



# Curriculum

## Joint regulations

Bachelor of engineering, Construction and civil engineering

Bachelor of engineering, Global business and technology

Bachelor of engineering, Climate and supply technology

Bachelor of engineering, Mechanical technology

Bachelor of engineering, Software technology

Applicable from August 2024

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## 1 Introduction

The curricula of VIA's Engineering education programmes consist of a joint component and an education programme component, which together constitute the rules for the education programme. The joint conditions describe the general rules that are common to all the engineering education programmes and the academy profession production technology, while the education programme component contains a detailed description of the structure and content, etc., of the education programme concerned.

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## 2 Credit provisions

Students have a duty to disclose information on completed education programme elements from other Danish or foreign higher education programmes and on employment that is assumed to be able to give credit. In each individual case, VIA Engineering approve credit on the basis of completed education programme elements and employment, which are commensurate with courses, education programme components and internship components. The decision is made on the basis of a professional academic assessment.

### **Workshop practice at the engineering programmes**

There will be an individual assessment to determine whether a student with a relevant practical education are given credit for relevant workshop practice. Credit can also be approved if the student can document that they have otherwise acquired sufficient knowledge of workshop practice matters.

An application with grounds for approval of merit including documentation of acquired knowledge on workshops is sent via the study counsellor to the head of programme before the commencement of the workshop. The head of programme decides whether full or partial approval of credit can be awarded. Workshop practice can consist of 1 to 5 partial courses, and credit is given separately for each partial course.

### **Internship**

In special cases, engineering students with relevant vocational training may be given credit for the integrated internship. Merit can only be approved if the student can document that they have acquired sufficient experience with engineering work in practice.

An application with grounds for approval of credit including documentation of relevant engineering work is sent via the study counsellor to the head of programme, who then decides whether to award credit approval.

Credit provisions for students at production technology are specified in the curriculum programme section.

### **Studies abroad**

The engineering internship as well as elective courses and the 6<sup>th</sup> semester project may be completed abroad upon application to and agreement with the head of programme.

Students who, by agreement, have studied at a foreign university or an engineering educational institution will be awarded credit after individual assessment. In connection with prior approval, the student must give their consent for VIA Engineering to obtain the necessary information after completing their studies abroad.

Applications for completion of subjects and internships abroad must be sent to the study counsellor before the deadline for applications for studies abroad. The application deadline is 20<sup>th</sup> September for studies abroad in spring semesters and 20<sup>th</sup> March for studies abroad in autumn semesters. The application must, as a minimum, contain:

- A description of the duration of the stay

- Course description
  - The content, learning objectives, form of examination and scope (ECTS) of the courses that are expected to be completed.
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### **3 Rules on workshop practice at the engineering programmes**

Students who, according to an individual assessment, do not possess the necessary practical prerequisites to complete the programme, must participate in compulsory workshops that provide insight into the practical execution of tasks within the programme's field.

Each workshop has a duration of one week and is run parallel to the basic engineering component before the engineering internship, either during teaching-free periods or as an integrated component parallel to the teaching.

Attendance, active participation and understanding of the topic are prerequisites for approval of the internship.

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### **4 Elective courses at the engineering programmes**

In the last semesters of the study, you are to choose electives that provide an opportunity to strengthen your academic and professional profile and hone it towards selected specialisations within the education programme's subject areas.

Once you have chosen an elective, you have three exam attempts to pass the subject in question. If you do not pass the elective after the three attempts, you will be discharged from the study according to the same procedure as for the compulsory courses.

It is not possible to opt out of an elective or switch to another elective after failing the original elective one or more times. Once you have registered for an elective, you cannot subsequently opt out of the elective, and you must pass the appertaining exam within the three exam attempts.

If the elective you have registered for is not created due to too few registrations, you will be contacted by Study Service for further information.

Students at VIA Engineering have the opportunity to take one elective of 5 ECTS in addition to the electives listed in the programme's elective offerings, if it is pre-approved by the study counsellor. Students can be given credit for elective courses taken elsewhere.

Students who wish to change elective courses must send a written application for an exemption to the head of programme before the beginning of semester and thus before the lectures begin.

#### **4.1 Specialisation at production technology**

Students choose specialisation at 3<sup>rd</sup> semester in accordance with the provisions stated in the curriculum programme section.

