

Curriculum

Bachelor of Engineering
in
Materials Science and
Product Design

December 2011 (reviewed December 2013)

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Introduction

This curriculum applies to students commencing their studies in August 2011.

As of January 2013 there are two additions to the curriculum: 7. Disturbing behavior and cheating in exams and 8: Exam complaints.

The title of the programme has changed as of December 2013. The new title is: Bachelor of Engineering in Materials Science and Product Design.

The curriculum is based on the following legislation:

- The Danish Ministerial Order No. 1016 of 24 August 2010 on Tests and Examinations in Professionally-oriented Programmes.
- The Danish Ministerial Order No. 262 of 20 March 2007 on Marking Scale and Other Assessment Forms.
- The Danish Act No. 207 of 31 March 2008 on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes.
- The Danish Ministerial Order No. 527 of 21 June 2002 on the Bachelor's Degree Programme in Engineering in Materials Technology
- The Danish Ministerial Order No. 106 of 9 February 2009 on Admission, Enrolment and Leave of Absence for certain Higher Education Programmes.

Admission requirements:

To be enrolled in the Bachelor's Degree Programme, students must have an upper secondary education with the following levels:

Mathematics: Level A

Physics: Level B

Chemistry: Level C

English: Level B

Students may also be admitted to the programme if they have passed an engineering course entrance exam.

In the event of divergence between the ministerial orders in force and the curriculum, the curriculum shall apply.

Students are required to familiarise themselves with the provisions of the curriculum,

1. Name and title of programme and graduates

The English name for the programme is Bachelor of Engineering in Materials Science and Product Design.

On completion and passing of the programme, the graduate will achieve the Bachelor's Degree in Engineering in Material Science and Product Design and will be awarded the title of Bachelor of Engineering in Material Science and Product Design.

2. Programme objective

The objective of the programme is to qualify students to independently plan, manage and carry out complex processes using a theoretical and methodical approach. The programme aims for a close connection between theory and practice of the individual subject areas achieved through company-based projects as well as laboratory and workshop-based exercises.

Graduates are expected to be employed within the fashion and lifestyle industry.

2.1 Programme purpose

The Bachelor's Degree Programme in Engineering in Materials Science and Product Design is a complete programme, which aims to qualify students to manage business functions in a national as well as in an international context (cf. article 1 of the Ministerial Order no. 527). The purpose of the programme is to qualify students to:

1. Students should become able to use scientific and technical knowledge as well as knowledge of research results obtained within technical disciplines in a practical context and when carrying out development work and solving problems of a technical nature.
2. Acquire new knowledge within relevant areas of engineering using a critical approach.
3. Independently perform engineering tasks.
4. Plan, implement and manage technical and technological plants. In addition, students should be able to consider the societal, economical, environmental and working environmental issues involved in solving technical problems and handling technical issues.
5. Acquire qualifications enabling them to take part in co-operative and management functions and be part of co-operative contexts with people of different educational, linguistic and cultural backgrounds.
6. In addition, the programme should qualify students for further education.

The Bachelor's Programme in Engineering in Materials Science and Product Design further aims to:

Qualify students to handle business functions that primarily aim at product development and value-generating innovation within materials and process technology. Furthermore, students should have the option of specialising in textiles or furniture.

It is therefore critical that students develop experimental competences as well as acquire skills qualifying them to act as project managers in national as well as international contexts.

The programme objectives are primarily achieved as outlined below:

- Project work is a key element in the programme. Through the integration of the academic elements of the programme, the purpose of projects is for students to work with problems using a practical approach and including elements of practical engineering. Project work further aims for students to develop professional, methodical, communicative and personal competences.
- The project work applies a practical approach and is carried out in co-operation with research environments and companies.
- Students will be part of an international study environment where parts of their study may be done abroad. In addition, a number of the courses to be taken as part of the programme will be in English for both Danish and international students.
- The work experience plays an active role in the programme and is used for exchanging knowledge and experience between VIA UC/DAMB and the industry.
- Competences that relate to the practical use of knowledge are mainly obtained using VIA UC/DAMB's lab facilities and workshops as well as the Technical/Mercantile Library at VIA UC/DAMB and AU/HH.

