

Bachelor of Natural and Cultural Heritage Management programme

2014 Curriculum

for the study programme of
The Bachelor of Natural and Cultural
Heritage Management programme
(institutional section)



**NATURAL AND CULTURAL
HERITAGE MANAGEMENT**

Applicable to students commencing the study programme as of September 2014, as well as for students who began the study programme in 2013

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2. Programme modules

The study programme for semesters 1–4 is arranged within the following modules

1st semester – natural and cultural heritage management from the perspective of a profession	
Modules	ECTS allocation
Understanding of nature, including in particular ecology, natural history heritage management and physical geography	10 ECTS from the core subject area Understanding of nature, including in particular ecology, natural history heritage management and physical geography
Understanding and analysis of culture	10 ECTS from the core subject area Understanding and analysis of culture, cultural history and cultural encounters
Communication theory	5 ECTS from the core subject area of Communication, communication forms and concepts, and experience design
The experience economy	5 ECTS from the core subject area of The experience economy from a societal perspective, including sociology, culture and tourism policy and public administration, entrepreneurship, market conditions and economics.
2nd semester – Professional communication in practice	
Modules	ECTS allocation
Nature experiences, outdoor pursuits, and the human body and health	10 ECTS from the core subject area Nature experiences, outdoor pursuits, and the human body and health
Cultural experiences and cultural institutions	10 ECTS from the core subject area Cultural experiences and cultural institutions
Communication planning	5 ECTS from the core subject area of Communication, communication forms and concepts, and experience design
The experience industries	5 ECTS from the core subject area The experience economy from a societal perspective, including sociology, culture and tourism policy and public administration, entrepreneurship, market conditions and economics.
3rd semester – The experience industries from an intercultural perspective	
Modules	ECTS allocation
Communication in practice	10 ECTS from the core subject area of Communication, communication

	forms and concepts, and experience design
Cultural tourism, destination branding and cultural training	10 ECTS from the core subject area Intercultural communication with an emphasis on the English and German languages
Experience design, and innovation	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
Organisation theory	5 ECTS from the core subject area The experience economy from a societal perspective, including sociology, culture and tourism policy and public administration, entrepreneurship, market conditions and economics.
4th semester – Strategy and management in communication projects	
Modules	ECTS allocation
Intrapreneurship and entrepreneurship	5 ECTS from the core subject area Innovation, intrapreneurship and entrepreneurship.
Business development	5 ECTS from the core subject area The experience economy from a societal perspective, including sociology, culture and tourism policy and public administration, entrepreneurship, market conditions and economics.
Project management and project direction	10 ECTS from the core subject area Project direction and project management
Branding and marketing strategies	10 ECTS from the core subject area Communication, communication forms and concepts, as well as experience design

Content descriptions of the individual modules will be available on the intranet.

3. Exam timing

Overview of all the exams and exam timing

Exam timing	Exam	180 ECTS allocated across the exams	Internal/external	Assessment
1st semester	1. Exam at the commencement of studies	-	Internal	Pass/fail.
1st semester	2. Mandatory programme element: Natural and cultural heritage management from the perspective of a profession	30 ECTS	Internal	Seven-point scale
2nd semester	3. Mandatory programme element: Professional communication in practice	30 ECTS	External	Seven-point scale

3rd semester	4. Mandatory programme element: The experience industries from an intercultural perspective	30 ECTS	Internal	Seven-point scale
4th semester	5. Mandatory programme element: Strategy and management in communication projects	30 ECTS	External	Seven-point scale
5th semester	6. Work experience placement exam	30 ECTS	Internal	Seven-point scale
6th semester	7. Exam on elective programme elements	10 ECTS	Internal/external	Seven-point scale
6th semester	8. Final exam project/BA project	20 ECTS	External	Seven-point scale

Details of the time and place of exams can be found on the intranet

4. Frameworks and criteria for the study programme exams

4.1 The exam at the commencement of studies

Format and arrangement of the exam

The exam is internal, individual and oral; the student has to present a problem area within the mandatory programme element *Natural and cultural heritage management from the perspective of a profession*.

The exam lasts four hours and consists of a workshop with active participation and a presentation lasting a maximum of five minutes by each student.

Exam content

The exam is intended to clarify whether the student has really made a start with the study programme and has the motivation to continue.

The exam is based on the study programme and activities from the first two months of the programme.

Exam timing

The exam at the start of the study programme takes place no later than two months after the start of the programme.

A resit is offered no later than three months after the start of studies.

More details of the time and place can be found on the intranet.

Type of assessment

Pass/fail

Use of aids

Aids are permitted.

Exam language

The exam is in the same language as the study programme: English.

Exam ECTS

This exam does not attract ECTS, and the exam is not included on the exam certificate.

Assessment criteria

The exam is assessed as a pass/fail based on an overall assessment of the student's presentation, specific attendance and participation as well as whether the content is reasonable.

Legal consequences of not passing the exam at the commencement of studies

If the student does not pass the exam, a resit is possible; this takes place no later than three months after the commencement of the study programme. Thus, the student has a total of two attempts at the exam. If the student does not pass the exam at the resit, the student will be removed from the study programme, cf. the Order relating to access.

Appeal

Students cannot appeal their exam result.

Exemption

It is possible for some students to obtain a derogation from the set times for passing the exam at the commencement of studies for reasons of illness, maternity leave or exceptional circumstances.

