disruptive behaviour	16
19.3	Suspected academic misconduct at exams including plagiarism, during and after the exam.....	16
19.4	The process of identifying academic misconduct, including plagiarism.....	17
20.	Complaints about exams and appeals against decisions	18
20.1	Complaints about exams.....	18
20.2	Complaints about the examination basis etc., the course of the exam and the assessment.....	18
20.3	Appeals.....	20
20.4	Complaints about legal matters.....	20
21.	Exemption	21
22.	Effective date and transition provisions	21

1. Order of examinations by semesters

Semester	Exam	ECTS	Internal/external assessment	The exam form is laid down by
1st semester	Portfolio	30	External	All providers of the programme
2nd semester	Portfolio	30	External	All providers of the programme
3rd semester	Internship exam	15	Internal	The study programme
	Bachelor's degree project	15	External	All providers of the programme

Information about the time and place for each exam can be found on UCN's intranet, eCampus.

2. Framework and criteria for the study programme exams

2.1 Portfolio exam following the 1st semester

Exam attendance prerequisites, including obligation to participate

Students must meet the following requirements in order to sit the exam:

- The students must have submitted three assignments selected as examination basis.
 - The student's contribution to the three assignments, cf. division of responsibilities, must meet the requirements laid down in the respective theme assignments.
- The assignment portfolio must be updated, cf. any requirements to that effect in written feedback.
- The written project, which constitutes the assessment as well as the examination basis, must
 - meet the content requirements, cf. the national section;
 - meet the formal requirements stated below; and
 - be submitted in due time according to the exam plan on eCampus.

Non-performance of one or more study activities or incorrect submission of the written project, which makes up the written part of the exam, means that the students may not participate in the exam, and that they will be considered to have made an exam attempt.

Examination procedure

The exam is externally assessed and is a combination of an oral and written exam based on a written synopsis and graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written performance, including assignment portfolio and synopsis, and the oral performance.

Presentation of the project, maximum duration: 5 minutes. This is followed by 20 minutes of examination. 5 minutes are allocated for deliberations.

Formal written synopsis requirements

- Cover page with title and name
- Table of contents
- Clear indication of sources
- Reference list (incl. all sources referred to in the project)

The project may have a maximum length of 3 standard pages.

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and reference list.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the 1st semester:

- Concept and business development
- Project management A
- User surveys and methodology
- Understanding technology
- Theory of science

Learning outcomes are described in the national section of this Curriculum.

Scheduled time

The exam takes place at the end of the 1st semester. Further information about time and place and submission of the written synopsis can be found on eCampus.

The exam must be passed before the end of the 1st year of study in order for students to continue the study.

The study programme may exempt individual students from the deadlines specified for passing the exam, if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

Examination language

English.

2.2 Portfolio exam following the 2nd semester

Exam attendance prerequisites, including obligation to participate

Students must meet the following requirements in order to sit the exam:

- The students must have submitted three assignments selected as examination basis.
 - The student's contribution to the three assignments, cf. division of responsibilities, must meet the requirements laid down in the respective theme assignments.

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- The assignment portfolio must be updated, cf. any requirements to that effect in written feedback.
 - The written project, which constitutes the assessment as well as the examination basis, must
 - meet the content requirements, cf. the national section;
 - meet the formal requirements stated below; and
 - be submitted in due time according to the exam plan on eCampus.

Non-performance of one or more study activities or incorrect submission of the written project, which makes up the written part of the exam, means that the students may not participate in the exam, and that they will be considered to have made an exam attempt.

Examination procedure

The exam is an externally assessed, individual oral examination based on a written synopsis and graded according to the 7-point grading scale.

The exam is worth 30 ECTS credits.

One individual overall grade is given based on an overall evaluation of the written performance, including assignment portfolio and synopsis, and the oral performance.

Presentation of the project, maximum duration: 5 minutes. This is followed by 20 minutes of examination. 5 minutes are allocated for deliberations.

Formal written synopsis requirements

- Cover page with title and name
- Table of contents
- Clear indication of sources
- Reference list (incl. all sources referred to in the project)

The project may have a maximum length of 3 standard pages.

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and reference list.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the 2nd semester:

- Project management B ***and***
- Communication and marketing ***and***
- Design ***or***
- Commerce

The learning outcomes are described in the national section of this Curriculum.

