



Curriculum VIA Engineering

Joint regulations for

**Bygning/Civil Engineering
Eksportingeniør/Global Business Engineering
Forsyning/Supply Engineering
Maskin/Mechanical Engineering
Produktionsingeniør
Softwareingeniør/Software Engineering
Materialeingeniør/Materials Science**

Valid from August 2017

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1 Credit provisions

The student is obliged to provide information about completed education elements from another Danish or foreign higher education and employment that is likely to give credit. VIA approves credits in each case, based on completed course elements and employment, which compares to courses, parts of the programme and internship. The decision is based on a professional assessment.

Workshop Practice

Students with relevant practical training of a duration of at least 2 years are exempt from workshop practice. Exemptions may also apply if the student can prove that sufficient knowledge of workshop practical conditions has been acquired in another way.

Prior to the start of the workshop, a well-founded application with relevant documentation on acquired knowledge on workshop practice must be forwarded via the study counsellors to the head of programme. The head of programme decides whether a full or a partial exemption can be granted.

Engineering Internship

Students with relevant vocational training may in exceptional cases be exempt from parts of or the entire integrated internship. Exemption can only be made if the student can prove to have acquired sufficient experience in engineering in practice.

A well-founded application with relevant documentation on acquired engineering work must be forwarded via the study counsellors to the head of programme who decides on a full or partial exemption.

Studies abroad

The internship as well as elective courses and the 6th semester project may be completed abroad after application to and agreement with the head of programme.

Students who, according to agreement, have studied at a foreign university or engineering education and passed individual courses there, may have these accredited after individual assessment. In connection with the prior approval and after the study visit, the student must consent to VIA's requirement to obtain the necessary information for the purpose of the assessment.

An application for completion of courses and internships abroad must be forwarded to the study counsellor within the time limit for applying for a stay abroad. The deadline for applying for a study abroad is 20th September for studies abroad in spring semester, and 20th March for studies abroad in fall semesters. The application must at least contain:

- Description of the duration of the stay
- Content, learning objectives, test form and extent (ECTS) for the courses expected to be completed.

2 Requirements for written assignments and projects

For written assignments and projects on the programme, the formal requirements, described in the Guidelines for projects at VIA Engineering, apply.

3 Teaching methods and study activities

The programme operates according to the following teaching- and working methods:

- Classroom teaching
- Group work
- Self-study and individual execution of assignments
- Project work, individual and in groups

- Laboratory assignments
 - Internship
 - Company visits
-

4 Workshop practice

Students who, after an individual assessment, do not possess the necessary practical prerequisites for completing the programme, must participate in mandatory workshop courses that provide insight into the practical performance of assignments in the field of the programme.

Each course has a duration of one week. It is completed concurrently with the basic engineering programme and prior to the internship, either in teaching-free periods or as an integral part parallel with the teaching.

Attendance, active participation and understanding of the subject is a prerequisite for the approval of the workshop practice.

5 Compulsory attendance and study activity

Compulsory attendance means the requirements for attendance, hand in of assignments, projects and the like, as described in the course descriptions.

Fulfilment of the participation requirement is a prerequisite for participating in tests on the programme.

A student is considered study active only as long as the compulsory attendance for the programme (see immediately above) is met.

Lack of study activity may affect whether a student is entitled to the State Educational Support (SU).

If a student has not passed at least one exam on the programme for a continuous period of at least 1 year, the student will be dismissed from the programme in accordance with the Executive Orders on admission. The student is informed of the missing study activity before being dismissed.

6 Reading texts in foreign languages

Lecturing on the programme is in Danish and / or English, according to specifications in the programme part of the curriculum.

Texts in English may appear in both Danish and English taught programmes. Reading the texts requires English level B, which is a prerequisite for the completion of the programme.

7 Rules on leave of absence

It is possible to obtain leave from the study in accordance with the provisions of Executive Order regarding access to vocational academy programmes / professorship bachelor programmes. Application should be sent to the head of programme and will be processed individually.

The following applies:

- Leave can only be granted once all courses in the first year of study have been passed (60 ECTS).