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### **5 Compulsory attendance and study activity**

The duty to participate consists of fulfilling the criteria for attendance, handing in assignments, projects and such like that are described in the education programmes' curricula. Teaching is usually conducted with physical attendance but the lecturer can choose to carry out parts of the teaching online due to didactic considerations.

Fulfilment of the participation requirements is a prerequisite for participation in several of the programme's exams.

A student is only considered study active as long as the duty to participate in the programme (see the immediate above) is fulfilled.

If a student has not passed at least one exam on the programme for a continuous period of at least 1 year, the student is discharged from the programme in accordance with the rules in the Executive Order on Examinations in Vocational Higher Education Programmes (Executive Order on Examinations). The student is informed of the lack of study activity before being discharged.

### Study start exam

All new students admitted to the 1<sup>st</sup> semester must attend and pass a written study start exam in order to continue on the programme. The exam is held no later than 4 weeks after the start of the semester.

All re-enrolled and readmitted students, regardless on which semester they enrol, must attend and pass a written study start exam in order to continue on the programme. This, however, does not apply to transfer students from other educational institutions.

Should the assessment be “not passed”, the student is discharged from the study in accordance with the rules regarding termination of enrolment. Complaints about study start exam must be in writing and sent to the educational institution for assessment. The complaint must be submitted by the individual student no later than 2 weeks after the assessment has been given. Questions regarding the academic content of the assessment cannot be appealed to another administrative authority. Legal issues concerning the assessment can be submitted to Danish Agency for Higher Education and Science.

In special cases upon application, a dispensation may be granted by the head of programme from the exam deadlines if the dispensation is due to illness or unusual circumstances. Application must be sent to the head of programme.

### Description of study start exam

Main purpose	<p>The study start exam is an attendance test based on questions concerning your study and does not require academic prerequisites.</p> <p>For online programmes the study start exam is an online participation test based on questions concerning your study and does not require academic prerequisites.</p>
Evaluation	<p>The exam is assessed internally, and the assessment given as “passed” or “not passed”.</p> <p>The exam is passed by meeting the following requirement: 1) participation by physical attendance, 2) filling in all the questions in the questionnaire and 3) uploading the answered questionnaire in Wiseflow.</p>
Exam prerequisite	None
Type of exam	Questionnaire in SurveyExact which is subsequently uploaded in Wiseflow.
Tools allowed	Not applicable
Re-exam	<p>If the study start exam is not passed, a re-exam will be held no later than 14 days after the completion of the exam. Re-exam is equal to the ordinary exam.</p> <p>There is only one re-examination attempt according to the regulations.</p>

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## 6 Reading of texts in a foreign language

The teaching on the programme is in Danish and/or English as specified in the curriculum of the programme section.

For both the Danish and English programmes, texts may appear in English.

Lectures with other classes in English may be conducted.

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## 7 Rules on leave of absence

Leave of absence means that the student cannot participate in lectures and exams during the period of absence but is still enrolled on the education programme. This means that the student in the period of absence cannot be enrolled on other full-time education programmes. After the period of absence has ended the student, as far as possible, re-enters the education programme from that time in the programme where the period of leave began.

If it is not possible to re-enter from the time in the programme where the period of leave began the education institution will as far as possible help put together a course of study with other educational elements in the programme instead so that the student's education is not prolonged. In cases where this is not possible it may lead to periods with no teaching.

The student is required to participate in the programme lectures once again immediately after the end of the leave of absence and the student cannot claim to complete the programme in accordance with the curriculum which was in effect at the time when the student went on leave if another curriculum has been approved in the meantime.

Leave of absence is granted on the basis of application. Leave can only be granted when the student has passed the exams after the first year of study unless the student is covered by other regulations regarding the student's 'right to leave of absence' or the programme dispenses from the rule due to unusual circumstances.

Since leave of absence is a period where the student is inactive from the programme the student is during that period not eligible for State Educational Grant (SU). Periods with or without study activity where the student receives State Educational Grant (SU) including grants due to childbirth or mix grants is defines as maternity/paternity and is not covered by this regulation.

If a student wants to end a leave of absence the student must send an application to the head of programme via the study counsellor.

### **The right to leave of absence in special situations**

A student has at any time during the course of study the right to leave of absence based on maternity/paternity, adoption or conscription.

Leave of absence based on maternity/paternity or adoption can be granted for up to 12 months ending at the latest 12 months after the time of birth or adoption. The cause of leave of absence must be documented with birth certificate, pregnancy journal, adoption test or other relevant documentation.

