Curriculum for the AP Degree Programme in Design, Technology & Business (AP Degree) VIA Design

The Academy Profession Degree Programme in Design, Technology & Business

VIA Design
VIA University College
Campus Herning

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CONTENTS

Foreword

The objective of the AP Degree Programme in Design, Technology and Business is to qualify students to perform independently work functions of planning, organising and carrying out design, production, business, marketing and retail tasks within textile, fashion, design and business.

This curriculum consists of a common part and an institution-specific part. The common part is prepared jointly by the institutions that have obtained approval for offering the AP Degree Programme in Design, Technology and Business in Denmark.

The curriculum is prepared according to the guidelines in the Ministerial Order no. 710 of 6 July 2009 on Academy Profession Programmes in Design, Technology and Business.

The AP Degree Programme corresponds to two full-time student academic years. The workload of one full-time year of study is equivalent to 60 credits under the European Credit Transfer System (ECTS). The course programme is equivalent to a total of 120 ECTS credits.

The English name of the course programme is Academy Profession Programme in Design, Technology and Business. Graduates of the programme will be awarded the title AP Graduate in Design, Technology and Business.

The course programme is on level five of the Danish Qualifications Framework for Lifelong Learning.

The acts and ministerial orders governing the course programme are specified in section 3.19, Legal basis.

Entry into force and transition rules

The common part of the curriculum enters into force from the onset of the academic year starting 1 September 2017 and applies to all students enrolled in the programme and all exams held as part of the programme from this time forward. The common part of the curriculum from September 2014 is repealed from 31 August 2017.

1 Programme structure

The AP Degree Programme in Design, Technology and Business comprises five compulsory programme elements. These elements include the subject areas that students must work with to acquire the knowledge, skills and competences required to complete the programme.

The programme elements of the AP Degree Programme in Design, Technology and Business:

1. Compulsory programme elements equivalent to a total of 30 ECTS credits. All students enrolled in the programme must complete the compulsory programme elements.

2. Speciality programme elements equivalent to a total of 45 ECTS credits. Students can choose between the speciality programmes listed below:
   a) Design
   b) Production
   c) Business
   d) Marketing
   e) Retail

3. Electives equivalent to a total of 15 ECTS credits

4. Internship equivalent to 15 ECTS credits

5. Final exam project equivalent to 15 ECTS credits

The five programme elements specified above are equivalent to a total of 120 ECTS credits.

1.1 Structure and contents

1.1.1 Programme structure

	1st year	2nd year

Core areas	1st semester	2nd semester	3rd and 4th semester.
Common compulsory programme elements - Design - Business - Technology	10 ECTS 10 ECTS 10 ECTS		
Speciality programmes		30 ECTS	15 ECTS
Electives			15 ECTS
Internship			15 ECTS
Final exam project			15 ECTS
Total	30 ECTS	30 ECTS	60 ECTS

1.1.2 Programme structure at VIA Design

AP Degree Programme in Design, Technology and Business			
1st year of study		2nd year of study	
1st semester	2nd semester	3rd semester	4th semester
30 ECTS Common courses and projects: 10 ECTS Design 10 ECTS Business 10 ECTS Technology 1st semester exam	30 ECTS Speciality programmes 2nd semester exam	15 ECTS Internship Internship exam	15 ECTS Electives: 5 ECTS Elective exam 10 ECTS Elective exam
		15 ECTS Speciality programme Speciality exam	15 ECTS Final exam project

2   Curriculum – common part

This curriculum consists of a common part and an institution-specific part. The common part is prepared jointly by the institutions, which have obtained approval for offering the programme. The rules found in the common part of the curriculum are thus applicable to all AP Degree Programmes in Design, Technology and Business in Denmark.

2.1   Core areas of the programme

2.1.1   Learning objectives for the 1st semester compulsory common courses and projects (30 ECTS credits)

The compulsory programme element common for all specialities is scheduled as 1st semester courses and projects within the following core areas:
- Design covering the design process, value philosophy and aesthetics   10 ECTS credits
- Business covering company, commerce and communication   10 ECTS credits
- Technology covering technology, people and environment   10 ECTS credits

2.1.1.1 Design

The objective is to ensure that students will obtain basic knowledge and understanding of how to apply the design process, value philosophy and aesthetics.

