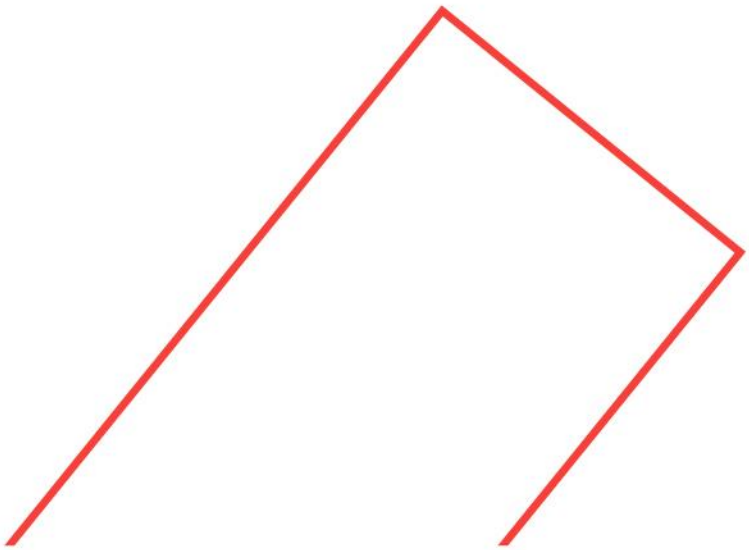
Curriculum for Web Development

Professional Bachelor's Degree Programme in Web Development

Institutional part

August 2019



UCN PROFESSIONSHØJSKOLEN

Contents

1. Institutional Part of the Curriculum for the Professional Bachelor's Degree Programme in Web Development 6
2. Distribution and timing of national and local subject elements, internship and exams. 7
3. Local subject elements; first semester 7
3.1 Elective local subject elements 7
3.2 Local elective subject element within PHP & E-commerce during the first semester 7
3.2.1 Learning objectives 7
3.2.2 ECTS weight 8
3.2.3 Contents 8
3.3 Local elective subject element within Philosophy of Science, Academic Method and Communication in web development 8
3.3.1 Learning objectives 8
3.3.2 ECTS weight 9
3.3.3 Contents 9
4. Local subject elements; second semester 9
4.1 Local subject element, Web Programming, offered course 9
4.1.1 Learning objectives 9
4.1.2 ECTS weight 10
4.1.3 Contents 10
4.2 Local subject element, Web Programming, self-organised 10
4.2.1 Learning objectives 10
4.2.2 ECTS weight 11
4.2.3 Contents 11
4.3 Local subject element, elective at another institution 11
5. Framework and criteria for study programme examinations 12
5.1 Automatic registration for all exams 12
6. Study programme exams in the first semester 12
6.1 Web Programming 12
6.1.1 Examination prerequisites 12
6.1.2 Exam procedure 13
6.1.3 Exam ECTS credit weight 13
6.1.4 Assessment criteria 13
6.1.5 Scheduled time 13
6.1.6 Examination language 13
6.1.7 Exam aids 13

6.2 Elective local subject element: Web Programming, PHP & E-commerce 13
6.2.1 Examination prerequisites 13
6.2.2 Exam procedure 14
6.2.3 Assessment criteria 14
6.2.4 Scheduled time 14
6.2.5 Examination language 14
6.2.6 Exam aids 14
6.3 Elective local subject element: Philosophy of Science, Academic Method and Communication 14
6.3.1 Examination prerequisites 14
6.3.2 Exam procedure 15
6.3.3 Exam ECTS credit weight 15
6.3.4 Assessment criteria 15
6.3.5 Scheduled time 15
6.3.6 Examination language 15
6.3.7 Exam aids 16
7. Study programme exams in the second semester 16
7.1 National Subject elements, part-examination 1: Development environments 16
7.1.1 Examination prerequisites 16
7.1.2 The procedure for the part-examination 16
7.1.3 Exam ECTS credit weight 17
7.1.4 Assessment criteria 17
7.1.5 Scheduled time 17
7.1.6 Examination language 17
7.1.7 Exam aids 17
7.2 National subject elements, part-examination 2: User Experiences 17
7.2.1 The examination prerequisites for the part-examination 17
7.2.2 The procedure for the part-examination 18
7.2.3 ECTS credits weight of the part-examination 18
7.2.4 Assessment criteria 18
7.2.5 Scheduled time 18
7.2.6 Examination language 18
7.2.7 Exam aids 18
7.3 Local subject element: Web Programming, offered course 19
7.3.1 Examination prerequisites 19
7.3.2 Exam procedure 19