Leave of absence based on maternity/paternity, adoption or conscription is not included in the calculation of maximum study period.

### **Leave of absence in other situations**

The following applies for leave not based on maternity/paternity, adoption and conscription:

- Leave can only be granted when all courses in the first year of study have been passed (60 ECTS)
- Leave is only granted for entire semesters
- Leave is normally granted for up to 2 semesters. However, in special cases leave can be granted for up to 4 semesters
- Whilst on leave, students are considered study-inactive. Students on leave are not allowed to participate in the teaching and/or examinations of the programme from which they are on leave
- Leave is included in the calculation of the study period

The above mentioned does not apply to leave based on maternity/paternity, adoption and conscription as leave in those cases must be announced to the student.

### **Maternity/paternity, adoption and conscription**

An application for leave of absence based on documented maternity/paternity, adoption or conscription must be granted by the education programme. The end of the leave should be organised in such a way that the periods with no teaching are as few and short as possible in consideration of the student and the right to State Educational Grant (SU).

### **Application**

An application for leave of absence must be in writing and substantiated. The education programme may require that a specific form is used which may also be digitally. Application is sent to the head of programme via the study counsellor, and is processed on an individual basis.

Leave of absence which is not based on maternity/paternity, adoption or conscription can only be applied for when the student has passed all exams in the first study year.

Application for leave of absence cannot be granted back in time and must be submitted at least 1 month before the beginning of the leave.

### **Dispensation**

The head of programme may dispense from the rules in this curriculum both the joint regulations and the programme section which are only stipulated by the programme, VIA University College or on a national basis in collaboration with all providers of the education.

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## **8 Exam rules**

### **8.1 Exam form and assessment**

#### **Exam form**

The exam form must ensure that an individual examination and assessment of the student is conducted.

Assessment is based on the following exam forms:

- 1) Written examination
- 2) Oral examination
- 3) Oral examination with project report, process report and joint oral presentation as a basis for individual examination and assessment
- 4) Oral examination with project report and joint oral presentation as a basis for individual examination and assessment
- 5) Compulsory examinations, mini-projects, assignments, presentations or such like according to specified criteria for participation in the teaching

- 6) Participation in internship with reporting
- 7) Combinations of the above exam forms 1) to 5).

The exam form and the duration of the exam for the individual course, as well as any conditions for participating in the exam, are stated in the curricula of the programmes section. It is also stated whether the exam is held as an individual or group examination. In case of group examination an individual assessment of the student will take place.

The exam form is normally with physical attendance but in the case of online exams, there may be additional criteria, such as the use of a camera.

### **Passing of the internship at the engineering programmes**

There is compulsory attendance during internship equivalent to an average full-time job for a minimum of 20 weeks not including holidays etc. Attendance is a prerequisite for the internship being evaluated as completed so that the student can be submitted for assessment of the internship.

The student only has a right to one internship placement. This means that the student will be discharged from the study if the student does not meet the criteria for approval of the completion of the internship. If the student is dismissed from the internship or the student has ended the internship by other self-inflicted reasons the student will not be able to remedy but will instead be discharged from the study.

If the internship is ended due to other reasons before completion the programme assesses on the basis of the duration and professional content of the internship whether the internship meets the criteria for being submitted for assessment.

If this is not the case the programme makes an individual assessment of how the absence can be remedied when considering the duration of the internship and the length of the absence. The programme can decide on a variety of remedial options including an extension of the internship at the company in order to compensate for the absence, a new internship for the incomplete part of the internship or if the entire internship as an exception must start anew. The programme decides when the student may be offered a new internship placement and when an alternative remedy is offered.

It is the students' responsibility to:

- Find a place for the internship and make all necessary arrangements of the internship including contract, insurance, working hours, when the work day begins and ends etc.
- Register the internship agreement with the company in the Internship Portal in order for it to be approved by VIA and the internship company
- Contact the programme regarding internship placement if the student is unable to find a suitable internship company

The programme may dispense in case of exceptional circumstances.

### Overall assessment

The basis for assessment of the internship is a continuous report including a logbook from the student to VIA, feedback from the internship company and a presentation where the supervisor can ask in-depth questions about the content of the internship.

The evaluation is based on an overall assessment of the learning targets for the internship.

The internship is evaluated by approved / not approved.