4.2 Exam on the mandatory programme element Natural and cultural heritage management from the perspective of a profession

Exam arrangements

The exam is an internal oral exam based on a written synopsis and is marked using the seven-point scale.

The synopsis is prepared individually or in groups of a maximum of three students

The exam confers a maximum of 30 ECTS

A single, combined mark is given based on an overall evaluation of written and oral performance.

Thus, the timeframe for the examination is:

Size of group	Presentation (max.)	Examination	Deliberations
1	10	20	10
2	15	25	10
3	20	30	10

Format requirements for the written synopsis

The synopsis must contain the following elements:

- *Front page with title, number of characters (including spaces) and group members*
- *Contents*
- *Introduction*
- *Formulation of the issue, and purpose*
- *Scope (this could be incorporated into your formulation of the issue)*
- *Choice of method and/or theory/empirical data (explanation of the approach to the solution)*
- *Project implementation/approach (how you intend to tackle your project, if you intend to realise it with regard to both theory and empirical data)*
- *Conclusion/contextualisation (in relation to the formulation of the issue, and purpose)*

- *Reflection on the process*
- *Bibliography*
- *Appendices*
- *Notes (footnotes)*

Scope of the written deliverable

Size of group	No. of pages
1	3–4
2	4–6
3	6–9

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography, abstract, figures and appendices do not count towards the total. Note: Appendices to the synopsis are included in the assessment.

Assessment criteria

The assessment criteria for the exam = learning targets for the mandatory programme element: Natural and cultural heritage management from the perspective of a profession.

Learning targets are set out in the joint curriculum.

Exam timing

The exam takes place at the end of the 1st semester. Further details of the time and place, as well as concerning handing in the written synopsis, can be found on the intranet.

The exam must be passed before the end of the first year of study in order for the student to continue the study programme.

It is possible for some students to obtain a derogation from the set times for passing the exam for reasons of illness, maternity leave or exceptional circumstances.

Exam language

English

Conditions for sitting the exam, including the duty to participate

The following study activities/conditions are required in order to sit the exam:

- For the module Understanding of nature, including in particular ecology, natural history heritage management and physical geography: a written deliverable containing an analysis of an existing nature area, 3–4 standard pages per person as well as a two-minute video presentation per person. The work may be completed individually or in groups of a maximum of two.
- For the module Understanding and analysis of culture:
A cultural analysis is prepared. The work is presented as an oral presentation for the class, incorporating a visually supportive element. The presentation takes 10 minutes, with 5 minutes for a discussion. The presentation is prepared in groups of between two and four students.
- For the module Communication theory:
An analysis is prepared of a communication deliverable based on a communication model. The analysis is produced individually as a 2–3-page written deliverable.

- For the module The experience economy:
A written comparative analysis is prepared of two societal models, covering 4–5 standard pages. The work is done individually.
- Participation in the semester exhibition. Each student is expected to contribute a presentation of up to 5 minutes' duration. The purpose is to present key elements from the written deliverable that forms the basis of the exam in the mandatory programme element.
- Active participation in excursions during the semester.

Non-

- performance of even one or more study activities or
- incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

The content of the individual study activities/conditions required in order to sit the exam for the mandatory programme element must be at least reasonable (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to enter for the exam. A deadline will be set for the term paper to be written by the student and assessed by representatives of the study programme. The term paper will be assessed by representatives of the study programme before the student can be entered for the exam. The content of term papers must be reasonable (cf. section 11).

4.3 Exam for the mandatory programme element Professional communication in practice

Exam arrangements

The exam is an external group oral exam based on a written group project and is marked using the seven-point scale.

The group is to comprise 2–4 students.

The exam confers a maximum of 30 ECTS

The timeframe is as follows:

Size of group	Presentation (max.)	Examination	Deliberations
2	15	25	10
3	20	30	10
4	25	35	10

A perspectivisation presentation by the project group is prepared for the exam. Then there is an examination of the members of the group.

A single, combined mark is given based on an overall evaluation of written and oral performance.

Format requirements for the written project

- *Front page with title, number of characters, and group members*
- *Abstract (summary)*
- *Contents*
- *Introduction*
- *Presentation of the issue, formulation of the issue and approaches*
- *Background, theory, method, analysis, including description of and reason for the selection of empirical data, in responding to the formulation of the issue*
- *Conclusion (remember: there has to be a link between the introduction and the conclusion. In principle, both should be comprehensible without having to read the background and analysis sections)*
- *Contextualisation*
- *Bibliography (including all sources referred to in the project)*
- *Appendices (only include appendices that are central to the report)*
- *Notes (footnotes)*

Scope of the written deliverable

Size of group	No. of pages
2	18–21
3	21–24
4	24–28

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography, abstract, figures and appendices do not count towards the total. Appendices are outside the scope of assessment.

Failure to comply with the format requirements may result in the assignment being rejected. If it is rejected, the student must be offered guidance.

Assessment criteria

The assessment criteria for the exam = the learning targets of the mandatory programme element Professional communication in practice.

Learning targets are set out in the joint curriculum.

Exam timing

The exam takes place at the end of the 2nd semester. More details of the time and place can be found on the intranet.

Use of aids

Various electronic aids can be used for the presentation.

Exam language

English.