7.3.3 Exam ECTS credit weight 19
7.3.4 Assessment criteria 19
7.3.5 Scheduled time 19
7.3.6 Examination language 20
7.3.7 Exam aids 20
7.4 Local subject element: Web Programming, self-organised course 20
7.4.1 Examination prerequisites 20
7.4.2 Exam procedure 20
7.4.3 Exam ECTS credit weight 21
7.4.4 Assessment criteria 21
7.4.5 Scheduled time 21
7.4.6 Examination language 21
7.4.7 Exam aids 21
7.5 Local subject element: Web Programming, elective at another institution 21
8. Study programme exams in the third semester 21
8.1 Internship 21
8.1.1 Internship requirements and expectations 21
8.1.2 Examination prerequisites 22
8.1.3 Exam procedure 23
8.1.4 ECTS credits 23
8.1.5 Assessment criteria 23
8.1.6 Scheduled time 23
8.1.7 Examination language 23
8.1.8 Exam aids 23
8.2 The bachelor's degree project 23
8.2.1 Formal requirements for the examination 23
8.2.2 Exam procedure 24
8.2.3 Spelling and writing skills 24
8.2.4 ECTS weight 24
8.2.5 Assessment criteria 25
8.2.6 Scheduled time 25
8.3 Examination language 25
8.4 Exam aids 25

9. Withdrawal from exams 25
10. Learning and teaching methods 25
11. Obligation to participate 27
11.1 Student counselling 27
11.2 Lecturers as supervisors 27
12. Criteria for determining study activity 28
13. Credit transfer for subject elements 28
13.1 Subject elements from the same study programme passed at another educational institution 28
13.2 Credit transfer assessment (compulsory credit transfer) in connection with application for admission/enrolment on a study programme. 28
13.3 In the event that a student does not meet their duty to disclose information on admission/enrolment 29
13.4 Pre-approval of credit transfer and final credit transfer 29
14. Language 29
14.1 Examination language 30
15. Resits and resits due to illness 30
16. Exam aids 30
17. Special exam arrangements 30
18. Academic misconduct during exams 30
18.1 Use of own work and the work of others – plagiarism 30
18.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations 31
19. Complaints about exams and appeals against decisions 31
20. Exemptions 31
21. Effective date and transition regulations 31

1. Institutional Part of the Curriculum for the Professional Bachelor's Degree Programme in Web Development

The curriculum for the study programme comprises two parts (sets of regulations):

1. The National Part
2. The Institutional Part

The National Part is prepared by the educational network for the study programme to ensure that the academic content of the national part of the programme is identical for all educational institutions providing the programme.

This Institutional Part is laid down by the study programme at the University College of Northern Denmark (UCN) and it is designed to accommodate local and regional needs.

This Institutional Part of the Curriculum (as well as The National Part) has been approved by University College of Northern Denmark (UCN) in accordance with all regulations applying to the programme, including the Ministerial Order on Technical and Mercantile Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes ("*Bekendtgørelse om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser"*).

In the event of any discrepancy between this curriculum and other regulations governing the study programme, the other regulations take precedence.

Please note that this is a translation intended for information purposes only. In the event of any discrepancy between this translation and the Danish original, the Danish text shall prevail. In addition, only the Danish text is legally valid.

2. Distribution and timing of national and local subject elements, internship and exams.

Sem.	National subject elements	Local subject elements	ECTS	Assessment	Also called
1	Web Programming		20	External	Web Programming: Front-end Programming and Data Management
		Elective local subject element; WebPprogramming	10	Internal	Elective
2	Part-examination 1, Development Environments		10	Internal	
	Part-examination 2, UserExperiences		10	Internal	
		Local subject element; Web Programming	10	Internal	
3	Internship		15	Internal	
	Bachelor's degree project		15	External	

Overview of all examinations and their order. All exams are assessed according to the 7-point grading scale.

Information about the time and venue for each exam can be found on the intranet.

3. Local subject elements; first semester

The programme features local subject elements worth 20 ECTS credits. In the first semester, elective subject elements worth 10 ECTS credits will be offered. The student must choose one subject to be tested in. The elective elements may vary between semesters, and therefore, the student should check the electives catalogue for the study programme.

3.1 Elective local subject elements

The student has the option to choose one elective from the electives catalogue, which will be available if there is an adequate number of registrations. The elective is within the domain of web programming. To see which electives are being specifically offered and for their learning objectives, see the electives catalogue for the Professional Bachelor's Degree Programme in Web Development.

3.2 Local elective subject element within PHP & E-commerce during the first semester

3.2.1 Learning objectives

Knowledge
The student should have achieved knowledge of:

- basic concepts within PHP, including best practice
- use of PHP in e-commerce
- e-commerce platform, and
- quality management and security.

Skills
The student should be able to:

- use PHP for development on e-commerce platforms
- select and use tools for the development of e-commerce; and
- assess and ensure the quality of the project through the use of best practice.

Competencies
The student should be able to autonomously:

- handle complex development based on tools and methods; and
- assess options and argue for choices in a specific web development project within e-commerce.

3.2.2 ECTS weight

The subject element is worth 10 ECTS credits.

3.2.3 Contents

The subject element PHP & E-commerce gives the student the opportunity to acquire knowledge, skills and competencies within e-commerce and PHP, which is a common development language within that part of web development. For example, it will involve work to develop plugins for an existing platform.