3. Programme structure

3.1 Overall programme structure

New students commence their studies in August.

The prescribed period of study is 3 ½ years split into seven semesters equalling 210 ECTS-points (European Credit Transfer System).

The scope of the individual courses and projects of the programme are documented in the form of ECTS-points.

1 ECTS-point equals 30 hours of prescribed study activity for a student. 60 ECTS is the number of points estimated to be obtained per student per year.

The prescribed allocation of course activities is shown in the table below.

The programme covers:

- Compulsory courses and projects
- Electives
- Work experience
- Final project

Content	Section	Total ECTS prescribed
Compulsory courses and projects	2.2.	140
Work experience	2.3	30
Profiling courses and electives	2.4	20
Final project	2.5	20
Total		210

Bachelor of Engineering in Materials Science and Product Design

1st Semester	2nd Semester	3rd Semester	4th Semester
Basic subjects and projects	Basic subjects and projects	Basic subjects and projects	Speciality subjects and electives
Mathematics (AUH) 10	Physics (AUH) 10	Communication/ Graphic (module 2) 5	Logistics and Economy (module 1) 5
Chemistry (module 1) 5	Chemistry (module 2) 5	Processing and production processes (module 3) 5	Material Technology (specialty) (module 4) 5
Material technology (module 1) 5	Material technology /processes (module 2) 5	Chromatology & coloring 5	Material technology and processing (speciality) (Module 5) 5
Communication/ Graphic (module 1) 5	Sustainable production/CSR (project) 10	Innovation 5	Electives (materials and processes /management) 5
Innovation and development (project) 5		Theory of science 5	Future materials (project) 10
		Innovative processes (project) 5	

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Bachelor of Engineering in Materials Science and Product Design

5th semester	6th Semester	7th Semester
Work placement	Special subjects and electives	Special subjects
Work placement 30	Project management 5	Quality management and statistic 5
	Logistic and economics (module 2) / Intercultural communication 5	Materials and processes (modul 6) 5
	Electives Development and materials 5	Bachelor project 20
	Electives processes and controlling 5	
	Open project 10	

■ Common subjects

■ Special subjects

□ Electives

The course programme consists of a number of courses and projects that individually aim to provide students with an extensive scope of qualifications and knowledge of different subject areas within a stipulated timeframe.

A description of each course or project is available. This description provides information on:

- purpose
- content
- knowledge, skills and competences
- materials and titles
- requirements for taking the course or participating in the project
- form of evaluation

All requirements stated in the description of a course or project must be complied with to follow the course or participate in the project. (Requirements for course and project participation are described in appendix 1. (Appendix 1 includes syllabuses/course descriptions for all projects and subjects).

(Course descriptions/syllabuses for the individual courses or projects are available at VIA Studynet)

3.2 Compulsory courses and projects

Compulsory courses are primarily placed on the 4th semester of the course programme. See programme overview above.

Each semester has a project equalling 7 to 10 ECTS-points. The overall purpose of the semester projects is to establish a correlation between the subjects studied during the specific semester. The total ECTS-points per semester is 30. The themes of each semester are listed in the programme overview under item 2.1.

Project methodology, theory of science and research methodology will be introduced in connection with all semester projects. The focus of the semester projects will be problem-based project methods as well as methods for innovative project planning. The focus of the 6th semester project is individual speciality competences.

3.3 Work experience

The work experience runs for a period of one semester and equals 30 ECTS-points. Students may receive remuneration during the work experience which takes place at the 5th semester - possibly the 6th – and may be done with a private or public company in Denmark or abroad.

Students already holding relevant experience may in special cases apply for exemption for parts of or the entire work experience, see section 7 on credit transfer.

To start work experience, students must have completed the first four semesters of the course programme.

The objective of the work experience is to establish a correlation between theoretical and practical knowledge and in this way ensure that students become attached to the profession. In addition, the objective is to add a practice-based dimension to the programme and to ensure that students develop professional competences.

To a great extent, students should be able to link business practice to theory learnt.

The work experience is central to the professional and practice-based nature of the programme and contributes to students' development of professional competences.

Students are independently responsible for finding a company to do their work experience with. The company found must be approved by the guidance teacher assigned to the student.