Conditions for sitting the exam, including the duty to participate

The following conditions are required in order to sit the exam:

- For the module Communication planning: A communication plan or communication campaign is prepared and presented, based on a cultural or natural heritage institution. Fifteen-minute presentation in groups for a case relating to a cultural or natural heritage institution.

- For the module The experience industries: Participation in an excursion to an experience industry. An individual written reflection on the visit covering 1–2 pages.
- For the module Cultural experiences and cultural institutions: An analysis of a museum or other cultural institution is prepared with a view to improving exhibition and communication practices. The analysis, in writing, must cover 1.5–2 pages. In addition, a storyboard of the new communication practice must be prepared.
- For the module Nature experiences, outdoor pursuits and the human body and health: An action plan is prepared for a target group in relation to outdoor health-promoting activities. The action plan must be presented as a 3–5 minute presentation to fellow students.
- Participation in the semester exhibition. Each student is expected to contribute a presentation of up to 5 minutes' duration. The purpose is to present key elements from the written deliverable that forms the basis of the exam in the mandatory programme element.
- Active participation in excursions during the semester.

Non-

- performance of even one or more study activities or
- incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

The content of the individual study activities/conditions required in order to sit the exam for the mandatory programme element must be at least reasonable (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to enter for the exam. A deadline will be set for the term paper to be written by the student and assessed by representatives of the study programme. The term paper will be assessed by representatives of the study programme before the student can be entered for the exam. The content of term papers must be reasonable (cf. section 11).

4.4 Exam for the mandatory programme element: communicating experiences from an intercultural perspective

Exam arrangements

The exam is an internal oral group exam based on an assignment to formulate a problem, and comprises a communicative deliverable and a written report.

The exam is marked using the seven-point scale.

The assignment is prepared in groups of 2–4 students.

The exam confers a maximum of 30 ECTS

A single, combined mark is given based on an overall evaluation of the communicative deliverable, written and oral performance.

For the exam, a presentation of the physical communicative deliverable is created by the student(s), lasting a maximum of 25 minutes. Afterwards, the students are asked questions as part of the exam.

The timeframe is as follows:

Size of group	Presentation (max.)	Examination	Deliberations
2	15	20	10
3	20	25	10
4	25	30	10

Format requirements for the written report.

- *Front page with title, number of characters (including spaces) and group members*
- *Contents*
- *Introduction, including presentation of the issue, formulation of the issue and approaches*
- *Description of the deliverable, including methodology and theoretical considerations*
- *Visualisation of the finished communicative deliverable (video, poster, photo, sketch, etc.)*
- *Reflections on the process (max. 0.5 standard page per group member)*
- *Conclusion (remember: there has to be a link between the introduction and the conclusion. In principle, both should be comprehensible without having to read the background and analysis sections)*
- *Contextualisation*
- *Bibliography (including all sources referred to in the project)*
- *Appendices (only include appendices that are central to the report)*

Scope of the written deliverable

Size of group	No. of pages
2	10–12
3	12–15
4	15–18

The report must clearly delineate who wrote what. Each student must contribute a minimum of 2.5 pages.

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography, abstract, figures and appendices do not count towards the total. Appendices are outside the scope of assessment.

Failure to comply with the format requirements may result in the assignment being rejected. If it is rejected, the student must be offered guidance.

Assessment criteria

The assessment criteria for the exam = learning target for the mandatory programme element Communicating experiences from an intercultural perspective.

Learning targets are set out in the joint curriculum.

Exam timing

The exam takes place at the end of the 3rd semester. More details of the time and place can be found on the intranet.

Use of aids

Aids are permitted for the presentation

Exam language

English

Conditions for sitting the exam, including the duty to participate

The following conditions are required in order to sit the exam:

- For the module Cultural tourism, destination branding and cultural training:
A communicative deliverable is prepared for an English-speaking and/or German-speaking target group based on a case relevant to actual practice. The work must be written and individual, covering 3–4 standard pages. The work is presented as an oral presentation for the class, incorporating a visually supportive element.
- For the module Organisation theory:
Case studies in selected organisations are prepared, along with reflections on elements of the study programme.
- For the module Experience design, and innovation:
A design and innovation concept is prepared for an external client in an interdisciplinary context.
- For the module Communication in practice:
The students must prepare at least five different communicative deliverables (e.g. blog, flyer, press release, presentation) as coursework and convert this into a communicative portfolio. A reflective description is produced, covering a maximum of 1 page per deliverable.
- Participation in the semester exhibition. Each student is expected to contribute a presentation of up to 5 minutes' duration. The purpose is to present key elements from the written deliverable that forms the basis of the exam in the mandatory programme element.
- Active participation in excursions during the semester.

Non-

- performance of even one or more study activities or
- incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

The content of the individual study activities/conditions required in order to sit the exam for the mandatory programme element must be at least reasonable (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to enter for the exam. A deadline will be set for the term paper to be written by the student and assessed by representatives of the study programme. The term paper will be assessed by representatives of the study programme before the student can be entered for the exam. The content of term papers must be reasonable (cf. section 11).

4.5 Exam for the mandatory programme element Strategy and management in communication projects

Exam arrangements

The exam is an external group oral exam based on a written group project and is marked using the seven-point scale.

The group is to comprise 2–4 students.

The exam confers a maximum of 30 ECTS

A single, combined mark is given based on an overall evaluation of written and oral performance.

