

Curriculum for the Multimedia Design and Communication study programme

The Academy Profession (AP) Degree Programme
in Multimedia Design and Communication

Curriculum – institutional section

AP Graduate in Multimedia Design and Communication, April 2016

University College of Northern Denmark



1.	The following acts and ministerial orders govern the study programme:	3
2.	Overview of all examinations and their order	4
3.	1st-year examination in the compulsory educational component: Multimedia Production	
	Basic	4
3.1	Exam attendance prerequisites, including obligation to participate	4
3.2	ECTS credits of the exam and exam procedure	4
3.3	Assessment criteria	5
3.4	Scheduled time	6
4.	Elective educational components and examination in the elective educational components	6
4.1	Learning objectives	6
4.2	Exam attendance prerequisites, including obligation to participate	7
4.3	ECTS credits of the exam and exam procedure	7
4.4	Assessment criteria	8
4.5	Scheduled time	8
5.	3rd semester examination in the compulsory educational component: Multimedia Production Advanced	8
5.1	Exam attendance prerequisites, including obligation to participate	8
5.2	ECTS credits of the exam and exam procedure	9
5.3	Assessment criteria	10
5.4	Scheduled time	10
6.	Internship and internship exam	10
6.1	Examination prerequisites	10
6.2	ECTS credits of the exam and exam procedure	11
6.3	Assessment criteria	11
6.4	Scheduled time	11
7.	The final exam project	11
7.1	Examination participation prerequisites	11
7.2	ECTS credits of the exam and exam procedure	12
7.3	Assessment criteria	13
7.4	Scheduled time	13
8.	Educational components that may take place abroad	13
9.	Tuition and work forms	14
10.	Study activity	14
11.	Criteria for assessing study activity	15
12.	Obligation to participate	16
13.	Credit transfer	16
14.	Language	16
15.	Examination language	16
16.	Resit and illness resit exams	16
16.1	Illness resits	16
16.2	Resits	17

17.	Study aids	17
18.	Special exam arrangements	17
19.	Academic misconduct at exams	17
19.1	Use of your own work and the work of others – plagiarism.....	17
19.2	Disciplinary actions in events of academic misconduct and disruptive behaviour	18
19.3	Suspected academic misconduct at exams including plagiarism, during and after the exam.....	18
19.4	The process of identifying academic misconduct, including plagiarism.....	18
20.	Complaints about exams and appeals against decisions	20
20.1	Complaints about exams.....	20
20.2	Complaints about the examination basis etc., the course of the exam and the assessment.....	20
20.3	Appeals.....	21
20.4	Complaints about legal matters	22
21.	Exemption	23
22.	Effective date and transition provisions	23

1. The following acts and ministerial orders govern the study programme:

- Consolidated Act no. 1147 of 23 October 2014 on Academy Profession Degree Programmes and Professional Bachelor Degree Programmes.
- Ministerial Order no. 1521 of 16 December 2013 on Academy Profession Programmes and Professional Bachelor Programmes
- Ministerial Order no. 1061 of 14 November 2012 on the Academy Profession Degree Programme in Multimedia Design and Communication (AP Graduate in Multimedia Design and Communication).

The applicable laws and ministerial orders are available on www.retsinformation.dk (in Danish).

Where stated in this Curriculum, the study programme may grant exemption in exceptional circumstances.

According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the students have not been able to protect themselves – such as their own or their near family's sudden and documented illness, death in the near family or other matters that concern the individual student, and which are often not the student's fault. Further, for example a public duty as a lay judge or member of a jury will be comprised by the concept.

This practice forms the basis of UCN's assessment of whether exceptional circumstances exist.

2. Overview of all examinations and their order

Time	Examination	120 ECTS credits distributed across exams	Assessment
At the end of the 2nd semester	1st-year exam	60	7-point grading scale External assessment
At the end of the elective educational component in the 3rd semester	Elective educational component	10	7-point grading scale Internal assessment
At the end of the 3rd semester	3rd-semester exam	20	7-point grading scale Internal assessment
At the end of the internship	Internship exam	15	7-point grading scale Internal assessment
At the end of the 4th semester	Final exam project	15	7-point grading scale External assessment

3. 1st-year examination in the compulsory educational component: Multimedia Production Basic

3.1 Exam attendance prerequisites, including obligation to participate

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

Compliance with the obligation to participate in and attend the educational component

The written project and the multimedia production, which constitute the assessment as well as the examination basis, must

- meet the formal requirements stated below; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more formal requirements or **incorrect** submission of the written project means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

3.2 ECTS credits of the exam and exam procedure

The exam is worth 60 ECTS credits.