3.3 Local elective subject element within Philosophy of Science, Academic Method and Communication in web development

3.3.1 Learning objectives

Knowledge
The student should have achieved knowledge of:

- web programming paradigms
- basic philosophy of science

- academic methods for investigation of web-related issues, and
- academic genres and communication.

Skills
The student should be able to:

- use methods and concepts from philosophy of science to analyse relevant issues within web development
- carry out and communicate the results of research within web programming; and
- analyse and discuss methodical associated issues.

Competencies
The student should be able to autonomously:

- handle complex problems using tools and methods; and
- reflect on and provide perspectives on relevant problems in web development.

3.3.2 ECTS weight

The subject element Philosophy of Science, Academic Methods and Communication is worth 10 ECTS credits.

3.3.3 Contents

The subject element Philosophy of Science, Academic Method and Communication provides students the opportunity to work with web development from a theoretical perspective, where the focus is on carrying out scientific research. Different genres and methods are reviewed, which will provide the student with a basis for further independent work with academic issues.

4. Local subject elements; second semester

One course is offered at 10 ECTS, which the student can take. Alternatively, the student may choose a self-organised course or take an elective at a corresponding level at a different educational institution.

4.1 Local subject element, Web Programming, offered course

4.1.1 Learning objectives

Knowledge
The student should have achieved knowledge of:

- web technologies and architecture

- testing strategies and tools
- the advantages and disadvantages of the use of selected web technologies; and
- security challenges related to the use of web technologies.

Skills
The student should be able to:

- carry out a reasoned selection of a suitable framework and other tools to complete a specific exam paper
- implement a solution with the selected tools
- reflect on the strengths and weaknesses of the chosen solution; and
- assess and ensure the quality of the product using methods and tools.

Competencies
The student should be able to autonomously:

- handle complex development based on tools and methods; and
- assess options and argue for choices in a specific web development project.

4.1.2 ECTS weight

The local subject element is worth 10 ECTS credits.

4.1.3 Contents

In this local subject element, the student tests and selects tools to solve a specific, set assignment. Reflection on the choice and the possibilities is critical.

4.2 Local subject element, Web Programming, self-organised

It is possible for the student to compose a course worth 10 ECTS credits themselves. Together with a supervisor, the student composes a study plan that reflects the learning objectives and how they are to be achieved. References and other resources that are to be used must be indicated and approved by UCN. The study plan must be approved by UCN.

4.2.1 Learning objectives

Knowledge

The student has acquired knowledge of:

- selected web technologies within web programming associated with specific opportunities or challenges
- advantages and disadvantages in using these technologies
- the significance of the technologies for web development; and
- security challenges concerning the selected technologies.

Skills
The student should be able to:

- carry out a reasoned selection of technologies to resolve a defined problem within web programming
- implement a solution with the selected technologies
- reflect on the strengths and weaknesses of the chosen solution; and
- assess and ensure the quality of the product using methods and tools.

Competencies
The student should be able to autonomously:

- handle complex development using tools and methods; and
- assess options and argue for choices in a specific web development project.

4.2.2 ECTS weight

The local subject element is worth 10 ECTS credits.

4.2.3 Contents

In collaboration with the supervisor, the student has the opportunity to determine the content. It is a requirement that the content is tailored so that it meets the learning objectives. Examples of content could be online resources.

4.3 Local subject element, elective at another institution

The student has the option to take a subject at a corresponding level in a similar study programme. This could take place at a different institution than UCN. This must be approved by UCN. The learning objectives described by the respective institution/study programme apply here.

5. Framework and criteria for study programme examinations

The following describes the framework and criteria for all study programme examinations.

5.1 Automatic registration for all exams

A subject element is finalised by an exam that takes place immediately after the end of the element. When a student commences a subject element, the student will automatically be registered for the ordinary exam for that subject element.

A student cannot withdraw from any study programme exams.

If an exam was not passed, the student will continue to be registered for that particular exam and must attend a resit. The student has three attempts at passing an exam. If the exam is not passed after three attempts, the student's enrolment on the programme will be terminated.

However, if a student is on leave of absence, s/he will not automatically be registered for exams for that particular semester. After the end of the student's leave of absence, s/he will automatically be registered for the exams that finalise the semester s/he commences upon his/her return and also for prior, failed exams – if any.

It is the student's responsibility to stay informed of the time and venue for exams stated on the study programme's electronic platform.

Please see the current *Examination Regulations for UCN*, which are available at UCN's website.

6. Study programme exams in the first semester

6.1 Web Programming

6.1.1 Examination prerequisites

An individual product must be submitted consisting of source code and an explanation of the process and choices. The explanation may not exceed three pages. A more detailed description can be found on the Canvas course for the subject element.

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.

The product constitutes both the examination and assessment basis.

6.1.2 Exam procedure

The examination is an individual, oral examination based on the submitted product.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is externally assessed according to the 7-point grading scale.

6.1.3 Exam ECTS credit weight

The examination is worth 20 ECTS credits.

6.1.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the Web Programming and Data Handling subject element. The learning objectives are described in the national part of the Curriculum.

6.1.5 Scheduled time

The exam will take place at the end of the second semester at the latest.