A presentation by the project group is prepared for the exam. Then there is an examination of the members of the group.

The timeframe is as follows:

Size of group	Presentation (max.)	Examination	Deliberations
2	15	20	10
3	20	25	10
4	25	30	10

Format requirements for the written project

- *Front page with title, number of characters, and group members*
- *Abstract (summary)*
- *Contents*
- *Introduction*
- *Presentation of the issue, formulation of the issue and approaches*
- *Background, theory, method, analysis, including description of and reason for the selection of empirical data, in responding to the formulation of the issue*
- *Conclusion (remember: there has to be a link between the introduction and the conclusion. In principle, both should be comprehensible without having to read the background and analysis sections)*
- *Contextualisation*
- *Bibliography (including all sources referred to in the project)*
- *Appendices (only include appendices that are central to the report)*
- *Notes (footnotes)*

Scope of the written deliverable

Size of group	No. of pages
2	18–21
3	21–24
4	24–28

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography, abstract, figures and appendices do not count towards the total. Appendices are outside the scope of assessment.

Failure to comply with the format requirements may result in the assignment being rejected by the dean of programme. If it is rejected, the student must be offered guidance.

Conditions for sitting the exam, including the duty to participate

The following conditions are required in order to sit the exam:

- For the module Branding and marketing strategies:
A branding and/or marketing strategy for a selected case is prepared. The strategy is presented in an individual oral presentation with a visual aid, and lasts 5–7 minutes.
- For the module Intrapreneurship and entrepreneurship:
The students prepare and facilitate a workshop designed for a specific target group. The workshop is evaluated in a plenary discussion with active participation.
- For the module Business development:
The students must prepare a business model and pitch their business ideas to a specific target group.
- For the module Project management and project direction :
Based on a semester case, the students work with at least four project management tools. These are collected into an individual portfolio.
- Participation in the semester exhibition. Each student is expected to contribute a presentation of up to 5 minutes' duration. The purpose is to present key elements from the written deliverable that forms the basis of the exam in the mandatory programme element.
- Active participation in excursions during the semester

Non-

- performance of even one or more study activities or
- incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

The content of the individual study activities/conditions required in order to sit the exam for the mandatory programme element must be at least reasonable (cf. section 11).

Term papers

If the student has not fulfilled the duty to participate in one or more of the study activities, the student will be required to prepare a term paper for the study activity in question in order to be able to enter for the exam. A deadline will be set for the term paper to be written and assessed by the study programme as part of the exam. The term paper will be assessed by the study programme before the student can be entered for the exam. The content of term papers must be reasonable (cf. section 11).

5. Elective programme elements

Contents

The elective programme elements give the student the opportunity to gain studying and business skills through specialisation and contextualisation of topics broadly related to the field of natural and cultural heritage management.

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In addition, there is an option to take modules worth up to 10 ECTS on another study programme or at a different institution. The course of study must be approved by the dean of programme.

The student can also independently organise the elective programme elements into a theoretical and/or practical course of study approved by representatives of the study programme.

A description of elective programme elements and the exam format can be found in IT's Learning.

ECTS scope

The scope of ECTS for the elective programme elements can be: 10 ECTS.

Training objective

Knowledge

The student is knowledgeable about

- the theory and practice of the chosen topic(s).
- the relevance of the chosen topic(s) in relation to the theory and practice of natural and cultural heritage management.

Skills

The student is proficient in

- selecting, describing and undertaking literature searches relating to an issue of his/her own choosing in the field of natural and cultural heritage management
- discussing procedural and analytical abilities linked to the chosen topic(s)
- assessing issues and proposing possible solutions in relation to the chosen topic(s)
- communicating key results

Skills

The student is proficient in

- independently exploring new topics within the theory and/or practice of the subject area
- contextualising and relating the selected topic(s) with reference to the other aspects of the study programme

Exam timing

The elective programme elements are deployed in the 6th semester of the study programme.

Exams and arrangements

The exam is internal and oral, and is marked using the seven-point scale.

Exam language

English.

6. Work experience placement

Requirements and expectations concerning implementation of the work experience placement

On the work experience placement, the student works with vocationally relevant problem areas and gains familiarity with relevant commercial functions. The link between the theoretical teaching and the work experience placement is the starting point of the student's goal for the work experience placement.

Based on the learning targets for the work experience placement (cf. the common section of the curriculum), the student and the work experience adviser jointly establish specific targets for the student's period of work experience. This then serves as the guidelines for how the student's work is arranged during the period of work experience.

The period of work experience is comparable to a full-time job in terms of the demands on work time, effort, commitment and flexibility that a graduate natural and cultural heritage manager will encounter in the job market.

Arrangements for the work experience placement can be flexible and differentiated, and could serve as the basis of the student's final exam project.

Conditions for sitting the exam

The following conditions are required in order to sit the exam:

- The student has participated actively in the work experience placement
- A presentation lasting up to 5 minutes by way of participation in the semester exhibition.

The written project, which forms the basis of assessment as well as the exam, must meet the format requirements, cf. below, and must be submitted on time, cf. the exam plan, which can be found on the intranet

Non-

- performance of even one or more study activities or
- incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

Exam arrangements

The exam is an internal oral exam based on a written report on the work experience placement and is marked using the seven-point scale.