Scheduled time

The exam takes place at the end of the 2nd semester. Further information about time and place and submission of the written synopsis can be found on eCampus.

The exam must be passed before the start of the internship in order for students to continue the study.

The study programme may exempt individual students from the deadlines specified for passing the exam, if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

Examination language

English.

3. Specialisations

Contents

The 2nd semester consists of compulsory educational components worth 15 ECTS and two specialisations worth 15 ECTS each, of which the student chooses one, cf. the national section of this Curriculum.

Compulsory educational components:

- Communication and marketing, 10 ECTS
- Project management B, 5 ECTS

Specialisations

- Design, 15 ECTS
- Commerce, 15 ECTS

See the national section of this Curriculum.

At the end of the 1st semester the institution offers the two educational components, and the student chooses one specialisation.

A minimum of 15 students must register for a specialisation in order for it to be offered. A Danish/international class can be established if appropriate as estimated by the institution.

Scheduled time

The elective educational component takes place at the end of the 2nd semester of the study programme.

4. Internship

Internship requirements and expectations

During the internship, students work with professionally relevant issues and acquire knowledge of relevant job functions. The connection between the theoretical tuition and the internship forms the basis of the student's internship goals.

Based on the learning outcomes for the internship, cf. the national section of this Curriculum, the student and the supervisor/contact person will collaborate on setting the specific goals for the learning outcomes of the internship. The goals are written down and registered in the student's study journal.

These goals will determine the planning of the students' internship tasks and work.

The internship should be considered similar to a full-time job with the same requirements for working hours, effort, commitment and flexibility that digital concept development graduates can expect to meet in their first job.

The internship may be organised in a flexible and personalised manner and may form the basis of the students' final exam project.

Exam participation prerequisites

The written project, which constitutes assessment as well as examination basis, must

- meet the formal requirements, cf. below, and
- be submitted in due time according to the exam plan on eCampus.

Non-performance of one or more prerequisites means that the students may not sit the exam, and that they will be considered to have made an exam attempt.

Examination procedure

The exam is an internally assessed oral exam based on a written project in the form of an academic reflection on the student's own learning. The exam is assessed according to the 7-point grading scale¹.

The assessment criteria for the written project are laid down based on descriptions of learning outcomes in the curriculum/internship and on the clarification of expectations of the internship as well as the student's own goals.

The exam is worth 15 ECTS credits.

Formal written project requirements

- Cover page with title
- Table of contents
- Clarification of expectations: description of internship, types of assignments, areas of responsibility, coaching & competent feedback with the company's employees, etc.
- Own goals: description of own learning outcomes acquired, knowledge, ability to get ideas, personal insight and development, relations and cooperation.
- Analysis of a specific assignment work: based on professional references in relation to the subject areas of the 1st and 2nd semester.

The project must cover a minimum of 4 and a maximum of 6 standard pages.

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents, reference list and appendices. Appendices will not be assessed.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the internship.

Learning outcomes are described in the national section of this Curriculum.

1. The assessment will be made by examiners employed at UCN (internal assessment). Statements from the place of internship are welcome, but are only for the student's use.

Scheduled time

The exam will take place in the middle of the 3rd semester. Information about the time and place for the examination can be found on eCampus.

Examination language

English.

5. The final degree project/the professional bachelor's degree project

Please see the national section of this Curriculum for the Bachelor's Degree Programme in Digital Concept Development for requirements for the final degree project/the professional bachelor's degree project and learning outcomes.

Exam participation prerequisites

The written project, which constitutes the assessment as well as the examination basis, must

- meet the formal requirements for the final degree project; see the national section of this Curriculum;
- be uploaded on UCN's knowledge sharing platform PURE before upload in WISEflow; and
- be submitted in due time according to the exam plan found on eCampus.

Incorrect submission of the written project, which makes up the written part of the examination, means that the students will not be allowed to sit the examination and that they will be considered to have made an exam attempt.

The exam will not take place until the students have passed the final internship exam.

Examination procedure

The exam is an externally assessed oral individual/group examination based on a written individual or group project. The students are free to choose the exam form.