In co-operation with the company, the student prepares a plan for the work experience as well as a problem statement for the report to be prepared based on the work experience. This must be approved by the guidance teacher. During the work experience, students must have continuous contact with VIA UC to report on the work experience and contribute to the exchange of knowledge and experience between VIA UC and the company hosting the work experience.

The work experience concludes in a report and an exam that will be assessed based on the 7-point grading scale.

A syllabus has been prepared for the work experience describing the purpose, content, evaluation form and requirements. Syllabus, company contract, information from The Danish Society of Engineers, IDA, regarding work experience remuneration as well as evaluation form is available on VIA Studynet.

3.4 Programme profile and electives

The purpose of the programme elements is to give students the opportunity to add an individual dimension to the speciality studied. Students will thus have the option of specialising in textiles or furniture. The programme elements complement the specialisation that is achieved through projects and work experience as well as through the compulsory speciality subjects studied at the sixth and seventh semesters.

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The objectives of the course profiles offered are described in the following.

Textiles:

This speciality aims to give students knowledge of the materials and processes used in both traditional and modern fashion and textile production. Students will equally acquire theoretical knowledge of materials used within the speciality such as yarns and fibres as well as synthetic fibres and natural fibres. Workshops and projects in the lab will teach students how to analyse and assess the properties and quality level of materials as well as what materials may be used for.

In addition to basic knowledge of processes and materials, students will also be introduced to new materials, new types of fibres, surface treatments and e-textiles so as to be able to consider the options available in future textile production.

Knowledge and understanding of materials and processes will make it possible for students to take part in product development work.

Furniture:

This speciality aims to give students knowledge of the materials and processes used in both traditional and modern furniture manufacture. Students will acquire knowledge of finishing methods used for different materials and will become familiar with the results and properties obtainable through the use of specific finishing methods and their impact on product appearance, price, quality and manufacturing time.

In addition to basic knowledge of processes and materials, students will also be introduced to and work with new materials, including new surface treatments, new composites and new technology so as to be able to consider the options available in future furniture manufacture.

Knowledge and understanding of materials and processes will make it possible for students to take part in product development work.

3.5 Final project

The final project is placed on the 7th semester and equals a total of 20 ECTS-points.

In their final project, students should demonstrate independent and critical reflection on the topic chosen as well as document their ability to apply the methods and theories relating to the speciality studied. The final project is based on a practice-based problem reflecting the core elements of the course programme and should be prepared using an independent theoretical/empirical approach.

4. Exchange programmes

Sixth semester students may do one semester with another educational institution in either Denmark or abroad. Students enrolling in exchange programmes with other educational institutions must obtain at least 30 ECTS-points. Students have the option of enrolling in an exchange programme already on the fifth semester and do their work experience on the sixth semester after completion of their exchange programme. This option is only available if approved by the Course Manager.

Students should seek to enrol in exchange programmes with institutions that are part of VIA UC exchange programme. To enrol in an exchange programme, students must file a written application with VIA UC (the application must be sent to the Head of Department of the speciality studied). The application to participate in an exchange programme is at the same time considered an application for preliminary approval of credit transfer.

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If the exchange programme will take place at one of VIA UC partner institutions, VIA UC will provide the information and application forms required. In such circumstances, it will equally be possible for students to apply for financial support through the Erasmus programme or other relevant programmes via VIA UC.

Students choosing an institution outside the framework of VIA UC exchange programme are individually responsible for contacting the institution and for providing sufficient documentation to substantiate the relevance of the education programme/subject studied as well as to apply for credit transfer for the programme.

In both cases, relevance to the bachelor's programme studied and the credit transfer options must be approved by VIA UC based on the speciality studied by the student.

VIA UC approval of the credit transfer application is based on an individual, professional assessment of the equivalence between the programme elements in question.

4.1 Partner institutions

VIA UC has exchange programmes with a number of universities abroad. Please see the list available on VIA Studynet.

5. Exam forms and assessment

5.1 Exam forms

The exam form applied is intended to ensure individual examination and assessment of students. Exams are individual.