### **Examination regulations**

- 1) The form of evaluation of an educational element is stated in the curricula of the programme section
- 2) All students are automatically enrolled in the exam in the courses on which they have started
- 3) It is not possible to unenroll from an exam. If the student does not sit the exam, it counts as an attempt and the student is automatically enrolled in re-examination



- 4) The door to the examination room closes when the exam is set to begin so all examinees are encouraged to be present approximately 30 minutes prior to the beginning of the exam in order to be registered and ready in time for the exam
- 5) The student can enrol 3 times for the same exam
- 6) Failure to fulfil a prerequisite for an oral examination, as stated in the curricula of the programme section, means that the student cannot sit the examination. Thus, it counts as an attempt
- 7) Failure to fulfil a prerequisite for the exam, as stated in the programme-specific curricula (compulsory tests, assignments, presentations or such like), means that the student cannot attend the exam. Thus, it counts as an attempt
- 8) Exams can be held during the entire exam period specified in the semester plan (calendar) which includes both weekdays and weekends. The student must therefore be prepared for exam during the entire exam period
- 9) Electives studied at other programmes must be assessed before credit can be issued

### **External and internal assessments**

Examinations are either internally or externally assessed.

In exams with internal assessment, the assessment is made by one or more teachers.

In the case of exams with external assessment, the assessment is made by one or more examiners (teachers) and an external examiner appointed by the Danish Agency for Higher Education and Science. Examinations with external assessment are to cover the significant areas of the programme, including the bachelor project, and furthermore at least 1/3 of the programme's total ECTS credits for the individual student.

### **Criteria for assessment and passing of exams**

A distinction is made between the following types of assessment:

- 1) Grading. The 7-point scale is used
- 2) Passed/ Not passed

In general, each educational element is passed separately. Courses in which grade 02 or higher has been obtained on the 7-point scale or passed cannot be taken again.

### **Special exam conditions**

The education institution offers special exam conditions to students with physical or mental disabilities, to students with similar issues and to students with a mother tongue other than Danish, when the institution deems it necessary in order to set these students on a par with others in the exam situation. A prerequisite for special exam conditions is that they do not change the level of the exam.

As a student, it is your obligation to inform us that you have a disability and that you need special exam conditions. However, you only need to inform us of your disability once. We then take the initiative to adapt special exam conditions for all relevant exams in connection with your programme.

If a student's language difficulties are due to dyslexia, the student must be tested for this. The study counsellor can be contacted on this matter.

A link to the application form can be found on the programme's Studynet under "Exam".

### **Illness**

If the student becomes ill on the day of the exam, the student must immediately notify Study Service.

If the student becomes ill during an oral examination, the student must notify the teacher.

In the event of illness during a written examination, the student must call the examination supervisor, who notes that the examination has been interrupted due to illness.

As far as is possible, the student must seek medical attention on the day of the exam and provide documentation for the illness, and this must be sent to Study Service no later than 4 working days after the

day of the exam. Any costs associated with the documentation are to be paid by the student.

If the student cannot document that he/she were ill, it counts as an exam attempt.

In other unusual cases that prevent participation in an examination, the student must notify Study Service as soon as possible. Study Service assesses, possibly in collaboration with the teacher, study counsellor or head of programme, whether the incident can be equated with the rules for illness. If so, the attempt will be annulled.

## **8.2 Re-reading, re-examination possibilities and deadlines**

### **Re-reading**

Courses or projects that are not passed on examination or other form of assessment are re-read by self-study. The student cannot follow the course again unless approval is obtained from the head of programme on the grounds of special circumstances. Application is sent via the study counsellor to the head of programme no later than one week after the failed exam.

### **Re-examination possibilities**

Re-examination or examinations due to illness are generally held as soon as possible and as far as possible, and at the latest, when the examination in question is held again at the institution.

For students who do not pass after participating in a course for the first time:

If a course or project is only offered once a year, re-examination will be carried out as soon as possible and as far as possible, and at the latest, when the examination in question is held again at the institution.

The bachelor project exam must be the last exam in the study. Any re-examinations must be held and passed before the bachelor examination. The final exam at production technology must be the last exam at the study.

If a course is not passed, the student is automatically enrolled for re-examination.

A student can only attempt an exam in the same course or project a maximum of three times. These three attempts must follow immediately after each other, i.e., as three consecutive offered exams.

A re-examination is held either at the beginning of the coming semester or in the next ordinary exam term. In some courses, there may be two re-examinations in the same exam term. In exceptional circumstances, a dispensation can be applied for, for an additional exam attempt.