One individual overall grade is given based on an overall evaluation of the written and oral performance. The exam is graded according to the 7-point grading scale.

A group may have up to 3 members.

40 minutes are allocated for examination and deliberations. Individual presentation of the project, maximum duration: 10 minutes. This is followed by individual examination, maximum duration: 20 minutes. 10 minutes are allocated for deliberations.

The exam is worth 15 ECTS credits.

Formal written assignment requirements

- Cover page with title and name
- Table of contents
- Clear structure and method based on an assessment of the nature of the assignment
- Clear indication of sources
- Reference list (including all sources referred to in the project)

The minimum number of pages is 80 % of the maximum indicated in the national section of this Curriculum.

A standard page is 2,400 characters including spaces and footnotes. The pages are exclusive of cover page, table of contents and reference list.

Assessment criteria

The assessment criteria for the exam are the same as the learning outcomes for the final degree project/the professional bachelor's degree project, cf. the national section of this Curriculum.

Spelling and writing skills form part of the assessment criteria for the bachelor's degree project. Students may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria if the application is supported by documentary evidence of a specific, relevant physical or mental impairment. The application is to be submitted to the study programme and directed to the attention of the programme director not later than four weeks before the exam is to be held.

Scheduled time

The exam will take place at the end of the 3rd semester. Information about the time and place for the examination can be found on eCampus.

Examination language

English.

6. Talent work and honours

Three programmes offered each contribute to developing the individual student and/or the team.

The programmes are not included in the national section of this Curriculum and are thus specific to UCN.

6.1 Insights Discovery

As part of the work on reflective practice-based learning, University College of Northern Denmark, UCN Business and UCN Technology, offer all students the chance to participate in workshops in personal development in respect of their own development, group processes, career focus, etc.

A personal profile will be drawn up for the participants, who can use it in their study and job seeking and to see themselves in relation to their surroundings.

A number of workshops are offered within the framework of the programme, and the general student counsellors offer supplemental workshops

6.2 Mentor network

The mentor network for UCN Design is a professional network for students at the Design, Technology & Business (Graphics) and Multimedia Design and Communication programmes as well as Danish and international students of Digital Concept Development.

The UCN Design mentor network is based on the idea of passing on knowledge from the business community/trade to mentees/the students. Focus is on reflective practice-based learning, which in this respect contributes to improving the transition from study to job.

Information is given on the opportunities for participating in the mentor network at study start.

When the students register for the mentor network they commit themselves to actively establish and maintain the relation to their mentor throughout the study.

6.3 Next Step

Next Step is University College of Northern Denmark's incubation environment for entrepreneurs. The incubation environment has been created with a view to offering selected talents a course for immersion and development of their competences within entrepreneurship. The course is cross-disciplinary at UCN Business and UCN Technology. The course is primarily aimed at students of a professional bachelor's degree programme and is placed in the final semester of the programme in question.

The purpose is for the students to be able to

- develop knowledge of how to establish businesses and workplaces;
- get tools to work with intrapreneurship and
- entrepreneurship; develop personally as an entrepreneur; and
- strengthen network relations within entrepreneurship.

The Next Step steering group provides information on the course in the semester before the programme starts. There will be a round of applications and selection.

The Next Step programme will constitute a primary part of the internship period of the students. The participants will be affiliated with a Next Step mentor as agreed with the Next Step steering group.

The framework for internship applies to Next Step.

Information about time and place can be found on eCampus.

7. Educational components that may take place abroad

It may be an advantage for the internship period and the final bachelor's degree project to take place abroad.

Upon pre-approval of a study abroad period the students must, after conclusion of their study abroad, document the completed educational components of the approved study abroad. In connection with the pre-approval the students must give their consent to the institution obtaining the necessary information following completed study abroad.

For the final approval of pre-approved credit transfer, the educational component is considered completed if it is passed in accordance with the regulations applying to the study programme.

8. Learning and teaching forms

In the Digital Concept Development programme we use a wide range of learning and teaching methods that combined support the student in achieving the learning outcomes described in this Curriculum.