The following exam forms are applied:

1. Written exams
2. Oral exams
3. Approvals based on predefined criteria for participation in lectures.
4. Oral exams where the individual examination and assessment of the student is based on a project report, process report or group presentation.

The course programme uses a combination of the above four exam forms.

The exam form as well as the duration of the written exam of the individual course is stated in the syllabus/course description. Requirements that must be met to register for the exam will also appear from the syllabus/course description.

5.2 Exam regulations

1. Projects and courses are assessed individually
2. The course assessment form is stated in the course description. Course assessments are primarily performed by internal examiners.
3. Semester project exams are primarily performed by external examiners using the 7-point grading scale.
4. Electives taken as part of other course programmes are always subject to an exam if the course taken is an exam course.

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5.3 External and internal exams

Exams are always conducted with the assistance of internal or external examiners.

For **internal exams**, an examiner will be appointed by VIA UC. (The internal examiner appointed will often be one of the lecturers at the institution).

For **external exams**, an examiner will be appointed by the Ministry of Education.

The exams required to complete a course will be both internal and external.

In general, at least 50% of the exams of the course programme must be external (see appendix 2).

If the number of students registered for a re-examination is not sufficient, VIA UC reserves the right to convert a written exam into an oral exam.

5.4 Assessment and pass requirements

An assessment may take the form of:

- 1) A mark
- 2) Passed/not passed
- 3) Approval

In general, each course must be passed individually. Courses passed with a mark of 02 or above, or courses assessed as “passed/approved” cannot be retaken. In appendix 1, the course description/syllabus lists the assessment forms that apply to each course.

re1) Marking

Marking is based on the 7-point grading scale.

re 2) Passed/not passed (this form of assessment is based on specific requirements)

A pass/no pass assessment is used for lab/workshop tasks, work experience and “ikke udtrukne kurser”.

Re 3) Approved/not approved

The assessment “approved/not approved” is used where the “examination” is the lecturer’s approval of the course participation of the student. Approval criteria are stated in the syllabus/course description of the individual course and may be based on:

- study activity during the course
- course work, exercises approved and handed in in time
- exercises prepared and reports handed in and approved
- homework handed in which are of a satisfactory level
- result of internal exams

6. Re-examination and deadlines

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6.1 Re-examination

In general, students that do not pass courses or projects at exams may complete courses or projects by self-study. Alternatively, students may choose to take the courses not passed again.

6.2 Re-examination options

Re-examinations and make-up examinations will normally be planned to take place in the next exam period.

If a course or project only runs once a year, students not passing the course or project may choose to do a re-examination either in the next exam period or approx. two weeks after the commencement of the new semester.

Students must register for re-examination or make-up examination with the Course Administration Office within two days of the end of the semester.

Students may only re-take courses or re-do projects that must be approved three times.

In unusual circumstances, VIA UC may permit students to re-take a course or re-do a project four times.

In special circumstances, students whose course participation or project has not been approved may be permitted to do an exam (oral or written) instead of participating in the course or project two or three times. In such circumstances, an internal examiner will be appointed by VIA UC. Permission to do an exam instead of taking a course or doing a project that requires approval counts as an examination attempt. The student has three attempts at passing an exam regardless of whether the student shows up for the exam or not. Furthermore, students cannot de-register for an exam that they have been permitted to do.

6.3 Deadlines

The following deadlines must be observed to complete the course programme:

1st and 2nd semester courses and projects must be passed within a period of two years
3rd and 4th semester courses and projects must be passed within a period of four years
The course programme as such must be completed within a period of seven years.

6.4 Complaints about exams

Complaints must be in writing and must be substantiated. Complaints must be filed with the Head of Department of VIA UC responsible for the exam at the latest two weeks after the exam. If the complaint regards legal issues, the assessments of VIA UC may be appealed to the Ministry of Education. The complaint must be submitted to VIA UC at the latest two weeks after the decision has been announced to the student complaining. For further details, please refer to part 9, 10 and 11 in the Ministerial Order on Tests and Examinations in Professionally-Oriented Programmes.

7. Disturbing behaviour and cheating in exams

It is considered cheating when an examinee during exams

- receives unauthorised assistance or
- assists another examinee with answers or
- makes use of aids other than those permitted

When submitting a written exam, the examinee must by signature confirm that the paper was written without unauthorised assistance of any kind. The signature may be digital.