Knowledge
Students should acquire knowledge of:
- the design process – from idea to finished product
- value philosophy including value preferences, culture, idea and history of the industry
- aesthetics. Students should also obtain understanding of the correlation between aesthetical, functional and technical qualities of a product.

Skills
Students should acquire skills in:
- sketching, designing and developing products
- applying value preferences when describing and analysing target groups
- working on the basis of a communicative and innovative platform
- considering form, colour, material, price and target group
- communicating proposed solutions to relevant partners orally and in writing using relevant professional terminology.

2.1.1.2 Business

The objective is to ensure that students will acquire basic knowledge and understanding of a company, commerce and communication.

Knowledge
Students should acquire knowledge of:
- the value chain structure of a company
- company organisation and logistics
- the marketing of and sales potential for a company's products
- communication and presentation technique.

Skills
Students should acquire skills in:
- describing and explaining the value chain of a company
- proposing solutions to relevant partners orally and in writing using relevant professional terminology
- using key figures and calculation principles
- explaining the marketing mix of a company.

2.1.1.3 Technology

The objective is to ensure that students will acquire basic knowledge and understanding of technology, people and environment.

Knowledge
Students should acquire knowledge of:
- processes, materials and production
- people and environment in an ethical, design and manufacturing context
- technical communication
- relevant IT-tools.

Skills
Students should acquire skills in:
- applying IT for work functions
- selecting and giving reasons for the choice of materials for a production process
- preparing product documentation/specifications

- proposing solutions to relevant partners orally and in writing using relevant professional terminology.

Competences

Following completion of the common courses and projects, students should have the following competences:

Students should be able to:
- participate in professional and interdisciplinary collaboration within all parts of the value chain for development of products or concepts
- based on their own position in the value chain, to receive, carry out and communicate assignments from one part of the value chain to another while taking the overall objective of the company into account.

2.1.1.4   Exam

The 1st semester concludes with an individual exam. The exam is assessed with a mark according to the 7-point grading scale, cf. section 3.6.1 Exams.

2.1.2   Compulsory speciality programmes

The AP Degree Programme in Design, Technology and Business offered by VIA Design is a four-semester programme comprising compulsory programme elements that students must complete to pass the programme. The courses and projects that are part of the speciality programmes are equivalent to a specific number of ECTS credits and are based on the core areas of the AP Degree Programme in Design, Technology and Business (cf. section 1.1).

The following speciality programmes are available at VIA Design:

Design: Fashion Design, Furniture Design, Visual Fashion Communication
Production: Pattern Design
Business: Purchasing Management
Marketing: Branding & Marketing Management
Retail: Retail & Design Management.

It is possible to change speciality programme until the beginning of the 2nd semester if there is a vacancy on the programme in question, and the admissions assignment is passed.

VIA Design reserves the right to cancel a speciality programme due to low enrolment.

2.1.3   Speciality programme in design: Fashion Design, Furniture Design & Visual Fashion Communication

The objective is to qualify students to independently design, plan and carry out a design process from idea to finished product.

Moreover, students should acquire skills to be part of interdisciplinary collaborations in a company and to combine innovation and creativity with business.

Students should be able to communicate ideas and to maintain focus on product, trend and market.

The 45 ECTS credits are allocated between the following core areas:

Core area	1st year of study	2nd year of study
The design process	20	10

Visual communication	5	5
Trend and sociology	5	
Total ECTS	30	15

The design process	
After the 1st year of study	After the 2nd year of study
Knowledge *Students should acquire knowledge of:* • key aspects of design processes • key aspects of design methods • material knowledge • key aspects of technology • aesthetic means • sustainability.	Knowledge *Students should acquire knowledge and understanding of:* • how the design process is used in practice • how design methods are used in practice • how technology is used in practice • how materials are used in practice.
Skills *Students should acquire skills in:* • applying theory and method for the development of ideas, designs and products • making aesthetic assessments in the design process • developing designs with focus on the needs of the industry and consumers.	Skills *Students should acquire skills in:* • selecting and applying theory and method for the development of ideas, designs and products • applying innovative methods to carry out aesthetic assessments in the design process • assessing and selecting materials and technology based on product.
Competences *Students should acquire competences in:* • implementing design solutions from idea to finished product.	Competences *Students should acquire competences in:* • analysing and describing a need for the purpose of developing design to a specific target group • being part of innovative design and product development processes.
Visual communication	
Knowledge *Students should acquire knowledge of:* • visual communication • key aspects of presentation techniques and methods • key communication tools.	Knowledge *Students should acquire knowledge and understanding of:* • how presentation techniques and methods are used in practice • how communication tools are used in practice.
Skills *Students should acquire skills in:* • applying visual communication in the development of design and when presenting products • communicating and arguing for proposed solutions to companies and target groups • applying communication means orally and in writing.	Skills *Students should acquire skills in:* • communicating about and arguing for a process and a proposed solution for a company and target group using a theoretical and methodical approach.
Competences *Students should acquire competences in:* • preparing and proposing solutions targeted to the company and the target group.	Competences *Students should acquire competences in:* preparing and proposing innovative solutions targeted to the company and target group using an independent and reflective approach.
Sociology and trend	

Knowledge *Students should acquire knowledge of:* • key aspects of trends • key aspects of sociology • key market mechanisms.	
Skills *Students should acquire skills in:* • using theory and methods to collect infor-mation and assess trends • applying sociological research methods for market and target group analysis.	
Competences *Students should acquire competences in:* • collecting, selecting and applying trends for design development • working with the design process from a so-ciological perspective • applying trends and sociology as documen-tation and inspiration for design develop-ment.	

2.1.3.1   Content

For a specification of content, please see the speciality course syllabi under Syllabi in appendix 1.

2.1.3.2   ECTS credits

The speciality programme is equivalent to 45 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.3.3   Exams

The learning objectives of the speciality programme are tested at the 2nd semester exam, the speciality exam, the internship exam and the final exam.

2.1.4   Speciality programme in production: Pattern Design (45 ECTS)

The objective is to qualify students to independently plan, organise and carry out assignments within the speciality areas of purchasing and technical design. The speciality programme covers the core areas of technology, product development and quality control.

The 45 ECTS credits are allocated between the following core areas:

Core area	1st year of study	2nd year of study
Technology	15	5
Product development	10	5
Quality control	5	5
Total ECTS	30	15

Technology	
After the 1st year of study	After the 2nd year of study

Knowledge *Students should acquire knowledge of:* • relevant methods for manufacturing non-complex product types • application of relevant IT tools.	Knowledge *Students should acquire knowledge of:* • relevant methods for manufacturing complex product types.
Skills *Students should acquire skills in:* • assessing and carrying out product manufacturing processes using different production methods for non-complex product types • applying tools and equipment relevant to the development and manufacture of non-complex product types.	Skills *Students should acquire skills in:* • assessing and carrying out product manufacturing processes using different production methods for complex product types • applying tools and equipment relevant to the development and manufacture of complex product types.
Competences *Students should acquire competences in:* • preparing and implementing manufacturing solutions for non-complex product types • managing design processes for non-complex product types • manufacturing a non-complex product.	Competences *Students should acquire competences in:* • preparing and implementing complex product manufacturing solutions • managing design processes for complex product types • manufacturing a complex product • applying relevant IT tools.
Product development	
Knowledge *Students should acquire knowledge of:* • design techniques and methods for non-complex products • application and limits to the use of material for non-complex product types • proportional and visual means for non-complex product types.	Knowledge *Students should acquire knowledge of:* • design techniques and methods for complex products • application and limits to the use of materials for complex product types • proportional and visual means for complex product types.
Skills *Students should acquire skills in:* • assessing and carrying out product development processes for non-complex product types • assessing and selecting materials based on the specification of requirements for a non-complex product.	Skills *Students should acquire skills in:* • assessing and carrying out product development processes for complex product types • assessing product solutions based on a given target group • assessing and selecting materials based on the specification of requirements for complex product types.
Competences *Students should acquire competences in:* • preparing and implementing product development solutions for non-complex products.	Competences *Students should acquire competences in:* • preparing and implementing product development solutions for complex products.
Quality control	
Knowledge *Students should acquire knowledge of* • quality assurance and communication regarding the development and/or manufacturing of a non-complex product	Knowledge *Students should acquire knowledge of* • quality assurance and communication regarding the development and/or manufacturing of a complex product

• project management tools and equipment	• project management tools and equipment
Skills *Students should acquire skills in:* • preparing and communicating production documentation for non-complex products.	Skills *Students should acquire skills in:* • preparing and communicating production documentation for complex product types
Competences *Students should acquire competences in:* • independently assessing, analysing and preparing documentation about production forms in English for non-complex products.	Competences *Students should acquire competences in:* • participating in international collaborations using a professional approach.