- Leave is usually granted for entire semesters (maternity leave and absence due to illness may, however, be exceptions) and it is recommended to apply for a full year leave if it takes place within the first year of study.
- During leave, students are considered inactive according to the SU and the calculation of the study period.
- Leave based on relevant reasons may be granted for up to 2 semesters.
- In special situations, leave may be granted for up to 4 semesters.
- During the leave period, students may not participate in the classes and tests within the programme from which the student has leave.

8 Examination and test rules

8.1 Test forms and assessment

Test forms

The test form must ensure that an individual examination and assessment of the student is conducted. The assessment is conducted on the basis of the following test forms

1. Written exam
2. Oral exam
3. Oral exam with a project report, a process report and joint oral presentation as a basis for individual examination and assessment
4. Compulsory tests, assignments, presentation or similar, according to specified criteria for participation in the teaching
5. Participation in internship with ongoing reporting
6. Combinations of the above test forms 1) to 4)

The test form and the duration of the examination for the individual course can be found in the course description. It will also appear from the course description whether the examination is held as an individual or group examination.

If there are conditions for registering for an examination, this will be apparent from the course description.

Examination regulations

- The evaluation form for a course is specified in the course description for the individual courses
- All students are automatically enrolled in the examinations for the courses they follow
- It is not possible to deregister from an examination. If the student does not attend the examination, it counts as an attempt
- Failure to submit a basis for oral exam or for assessment of subjects without examination, as stated in the course description, means that the student cannot attend the examination. Consequently, it counts as an attempt
- Failure to submit a basis required according to the course description (compulsory tests, assignments, presentation or the like) means that the student cannot attend the examination. Consequently, this counts as an attempt
- Elective courses studied at other programmes must always be assessed before credits can be issued

External and internal examinations

Examinations are either with one or more internal examiners, or one or more internal examiners and an external examiner.

For examinations with internal examiners, the examiner or examiners are appointed by the institution (usually among the teachers at VIA). For external examinations, the Ministry of Education appoints the examiner.

A course is assessed either with or without external censorship. As a whole, at least 1/3 of the degree programme must be documented by external examinations.

Assessment and requirements for passing an examination

A distinction is made between the following types of assessment:

1. Grading. The 7-step scale is used
2. Pass / fail

Generally, each course is passed individually. Courses in which the grade 02 or above on the 7-step scale has been obtained, cannot be taken again.

Special examination conditions

If a student has language difficulties or disabilities, it is possible to apply for special examination conditions or an extended examination time.

If there are language difficulties, due to the student having a mother tongue other than Danish, the general practice is that extended examination time is granted only within the first 1½ academic year.

Should language difficulties be due to dyslexia, the student must be tested for this. The study counsellor may be contacted on this.

An application for special examination conditions or extended examination time must be forwarded to the study administration who will assess the application. Deadlines for application are 1st December for winter examinations and 1st May for summer examinations. The application is granted if it is deemed necessary to equate the student with the other examinees. However, it is a precondition that the granted special conditions do not change the level of the examination.

Illness

If a student becomes ill on the day of the exam, the student shall immediately inform the study administration.

If the student becomes ill during an oral exam, the student must report this to the lecturer.

In case of illness during a written examination, the student must summon the invigilator, who notes that the exam is interrupted due to illness.

The student must seek medical advice on the examination day and provide evidence of the illness. The documentation must be forwarded to the study administration no later than 14 workdays after the examination date. The student must cover any costs associated with the documentation.

If the student is unable to prove that he / she was ill, it will count as an attempt.

If the student is exposed to a violent incident that prevents participation in an exam, the student must report this to the study administration as soon as possible. In collaboration with the lecturer, the student counsellor or the head of programme, the study administration may consider whether the event is comparable to the rules for illness. If this is the outcome, the examination attempt will be cancelled.

8.2 Self-study, re-examination options and deadlines

Self-study

Courses or projects not passed by examination or other form for tests may be re-read by self-study. The student cannot follow the course again unless permission on grounds of special circumstances is obtained from the head of programme. Application is forwarded via the study counsellors to the head of programme no later than one week after the failed examination attempt.

Re-examination

Re-examinations, make-up examinations or re-testing are held approximately 2-3 weeks after the new semester has started or in connection with the following ordinary examination period.