6.1.6 Examination language

The exam language is English.

6.1.7 Exam aids

All aids are permitted.

6.2 Elective local subject element: Web Programming, PHP & E-commerce

6.2.1 Examination prerequisites

Students must submit a product consisting of commented source code.

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.

The product will be the examination basis.

6.2.2 Exam procedure

The examination is an individual, oral examination based on the submitted product, which is the examination basis.

The duration of the oral examination is 20 minutes, including time for deliberations.

A grade will be given based on the oral performance.

The examination is internally assessed and graded according to the 7-point grading scale.

6.2.2.1 Exam ECTS credit weight

The examination is worth 10 ECTS credits.

6.2.3 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the subject element "Elective Educational Element 1: PHP & E-commerce".

6.2.4 Scheduled time

The exam will take place at the end of the second semester at the latest.

6.2.5 Examination language

The exam language is English.

6.2.6 Exam aids

All aids are permitted.

6.3 Elective local subject element: Philosophy of Science, Academic Method and Communication

6.3.1 Examination prerequisites

An 8–10 page written product must be submitted. The written product constitutes the examination and assessment basis.

The written product must be submitted in due time according to the submission date announced on the Intranet and meet these formal requirements:

- Cover page and title

- Abstract
- Research method
- Main section
- Conclusion
- Reference list
- Appendices (you should only include appendices that are key to the report)

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.

The product constitutes both the examination and assessment basis.

6.3.2 Exam procedure

The examination is an individual, oral examination based on the submitted product, which constitutes the examination and assessment basis. The duration of the examination is 20 minutes, including time for deliberations.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

6.3.3 Exam ECTS credit weight

The examination is worth 10 ECTS credits.

6.3.4 Assessment criteria

The assessment criteria for the exam are the same as the learning objectives for the subject element “Elective Educational Element 1: Philosophy of science, Academic method and communication”.

6.3.5 Scheduled time

The exam will take place at the end of the second semester at the latest.

6.3.6 Examination language

The exam language is English.

6.3.7 Exam aids

All aids are permitted.

7. Study programme exams in the second semester

The examination testing national subject elements consists of two part-examinations in Development environments (part-examination 1) and User experiences (part-examination 2).

The student must pass the individual part-examinations. The examination will be graded on the 7-point grading scale based on an ECTS-weighted average of the grades in the individual part-examinations. If the mean is exactly between two grades, the grade will be rounded up. There will also be examinations testing the local subject elements.

7.1 National Subject elements, part-examination 1: Development environments

7.1.1 Examination prerequisites

Two presentations will be made to the class. Presentations can take place individually or in groups of max. 5 students.

A product must be submitted. The product can be prepared in groups of max. 5 members. The maximum length of the product is 4 pages + 2 pages per group member. The product must include:

- cover page
- selection of technologies
- challenges
- conclusion
- reference list, and
- appendices (you should only include appendices that are key to the report).

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.

7.1.2 The procedure for the part-examination

The exam is an individual, oral exam. The duration of the examination is 30 minutes, including time for deliberations.

The examination is internally assessed and graded according to the 7-point grading scale. The student will receive a single grade based on the oral performance.

The grade has a weight of 50% relative to the examination testing the national subject elements in the second semester.

7.1.3 Exam ECTS credit weight

The examination is worth 10 ECTS credits.

7.1.4 Assessment criteria

The assessment criteria for the part-examination are the learning objectives for the national subject element Development Environments. The learning objectives are described in the national part of the Curriculum.

7.1.5 Scheduled time

The part-examination will be take place at the end of the second semester at the latest.

7.1.6 Examination language

The language of the part-examination is English.

7.1.7 Exam aids

All aids are permitted.

7.2 National subject elements, part-examination 2: User Experiences

7.2.1 The examination prerequisites for the part-examination

A product must be submitted based on an assigned exam paper. The product can be prepared in groups of max. 5 students. The maximum length of the product is 4 pages + 2 pages per group member.

The product must include:

- cover page
- research method
- implementation
- conclusion

- reference list, and
- appendices (you should only include appendices that are key to the report).

If a student does not meet the examination prerequisites for the part-examination, the student will have used one examination attempt and thus have two examination attempts left to pass the part-examination.

The submitted product will constitute the examination basis.

7.2.2 The procedure for the part-examination

The exam is an individual, oral exam. The duration of the examination is 30 minutes, including time for deliberations.

The part-examination is internally assessed and graded according to the 7-point grading scale. A single grade will be given based on the oral performance. The grade has a weight of 50% relative to the examination testing the national subject elements in the second semester.

7.2.3 ECTS credits weight of the part-examination

The part-examination is worth 10 ECTS credits.

7.2.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the national subject element User experiences. The learning objectives are described in the national part of the Curriculum.

7.2.5 Scheduled time

The exam will take place at the end of the second semester at the latest.

7.2.6 Examination language

The exam language is English.

7.2.7 Exam aids

All aids are permitted.