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7.1 Plagiarism

Plagiarism is considered cheating if it is found in a submitted paper in the following categories during an exam:

- a written product that is or has been submitted for assessment, for instance a bachelor's project or a weekly assignment
- a written product that is going to be or has been part of the assessment in an oral exam – for example a paper that serves as a prerequisite for signing up for and participating in the oral exam

7.1.1 When is it considered plagiarism?

It is considered plagiarism when a student tries to give the impression of being the originator of an idea, a text, a layout etc. in a written assignment when the originator is another person. It is considered plagiarism if an assignment entirely or partially appears as being produced by the student/s him/herself/themselves, if the assignment

1. includes identical or almost identical reproduction of others' formulations or work when the reproduced parts are not marked with quotation marks, written in italics, indented or with another distinct indication of source references, including page numbers or the like (cribbing/copying). This is according to the programme guidelines for preparing a written assignment, also referred to as editorial guidelines.
2. includes substantial passages with a choice of words that are so close to another printed medium, that when compared it is obvious, that the passages could not have been written by the student without using the other printed medium (to paraphrase etc.) or
3. includes the use of words or ideas of others without making references or giving credit to the originators (other kind of plagiarism),
4. reuse text and/or central ideas from one's own work that has earlier been through an assessment or earlier published works without taking the above-mentioned points into consideration.

7.2 Particularly on disturbing behaviour during tests and exams

The educational institution has the authority to remove an examinee from a test or exam if the examinee is displaying disturbing behaviour, for example if the examinee is noisy or breaking the institution's code of conduct during an exam. In less serious incidents the educational institution will first issue a warning. The examination monitors will report the incident to the Head of Department.

The reporting must take place immediately and without unnecessary delay. A written presentation of the case that contains information that can identify the reported examinee,

as well as a short statement and the existing documentation about the incident must be attached to the reporting. If the incident is a repeated offense for one or more of the reported persons, this must be stated.

Please read the paragraph on sanctions to find information about the penalty for disturbing behaviour.

7.3 Procedures and sanctions for cheating in exams and disturbing behaviour

7.3.1 Procedures

Who is obliged to report?

Anyone who has a presumption of cheating is obligated to follow up on the suspicion and – if the presumption is maintained – to report it to the Head of Department.

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Reporting

If the presumption of cheating in an exam is strengthened, the internal examiner and/or the external examiner must report the incident in writing to the Head of Department of the study programme in question. At the same time the internal examiner and/or the external examiner will inform the student that the incident has been reported to the Head of Department. If an assessment has not been made at the time of reporting, the school report will contain a 'not submitted'-note and an assessment will not be made.

The Head of Department

When the Head of Department receives a report on cheating in an exam, he or she must decide whether to dismiss or proceed with the case.

If the Head of Department decides to proceed with the case, he or she is responsible for gathering documentation that might be missing and also for inviting the student to a meeting where the student has the possibility to comment on the report.

The student must receive a copy of the report with the invitation which must also inform that the premise of the meeting is presumed cheating on an exam and that the student is allowed to bring an assessor to the meeting. The assessor can counsel the student during the meeting, but cannot participate in the conversation. If it is not possible to organise a meeting, written communication must be used.

If the case is dismissed by the Head of Department, the assessment will take place in the usual manner, if it has not already been made.

7.3.2 Sanctions

On the basis of the report and the meeting the Head of Department will decide whether or not it is an incident of cheating in exam and also decide what type of sanction or penalty

should be used against the student. The Head of Department can only decide on sanctions or penalty if the incident, from his or her perspective, is beyond any doubt a case of cheating.

The incident is reported to the Head of Studies if - and only if –the incident is so serious that it ought to lead to suspension or expulsion from the educational institution. In all other cases the Head of Department makes the decisions.

The student is informed of the final decision in writing. The person who reported the incident and the student counselor will receive a copy – and a copy is added to the student's folder.