The programme may decide that re-examinations in a course where the exam form has been written in an ordinary examination may be an oral examination.

Re-exams can be held during the entire exam period specified in the semester plan (calendar) which includes both weekdays and weekends. The student must therefore be prepared for exam during the entire exam period.

### **Re-examination of projects**

If a student does not pass an exam the supervisor provides the student with guidance on necessary improvements in order to pass the exam (or if a new project must be submitted). The students are informed of the requirements for the exam, time limits for handing in the projects and possible new groups. There will be no supervision during the period leading up to the time of handing in the project. If the student does not hand in a new or improved project in due time or does not pass a new or improved project it counts as an attempt.

A more elaborate description of re-examination for projects including evaluation is to be found in the curriculum programme section and the course descriptions.

If a student fails the project exam at 6<sup>th</sup> semester the student must pass either an improved project or a new project before they are eligible for bachelor exam.

### **Time limits**

The programme itself must be completed within a number of years corresponding to the standard education period plus two years. If this deadline is not met, the student will be discharged from the programme.

First-year exams at the engineering programmes include all examinations in the first year of the programme and must be passed before the end of the second year of study in order for the student to continue on the programme. Regarding Software Technology Engineering SEP2, the semester project at the second semester, is not a part of first-year exam. First-year-exam consists of 50 ECTS in total at the first and second semester. This is applicable for Software Technology Engineering in Horsens and Viborg (Danish and English programme).

Upon application, the head of programme may dispense with the above in exceptional circumstances.

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

Cheating is among other situations understood as cases in which an examinee during an exam:

- 1) Plagiarises including reuses their own text (self-plagiarism) without indication of the source and quotation marks,
- 2) Falsifies,
- 3) Conceals or misleads about their own effort or results,
- 4) Participates in a collaboration which is not allowed,
- 5) Receives or tries to receive assistance during the exam or assists others when not a group exam,
- 6) Uses unauthorized aids,
- 7) Has obtained prior knowledge of the exam paper in a wrongful manner,
- 8) Provide incorrect attendance information or
- 9) Tries to circumvent, deactivate or in other ways obstruct the intention of electronic monitoring programs set up by the education programme.

The same applies to exam prerequisites.

Upon submission of a written test with their signature, the examinee must confirm that the assignment has been completed without illicit assistance. The signature can be digital.

It is not considered plagiarism if the supervisor decides that a student may improve a project in order to pass the exam.

### **Particularly concerning disruptive behaviour when conducting exams**

VIA Engineering has the right to dismiss an examinee from an examination if the examinee exhibits disruptive behaviour, e.g., if the examinee exhibits noisy behaviour or breaks the rules of order during examinations. In less severe cases, the educational institution issues a warning first. The staff overseeing the exam reports the incident to the head of programme.

### **Procedures and sanctions for cheating and disruptive behaviour during exams**

Anyone<sup>1</sup> who suspects cheating is obliged to follow up on the suspicion and – if the suspicion is upheld – to report the case to the head of programme.

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<sup>1</sup> Anyone, in this case, is Studiereservice, including exam supervisors, counsellors/examiners, other teachers, management, librarians, external examiners and fellow students.

If the presumption of cheating is confirmed, the examiner and/or external examiner must report the matter in writing to the head of programme. The examiner and/or the external examiner also informs the student that the matter has been reported to the head of the programme concerned. If no assessment has been given at the time of reporting, no assessment will be made and “not submitted” will be noted on the grade list.

When the head of programme receives a report of cheating, they must decide to either reject or continue the administrative procedure.

If the head of programme decides to continue processing the case, they shall ensure to obtain any missing documentation and to summon the student to an interview where the student has the opportunity to relate to what has been reported.

The summons is accompanied by a copy of the report and must contain information that the interview relates to a presumption of cheating in exams and that the student has the right to appear at the interview with a representative. The representative can advise the student during the interview, but may not participate in the interview. If it is not possible to hold such an agreement, written communication will be used instead.

If the case is rejected by the head of programme, an assessment is made in the usual way, if an assessment has not already been made.

### **Sanctions**

On the basis of the report and the interview, the head of programme decides whether a case for cheating has been established and what kind of sanction is applicable to the student.

The head of programme can only decide on a sanction if there is no reasonable doubt of cheating in their opinion.

The matter is reported to the dean of VIA Engineering if, and only if, the matter is so serious that it is considered that it should lead to expulsion from the educational institution. In all other cases, the head of programme makes the decision in the case.