7.3 Local subject element: Web Programming, offered course

7.3.1 Examination prerequisites

A product and source code must be submitted based on an assigned exam paper. The product can be prepared in groups of max. 5 students.

The maximum length of the product is 4 pages + 2 pages per group member. The product must include:

- cover page
- selection of technologies
- challenges
- conclusion
- reference list , and
- appendices (you should only include appendices that are key to the report).

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.
The submitted product and source code will constitute the examination basis.

7.3.2 Exam procedure

The exam is an individual, oral exam. The duration of the examination is 30 minutes, including time for deliberations.

The student will receive a single grade based on the oral performance.

The examination is internally assessed and graded according to the 7-point grading scale.

7.3.3 Exam ECTS credit weight

The examination is worth 10 ECTS credits.

7.3.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the subject element.

7.3.5 Scheduled time

The exam will take place at the end of the second semester at the latest.

7.3.6 Examination language

The exam language is English.

7.3.7 Exam aids

All aids are permitted.

7.4 Local subject element: Web Programming, self-organised course

7.4.1 Examination prerequisites

In collaboration with the supervisor, the subject element's learning objectives will be outlined in a study plan, which must be submitted and approved by the supervisor, cf. the above learning objectives.

A product and source code must be submitted based on an assigned task. The product can be prepared in groups of max. 5 students.

The maximum length of the product is 4 pages + 2 pages per group member. The product must include:

- cover page
- selection of technologies
- challenges
- conclusion
- reference list, and
- appendices (you should only include appendices that are key to the report).

If a student does not meet the examination prerequisites, the student will have used an exam attempt and will then have two exam attempts remaining to pass the exam.

The submitted product and source code will constitute the examination basis.

7.4.2 Exam procedure

The exam is an individual, oral exam. The duration of the examination is 30 minutes, including time for deliberations.

The student will receive a single grade based on the oral performance.

The examination is internally assessed and graded according to the 7-point grading scale.

7.4.3 Exam ECTS credit weight

The examination is worth 10 ECTS credits.

7.4.4 Assessment criteria

The assessment criteria for the exam are the learning objectives for the subject element.

7.4.5 Scheduled time

The exam will take place at the end of the second semester at the latest.

7.4.6 Examination language

The exam language is English.

7.4.7 Exam aids

All aids are permitted.

7.5 Local subject element: Web Programming, elective at another institution

Provided that approval has been granted by UCN, the student may attend and receive credit for an elective which is part of a similar study programme. The subject must be within the subject field of web programming.

Participation requires UCN's approval (pre-approval of credit transfer). This must have been granted before the beginning of the semester.

The examination will follow the curriculum of the respective institution.

8. Study programme exams in the third semester

8.1 Internship

8.1.1 Internship requirements and expectations

During the internship, the student will work on problems that are relevant to the profession while acquiring knowledge of relevant work functions. The student will be associated with one or more internship host companies over the course of the internship. The relationship between theoretical studies and the internship will be the starting point for the student's learning objectives for the internship.

Based on the internship learning objectives – see the national part of the Curriculum – the student and the supervisor/contact person will collaborate on defining specific objectives for the student's internship.

The learning objectives must be made in writing and saved in the student Internship Portal. These objectives will then guide the planning of the student's work during the internship, including the preparation of the internship report.

The internship compares to a full-time job with the same requirements in terms of number of working hours, effort, commitment and flexibility that a graduate can expect to see in their first job.

The internship may be organised in a flexible and personalised manner and may form the basis of the student's final degree project.

8.1.2 Examination prerequisites

Students must meet the following requirements to sit the exam.

- Preparation of an internship report. The report must meet the following formal requirements and be submitted in due time as per the submission date announced on the Intranet:
    - cover page
    - title page
    - table of contents
    - introduction, including presentation of problem statement, research question(s), research method(s)
    - analysis chapter (analyses must be outlined and further explained at the oral examination)
    - conclusion
    - if relevant, a discussion in which you situate your research and findings in a wider context
    - reference list (including all sources referenced in the project), and
    - appendices (you should only include appendices that are key to the report).

The maximum allowed length of the internship report is 10 standard pages, and it should deal with an issue related to the profession and to the internship company. The cover page, table of contents, reference list and appendices are not included in the maximum number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes. The cover page, table of contents, reference list and appendices do not count towards the limit.

The report must be prepared by each student individually.

If a student does not meet the examination prerequisites, the student will have used an examination attempt. This means that the student has two attempts remaining to pass the examination.

8.1.3 Exam procedure

The examination is an individual, oral examination based on a written project.

The written and oral performances are assessed as a whole, leading to a single grade.

The examination is internally assessed and graded according to the 7-point grading scale.

8.1.4 ECTS credits

The examination is worth 15 ECTS credits.

8.1.5 Assessment criteria

The assessment criteria for the exam are the learning objectives for the subject element: Internship. The learning objectives are described in the national part of the Curriculum.

8.1.6 Scheduled time

The exam will take place halfway through the third semester. Further information about the time, venue as well as submission of the written project report can be found on the Intranet.

8.1.7 Examination language

The exam language is English.