2.1.4.1   Content

For a specification of content, please see the speciality course syllabi under Syllabi in appendix 1.

2.1.4.2   ECTS credits

The speciality programme is equivalent to 45 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.4.3   Exams

The learning objectives of the speciality programme are tested at the 2nd semester exam, the speciality exam, the internship exam and the final exam.

2.1.5   Speciality programme in business: Purchasing Management (45 ECTS)

The objective is to qualify students to independently plan, organise and carry out assignments within the speciality area of purchasing. The speciality programme covers the core areas of commerce, logistics, communication and product knowledge.

The 45 ECTS credits are allocated between the following core areas:

Core area	1st year of study	2nd year of study
Commerce	10	5
Logistics	10	
Communication	5	5
Product knowledge	5	5
Total ECTS	30	15

Commerce	
After the 1st year of study	After the 2nd year of study
Knowledge *Students should acquire knowledge of:* • commercial theory, including tools and disciplines • economic theory and conditions.	Knowledge *Students should acquire knowledge of:* • the legal issues of relevance to a company

Skills *Students should acquire skills in:* • assessing the commercial consequences of a company's business concept and strategy • searching for, assessing and selecting suppliers • applying relevant IT tools and IT management systems • solving commercial assignments based on national and international rules and regulations.	**Skills** *Students should acquire skills in:* • assessing the market with a view to entering into and developing partnerships • assessing and arguing for the use of alternative materials.
Competences *Students should acquire competences in:* • participating in professional and interdisciplinary collaboration across the value chain • managing the material and product flow of a company taking into account its organisational structure and financial situation.	**Competences** *Students should acquire competences in:* • engaging in international negotiations and negotiations with a company's internal and external partners.
Logistics	
Knowledge *Students should acquire knowledge of:* • logistics-related costs • logistics and supply chain management • international business law.	
Skills *Students should acquire skills in:* • searching for, assessing and selecting suppliers • assessing the market with a view to entering into and developing partnerships • applying relevant IT tools and IT management systems • solving commercial assignments based on national and international rules and regulations.	
Competences *Students should acquire competences in:* • participating in professional and interdisciplinary collaboration across the value chain • engaging in international negotiations and negotiations with a company's internal and external partners • managing the material and product flow of a company taking into account its organisational structure and financial situation.	
Communication	
Knowledge *Students should acquire knowledge of:* • business communication.	**Knowledge** *Students should acquire knowledge of:*

	• business communication.
Skills *Students should acquire skills in:* • applying relevant IT tools.	Skills *Students should acquire skills in:* • assessing the market viea a view to entering into and developing partnerships • solving commercial assignments based on national and international rules and regulations.
Competences *Students should acquire competences in:* • participating in the material and product flow of a company taking into account its organisational structure and financial situation	Competences *Students should acquire competences in:* • participating in professional and interdisciplinary collaboration across the value chain • engaging in international negotiations and negotiations with a company's internal and external partners • managing the material and product flow of a company taking into account its organisational structure and financial situation.
Product knowledge	
Knowledge *Students should acquire knowledge of:* • product characteristics, including materials and technologies.	Knowledge *Students should acquire knowledge of:* • product liability and quality assurance in relation to current standards
Skills *Students should acquire skills in:* • assessing the properties and areas of application of different materials.	Skills *Students should acquire skills in:* • assessing and analysing the properties and areas of application of different materials.
Competences *Students should acquire competences in:* • participating in product development processes	Competences *Students should acquire competences in:* • participating in and contributing to product development processes.

2.1.5.1   Content

For a specification of content, please see the speciality course syllabi under Syllabi in appendix 1

2.1.5.2   ECTS credits

The speciality programme is equivalent to 45 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.5.3   Exams

The learning objectives of the speciality programme are tested at the 2nd semester exam, the speciality exam, the internship exam and the final exam.