A single, combined mark is given based on an overall evaluation of written and oral performance. Half an hour is allowed for the exam, including deliberations.

The exam confers a maximum of 30 ECTS

Format requirements for the written report on the work experience placement

- Front page with title, number of characters (including spaces)
- Contents
- Introduction

- **Description/Experience**
This section provides a free framework for describing the site of the work experience placement, describing and explaining about the period of work experience as a time of learning, the organisational structure, work tasks, etc.
- **Analysis**
An analysis of one selected issue. The issue is based on a relevant experience during the work experience placement, e.g. professional, communicative or intercultural challenges. The aim is to produce a theoretical discourse on the practical aspects experienced. This should be the main section
- **Conclusion/summary**
- A summary in note form of what you have learnt, and the important things you need to learn more about and continue working with.
- **Bibliography**
- **Appendices**

The practical report must cover a minimum of 12 standard pages and a maximum of 15 standard pages.

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography and appendices do not count towards the total. Appendices are outside the scope of assessment.

Assessment criteria

The assessment criteria for the exam = the learning targets of the work experience placement.

Learning targets are set out in the joint curriculum.

Exam timing

The exam takes place at the end of the 5th semester. More details of the time and place can be found on the intranet.

Exam language

English

7. Final exam project/BA project

For requirements concerning the final exam project/BA project as well as learning targets, please refer to the common section of the curriculum for the Natural and Cultural Heritage Management programme.

Conditions for sitting the exam

- The written project, which forms the basis of assessment as well as the exam, must
 - fulfil the format requirements for the final exam project, cf. the common section of the curriculum
 - be submitted on time, cf. the important dates document, which can be found on the intranet

Incorrect submission of the written project that constitutes the written part of the exam means the student cannot sit the exam and has thus used up one attempt at the exam.

The exam cannot be sat until the final practical exam and the other exams of the study programme have been passed.

Exam arrangements

The exam is an external oral exam based on a written project.

A single, individual, combined mark is given based on an overall evaluation of written and oral performance. The exam is marked using the seven-point scale.

The project may be completed individually or in groups of a maximum of two.

Scope of the written deliverable

Size of group	No. of pages
1	25–30
2	40–45

A standard page is 2,400 characters including spaces and footnotes. The front page, table of contents, bibliography and appendices do not count towards the total. Appendices are outside the scope of assessment.

The final exam project must also incorporate an abstract (summary) covering a maximum of half a standard page. The abstract must be positioned before the table of contents and is not included in the assessment.

In the case of a group project, each person must write at least 15 pages. The report must show clearly who has written what.

Size of group	Presentation (max.)	Examination	Deliberations
1	10	20	10
2	20	30	10

The exam confers a maximum of 20 ECTS

Assessment criteria

The assessment criteria are the learning target for the exam = the learning targets for the final exam project/BA project, cf. the common section of the curriculum.

Exam timing

The exam takes place at the end of the 6th semester. More details of the time and place can be found on the intranet.

Exam language

English

8. Programme elements that can be completed abroad

After obtaining approval for the study programme of a transfer of credits applied for, the student may complete the 4th semester and work experience semester (5th semester) abroad.

With prior approval of a period of study abroad, the student has a duty, after the end of the period of study, to document the programme elements completed during the approved period of study. In connection with the transfer of credits, the student must give consent for the institution to obtain the necessary information following completion of the period of study.

Upon transfer of credits, the programme element shall be deemed to have been completed if it was passed in accordance with the study programme rules.

9. Types of teaching used

The Natural and Cultural Heritage Management programme uses a broad spectrum of types of teaching which, combined, are designed to support the above to promote attainment of the learning targets described in this curriculum.

The types of teaching reviewed are dialogue-based class teaching, problem solving and group project work. Other techniques used include working in study groups, home study, individual assignments and projects, presentations in groups and to the whole class, and pursuing interdisciplinary topics.

In addition, various activities are offered with a view to promoting individual learning, e.g. individual guidance. The teaching focuses on the work processes of a natural and cultural heritage manager with a view to supporting the development of the abilities and skills required for the profession.

10. Credits for elective programme elements

Passes achieved in elective programme elements equate to the corresponding programme elements on other study programme institutions that offer this study programme, as well as on other study programmes.

A transfer of credits can be applied for if credits are desired for programme elements not offered as part of the programme.

11. Reasonableness

The content of the individual study activities that determine exam entry must be at least reasonable. “Reasonableness” here means proper/real. It must be evident that the student or students have made a reasonable attempt at preparing for the activity. Cheating or plagiarism is not allowed. If the study activity in question is not reasonable – or is (partially) plagiarised – the assignment may be rejected.

Non-compliance with content requirements:

Individual lecturers assess whether the content is reasonable. In cases where the content is not reasonable, the dean of programme will become involved, and sanctions may be applied.

If a written assignment has not been prepared with reasonable content, or if the content includes text, figures, tables, templates, etc., that are someone else’s copyright (plagiarised) without citing references, it

will be rejected. Failure to comply with the duty to participate and thus the requirements regarding content shall be regarded as absence from the exam. The student has thus used up one attempt at the exam.

Rejection of the assignment together with failure to comply with formal requirements will also be recorded as failure to comply with the study activity in relation to notification and eligibility for the students' Grants and Loans Scheme (SU).