8.1.8 Exam aids

All aids are permitted.

8.2 The bachelor's degree project

For the requirements for the final degree project as well as the learning objectives, please see the national part of the Curriculum.

8.2.1 Formal requirements for the examination

The written project that constitutes both the assessment basis and the examination basis must:

• meet the formal requirements for the bachelor's degree project, see below, and

• be submitted in due time (as per the exam timetable on the Intranet) and uploaded to 'UC-Viden'. The project report, which constitutes the written exam component, must contain, as a minimum:

- cover page with title
- table of contents

- introduction, including problem statement
- solution proposals, including choice of relevant theory and methodologies
- conclusions, including reflection and contextualisation
- reference list (including all sources referenced in the project), and
- appendices (you should only include appendices that are key to the report).

The maximum allowed length of the report is 20 standard pages + 20 standard pages per student. The cover page, table of contents, reference list and appendices are not included in the required number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and footnotes.

The written project that constitutes both the assessment basis and the examination basis must:

- meet the formal requirements to the final degree project, according to the national part of the Curriculum; and
- be submitted in due time (as per the exam timetable on the Intranet) and uploaded to 'UC-Viden'.

Late submission or failure to meet all formal requirements for the written project reportthat constitutes the written exam component implies that the student will not be allowed to sit the examination and that they have used one examination attempt.

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

8.2.2 Exam procedure

The written component of the final degree project may be prepared individually or in groups of a maximum of 4 students.

The project is presented by the project group, max. 30 min. Afterwards, the whole group is tested together.

Exam duration is 20 minutes per student, including time for deliberations.

8.2.3 Spelling and writing skills

Spelling and writing skills will be part of the assessment of the written exam project. Spelling and writing skills may, however, only increase or decrease a student's grade by one grade at the most. The assessment is expressed as an overall assessment of the professional and academic content as well as the student's spelling and writing skills.

8.2.4 ECTS weight

The examination is worth 15 ECTS credits.

8.2.5 Assessment criteria

The assessment criteria are the learning objectives for the final degree project, see the national part of the Curriculum.

8.2.6 Scheduled time

The exam will take place at the end of the final semester of the study programme. Further information about the time and venue can be found on the Intranet.

8.3 Examination language

The exam language is English.

8.4 Exam aids

All aids are permitted. However, study aids are not permitted during the oral part of the examination.

9. Withdrawal from exams

The regulations for withdrawal from exams can be found at www.ucn.dk/english in the Examination Regulations for UCN's Undergraduate Programmes.

10. Learning and teaching methods

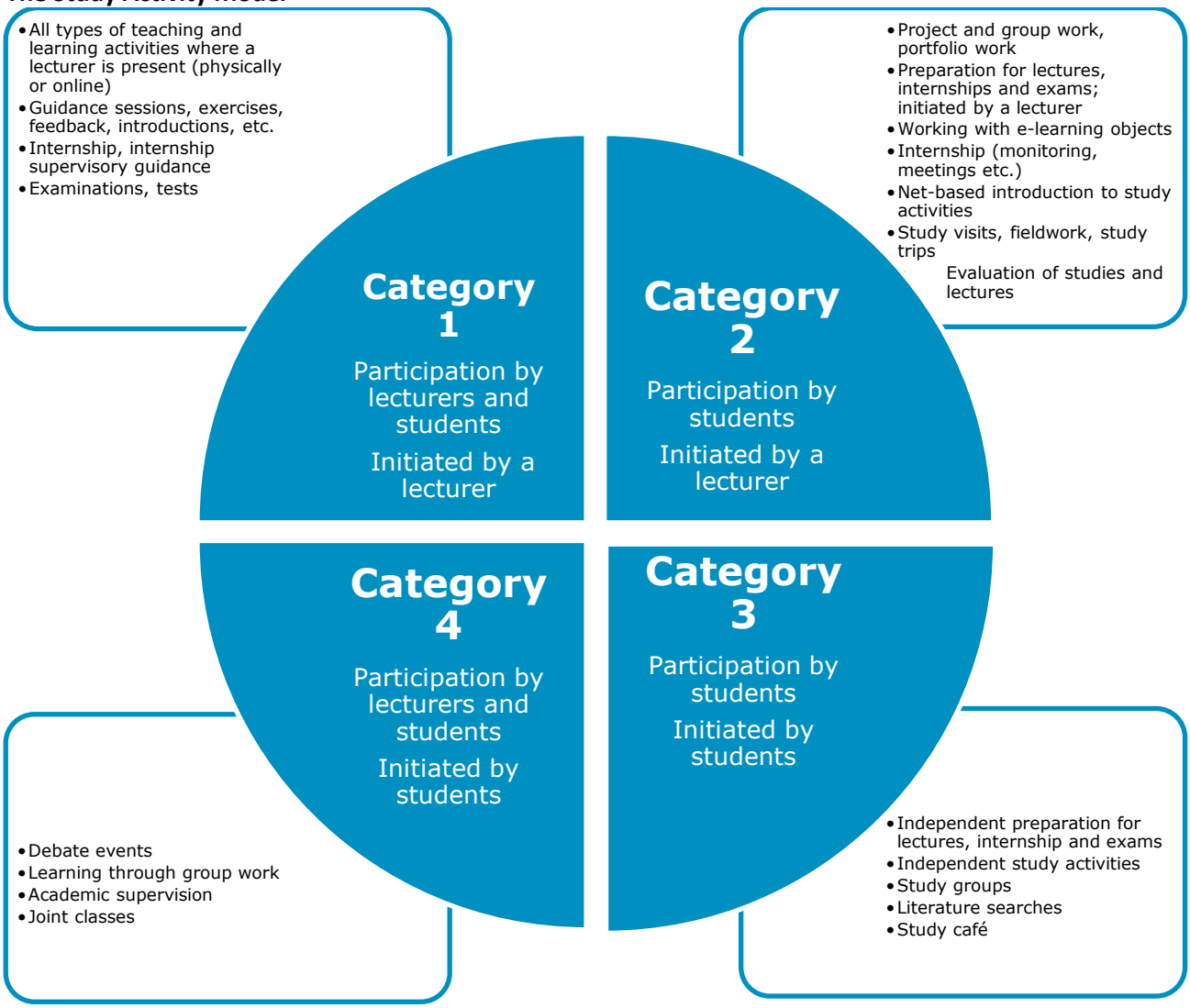
UCN's approach to learning is called 'Reflective Practice-based Learning'. By *Reflective* we mean that, throughout their studies, the student is encouraged and motivated to develop personal and academic competencies such as the ability to reflect on and assess their own learning outcomes.