2.1.6 Speciality programme in marketing: Branding & Marketing Management (45 ECTS)

The objective is to qualify students to independently plan, organise and carry out assignments within the speciality area of marketing. The speciality programme covers the core areas of management, concept development and communication.

The 45 ECTS credits are allocated between the following core areas:

Core area	1st year of study	2nd year of study
Management	10	
Concept development	10	10
Communication	10	5
Total ECTS	30	15

Management	
After the 1st year of study	After the 2nd year of study
Knowledge *Students should acquire knowledge of:* • marketing disciplines and marketing tools • organisation and management • the market • communication.	
Skills *Students should acquire skills in:* • assessing and applying theory relevant to the area • collect and treat relevant market data • assessing the market potential of a product or concept.	
Competences *Students should acquire competences in:* • optimising the company's supply of products based on demand • introducing new products and concepts on the market • project management and project coordination • planning and implementing a marketing plan on the domestic as well as the international markets	
Concept development	
Knowledge *Students should acquire knowledge of:* • key marketing tools • key market aspects • key aspects of trends, fashion and lifestyle • key aspects of communication.	**Knowledge** *Students should acquire knowledge of:* • international market perspectives • how to communicate in practice.
Skills *Students should acquire skills in:* • assessing and applying theory relevant to the speciality area • collecting and using relevant market data	**Skills** *Students should acquire skills in:* • collecting, analysing and assessing relevant market data

• assessing the company's value base based on customer needs • assessing the market potential of a product or concept.	• carrying out market-based tasks based on company values and customer requirements • assessing the market potential of a product or concept • communicating marketing processes to the domestic and international markets.
Competences *Students should acquire competences in:* • participating in optimising a company's supply to market demand • participating in the product development process from idea to product launch • project management and project coordination.	**Competences** *Students should acquire competences in:* • contributing to optimising the company's supply to market demand • contributing to managing the product development process from idea to product launch.
Communication	
Knowledge *Students should acquire knowledge of:* • marketing tools • organisation and management • trends, fashion and life style.	**Knowledge** *Students should acquire knowledge of:* • communication and communication tools.
Skills *Students should acquire skills in:* • assessing and applying theory relevant to the speciality area • assessing the company's value base based on customer needs.	**Skills** *Students should acquire skills in:* • understanding and applying theory relevant to the speciality area • carrying out market-based tasks based on company values and customer requirements • communicating marketing processes to the domestic and international markets.
Competences *Students should acquire competences in:* • participating in optimising a company's supply to market demand • participating in the product development process from idea to product launch	**Competences** *Students should acquire competences in* • optimising a company's supply to market demand • managing the product development process from idea to product launch • planning and implementing a marketing plan on the domestic and the international markets.

2.1.6.1   Content

For a specification of content, please see the speciality course syllabi under Syllabi in appendix 1

2.1.6.2   ECTS credits

The speciality programme is equivalent to 45 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.6.3   Exams

The learning objectives of the speciality programme are tested at the 2nd semester exam, the speciality exam, the internship exam and the final exam.

2.1.7   Speciality programme in retail: Retail & Design Management (45 ECTS)

The objective is to qualify students to independently plan, organise and carry out assignments within the speciality area of retail. The speciality programme covers the core areas of visual merchandising, retail management and retail marketing.

The 45 ECTS credits are allocated between the following core areas:

Core area	1st year of study	2nd year of study
Visual merchandising	10	
Retail management	5	10
Retail marketing	15	5
Total ECTS	30	15

Visual merchandising	
After the 1st year of study	After the 2nd year of study
Knowledge *Students should acquire knowledge of:* • the market place • trends, fashion and lifestyle • methods of analysis	
Skills *Students should acquire skills in:* • presenting a range of products in a store • preparing guidelines for retail operation • communicating and presenting proposals for concept ideas and projects.	
Competences *Students should acquire competences in:* • carrying out relevant analysis and subsequently proposing concrete solutions • concept development.	
Retail management	
Knowledge *Students should acquire knowledge of:* • the market place • fundamental areas of commerce.	**Knowledge** *Students should acquire knowledge of:* • the market place • fundamental areas of commerce. • methods of analysis • relevant legislation.
Skills *Students should acquire skills in:* • preparing guidelines for retail operation • applying practical and management tools for day-to-day retail operation.	**Skills** *Students should acquire skills in:* • applying practical and management tools for day-to-day retail operation at an advanced level