University College of Northern Denmark bases the programmes on reflective practice-based learning, with practice being the central learning environment. Reflective practice-based learning builds on three leading elements:

- Reflexivity, practice and learning

The student's competences are to be developed with focus on strengthening reflexivity, entrepreneurship and independence. UCN is to work on promoting the student's competence to learn, ability to cooperate across disciplines and readiness to meet the requirements and needs of the labour market. The focal point is for the students to build up knowledge, skills and competences – personal, professional and social – through different learning activities and learning environments enabling them to act professionally in a changeable reality.

Common to all these activities is that we always try to define (or help you define) clear goals for the learning activities.

The general learning and teaching methods are dialogue-based class tuition, work in project groups and study groups, self study and individual assignments.

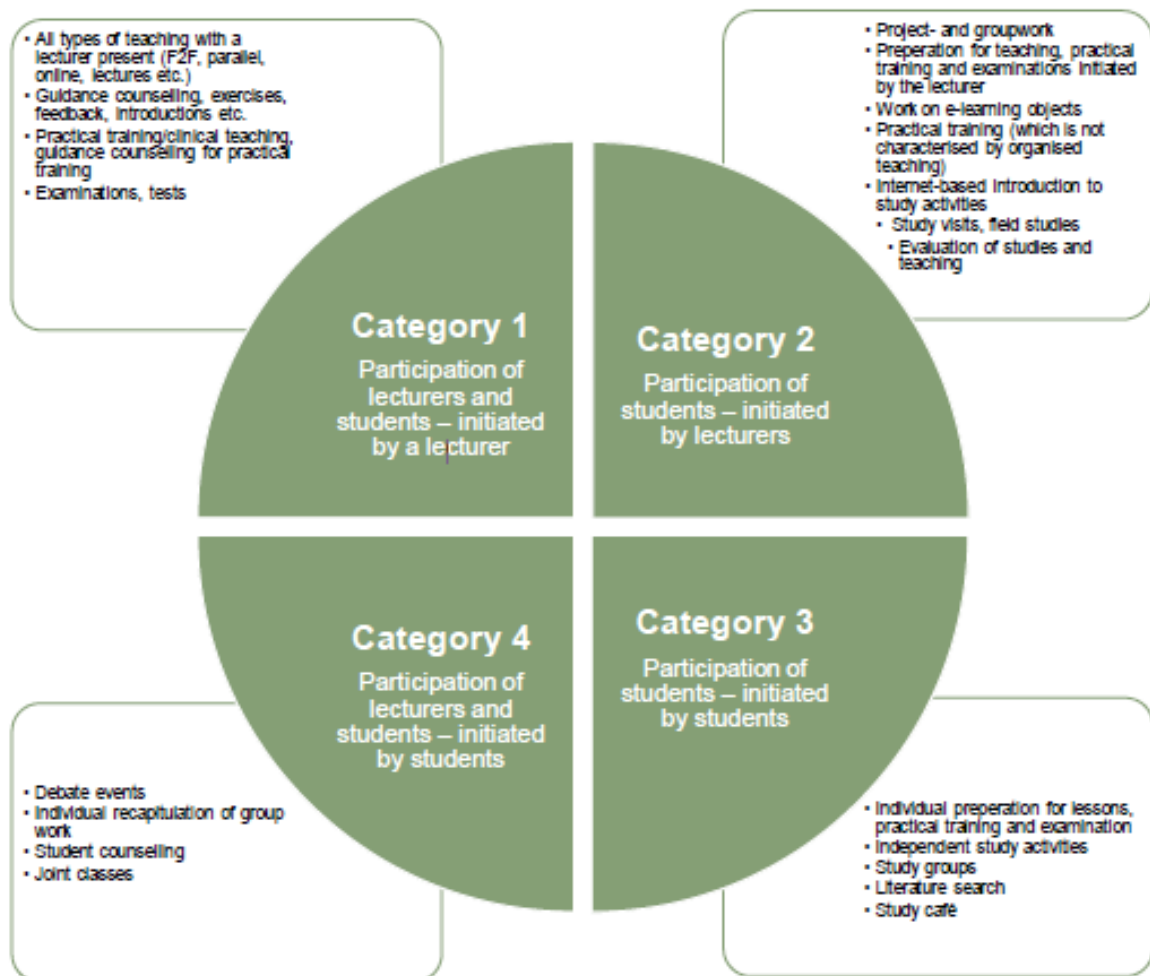
Common to all these activities is that clear outcomes are set up for the learning activities.