The exam is an externally assessed individual oral exam based on a written group project and a multimedia production, prepared by the group in cooperation with a private or public enterprise. The exam is assessed according to the 7-point grading scale. The group must consist of at least two and not more than four students.

The project is presented by the group: 10 minutes. This is followed by an individual examination of the group members, 20 minutes per student, and ten minutes for deliberations and grading per student.

3.2.1 Formal written project requirements

- Cover page
- Table of contents and page numbers
- Introduction
- Problem description
- Problem formulation
- Research method
- Applied theory
- Analysis
- Problem solution
- Conclusion
- Perspectivation
- Process reflection
- Literature list
- List of responsibilities
- Appendices

The report must comply with the formal requirements and structure indicated in: Mathiesen, L., 2015. *Project work on the Multimedia Design and Communication course at UCN* or later versions of the guide, which is available on Canvas.

The report may not exceed 26 standard pages for two students, 34 pages for three students, and 42 pages for four students.

A standard page is 2,400 characters including spaces and footnotes, but exclusive of cover page, table of contents, process reflection, list of responsibilities, literature list and appendices. Appendices are not part of the assessment.

3.2.2 Multimedia production requirements

A functional digital prototype must be submitted. The product must include several media in the form of sound, pictures, animation, video, text, etc., and must have interactive functions or content.

3.3 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the compulsory educational component Multimedia Production Basic, which appears from the national section of this Curriculum.

One overall grade is given based on an overall evaluation of product, report, presentation and individual examination.

If a student fails the exam, he or she will have to prepare a new project, in the form of a new product and a new report. The study programme assesses whether the new project may take the same problem description as its starting point and have the same external collaboration partner

(private or public enterprise) as the project work on which the ordinary exam was based. The exam is conducted in the same way as the ordinary exam.

If a student is to sit a resit exam because the project has not been submitted, he or she must draw up a new problem description and a new project in cooperation with a new external collaboration partner (private or public enterprise).

3.4 Scheduled time

The exam takes place at the end of the 2nd semester. Further information about time and location and submission of the written group project and the multimedia production can be found on Canvas.

The exam must be passed in order for the student to sit the final exam project examination. 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.

4. Elective educational components and examination in the elective educational components

The elective educational components give the students the opportunity to qualify their study and professional competence through specialising and further expanding subjects that are broadly related to the multimedia field.

Each year the programme offers a number of elective educational components in the 3rd semester. The year's electives are published via Canvas in the course of the 2nd semester. The students may plan an elective educational component themselves as a theoretical and/or practical programme to be approved by the study programme.

4.1 Learning objectives

Knowledge

The students should have acquired knowledge of

- the theory and practice of the selected subject(s); and
- the relevance of the selected subject(s) to the theory and practise of the multimedia study programme.

Skills

The students should be able to

- select, describe and perform literature search for an elective multimedia issue;
- discuss process-related and analytical skills related to the selected topic(s);
- assess problems and issues and suggest solutions in the context of the chosen subject(s); and
- convey central results.

Competences

The students should be able to

- independently acquaint themselves with new topics within the theory or practice of the subject field; and
- elaborate on and relate the chosen subject(s) to the other subject fields of the study programme.

4.2 Exam attendance prerequisites, including obligation to participate

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

Compliance with the obligation to participate in and attend the educational component

The written project and the multimedia production, which constitute the assessment as well as the examination basis, must

- meet the formal requirements stated below; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more formal requirements or **incorrect** submission of the written project means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

4.3 ECTS credits of the exam and exam procedure

The exam is worth 10 ECTS credits.

The exam is an internally assessed oral group exam based on a written group project and a multimedia production, prepared by the group. The exam is assessed according to the 7-point grading scale.