During the course of their studies, through systematic feedback processes, studies and contemplation of the profession's current knowledge and practices, students will gain the competencies required to become an autonomous, innovative and problem-solving employee in a public or private organisation. In so doing, and as a result of their studies, students will develop strong roots in the profession that the study programme targets.

However, learning is not simply the transfer of knowledge from lecturer to student. A fundamental idea of the Export and Technology Management Programme is that the learning process takes place ***within*** the student and ***in his/her relations*** to fellow students and lecturers. Similarly, the study programme is based on the notion that students learn in different ways. For those reasons, the study programme is designed around a range of teaching and learning methods. The study activity model shows the different study activities that are used to help students achieve the learning objectives for the programme. It is important to emphasise, however, that the student must take ownership of their own education processes.

The study activity model for the programme is available at www.ucn.dk/english, and each semester, the semester plan specifies which study activities of the study activity model will take centre stage in the semester in question.
According to the Ministry of Higher Education and Science, a student must achieve "30 ECTS credits worth of learning" each semester. One ECTS credit equates to 27 working hours for a student. The semester plan gives an overview of the anticipated workload for the various course units/study activities.

The Study Activity Model



As noted, the study programme uses a wide range of teaching and learning methods that – in combination – are intended to support the above and promote the achievement of the learning objectives described in this curriculum. Throughout the study programme, the teaching and learning methods exhibit clear progression as they go from being knowledge-oriented and managed by the lecturer, to being problem-oriented and managed by the participants.

The learning and teaching activities are also based on relevant occupational practices and link together practice and theory: ***Practice-based Learning***. Problems and challenges from various types of organisations related to the subject fields of the study programme are incorporated.

Learning and teaching activities can be designed to include foreign languages in teaching materials and in the classroom. The student's development of information and communication technology competencies are also supported through the learning and teaching methods used.

11. Obligation to participate

To achieve the learning objectives and outcomes of the Study Programme and for the associated forms of teaching to work, the individual subject elements may specify that the student is subject to compulsory participation consisting of submission, presentations, semester examinations, projects, etc.

The submission of an assignment may be expressed as an examination prerequisite.

Non-compliance with compulsory participation/examination prerequisites, e.g. if a written exam paper is rejected or if formal requirements are not satisfied, means that the student will have used an exam attempt. Subsequently, the student will only have two attempts remaining to pass the examination.

The study programme will offer help and supervisory guidance as soon as possible if a student is neglecting his/her compulsory participation.

11.1 Student counselling

If a student is finding it difficult to meet study programme requirements for compulsory participation and attendance, they can contact the programme's student advisor. Students can also turn to the student advisor if they have questions about the design and course of studies, periods abroad etc. Find contact information for your student advisor on www.ucn.dk/english.

11.2 Lecturers as supervisors

The lecturers on the study programme often act as supervisors to the students when it comes to study activities such as project assignment work.

Supervisory guidance is provided because UCN wishes to:

- Support the development of a good learning environment
- Support social learning processes and constructive collaboration
- Support innovation and development
- Support study groups to gradually take over the functions of the supervisor at a pace that matches the group's competencies.

- Generally, the supervisor will focus on project and learning processes, particularly:
    - The content of the project
    - Working methods and processes
    - Group dynamics and processes
    - Learning and metacognition

12. Criteria for determining study activity

A student's enrolment on a study programme will be terminated if the student has failed to pass at least one exam over a continuous period of at least one year (non-compliance with study activity requirements).