Furthermore, we offer different activities that may help promote learning in the individual, such as individual guidance and coaching.

Furthermore, the students themselves initiate learning activities in cooperation with fellow students, cf. below.

9. The Study Activity Model

The Study Activity Model is to contribute to giving staff and students in the study programme a higher degree of common language concerning the study activities. The primary purpose of the model is to contribute to strengthening the dialogue with the students and to identify the many different types of study activities that are associated with the programme as well as the demands placed on the students in respect of their efforts.



The Study Activity Model will be part of semester descriptions and descriptions of assignments, and it will be used as a tool to create dialogue.

10. Credit transfer

No credit transfer agreements.

11. Obligation to participate

For the teaching and learning methods of the study programme to work as intended, students are under an obligation to participate, which includes an obligation to submit or present assignments/projects.

The obligation to participate may also be a prerequisite for exam participation.

Furthermore, some programme elements may impose an obligation to attend.

An obligation to participate and an obligation to attend, if any, that are prerequisites of participating in exams, will appear from the description of the individual exam.

In certain cases, the institution will register the degree of participation. The purpose of this registration is to allow the institution to offer help and guidance as soon as possible if a student neglects his/her obligation to participate.

12. Criteria for assessing study activity

Registration will be terminated for students who have not passed at least one exam for a continuous period of at least one year (non-compliance with the study activity requirements).

Periods during which the students have not been participating actively in studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count against the period of 12 months required for participating actively in studies. On request, the students must provide documentation of such matters.

The study programme may grant exemption from these stipulations in exceptional circumstances. The application for exemption is to be submitted to the programme director.

Rules about the exams in which the students must have participated before the end of the 2nd semester and passed before the end of the 4th semester according to Ministerial Order no. 1519 of 16 December 2013 on examinations in higher education programmes (the Exam Order), and where the order for this study programme lays down deadlines for completion of the education, shall remain in force regardless of the provisions in this document.

13. Exam participation prerequisites

Three submitted assignments from the semester in question selected by the institution are to be used in connection with the 1st- and 2nd-semester portfolio exams. Participation is documented by means of a list of responsibilities enclosed with the respective submitted assignments.

The students are to present an assignment portfolio, including an account for and reflective review of the three theme assignments based on case, subject areas included, issues, methodology, project management, analysis, solution, feedback and reflection as well as possible improvement as a result of feedback.

The following applies to theme assignments:

The student/the group must take into account the professional requirements made in connection with a formulation of theme assignments.

- There will always be a requirement for inclusion of areas from the semester subject areas (sub-areas are specified in the study plan).

Written feedback is given for each theme assignment submission.

Where a student/a group has included the areas required, the feedback will include a comment on quality as well as suggestions for a possible improvement.

Where a student/a group has **not** included one or more required areas, the written feedback will state that the area(s) must be included in order for the theme assignment to be usable in the assignment portfolio. The areas can be included specifically with a possible change of course for the group's work, or it can be in the form of a reflection on how the subject area can be related to the case.

If the student/the group does not relate to this, the prerequisites have not been met, and the students will be considered to have made an exam attempt.

Where a student, cf. list of responsibilities, does not study at least one required subject area, this will be stated in the written feedback together with the requirement that the student in question must relate honestly and professionally to the required subject areas of the assignment subsequently in their assignment portfolio.

Where the above is required and the student has **not** related to it in their subsequent reflection in the assignment portfolio, the student has not met the prerequisites, and the student will be considered to have made an exam attempt.

14. Language

The teaching materials used in the study programme and the tuition will be in English. There may be Danish text in connection with casework. In that case, the institution will to some extent provide translation or explanation of the text.

The students' English skills must meet the requirements of the Ministerial Order on admission to academy profession degree programmes and professional bachelor's degree programmes (the Admission Order). Students are not required to have any knowledge of foreign languages other than that stated in the Admission Order.

15. Examination language

Exams must be conducted in understandable English.

16. Resit and illness resit exams

16.1 Illness resits

Students who were prevented from attending an exam owing to verified illness or other unforeseen reason will be able to resit the (illness resit) exam as soon as possible. If the exam takes place in the final exam term, students will have the opportunity to resit the exam in that exam term or immediately after the term.