For students who have attended a course for the first time and failed the examination:

If a course or project is only offered once a year, re-examination or re-testing is conducted either in the next ordinary exam period or approximately 2 weeks after the following semester has started.

Especially applicable to students who study for their final semester:

For students who only need to pass one of the examinations placed in the final examination period, according to the curriculum, re-examinations is scheduled approximately 2-3 weeks after the following semester start.

In case of failing an examination, the student is automatically enrolled in the next re-examination.

A student can only attempt an examination in the same course or project three times. These three examination attempts must follow immediately after each other, i.e. examinations offered in three consecutive semesters. In exceptional circumstances VIA may authorize a fourth and possibly a fifth attempt.

A re-examination in a course where a written exam is normally held, may be taken as an oral exam.

For courses assessed without examination, the re-examination may be arranged as an oral or written examination. In this case, VIA will appoint an internal examiner.

Time limits

The programme must be passed within the number of years that corresponds to the prescribed study period plus two years. If the time limit is not observed, the student will be withdrawn from the programme.

In exceptional circumstances, the head of programme may dispense with the above.

Study admission test

All new students admitted to 1st semester must participate in and pass a written study admission test to continue their studies. The test takes place no later than 4 weeks after the start of the semester.

The study admission test is a professional test based on selected topics from the previous lecturing. The study admission test is assessed internally, and is graded with "approved" or "not approved".

If the study admission test is not approved, an oral re-examination will be conducted no later than 14 days after the completion of the ordinary study admission test. No further tests are given.

This study admission test is not covered by the rules for complaints about tests.

Exemption from the time limits for the study admission test may be granted, provided the exemption is based on illness or unusual circumstances.

8.3 Cheating and disturbing behaviour at examinations

By cheating at an examination, the following actions by an examinee is understood

- The student obtains illicit help, or
- The student provides another examinee with answers to the test, or
- The student uses unauthorized aids.

When completing a written test, the examinee must confirm with a signature that the assignment has been completed without use of illicit aid. The signature may be digital.

Particularly about plagiarism at an examination

Plagiarism is considered to be *cheating* if it is found in a written assignment that the student has submitted for use during an examination and includes the following situations:

- A written product submitted for assessment or which has been assessed, i.e. a bachelor project
- A written product which either will be or has been part of an examination basis for an oral examination, i.e. written assignment which is submitted as a prerequisite for admission and participation in an examination
- A written product, which has been submitted as a prerequisite for admission and participation in an examination.

When is plagiarism present?

There is plagiarism present when a student in a written assignment attempts to give the impression that he or she is the author of an idea, text, setup or similar, even though the author is actually another. Plagiarism is especially evident if a written assignment appears in whole or in part as produced by the student himself or themselves, even if the assignment

1. Includes identical or almost identical representation of other people's formulations or works, without the reproduced being marked with quotes, italics, indentation or other distinctive markings, including the source, including, if applicable, page number or the like (copy). In accordance with the programme's executive order for the preparation of written assignments, sometimes called editorial guide- lines.
2. Includes larger passages with a word choice that is so close to another work or similar formulations etc., that by comparison you can see that the text could not be written without using the other work (paraphrasing, etc.),
3. Includes the use of other people's words or ideas, without these persons being appropriately credited (other plagiarism), or
4. Recycles text and / or key ideas from their own previously assessed or published work without observing the above provisions in Nos. 1 and 3.

Particularly about disruptive behaviour during examinations

VIA has the right to dismiss an examinee from an examination if the student exhibits disruptive behaviour, i.e. if the examinee exhibits noisy behaviour or violates VIA's rules of conduct during the examination. In less serious cases, the programme may issue a warning first. The examiner reports the incident to the head of programme.

Procedures and sanctions for cheating and disturbing behaviour

Anyone¹ who suspects cheating at an examination, is obliged to follow up on the suspicion and - if presumption is maintained - to report the matter to the head of programme.

If the presumption of cheating is strengthened, the examiner and / or lecturer must report the matter in writing to the relevant head of programme. At the same time, the examiner and / or examining lecturer informs the student that the case has been reported to the head of programme. If no assessment has been issued at the time of reporting the incident, no assessment is made and "Not submitted" is noted in the grading list.

When the head of programme receives a report on cheating at an examination, he / she must decide either to reject the case or to continue the administrative procedure.