Periods during which a student has not actively participated in their studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service are not considered as non-compliance with study activity requirements. On request, the student must provide documentation of such matters (leave, illness or military service).

The study programme may grant exemption from these provisions in exceptional circumstances. An application for exemption must be submitted to the programme director.

The student will be informed in writing before their enrolment is terminated. In connection with such notification, the student will be made aware of the above-mentioned regulations.

13. Credit transfer for subject elements

Credit transfer assessments take place in different situations.

13.1 Subject elements from the same study programme passed at another educational institution

Passed subject elements are equivalent to corresponding subject elements offered by other educational institutions providing the same study programme.

13.2 Credit transfer assessment (compulsory credit transfer) in connection with application for admission/enrolment on a study programme.

When a student has met his/her duty to disclose information about passed subject elements from another Danish or foreign higher education study programme and about any work experience that may be assumed to warrant credit transfer, the study programme will decide whether or not to grant credit transfer in each individual case and based on completed educational elements and work experience that compare with course units, educational elements or internship elements. The decision whether to award credit transfer is based on an academic assessment.

13.3 In the event that a student does not meet their duty to disclose information on admission/enrolment

Twice a year (in July and January, in relation to the start of studies), any applications submitted by a student subsequent to a failure to disclose information about prior education and work experience on admission/enrolment, are assessed to determine whether or not credit transfer should be granted.

This means that the student may have to wait longer than anticipated for a decision of credit transfer.
It is therefore the student's choice to run the risk that a decision of credit transfer is not made in due time before the examination concerned:

- *IF a student does not sit an examination* and UCN later decides NOT to grant the student transfer credit, the student will have used an exam attempt.

- *IF the student decides to sit the exam before UCN has made a credit transfer decision* and if UCN would have granted the credit transfer, credit transfer will NOT be awarded because the student has decided to sit the exam. In this instance, the grade from the 'new' exam will be applicable irrespective of whether the 'old' exam grade – which might have resulted in credit transfer, had the student applied for it in due time – is higher, and irrespective of whether the student failed the 'new' exam.

Once a student has decided to attend an examination, this will exclude the possibility of awarding due transfer credit after the application has been processed.

13.4 Pre-approval of credit transfer and final credit transfer

Before leaving UCN for another educational institution in Denmark or abroad to get credit transfer for a subject element under this curriculum, the student must submit an application for pre-approval of credit transfer.
Pre-approval of credit transfer will be carried out by UCN.

When the student has successfully completed the requested subject element, and once the application for final credit transfer with the appropriate documentation attached has been received, final credit transfer will be granted.

If the student has not passed the requested subject element, the student must sit an exam according to the regulations for said subject element as set out in this curriculum.

For an in-depth description of the credit-transfer rules, please refer to the current Examination regulations for UCN's undergraduate programmes.

14. Language

Materials in the study programme are in English.

Students are not required to have any knowledge of foreign languages other than that stated in the Ministerial Order no. 223 of 11 March 2014 on Admission to Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes (the Admission Order).

14.1 Examination language

Exams must be conducted in intelligible English.

15. Resits and resits due to illness

The rules and regulations for resit exams and resit exams due to illness (illness resit exams) can be found at www.ucn.dk/English in the Examination Regulations for UCN's Undergraduate Programmes.

16. Exam aids

Regulations on the restricted use of exam aids, if any, are indicated at each individual examination description.

17. Special exam arrangements

A student may apply for special exam arrangements if a physical or mental impairment qualifies them to do so. The application must be submitted to the study programme no later than four weeks before the exam is to be held. The application deadline may be waived in cases of sudden health-related problems. The application must be accompanied by a medical certificate, a statement from e.g. an institute for speech, hearing, dyslexia or for the blind, or other evidence of the student's health-related condition or relevant specific impairment.

18. Academic misconduct during exams

The examinee must submit his/her written work through Wise Flow™ and thereby confirms that the assignment was made without undue help.

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

The rules for use of one's own or other people's work – plagiarism – can be found at UCN.dk in the Examination Regulations for UCN's Undergraduate Programmes.

18.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations

Regulations on disciplinary actions in the event of academic misconduct and disruptive behaviour during exams can be found on www.ucn.dk/english in the Examination regulations for UCN's undergraduate programmes.

19. Complaints about exams and appeals against decisions

The rules on complaints about exams and appeals against decisions can be found at www.ucn.dk/english in the Examination Regulations for UCN's Undergraduate Programmes.

20. Exemptions

In case of exceptional circumstances, the educational institution may grant exemption only from those regulations in this institutional part of the curriculum that were laid down by the educational institution individually. The educational institutions cooperate on a uniform exemption practice.

21. Effective date and transition regulations

This institutional part of the curriculum is valid from 1 August 2019 and applies to all students who enrol on the programme as of that date.

Students who enrol up until 1 August 2019 will transition to this Curriculum from 1 August 2019, however courses **commenced** before 1 August 2019 can be completed in accordance with the previous curriculum until 1 February 2020.