The illness resit may be identical with the next ordinary exam. It is the student's responsibility to stay informed on when (illness) resit exams will be held.

Information about the time and place for illness resits can be found on eCampus.

Illness must be verified by medical certificate. The educational institution must receive the medical certificate within three working days after the exam was held. Students who suffer from acute illness during an exam must submit documentation verifying that they were ill on the day in question.

If illness is not verified according to the above rules, the students will be considered to have made an exam attempt.

It is the students' responsibility to cover the expense of a medical certificate.

16.2 Resits

Where the students have failed or not attended an exam, they are automatically registered for a resit, as long as exam attempts remain. The resit exam may be identical to the next ordinary exam.

It is the students' responsibility to stay informed on when resits will be held.

Information about time and place for each illness resit can be found on eCampus, and the student will receive an e-mail with information about time and place.

The programme can grant exemption from continued registration when this is founded in exceptional circumstances, including documented disability.

17. Study aids

Any rules governing restriction of the use of study aids will appear from the description of the individual exam.

18. Special exam arrangements

Students may apply for special exam arrangements if their medical condition or relevant specific disabilities qualify them to do so. The application must be submitted to the programme not later than four weeks before the exam is to take place. The application deadline may be extended in cases of sudden health-related problems. With the application the following should be enclosed: a medical certificate; a statement from e.g. a speech, hearing, dyslexia or blind institute; or other evidence of the health condition or relevant specific functional impairment.

19. Academic misconduct at exams

When handing in a written exam assignment via upload in WISEflow, the examinee must confirm by clicking the declaration of honesty field that the assignment was prepared without undue help.

19.1 Use of your own work and the work of others – plagiarism

Academic misconduct at exams in the form of plagiarism includes instances where a written assignment, in full or in part, appears to have been made by the student or students themselves, even though the assignment

- includes identical or near-identical wording of other people's statements or works where the text is not marked by quotation marks, italics, indentation or any other clear indication with a reference to the source; see the institution's written work requirements;
- includes substantial sections of text that are so similar to another work in wording etc. that on comparison it is clear that the sections could not have been written without the use of the other work;
- includes the use of the words or ideas of others without giving due credit to the sources; and
- reuses text and/or central ideas from their own previously assessed works without observing the stipulations in sections 1 and 3.

19.2 Disciplinary actions in events of academic misconduct and disruptive behaviour

An examinee who, undoubtedly

- unduly obtains help; or
- helps another student do an assignment; or
- uses unauthorised study aids;

and

an examinee who behaves in a disruptive manner

at an exam may be expelled from the exam room while the exam is taking place by the programme director, a person authorised by the director, or jointly by the assessors. In such cases, the justification of the expulsion from the exam room will be assessed in connection with the subsequent decision on the sanctions to be imposed.

In cases of less serious disturbing behaviour, the students will first be given a warning.

19.3 Suspected academic misconduct at exams including plagiarism, during and after the exam

If, during or after an exam, a student is suspected of having

- obtained or provided undue help;
- passed off another person's work as their own (plagiarism); or
- used their own previously assessed work or parts of it without reference (plagiarism);

this will be reported to the relevant programme.

19.4 The process of identifying academic misconduct, including plagiarism

Suspension of the exam

If the reported misconduct regards plagiarism in a written assignment that is to make up the basis of assessment for a subsequent oral exam, the programme director will suspend the exam, if the matter cannot be settled before the fixed examination date.

Form and contents of a report of misconduct

Misconduct must be reported without undue delay. The report must include a written presentation of the case with information to identify the reported persons, as well as a brief account of the matter and the existing evidence. Previous incidents of academic misconduct by one or more of the reported students must be stated explicitly.

When plagiarism is reported, the plagiarised sections must be clearly indicated and a reference to their sources stated. The copied text must also be indicated in the source text.

Involving the students – hearing of the parties

The programme director decides whether the hearing of the students will be oral, made in writing or a combination.

For an oral hearing, the examinee will be summoned for a discussion for further clarification of the case where they will be presented with the documentation of the assumption of academic misconduct, and where they will be able to state their point of view. The examinee may bring a companion.

For a written hearing, the documentation of suspected academic misconduct will be sent to the students, requesting them to state their point of view in writing.