The final decision is notified in writing to the student with a copy sent to the person(s) who reported the incident and the study counsellor and is placed in the student's study file.

### **Forms of sanction**

If cheating is proven, one or more of the following sanctions will be applied:

#### **Warning**

Issuing of a written or oral warning against violations of the rules.

#### **Expulsion from a written examination with attendance at VIA University College**

Expulsion from an exam if the rules are found to have been violated. This means that the student is registered as “absent” from the examination in question. Expulsion from an examination always occurs if plagiarism is found, unless the circumstances do not affect the assessment.

#### **Annulment of written assignment**

The annulment includes the written assignment in which cheating has been established. The annulment must be made regardless of whether an assessment has already been given. The student is noted as having used one exam attempt. Repeated completion of an assignment with illicit assistance or unauthorised aids may on the basis of an individual assessment result in permanent expulsion from the programme concerned.

This provision also applies to assignments that form the basis for an assessment of courses without an exam.

### **Temporary or permanent expulsion from the programme**

In case of serious or repeated cheating during exams, the student is expelled from the educational institution. Expulsion may be temporary suspension or permanent. Expulsion means that during the expulsion/suspension period, the student is excluded from all activities at VIA University College, including all participation in teaching and examinations. In the event of a temporary suspension, the student is registered as on leave during the suspension period. After the suspension period, the student is automatically re-enrolled as a student on the programme concerned at VIA Engineering.

In addition to the above-mentioned sanctions, the case may be reported to the police in instances of civil law matters.

## **8.4 Examination complaints**

The student can submit a written complaint to the education programme regarding legal and academic issues including the examination course at an exam in connection with an educational element or a partial exam.

The complaint must be in writing and submitted by the individual student no later than 2 weeks after the assessment has been given in the usual way (can be elaborated on by the individual programme).

The complaint is to be sent to the head of programme via the study counsellors, who will then process and assess the complaint. The student is, upon request, entitled to receive a copy of the assignment and a copy of the answer, in the case of a written exam.

Complaints regarding academic content is send by the head of programme to the original assessors. The assessors have 2 weeks to issue a professional statement on the complainant's questions. July is not included in the calculation of the time limit. The assessors will comment on the academic issues in the complaint. The complainant must have the opportunity to comment on the statements, and has a deadline of at least 1 week to submit comments.

The complaint may have one of the following outcomes:

- 1) Offer of new assessment of a written assignment (re-assessment),
- 2) Offer of new exam (re-examination),
- 3) The complainant is unsuccessful in their complaint or
- 4) A combination of 1) to 3) if the exam includes a written assignment with oral presentation.

Only when the assessors agree can the head of programme decide that the complaint is not to be upheld.

As soon as a decision has been made, the student and the assessors must be notified. If the decision results in a new assessment or new exam, the student must be informed that this may result in a lower grade.

### **In the case of new assessment or new exam**

Offers for a new assessment or new exam must be accepted no later than 2 weeks after notification of the decision has been submitted. Acceptance may not be withdrawn. If the student does not accept before the deadline, a new assessment or new exam will not be carried out.

A new assessment or new exam must take place as soon as possible. If a diploma has been issued, the programme must withdraw the diploma until the assessment is available and, if necessary, issue a new diploma.

In the case of a new assessment and a new exam, new assessors are appointed.

If it is decided to carry out a new assessment or new exam, the decision applies to all examinees if the exam suffers from the same lack as the one complained about.

### **In the case of a new assessment**

In the case of a new assessment, the assessors must have submitted the case documents: the assignment,

the answer, the complaint, the original assessors' statements together with the student's comments thereon and the institution's or board's, decision. The assessors notify the educational institution of the result of the new assessment, accompanied by a written justification of the assessment. The educational institution notifies the student of the assessment and the grounds for the assessment.

### **Appealing the decision**

If the student disagrees with the educational institution's professional academic decision, it can be appealed no later than 2 weeks after the complainant has been made aware of the decision. The appeal must be in writing and sent to the head of programme, who then sets up an appeals board.

### **About the appeal board**

The head of programme establishes an appeals board as soon as possible after an appeal is submitted. Permanent appeal boards may be established. The educational institution bears the cost of the appeal board. The board consists of two appointed external examiners, a teacher qualified to examine and a student from the subject area.