Should the head of programme decide to continue the administrative procedure, he/she arranges to access any missing documentation as well as convene the student for a conversation where he/she has the opportunity to respond to the report.

The call for the meeting shall be accompanied by a copy of the report and shall include the information that the conversation relates to a suspicion of cheating at an examination and that the student is entitled to bring a representative to the conversation. The representative can advise the student during the conversation but may not participate in the conversation. If it is not possible to arrange a conversation, written communication may be used instead.

¹ In this context, everyone constitutes the study administration, including examiners, supervisor / examining lecturer, other lecturers, management, librarian and fellow students.

If the head of programme rejects the case, assessment is carried out in the normal way, provided assessment has not already been made.

Sanctions

Based on the report and the conversation, the head of programme will decide whether it is a matter of cheating and consequently, what kind of sanction is relevant to the student. The head of programme can make a decision on sanction only if he is convinced that the evidence on cheating is beyond reasonable doubt.

The matter is reported to the Director of VIA Engineering, if, and only if the case is so serious, that it is considered to lead to expulsion from the programme. In all other cases, the head of programme will decide on the matter.

The final decision is communicated to the student in writing, with a copy to the person reporting the case and the student counsellor; also, it is included in the student's study folder.

Forms of sanctions

Should evidence of cheating at an examination be found, one or more of the following sanctions will apply:

Warning

A written or oral warning against violations of the rules is issued.

Expulsion from a written examination taking place at VIA if the rules of examination are violated. Consequently, the student is registered as absent from the examination in question. Expulsion from an examination always takes place if plagiarism is discovered, unless the plagiarism does not affect the assessment.

Annulment of a written assignment

The annulment comprises the written assignment relevant in the suspicion of cheating. Annulment may occur, regardless whether an assessment has been issued. The student is registered for using one examination attempt. Repeated drafting of an assignment using illicit help or unauthorized aid will result in permanent expulsion from the relevant programme. Expulsion is the same as cancellation of the examination attempt.

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

Temporary or permanent expulsion from the 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, including all participation in classes and exams. The suspension entails that the student is excluded from participating in all activities at VIA, including all participation in classes and exams in the suspension period.

In the case of suspension the student is registered as being on leave of absence during the period in question. After the suspension period, the student is automatically readmitted as a student at VIA at the study programme.

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

8.4 Examination complaints

A complaint can be put forward on one of the following conditions:

- The examination basis, including examination questions, assignment and relation to the objectives and requirements of the programme
- The test sequence
- The assessment

The complaint must be in writing, well founded and submitted by the individual student no later than 1 week after the student has been informed of the assessment of the examination according to standard procedure.

The complaint is forwarded to the head of programme, who will then address and assess the complaint. Upon request, the student is entitled to receive a copy of the assignment and a copy of the corresponding report, in the case of a written exam.

As a starting point, the head of programme presents the complaint to the original assessors, i.e. examining lecturer and examiner. The assessors have 2 weeks to give a professional opinion to the complainant's questions. The complainant must have the opportunity to comment on these opinions and has a deadline of 1 week to comment.

The head of programme will decide on the case, based on the opinions and comments. The decision must be in writing, be well founded, and have one of the following outcomes:

- Offer for new assessment (reassessment), this applies only for written tests
- Offer for a new examination (re-examination), or
- The student's contention is not upheld

A decision on a complaint about a test can only result in the student failing to comply with the complaint if the assessors agree on this.

The assessors must agree if the head of the programme decides that the student's contention is not upheld.

As soon as a decision is made, the student and the assessors must be notified. If the decision results in a new assessment or a new examination, the student should be informed that this might result in a lower grade.

In case of new assessment or new examination

An offer for new assessment or new examination must be accepted no later than 2 weeks after notification of the decision has been made. It is not possible to undo an acceptance. If the student does not accept an offer before the expiry of the deadline, no new assessment or new examination will be conducted.

A new grading or a new examination 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.

New assessors will be appointed in case of new assessments and new examinations.

If it is decided to arrange a new assessment or a new examination, the decision applies to all examinees if the examination suffers from the same defect as the one complained about.