Sanctions against academic misconduct and disruptive behaviour during exams

If the suspected misconduct is confirmed after the matter has been investigated, and if the misconduct has had or may be having an influence on the assessment of the examinee's performance, the programme director will suspend the examinee from the exam.

In less serious cases, the examinee will first be given a warning.

In aggravating circumstances, the programme director may suspend the examinee for a period of time. In such cases, the examinee will receive a written warning that any further instances of misconduct may lead to expulsion.

A period of suspension means that any grades awarded for the exam in question will be annulled, and that the examinee will be considered to have made an exam attempt.

The examinee will not be allowed to resit the exam and will have to wait until the next ordinary exam in that particular programme is offered.

In cases of aggravating circumstances, the programme director may decide to suspend the examinee from the educational institution for a period of time. In such cases, the examinee will receive a written warning that repeated instances of academic misconduct may lead to expulsion.

The students cannot attend lectures or exams while suspended.

Complaints

The decision that a student is suspended and has used an exam attempt is final and cannot be brought before a higher administrative authority.

Complaints on the grounds of legal matters (e.g. legal incapacity, the hearing procedure, guidelines on making complaints, correct interpretation of the Exam Order, etc.) may be brought before the Danish Agency for Higher Education. The complaint must be brought before the institution and directed to the attention of the relevant programme director who will make a statement. The complainant will have the opportunity to comment on the statement, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The deadline for complaints made to the institution is two weeks from the day the complainant was notified of the decision, cf. section 51 of the Exam Order.

20. Complaints about exams and appeals against decisions²

20.1 Complaints about exams

The examinee is recommended to seek guidance from the student advisor in connection with the complaints procedure and writing a complaint.

The regulations on complaints about exams can be found in section 10 of the Exam Order.

The Exam Order divides complaints into two kinds:

Complaints about the examination basis etc., the course of the exam and/or the assessment
complaints on the grounds of legal matters

The two kinds of complaints are dealt with differently.

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

Within two weeks after the assessment of the exam has been announced in the usual way, an examinee may submit a written, substantiated complaint about

1. the exam basis, including the exam questions, assignments etc. and its connection to the objectives and requirements of the programme;
2. the examination procedure; and
3. the assessment.

The complaint may concern any exam, including written exams, oral exams and combined exams as well as practical or clinical exams.

The complaint is to be submitted to the programme director.

2. See section 10 of Ministerial Order no. 1519 of 16 December 2013 on examinations in profession-oriented higher education programmes (the Exam Order):

The complaint will immediately be brought before the original assessors, i.e. the examiner and the external examiner from the exam in question. The statement made by the assessors must be usable as the basis of the institution's decision on discipline-specific matters. The institution will usually give the assessors a deadline of two weeks to make their statements.

Immediately after the statements are made available, the complainant will be given the opportunity to comment on them within, usually, one week.

The decision will be made by the institution based on the discipline-specific statements made by the assessors and any comments made by the complainant.

The decision must be made in writing and must include a rationale. It may regard

1. an offer of a new assessment (re-assessment); this only applies to written examinations;
2. an offer of a new examination (resit); or
3. a dismissal of the complaint.

If it is decided that the student will be offered re-assessment or a resit exam, the programme director will appoint new assessors. Re-assessment may only be offered in cases of written exams where written material exists for assessment, as new assessors will not be able to (re-)assess an already held oral exam, and as the notes of the original assessors are personal and cannot be passed on to others.

If the decision is to offer the complainant a re-assessment or resit exam, the complainant must be notified that a re-assessment or a resit exam may result in a lower grade. The complainant must accept the offer within two weeks of the announcement of the decision. Acceptance of an offer of re-assessment or a resit exam cannot be cancelled. If the complainant does not accept the offer within the deadline, re-assessment or a resit exam will not be held.

Re-assessment or a resit exam must take place as soon as possible.

For re-assessment, the assessors must be presented with the case documents: the exam paper, the students' assignment, the complaint, the statements made by the original assessors with the comments made by the complainant, and the decision made by the institution.

The assessors will deliver the result of the re-assessment including a written explanation and their assessment to the educational institution. Resit exams and re-assessments may result in lower grades than the initial grades.