12. Duty to participate

There is a duty to participate in order to make the types of teaching on the study programme work; this includes submission/presentation of assignments/projects.

Reference is made to the descriptions of the individual exams as regards the duty to participate and any attendance requirements on which participation in exams is precipitated.

13. Assessment criteria for study activity

Registration can be terminated in the case of students who have not participated in study activity for a contiguous period of at least 1 year.

Study activity is defined as the student, within the last 12 calendar months,

- having participated in at least two different exams
- having passed as least one exam
- having fulfilled the duty to participate in whatever type of activity is included as part of the study programme, such as group work, joint projects, distance learning, etc., as set out in the curriculum
- having submitted, as set out in the curriculum, the assignments, reports, (learning) portfolios, etc., required for participation in the exams, with reasonable content, including not having submitted material to which others own the copyright
- having attended activities where there is a duty to attend, as set out in the curriculum

Failure to comply with one or more of the criteria in the definition of study activity may result in registration being terminated.

Periods during which the student was not involved in study activity due to general leave, maternity leave, adoption, documented illness or military service are not included. On demand, the student must produce documentation of this.

The study programme may derogate from these provisions in exceptional circumstances. The application for a derogation must be submitted to the dean of programme.

Before registration is revoked, the individual student will be given written notification. This will draw the student's attention to the above rules. The letter to the student must state that the student has 14 days to submit documentation, that periods devoid of study activity in the study programme should not be included, and must specify a deadline for applying for a derogation.

If the student fails to respond by the deadline set, the student will be de-registered.

If the student asks not to be de-registered, this request has the effect of delaying the matter until the case has been decided by the dean of programme.

The student may appeal to the dean of programme regarding the decision taken no later than two weeks after receiving the decision. The appeal has the effect of delaying the matter. If the dean upholds the decision, the student may appeal to the Ministry within two weeks following receipt of the decision in relation to matters of a legal nature.

Rules governing the exams that the student, in accordance with the Order relating to examinations, is required to have participated in by the end of the 2nd semester and passed by the end of the 4th semester, and for which the Order relating to this study programme lays time limits for implementation of the study programme, shall continue to apply regardless of the rules.

14. Foreign languages

The teaching material for the study programme is in English.

No additional knowledge of foreign languages is required beyond the stipulations of the Order relating to access.

14.1 Exam language

Exams must be completed in understandable English.

15. Access to exams

The start of a programme element, semester, etc., is also the time to sign up for the associated exams. Signing up for an exam commits the student to using up one attempt at the exam. This does not, however, apply if the student is prevented from sitting the exam due to documented illness or maternity leave.

There can be no resit for an exam that has been passed. If an exam was not passed, the student remains signed up for the exam. The student can be signed up three times for the same exam. The institution of learning may allow additional attempts in extenuating circumstances. The matter of suitability for studying is not included in considering whether circumstances are exceptional.

A retake must be arranged at the earliest possible opportunity, and as far as possible no later than the next time the institution puts on the examination, for example as an examination for students who were ill when it was originally scheduled. The exam(s) that, according to the curriculum, the student must sit by the end of the first year of studies must be passed before the end of the student's second year of studies counted from the commencement of studies in order for the student to be able to continue the programme.

It is possible for the institution to grant some students a derogation from the set times for passing the exam(s) for reasons of illness, maternity leave or exceptional circumstances.

16. De-registering

Timely de-registration for an exam is at least two weeks before scheduled submission of the written deliverable forming the basis of the exam. If the student does not de-register for the exam in a timely manner, the exam shall be deemed to have been started in terms of the number of attempts allowed, and one attempt at the exam will thus have been used up.

17. Exams for students who were ill, and re-sits

17.1 Exams for students who were ill

A student who was prevented from completing an exam due to documented illness or for other unforeseeable reasons will have the opportunity to sit the exam again as soon as possible. If the exam in question is deployed in the final exam slot of the programme, the student will be given the opportunity to sit the exam in the same exam slot or immediately afterwards.

The exam for someone who was off sick may be identical to the next ordinary exam. It is up to the student to find out when the exam for students who were ill is to take place.

Information about the time and place of exams for students who were ill can be found on the intranet

Illness must be documented by a doctor's certificate. The institution must have received the doctor's certificate no later than three working days after the exam took place. Students who are taken acutely ill during an exam must document that they were ill on that day.

If illness is not documented in accordance with the above-mentioned rules, the student will have used up one attempt at the exam.

The student must personally pay the cost of obtaining a doctor's certificate.

17.2 Re-sits

If an exam was not passed or if the student did not attend for the exam, the student is automatically entered for a re-sit provided that an attempt at the exam is still available. The exam may be identical to the next ordinary exam.

It is up to the student to find out when the re-sit is to take place.

Information about the time and place of re-sits can be found on the intranet

The programme may permit a student to remain signed up for an exam in exceptional circumstances, including for reasons of a documented disability.

18. Disability equipment

Any rules restricting the use of aids will be described for the particular exam.

19. Special exam conditions

In case of a justified physical or mental disability, students may apply for special exam conditions. The application must be submitted to the study programme no later than four weeks before the scheduled exam. An exception to the deadline for applying can be made in the event of suddenly occurring health problems. The application must be accompanied by a doctor's certification, a declaration e.g. from a speech, hearing, dyslexia or visual impairment institute or other documentation of health matters or relevant, specific disability.