Types of penalty

Provided that cheating on an exam is proved, one of the following penalties will be used:

- Warning
Written or verbal warning of breaking the rules
- Suspension from written exam, if a violation of the exam regulations has taken place. If that is the case, the student will be registered as 'absent' from that particular exam
- Cancellation of a written paper
The cancellation includes the written assignment where the cheating has been observed. The cancellation can happen even if an assessment has been made. It will be noted that the student has been unsuccessful in an exam attempt. A repeated exam attempt with unauthorised assistance or non-permitted aids will result in permanent expulsion from the study programme.
- Expulsion or suspension from the study programme
If the incident is a case of serious or repeated cheating, the student will be expelled or suspended from the educational institution. The expulsion means that the student is excluded from participating in all activities at VIA University College, including all participation in classes and exams. The suspension entails that the student is excluded from participating in all activities at VIA University College, including all participation in classes and exams in the suspension period. In the case of suspension the student is registered as taking a leave of absence during the period in question. After the suspension period, the student is automatically readmitted as a student at VIA University College in the study programme in question.

Apart from the above mentioned penalties, the incident may be reported to the police if it concerns civil law.

8. Exam complaints

Complaints can be submitted on the basis of:

- The basis of examination; e.g. exam questions, assignments and their relation to the educational goals and requirements.
- Examination procedure
- Review/result of the exam

The complaint must be submitted in writing and substantiated and individually submitted by the student no later than 2 weeks after the student is informed of the result of the exam.

The complaint must be sent to the Head of Department who will process it. The student is entitled to receive a copy of the assignment given by the institution and a copy of the student's submitted assignment in the case of a written exam. As a rule, the Head of Department presents the complaint to the original adjudicator: internal and external examiner. The examiners have 2 weeks to submit their professional opinions of the student's questions. The student must be given the opportunity to comment on the professional opinions and has one week to reply.

The Head of Department determines the outcome of the complaint based on the comments and the opinions. The decision must be in writing and substantiated and the result may one of the following:

- Reassessment. Except for oral examination.
- Reexamination or
- Dismissal

The adjudicators must be in agreement, if the appeal is dismissed by the Head of Department. The student must be informed as soon as the decision has been made. If the result is a re-examination or a reassessment, the student must be informed of the fact that this can result in a lower grade.

8.1 Re-examination or reassessment

An offer of re-examination or reassessment must be accepted no later than 2 weeks after the student is informed of the decision. An acceptance hereof cannot be withdrawn. Reassessment or re-examination shall not be conducted, if the deadline is not respected. Re-examination or reassessment must take place as soon as possible. If a diploma has been issued, the institution must take the diploma back until the assessment is available and subsequently issue a new diploma.

In the case of re-examination and reassessment, new examiners will be assigned. If the result of a complaint is re-examination or reassessment, the decision applies to all examinees if the original exam is equally inadequate to the former.

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Particularly about reassessment

In the case of reassessment, the examiners must have the files submitted: Exam questions or assignment, exam paper, the complaint, the original examiners' opinions including comments from the student and the decision from the institution or the Ministry. The examiners will inform the educational institution of the results of the new assessment, including a written evaluation of the assessment. The educational institution will inform the student about the assessment and the evaluation hereof.

8.2 Examination questions formulated by the Ministry

The educational institution will immediately forward its own evaluation as well as complaints regarding examination questions, formulated by the Ministry of Science, Innovation and Higher Education, to the aforementioned Ministry.

8.3 Appeal of the decision

In case the student disagrees with the decision, he/she has the opportunity to lodge an appeal against the decision no later than 2 weeks after being informed of this decision. The appeal must be in writing and substantiated and sent to the Head of Department, who will appoint an appeals board.

Particularly about the appeals board

The Head of Department will appoint an appeals board as soon as possible after the submission of the appeal. Permanent appeals boards can be appointed. VIA University College will defray the cost of the appeals board. The board consists of two external examiners, an examination eligible teacher and a student from the same education as the student filing the complaint.

About the selection:

- The president of the corps for external examiners will designate the two external examiners and designate one of them as president of the board. The president can designate himself as external examiner or as president of the board
- VIA University College will designate the examination eligible teacher and the student

The appeals board is covered by the Law of Public Administration, including conflicts of interests and confidentiality.