If it is decided that a re-assessment or resit exam will be offered, the decision will apply to all examinees who took the exam in question, if their assignment features the same deficiency as the one being complained about.

The complaint must be submitted to the programme director not later than two weeks (14 calendar days) after the assessment results of the exam in question have been announced. If the deadline falls on a holiday, the deadline will be extended to expire on the first weekday after that day.

In exceptional circumstances, the deadline may be disregarded.

20.3 Appeals

The appellant may bring the institution's decision on academic/professional matters before an appeals board. The activities of the appeals board fall under the Danish Public Administration Act, including the stipulations on legal incapacity and the duty of confidentiality.

The appeal is to be submitted to the programme director.

The deadline for appeals is two weeks after the examinee has been notified of the decision. The above requirements for complaints (being in writing, substantiated etc.) also apply to appeals.

The appeals board is made up of two appointed external examiners who will be appointed by the chairman of the external examiners, one examiner and a student within the same field (from the study programme), both appointed by the programme director.

The appeals board will make a decision based on the material that formed the basis of the institution's decision and the examinee's substantiated appeal.

The appeals board will process the appeal, and the decision may regard

1. an offer of a new assessment made by new assessors; this only applies to written examinations;
2. an offer of a new examination (resit) with new assessors; or
3. a dismissal of the appeal.

If the decision is to offer the appellant a re-assessment or resit exam, the appellant must be notified that a re-assessment or a resit exam may result in a lower grade. The appellant must accept the offer within two weeks of the announcement of the decision. Acceptance of an offer of re-assessment or a resit exam cannot be cancelled.

If the appellant does not accept the offer within the deadline, re-assessment or a resit exam will not be held.

Re-assessment or a resit exam must take place as soon as possible.

For re-assessment, the assessors must be presented with the case documents: the exam paper, the students' assignment, the complaint, the statements made by the original assessors with the comments made by the complainant, and the decision made by the institution.

The appeals board must have made a decision within two months – and within three months for summer exams – after the appeal was made.

The decision of the appeals board is final meaning that the case cannot be brought before a higher administrative authority regarding the parts of the appeal that concern discipline-specific matters.

20.4 Complaints about legal matters

Complaints about legal matters in decisions made by the assessors in connection with re-assessment or resit exams or the appeals board's decisions may be brought before University College of Northern Denmark within two weeks of the day the complainant was notified of the decision.

Complaints about legal matters in decisions that were made by the institution according to the provisions of the Exam Order (legal incapacity, the hearing procedure, correct interpretation of the Exam Order etc.)

may be brought before the educational institution. The educational institution will make a statement, and the complainant must be given the opportunity to comment on this statement, the deadline for such comment being usually one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Higher Education. The deadline for lodging complaints with the institution is two weeks (14 days) from the day the complainant was notified of the decision.

21. Exemption³

The institution may grant exemption from the rules in this institutional section of the curriculum that are laid down solely by the institution⁴, when found substantiated in exceptional circumstances. The institutions cooperate on a uniform exemption practice.

22. Effective date and transition provisions⁵

This institutional section of the curriculum enters into force on 1 September 2015 with effect for all students who are and will be registered in the programme and for all exams commenced on said date or thereafter.

The national section of the Curriculum of January 2010 will be repealed as of 31 August 2015. However, exams started before 1 September 2015 will be carried out according to this national section of the curriculum not later than e.g. 31 August 2015 + 2 semesters. Furthermore, students who have started on 1 September 2014 must complete their internship and final exam according to this national section of the curriculum.

3. See s. 17(4) of the Ministerial Order on academy profession degree programmes and professional bachelor's degree programmes. It must appear from the curriculum that the institution may grant exemption from the rules in this Curriculum that are laid down solely by the institution or institutions, when found substantiated in exceptional circumstances. The institutions cooperate on a uniform exemption practice.
4. This means that the individual institution cannot deviate from rules stemming from ministerial orders, such as the rule that the internship exam is to be assessed according to the 7-point grading scale, or that all exams must be passed before the students may sit an exam in the final degree project
5. See section 17(2)(12) of Ministerial Order no. 1521 of 16 December 2013 on Academy Profession Degrees and Professional Bachelor's Degrees (the Admission Order). Transition regulations.