About the selection:

- The chairperson of the body of external examiners appoints the two external examiners. The chairperson of the external examiners appoints one of the external examiners as chairperson of the board. The chairperson of the body of external examiners can appoint themselves as an external examiner or chairperson
- The educational institution appoints the teacher qualified to examine and the student

The work of the appeal board is covered by the Public Administration Act, including the rules on incapacity and duty of confidentiality.

In order for the appeal board to have a quorum, all members of the board must participate in the board's discussion and all case files must be forwarded to all members. The discussion can be in the form of writing, including electronically, if there is agreement among the board members on written deliberation. If agreement cannot be reached by the appeal board, deliberation ends with a meeting where all members of the board must be present. If deliberation ends with a vote and there is a tie, the chairperson's vote is decisive. If, in relation to processing an appeal, the appeal board becomes aware of errors and omissions in an examination, the educational institution is informed of such, and the educational institution decides whether to remedy the errors and omissions in accordance with the rules in Executive Order no. 863 of 14<sup>th</sup> June 2022.

### **The decision of the appeal board**

The appeal board makes its decision on the basis of the material on which the educational institution's original decision was based. The decision of the appeal board must be in writing and substantiated, and may result in one of the following outcomes:

- Offer of new assessment (re-assessment), except in the case of oral examinations
- Offer of new exam (re-examination) or
- That the complainant is unsuccessful in their complaint

The head of programme is notified of the decision of the appeal board as soon as possible. In the case of winter examinations, no later than 2 months and in the case of summer examinations, no later than 3 months after the appeal has been submitted to the head of programme.

If the appeal cannot be processed within the deadline, the educational institution must notify the complainant as soon as possible. The notification must be substantiated and contain information on when the appeal is expected to be processed. Once the decision has been made, the head of programme notifies the student as soon as possible and the assessors receive a copy of the decision. If the decision is on an offer of a new assessment or new exam, the student must be informed that the new assessment or new exam may result in a lower grade.

New exams and new assessments take place according to the rules in the section "In the case of new exam and new assessment".

The appeal board's professional academic decision in the case cannot be appealed further.

### **Legal issues**

The student can always appeal over legal issues in decisions made in cases of complaint and appeal. The complaint must be submitted no later than 2 weeks after the decision has been made known to the student.

The complaint must be sent to the head of programme, who is the head of the student's programme. The head of programme prepares a statement and then sends the complaint along with the statement to the Danish Agency for Higher Education and Science.

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## **9 Possibility for dispensation**

The head of programme may dispense from the rules in this curriculum, which are only stipulated by the programme, if it can be documented by the student that there have been unusual circumstances.

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## **10 Enforcement and interim arrangements**

This curriculum takes effect from the summer admission of 2023.

For students who, at the time this curriculum entered into force, were covered by previous curricula for the education programme, the joint regulations also apply for these students.

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## **11 Legal basis**

This curriculum is determined on the basis of:

- Danish Act on business academy education programmes and professional bachelor education programmes (as amended by Consolidated Act no. 1343 of 10<sup>th</sup> December 2019)
- Executive Order No. 2672 of 28<sup>th</sup> December 2021 on business academy education programmes and professional bachelor education programmes (erhvervsakademiuddannelser og professionsbacheloreddannelser/LEP-bekendtgørelse)
- Executive Order No. 2674 of 28<sup>th</sup> December 2021 for professional Bachelor of Engineering (the bachelor of engineering executive order/diplomingeniørbekendtgørelsen)
- Executive Order No. 708 of 9<sup>th</sup> June 2023 on technical and mercantile business academy education programmes and professional bachelor education programmes (tekniske og mercantile erhvervsakademiuddannelser og professionsbacheloruddannelser)
- Executive Order on admission to business academy education programmes and professional bachelor education programmes No. 56 of 10<sup>th</sup> January 2024 (the executive order on admission/adgangsbekendtgørelsen)
- Executive Order No. 863 of 14<sup>th</sup> June 2022 on examinations in vocational higher education programmes (examination executive order/eksamensbekendtgørelse)
- Executive Order No. 1125 of 4<sup>th</sup> July 2022 on grading scale and other assessment for education programmes in the area of the Danish Ministry of Higher Education and Science (the executive order on grades/karakterbekendtgørelsen)
- Executive Order No. 597 of 8<sup>th</sup> March 2015 on talent (talentbekendtgørelsen)

In case of any discrepancy between this curriculum and the applicable legal basis, it is the executive orders in

force at any given time that must be used as the legal basis.