All members of the board must participate in board discussions and receive all documents for the board to achieve quorum. The discussion can be in writing and digital if there is consensus among the board members of a written process. If consensus among the board members cannot be reached, the discussion will take place at a meeting where all members must be present.

If the discussion ends by voting and there is a tie, the vote of the president is decisive. If the board is aware of errors in an exam during the process, VIA University College must be informed hereof and VIA will decide how to correct the error in accordance with the Executive Order of examination in chapter 9.

8.4 The appeals board's decision

The material which formed the basis for the initial decision is the basis for the new decision made by the board. The decision made by the board must be in writing and substantiated and may result in one of the following:

- Reassessment. Except by oral examination.
- Re-examination or
- The complaint is dismissed

The Head of Department must be informed of the decision by the board as soon as possible. In the case of a winter exam, no later than 2 months and in the case of a summer exam, no later than 3 months after the Head of department has been informed.

VIA University College must inform the student as soon as possible if the process of the appeal cannot be completed before the deadline. The information/message must be in writing and substantiated and include information about the expected date of completing the process of the appeal. The head of Department will inform the student as soon as possible and the examiners will receive a copy of the decision when the decision has been made. If the decision includes re-examination or reassessment, the student must be informed that this may result in a lower grade.

Re-examination and reassessment will take place as described in the previous section "Re-examination and reassessment".

The professional decision of the appeals board cannot be appealed any further.

8.5 Legal complaints

A student always has the right to complain regarding legal matters concerning a decision made by VIA University College or the appeals board. The complaint must be submitted within 2 weeks from the date where the student has been made aware of the decision.

The complaint must be submitted to VIA University College who will give a statement. The complaint and statement will be forwarded to The Ministry of Science, Innovation and Higher Education.

9. Credit transfer

9.1 Application for credit transfer

Written and documented applications for credit transfer are considered individually.

9.2 Work experience

In special circumstances, students with a relevant vocational education may apply for exemption from parts of or the entire work experience that is part of the course programme. Exemption may only be granted in such cases where students can document that they have significant practical experience in engineering. Students who wish to apply for exemption must file an application with the Head of Education. The application filed must document that students have experience in relevant engineering work. The Head of Education decides whether full or part exemption may be granted.

9.3 Studying abroad

For students enrolling in a course programme at a university or engineering university abroad and approved by VIA UC, the approval of credit transfer for course elements passed is based on an individual assessment of the application for credit transfer filed by the student.

For students applying for enrolment based on qualifications obtained at a foreign educational institution, CIRIUS (the Danish Agency for International Education) may be asked for an assessment of the qualifications of the student. Such an assessment is binding in terms of enrolment but is only consultative as far as the acceptance of credit transfer is concerned.

The decision to accept the application for credit transfer must be made prior to semester start and must be supported by sufficient documentation of completion and passing of subjects and programme elements. In addition, syllabuses, required readings, ECTS-points and diploma must be supplied.

In connection with the assessment of an application for credit transfer, the applicant may be called in for an interview to document that he or she holds skills and qualifications relevant for the programme applied for.

VIA UC has exchange programmes with a number of educational institutions abroad. Students are specifically recommended to do their sixth or parts of their sixth semester at a partner university abroad. Please contact the Student Counselling for more information on exchange programmes.

The approval of credit transfer is made by the Head of Department relevant, and the student is given information on the decision of the Head of Department prior to semester start.

9.4 Students from other universities

Students having passed exams to complete courses of Danish higher education programmes may be given credit transfer for exams that are relevant to the course programme. The approval of credit transfer is subject to an individual assessment.

9.5 Credit transfer agreements regarding the BA Programme in Engineering in Materials Science and Product Design

There are currently no agreements that make it possible for graduates of the Bachelor's Programme in Engineering in Materials Science and Product Design to apply for credit transfer when applying for enrolment in master programmes upon completion of their BA degree.

10. Title and diploma

Graduates completing the course programme outlined in this curriculum have earned the title of Bachelor of Engineering in Material Science and Product Design.

Upon completion of the course programme, VIA UC issues a diploma stating the title, speciality and results obtained by the graduate. The diploma also states the topic of the student's final project. The admission basis upon which the graduate has been enrolled in the course programme is stated as well.