The group must consist of two or three students.

The project is presented by the group: 10 minutes. This is followed by a group examination of 30 minutes' duration, followed by a total of ten minutes for deliberations and grading.

4.3.1 Formal written project requirements

- Cover page
- Table of contents and page numbers
- Introduction
- Problem description
- Problem formulation
- Research method
- Applied theory
- Analysis
- Problem solution
- Conclusion
- Perspectivation
- Process reflection

- Literature list
- List of responsibilities
- Appendices

The report must comply with the formal requirements and structure indicated in: Mathiesen, L., 2015. *Project work on the Multimedia Design and Communication course at UCN* or later versions of the guide, which is available on Canvas.

The report may not exceed 20 standard pages for two students and 26 pages for three students.

A standard page is 2,400 characters including spaces and footnotes, but exclusive of cover page, table of contents, process reflection, list of responsibilities, literature list and appendices. Appendices are not part of the assessment.

4.3.2 Multimedia production requirements

Further provisions and specific requirements for the multimedia production appear from the exam plan for the elective educational component which is published on Canvas prior to the start of the educational component.

4.4 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the elective educational component in the 3rd semester, which appears from the exam plan.

One overall grade is given based on an overall evaluation of product, written report, oral presentation and examination.

4.5 Scheduled time

The exam takes place at the end of the elective educational component in the 3rd semester. Information about time and place can be found on Canvas.

The exam must be passed in order for the students to sit the final exam project examination. 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.

5. 3rd semester examination in the compulsory educational component: Multimedia Production Advanced

5.1 Exam attendance prerequisites, including obligation to participate

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

Compliance with the obligation to participate in and attend the educational component

The written project and the multimedia production, which constitute the assessment as well as the examination basis, must

- meet the formal requirements stated below; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more formal requirements or **incorrect** submission of the written project means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

5.2 ECTS credits of the exam and exam procedure

The exam is worth 20 ECTS credits.

The exam is an internally assessed oral group exam based on a written group project and a multimedia production, prepared by the group. The exam is assessed according to the 7-point grading scale.

The group must consist of two or three students.

The project is presented by the group: 10 minutes. This is followed by a group examination of 35 minutes' duration, followed by a total of ten minutes for deliberations and grading.

5.2.1 Formal written project requirements

- Cover page
- Table of contents and page numbers
- Introduction
- Problem description
- Problem formulation
- Research method
- Applied theory
- Analysis
- Problem solution
- Conclusion
- Perspectivation
- Process reflection
- Literature list
- List of responsibilities
- Appendices

The report must comply with the formal requirements and structure indicated in: Mathiesen, L., 2015. *Project work on the Multimedia Design and Communication course at UCN* or later versions of the guide, which is available on Canvas.

A standard page is 2,400 characters including spaces and footnotes, but exclusive of cover page, table of contents, process reflection, list of responsibilities, literature list and appendices. Appendices are not part of the assessment.

The report may not exceed 26 standard pages for two students and 34 pages for three students.

5.2.2 Multimedia production requirements

Further provisions and specific requirements for the multimedia production appear from the exam plan for the 3rd semester, which is published on Canvas prior to the start of the exam.

5.3 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the compulsory educational component Multimedia Production Advanced. Learning objectives appear from the national section of this Curriculum.

One overall grade is given based on an overall evaluation of product, report, presentation and examination.

5.4 Scheduled time

The exam takes place at the end of the compulsory educational component in the 3rd semester. Information about time and place can be found on Canvas.

The exam must be passed in order for the students to sit the final exam project examination. 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.

6. Internship and internship exam

Internship requirements and expectations

During the internship in the 4th semester, students work with professionally relevant issues and acquire knowledge of relevant job functions. The connection between the theoretical/practical tuition and the internship forms the basis of the student's internship goals.

Based on the learning objectives for the internship, cf. the national section of this Curriculum, the student and the supervisor will collaborate on setting the specific learning objectives for the student's internship period.

These objectives will guide the planning of the student's work during the internship.