Especially about new ruling

In the event of a new assessment, the assessors must have these files submitted: The assignment, the corresponding report, the complaint, the statements of the original assessors, the student's comments, as well as the decision of the head of programme and the appeal board respectively. The assessors inform the programme of the result of the new assessment, accompanied by a written justification for the assessment. The programme informs the student of the assessment and the reasons for the assessment.

Appeal to a ruling

If the student disagrees with the professional decision of the programme, this may be appealed within 2 weeks after the complainant has been notified of the decision. The appeal must be in writing, well founded, and sent to the head of programme, who will then establish an appeal board.

About Appeal Boards

The head of programme establishes an appeal board as soon as possible after receiving an appeal.

Permanent Appeal Boards may be appointed. The education institution is responsible for the costs of the appeal board. The board consists of two appointed examiners, a lecturer authorized for examinations and a student in the field of the programme.

About the selection:

- The chairperson of the Corps of Examiners appoints the two examiners. The chairperson of the Corps of Examiners appoints one of the examiners to chair the appeal board. The chairperson of the Corps of Examiners may appoint himself as an examiner or chairperson.
- The educational institution appoints the lecturer authorized for examinations and the student.

The Public Administration Act, including legal incapacity and confidentiality issues, governs the activities of the Appeal Board.

In order for the Appeal Board to be legally competent, all members of the Board must participate in the discussion of the Board and all the case files must be forwarded to all members. The discussion may take place in writing, including electronically, if there is agreement between the board members on written processing. If the Appeal Board is unable to reach an agreement, the discussion will end at a meeting in which all members of the Board shall be present. If the discussion is closed by voting and there is a tie, the chairperson's vote is decisive. If the Appeal Board becomes aware of errors and omissions in an examination, in connection with appeal proceedings, the educational institution will be informed accordingly and the education institution will decide on remedies in accordance with the rules in Order 1519 of 16th December 2013.

Decision by the Appeal Board

The Appeal Board shall decide on the basis of the material which form the basis of the institution's initial decision. The decision of the Appeal Board shall be in writing, well founded and may result in one of the following outcomes:

- Offer for new assessment (reassessment), this applies only for written tests
- Offer for a new examination (re-examination)
- The student's contention is not upheld

The decision of the Appeal Board shall be communicated to the head of programme as soon as possible. No later than 2 months for an examination in a winter semester, and no later than 3 months for an examination in a summer semester after the appeal has been submitted to the manager.

A new examination and a new assessment takes place according to the rules described in the section "In case of new assessment or new examination".

It is not possible to appeal the professional decision of the Appeal Board any further.

Legal issues

The student can always complain about legal issues in decisions taken in complaint and appeal cases. 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 for the student's education. The head of programme draws up an opinion and then forwards the complaint with the opinion to the Board of Higher Education and Education.

9 Exemption options

The head of programme may dispense with the rules of this curriculum, which are determined solely by the programme, if the student can prove that there have been exceptional circumstances.

10 Enforcement and interim arrangements

This curriculum is enforced from the fall admittance of 2017.

For students, who at the time of entry into force of this curriculum were subject to a previous curriculum for the programme, apply, that they are covered by these joint rules also.

Interim arrangement for the Mechanical Engineering programme:

The structure and subjects of the programme according to previous curriculum are followed until the end of 2018. Hereafter, the students are transferred to the new curriculum from spring semester 2019 (6th semester) and the programme can only be completed according to this curriculum, comprising joint regulations and regulations for the programme.

11 Validity of the curriculum

This curriculum has been prepared in accordance with:

- Executive Order no. 1160 of 7th September 2016 on Bachelor Programme in Engineering (Bekendtgørelse om diplomingeniøruddannelsen)
- Executive Order no. 1047 of 30th June 2016 on Business Academy- and Bachelor Programmes (Bekendtgørelse om erhvervsakademiuddannelser og professionsbacheloruddannelser)
- Executive Order no. 107 of 27th January 2017 on admission to Business Academy- and bachelor programmes (Bekendtgørelse om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser)
- Executive Order no. 1500 of 2nd December 2016 on tests in professionally-oriented programmes (Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser)
- Executive Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment (Bekendtgørelse om karakterskala og anden bedømmelse)

In case of discrepancies between the executive orders in force at any time and this curriculum, the executive orders shall take precedence.