Any application for permission to bring other aids must be submitted to the study programme no later than 4 weeks prior to the scheduled exam.

20. Cheating in exams

When submitting a written exam paper, an exam candidate must sign to confirm that the assignment was completed without unfair help.

20.1 Use of own work and the work of others – plagiarism

Cheating in exams by plagiarism includes instances where a written assignment has the appearance of being wholly or partially produced by the exam candidate(s) personally, even if the assignment

1. includes identical or almost identical reproduction of other people's wordings or works, without this being indicated by quotation marks, italics, indentation or other clear indication stating the source, cf. the institution's requirements for written work
2. includes long passages with a choice of words that is so close to another work or uses similar wordings, etc., that a comparison shows the passages could not have been written without using the other work
3. includes use of the words or ideas of others without properly attributing these
4. recycles text and/or key ideas from the student's own previously assessed work without complying with the provisions in points 1 and 3.

20.2 Disciplinary measures in the event of cheating in exams or disruptive behaviour in an exam

An exam candidate who, during an exam, clearly

- unfairly obtains help or
- helps another exam candidate to complete an assignment, or
- uses aids that are not permitted

and

An exam candidate who, during an exam,

- exhibits disruptive behaviour

may be expelled from the exam while the exam is still in progress by the dean of programme or by anyone thus authorised by the dean of programme, or by consensus of the invigilators. In such a case, the justification for this will be assessed in connection with a subsequent ruling.

In cases of less serious disruptive behaviour, a warning will be given first.

20.3 Presumed cheating in an exam, including plagiarism during and after the exam

If, during or after an exam, it is presumed that a candidate

- has unfairly obtained or provided help,
- has pretended that someone else's work is his/her own (plagiarism), or
- has used his/her own previously assessed work or portions of this without references (plagiarism),

the matter will be reported to the study programme.

20.4 Clarification process in relation to cheating in an exam, including plagiarism

Postponement of the exam

If the report of cheating in an exam such as by plagiarising a written assignment which is the basis of assessment for a subsequent oral exam, the dean of programme will postpone the exam if it is not possible to clarify matters before the scheduled exam date.

Form and substance of reporting

The matter shall be reported without undue delay. The report shall include a written representation of the matter, including information to identify the individuals being reported, together with a brief explanation and the available documentation of the matter. If this is a repeat offence for one or more of the individuals being reported, this must be stated.

When reporting plagiarism, the plagiarised passages must be marked, with clear references to the sources from which they were plagiarised. The plagiarised text must also be marked in the source text.

Involving the candidate – consultation

The dean of programme decides whether the consultation with the student should be verbal, in writing or a combination.

For a verbal consultation, the candidate will be summoned for a discussion to shed light on the matter with a view to presenting the person with documentation of the presumed instance of cheating in an exam and to hear the candidate's side of the story. The candidate is entitled to be accompanied by someone else.

In the written consultation, documentation of the presumed instance of cheating in an exam will be sent with a view to requesting the student's side of the story in writing.

Sanctions for cheating in exams and for disruptive behaviour during an exam

If, after the dean of programme has investigated the matter, the presumed instance of cheating in an exam is confirmed, and the action is or could have been of significance in the evaluation, the dean of programme will expel the candidate from the exam.

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

In heightened circumstances, the dean of programme may expel the student for a short or longer period of time. In such cases, a written warning will be given that repeat offences will result in permanent expulsion.

As a consequence of expulsion, any marks for the exam in question will be rescinded, and the candidate will have used up one attempt at the exam.

The candidate cannot participate in a resit or an exam for students who were ill, but can only sit the exam again at the programme's next ordinary scheduled exam time.

In the case of heightened circumstances, the dean of programme may decide to expel the candidate from the institution for a short or longer period of time. In such cases, a written warning will be given that repeat offences will result in permanent expulsion.

The student cannot participate in the programme or exams during the period of expulsion.

Complaints

Any decision that an attempt at the exam has been used up or to expel on the grounds of cheating in an exam is final and cannot be brought before a higher administrative authority.

Complaints concerning legal matters (e.g. disqualification, consultation, guidance concerning appeals, correct construction of the Examinations Order, etc.) may be lodged with The Danish Agency for Higher Education and Educational Support. The appeal must be submitted to the Institution and addressed to the dean of programme, who submits a declaration, which the appellant must be given the opportunity to comment on by a given deadline, usually a week. The Institution sends the appeal, the declaration and the comments, if any, to the Danish Agency for Higher Education and Educational Support. The deadline for appeals to the Institution is two weeks from the date the decision was made known to the appellant, cf. Section 51 of the Examinations Order.

21. Complaints about exams and appealing against decisions

21.1 Complaints about exams

The candidate is advised to seek guidance from his/her student counsellor in connection with the complaints procedure and preparing a complaint.

The rules on complaining about exams are set out in Chapter 10 of the Examinations Order. The Examinations Order distinguishes between complaints about

- the basis of the exam, etc., the conduct of the exam and/or its marking, and
- complaints about legal matters.

Each type of complaint is handled differently.

21.1.1 Complaint about the basis of the exam, etc., the conduct of the exam and the marking

A candidate may submit a written, reasoned complaint within a time limit of two weeks after exam marks have been announced in the usual way; this may relate to:

- the basis of the exam, including exam questions, assignments, etc., as well as how it relates to the targets and requirements of the study programme
- the conduct of the exam
- the marking

The complaint may pertain to all exams, including written, oral and combinations of these, as well as practical or clinical exams.