The internship should be likened to a full-time job with the same requirements for working hours, effort, commitment and flexibility that multimedia design and communication graduates can expect to meet in their first jobs.

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

6.1 Examination prerequisites

The students must meet the following requirement in order to sit the exam:

Compliance with the obligation to participate in and attend the educational component

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

- meet the formal requirements stated below; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more formal requirements or **incorrect** submission of the written project means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

6.2 ECTS credits of the exam and exam procedure

The exam is worth 15 ECTS credits.

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

Presentation by the student: 5 minutes. This is followed by an examination. 15 minutes followed by deliberations and grading: 5 minutes.

6.2.1 Formal written project requirements

- Introduction
- About the company: Brief introduction to and description of the internship company
- My assignments: Description of assignments and the assignment work
- Reflection: On the learning objectives of the internship and individual learning objectives.
- Conclusion
- Literature list
- Appendices

The project may not exceed 10 standard pages.

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

6.3 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the internship, which can be found in the national section of this Curriculum, and the individual learning objectives, which are formulated by the student prior to the internship. One overall grade is given based on an overall evaluation of the written and oral performance and individual examination.

6.4 Scheduled time

The exam takes place at the end of the 4th semester internship. Information about time and place can be found on Canvas.

7. The final exam project

Please see the national section of this Curriculum for final exam project requirements and learning objectives.

7.1 Examination participation prerequisites

The students must meet the following requirement in order to sit the exam:

Compliance with the obligation to participate in and attend the educational component

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

- meet the formal requirements for the final exam project; see the national section of this Curriculum; and
- be submitted in due time according to the exam plan, which can be found on Canvas.

Non-performance of one or more formal requirements or **incorrect** submission of the written project means that the students cannot sit the exam and that they will be considered to have made an exam attempt.

The exam cannot take place until the internship exam and other exams of the study programme have been passed.

7.2 ECTS credits of the exam and exam procedure

The exam is worth 15 ECTS credits.

The exam is an externally assessed, individual oral examination based on a written group project and a multimedia production prepared by the group.

The exam is graded according to the 7-point grading scale.

The group must consist of at least one and not more than three students.

The group presents the project: one person = ten minutes, 2-3 persons = 15 minutes. Following the presentation there will be an examination of the individual group members: 25 minutes per student, followed by ten minutes for deliberations and grading per student.

7.2.1 Formal written project requirements

- Cover page
- Table of contents and page numbers
- Introduction
- Problem description
- Problem formulation
- Research method
- Applied theory
- Analysis
- Problem solution
- Conclusion
- Perspectivation
- Process reflection
- Literature list
- List of responsibilities
- Appendices

The report must comply with the formal requirements and structure indicated in Mathiesen, L., 2015. *Project work on the Multimedia Design and Communication course at UCN* or later versions of the guide, which is available on Canvas.

The final exam project may not exceed 45 standard pages for one student + 15 standard pages per additional group member.

The report may not exceed 45 pages for one student, 60 pages for two students and 75 pages for three students.

A standard page is 2,400 characters including spaces and footnotes, but exclusive of cover page, table of contents, process reflection, list of responsibilities, literature list and appendices. Appendices are not part of the assessment.

7.2.2 Multimedia production requirements

The product must be a digital multimedia production.

7.3 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the final exam project, which appears from the national section of this Curriculum.

The student's writing and spelling skills form part of the assessment. However, the discipline-specific contents weighs higher.

One overall grade is given based on an overall evaluation of product, report, presentation and individual examination.

If a student fails the exam, he or she will have to prepare a new project, in the form of a new product and a new report. The study programme assesses whether the new project may take the same problem description as its starting point and have the same external collaboration partner (private or public enterprise) as the project work on which the ordinary exam was based. The exam is conducted in the same way as the ordinary exam.

If a student is to sit a resit exam because the project has not been submitted, he or she must draw up a new problem description and a new project in cooperation with a new external collaboration partner (private or public enterprise).

7.4 Scheduled time

The exam takes place at the end of the 4th semester. Information about time and place can be found on Canvas.

8. Educational components that may take place abroad

One or more educational components of the 3rd and 4th semester of the study programme may take place abroad if the student applies for and is granted pre-approval of credit transfer by the study programme; however not until the student has passed the 1st-year exam.