For students discontinuing their studies under the course programme, VIA UC will issue a certificate documenting which programme elements that the student has passed.

11. Teaching and learning methods

The purpose of the course programme is for students to acquire skills that:

Demonstrate an independent, critical and reflective approach to practical, professional and theoretical problems and to acquire new knowledge.

This is achieved through a combination of subject-related and problem-based work, classroom teaching, lectures, exercises/tasks, company visits/excursions and projects, etc. Students work both individually and in groups.

The learning and working methods applied, aim to develop students' independence, co-operation skills and reflection.

The problem-based learning method is applied. Through this method, students will be trained to search for new knowledge within a subject area through their work with an actual practice-based-problem.

The course programme aims at creating a study environment that is practice-based, focuses on knowledge and is at the same time creative and international.

11.1 Pedagogical values

Value	How to define the value
Commitment	Commitment to subjects and programme studied Responsibility Loyalty to decisions made
International perspective	Extroversion Culture Global perspective
Creativity/Innovation	Idea development Idea generation Entrepreneurship Acceptance of errors
Room for diversity	Mutual respect

	Acceptance of diversity Possibility of experimenting
Immersion	Reflection
Adaptability	Flexibility Social competences Mental, practical and professional maneuverability
Learning competence	Analytic approach Reflection Willingness and openness to learn Co-operation
Individualists/specialists in a holistic context	Understanding of correlations Understanding of the companies in the industry Understanding of the industry Understanding of the local/domestic society Understanding of the global society

12. Admission requirements

12.1 Admission requirements

To be enrolled in the Bachelor's Degree Programme, students must have an upper secondary education with the following levels:

Mathematics: Level A
Physics: Level B
Chemistry: Level C or Biotechnology level A
English: Level B

- Danish upper secondary education (STX/Gymnasium, HF, HHX and HHX) with a math exam, level A, a physics exam, level B, and a chemistry or biotechnology exam, level A.
- A crafts education or other vocational education as well as an engineering course entrance exam.

Students wishing to apply for admission to the course programme, but who do not meet the mathematics, physics or chemistry requirements are recommended to enroll in a supplementary summer school training course at AU Herning (HH) or another educational institution to qualify for enrolment in the course programme.

VIA UC advises applicants to engage in a supplementary training programme if they do not meet the admission requirements for the Bachelor's Degree Programme.

12.2 Transfer from one speciality to another

In general, transfer from one speciality to another must take place before the start of the 3rd semester. Transfer to another speciality is only possible if seats are available at the speciality applied for.

13. Exemption from the rules of the curriculum

In unusual circumstances, exemptions from the provisions of the curriculum may be granted at the discretion of VIA UC.

14. Effective date of curriculum

This curriculum for the Bachelor's Degree Programme in Engineering in Materials Science and Product Design shall apply to students enrolled in the programme beginning August 2012.

Appendix 2

Exam form					
1st semester	External	Internal	2nd semester	External	Internal
Core subjects and projects			Core subjects and projects		
Mathematics		X	Physics		x
Chemistry module 1		X	Chemistry module 2		x
Materials technology module 1		X	Materials technology module 2	x	
Communication/ Graphical documentation module 1		X	Environment and CSR		x
Innovation and development project	x		Sustainable production/ CSR project	x	
3rd semester			4th semester		
Core subjects and projects			Speciality subjects and electives		
Communication/ graphical documentation module		X	Quality and statistics		x
Finishing and production processes module 1		X	Logistics and economics module 1	x	
Chromatology		X	Materials of the future	x	
Innovation		X	Materials technology (speciality) module 1		x
Theory of science/ academic writing		X	Materials technology and processing (speciality module 2)		x
Innovative processes project	x		Electives (within materials and processes/process management)		x
			Materials of the future project	x	
5th semester			6th semester		
Work experience			Speciality subjects and electives		
Work experience	x		Project management	x	
			Logistics and economics module 2		x
			Intercultural communication		X
			Electives Development and materials		X
			Electives Processes and process management		X
			Open project (topic of current interest)	x	
7th semester					
Speciality subjects					
Quality control and statistics module 2		X			
Materials of the future module 2	x				
Materials and process		X			
Bachelor project	x				