The complaint must be submitted to the dean of programme.

The complaint is immediately presented to the original adjudicators, i.e. the examiner and external examiner for the exam in question. The statement from the adjudicators is intended to form the basis of the institution's decision in technical matters. The Institution normally sets a two-week deadline for submission of statements.

Immediately after the adjudicators' statements are available, the appellant is given the opportunity to comment on the statements, usually within a time limit of one week.

The Institution makes the decision based on the adjudicators' technical statement and the appellant's comments (if any) in response to the statement.

The decision must be given in writing, with reasons, and may be based on

- an offer of re-marking (reassessment) – but only for written exams
- an offer of another exam (resit)
- dismissal of the student's complaint

If the decision is made to offer reassessment or a resit, the dean of programme will select new adjudicators. Reassessment can only be offered for written exams where there is already material to be marked, as new adjudicators cannot (re-)mark an oral exam that has already been sat, and because the original adjudicators' notes are personal and will not be provided.

If the decision is to offer remarking or a resit, the appellant shall be informed that remarking or a resit may result in a lower grade. Once the decision has been made known, the student has two weeks to accept the offer. Withdrawal of acceptance is not permitted. If the student does not accept by the deadline, there will be no re-marking or resit.

Re-marking or a resit shall be arranged as soon as possible.

In the case of re-marking, the adjudicators must be given the documents pertaining to the case: the assignment, the answer, the appeal, the statements from the original adjudicators complete with the appellant's comments (if any), as well as the institution's decisions.

The adjudicators inform the institution of the result of the re-marking and enclose a written justification with their marking. Resits and re-marking may result in lower grades.

If it is decided to undertake re-marking or offer a resit, the decision applies to all exam candidates if the exam is found to be defective as per the appeal.

The appeal must be sent to the dean of programme no later than two weeks (14 calendar days) after the results of the exam in question were made known. If the deadline expires on a public holiday, the deadline will instead expire on the first working day after that.

The deadline may be derogated from in exceptional circumstances.

21.2 Appeals

The appellant can take the institution's decision on technical matters to an appeals board. The work of the appeals board is covered by the Public Administration Act, including matters of disqualification and the duty of confidentiality.

The appeal must be submitted to the dean of programme.

The deadline for appealing is two weeks after the candidate has been made aware of the decision. The same requirements as set out above under "complaints" (in writing; justification, etc.) also apply to appeals.

The appeals board consists of two authorised external examiners appointed by the chief examiner, a lecturer authorised to mark exams and a student of the same subject area (the study programme), both appointed by the dean of programme.

The appeals board makes its decision based on the material that formed the basis of the institution's decision and the candidate's reasoned appeal.

The appeals board deals with the appeal, and the decision may result in

- an offer of re-marking with new adjudicators, although only for written exams
- an offer of another exam (a resit) with new adjudicators, or
- dismissal of the student's appeal

If the decision is to offer re-marking or a resit, the appellant shall be informed that re-marking or a resit may result in a lower grade. Once the decision has been made known, the student has two weeks to accept the offer. Withdrawal of acceptance is not permitted.

If the student does not accept by the deadline, there will be no re-marking or resit. Re-marking or a resit shall be arranged as soon as possible.

In the case of re-marking, the adjudicators must be given the documents pertaining to the case: the assignment, the answer, the appeal, the statements from the original adjudicators complete with the appellant's comments (if any), as well as the institution's decisions.

The appeals board is required to have made its decision within two months – or, for summer exams, three months – after the appeal was submitted.

The decision of the appeals board is final; this means that, as far as the technical aspect of the complaint is concerned, the matter cannot be brought before a higher administrative authority.

21.3 Complaints about legal matters

Complaints about legal matters in decisions made by the adjudicators in connection with re-marking or a resit or the decision by the appeals board may be brought before University College Nordjylland within a time limit of two weeks from the date the decision was made known to the appellant.

Complaints about legal matters in decisions made by the institution in accordance with the rules of the Examination Order (e.g. incapacity, consultation, correct construction of the Examination Order, etc.) may be submitted to the institution, which will provide statement; the appellant must be given the opportunity to comment on this, normally with a time limit of one week. The Institution sends the appeal, the declaration and the comments, if any, to the Danish Agency for Higher Education and Educational Support. The Institution sends the appeal, the declaration and the comments, if any, to the Agency. The deadline for submitting the complaint to the institution is two weeks (14 calendar days) from the date the decision was made known to the appellant.

22. Exemption

The institution may derogate from the rules in this institutional section of the curriculum set only by the institutions, when unusual circumstances so warrant. The institutions cooperate with a view to uniform exemption practice.

23. Stipulations on coming into effect and transitional stipulations

This institutional section of the curriculum takes effect on 1 September 2014 and is effective in relation to all students who commenced their study programme in September 2013, and who were subsequently entered for the study programme and for exams that commenced on the said date or thereafter.

The September 2012 curriculum is rescinded with effect from 31 August 2014 for students who began the study programme in September 2013. For students who began the study programme in September 2013, any exams commenced before 1 September 2014 shall be completed in accordance with the 2012 curriculum no later than 31 August 2015.