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.

9. Tuition and work forms

UCN's joint learning approach is called Reflective Practice-Based Learning. The key words are reflexivity, practice and learning, and the goal is to create a close connection between theory and practice and to provide the students with a strong professional competence which prepares them for a work life with increasing focus on finding new solutions and being innovative, academically skilled and responsible for their own learning. "Reflective Practice-Based Learning" focuses on the discipline-specific, social and personal qualifications.

In the Multimedia Design and Communication programme we use a wide range of tuition and work forms that combined support the above, motivate the students to various forms of study activity and promote the achievement of the learning objectives described in this Curriculum. The tuition and work forms include dialogue-based class tuition, guidance, assignment work, workshops, case-based work, project work in groups and evaluation of learning. Other study activities comprise study groups, self-study activities, individual assignments, presentations in groups, company visits, discipline-specific presentations with external lecturers, interdisciplinary activities, etc. The planning of the content of the tuition focuses on the work processes of the multimedia designer in order to support the development of the skills and competences of the profession.

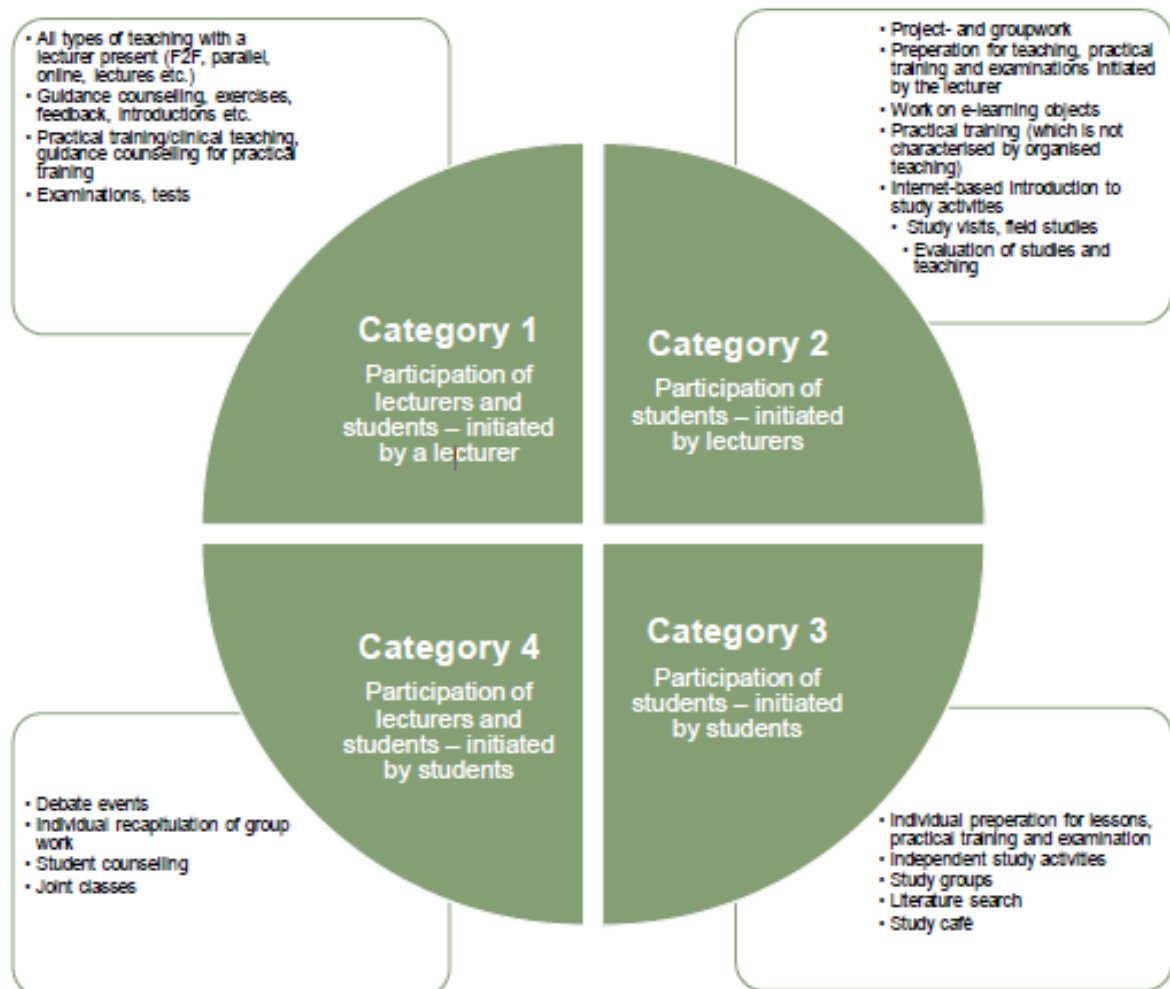
Furthermore, activities are offered which can contribute to promoting the learning and personal development of the individual such as individual guidance, mentor programme, drawing up of Insights profile and tuition in Insights.

The study programme sets up clear goals for the above study activities and assists the individual student in formulating individual learning objectives.

10. Study activity

The Study Activity Model is to contribute to giving lecturers 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 students are expected to contribute 42 hours a week to their studies.

The Study Activity Model for the specific semester can always be found in the semester plan. The theme plans include an overview of learning objectives as well as scope and nature of study activities associated with the theme.



11. 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 should be submitted to the programme director.

12. **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 and present/evaluate individual as well as group-based assignments and projects. The obligation to participate is also a prerequisite for exam participation. Furthermore, some programme components and activities may have compulsory attendance, such as the study technique course, etc.

An obligation to participate and an obligation to attend, if any, that are prerequisites of participating in exams, will appear from descriptions of assignments as well as semester and theme plans.

13. **Credit transfer**

Passed elective educational components are equivalent to the corresponding educational components offered by other providers of this study programme as well as to educational components of other study programmes.

Pre-approved credit transfer can be applied for if credit is requested for educational components not offered by the programme.

14. **Language**

The teaching materials are in English, and the lessons are taught in English.

The students' English skills must meet the requirements of 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 resit exam 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 time and place for each illness resit can be found on Canvas.

Illness must be verified by medical certificate. The educational institution must receive the medical certificate (a sick note)¹ within three working days after the exam was held. Students who suf-

1. A "sick note" is written by the doctor on their stationery.

fer from acute illness during an exam must substantiate that they have been 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 with the next ordinary exam.

It is the students' responsibility to stay informed on when resits will be held. Information about time and place for illness resits can be found on Canvas.

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 conditions 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.

Students whose mother tongue is not English may apply for permission to bring dictionaries to exams.

19. Academic misconduct at exams

When handing in a written exam assignment, the student must confirm by signature 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, a multimedia production and other physical or electronic products, in full or in part, appear to have been made by the examinee(s) 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/or
- 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 non-authorised 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, an examinee is suspected of

- having obtained or provided undue help;
- passing off another person's work as their own (plagiarism); or
- having used his/her 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.

Report form and content

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 to clarify the case where they will be presented with the documentation of the suspected academic misconduct and where they will be able to state their point of view. The examinee has a right to 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 will be able to have 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 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 institu-

tion 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 decisions

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 distinguishes between two kinds of complaints:

- a. Complaints about the examination basis etc., the course of the exam and/or the assessment
- b. Complaints about 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

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

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 regarding 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

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

If it is decided that the complainant 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 concern

- an offer of a new assessment made by new assessors; this only applies to written examinations;
- an offer of a new examination (resit) with new assessors; or
- 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 carried out.

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 students were notified of the decision.

Complaints about legal matters in decisions made by the institution according to the stipulations of the Exam Order (e.g. legal incapacity, the hearing procedure, correct interpretation of the exam order etc.) may be brought before the institution, which will make a statement, and the student must be given the opportunity to comment on this 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 lodging complaints with the institution is two weeks (14 calendar days) from the day the complainant was notified of the decision.

21. Exemption

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

22. Effective date and transition provisions

This institutional section of the curriculum enters into force on 28 April 2016 with effect for all students who are and will be registered in the programme and for all exams commenced on said date or thereafter.