	• communicating and presenting concept ideas and project proposals.
Competences *Students should acquire competences in:* • participating in professional and interdisci-plinary collaborations aimed at developing and maintaining retail concepts.	Competences *Students should acquire competences in:* • carrying out relevant analysis and subse-quently proposing concrete solutions • participating in concept development.
Retail marketing	
Knowledge *Students should acquire knowledge of:* • the market place • trends, fashion and lifestyle • fundamental areas of commerce • methods of analysis • relevant legislation.	Knowledge *Students should acquire knowledge of:* • material characteristics • methods of analysis.
Skills *Students should acquire skills in:* • preparing guidelines for retail operation • applying relevant retail marketing theories and tools • communicating and presenting proposals for concept ideas and projects.	Skills *Students should acquire skills in:* • working with relevant retail marketing theo-ries and tools at an advanced level • communicating and presenting concept ideas and project proposals digitally and at an advanced level.
Competences *Students should acquire competences in:* • participating in professional and interdisci-plinary collaborations about developing and maintaining a retail concept • communicating visually, orally and in writ-ing in a retail marketing context • carrying out relevant analysis and subse-quently proposing concrete solutions.	Competences *Students should acquire competences in* • participating in concept development

2.1.7.1 Content

For a specification of content, please see the speciality course syllabi under Syllabi in appendix 1.

2.1.7.2 ECTS credits

The speciality programme is equivalent to 45 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.7.3 Exams

The learning objectives of the speciality programme are tested at the 2nd semester exam, the speciality exam, the internship exam and the final exam.

2.1.8　Internship as part of the programme

As part of the AP Degree in Design, Technology and Business, students must complete a period of internship. The internship is placed on the 3rd semester and has a consecutive duration of 9-12 weeks. Students will receive no remuneration for their work during the internship but are entitled to student grants according to the Danish Students' Grants and Loan Scheme.

2.1.8.1　Internship

The internship aims to provide students with the opportunity of acquiring knowledge of the industry and obtaining an understanding of theory applied in different work functions in a company.

Students should be able to link business practice to theory learnt. The internship should give students the opportunity to experience how theory is used in practice and how practice may contribute to developing new theories.

The internship aims to qualify students to analyse, assess, plan and carry out tasks/projects using practice-based scenarios.

2.1.8.2　Learning objectives

Knowledge
Students should acquire knowledge and understanding of:
- applied theory and method of the profession/subject area
- the practice of the profession/subject area
- concepts and methods and their use
- the correlation between the different parts of a company's value chain.

Skills
Students should acquire skills in:
- applying method and theories learnt for the purpose of dealing with concrete problem scenarios
- working with concrete, subject-related problems and solutions for relevant partners
- communicating practice-based issues and solutions to partners and users.

Competences
Students should acquire competences in:
- managing development-based situations within the profession/subject-area
- participating professionally in subject-related and interdisciplinary collaborations
- acquiring skills and new knowledge of the industry applying a structured approach
- reflecting on their own qualifications and competences in a practice-based context.

The objective of the internship is to strengthen the learning of the student in making the practical part of the programme interact with the theoretical part. A further objective is to contribute to meeting the learning objectives of the programme. During the internship, students should work with relevant problem scenarios and acquire knowledge of relevant business functions.

In connection with the internship, a guidance teacher is assigned to each student to provide guidance in formulating the internship project and ensuring relevant content of the internship.

2.1.8.3　Internship exam

The internship concludes with an exam. The exam is assessed with a mark according to the 7-point grading scale. For details on the form and planning of the exam, please see the institution-part of this curriculum.

2.1.8.4   ECTS credits

The internship is equivalent to 15 ECTS. The total ECTS credits of the course programme are 120 ECTS.

2.1.8.5   Exams

To conclude the internship, students must pass an exam. Please see section 3.6. Exams for details on the internship exam.

2.1.9   Electives

Electives take place on the 3rd or the 4th semester and conclude with an exam. Electives and exams are equivalent to 15 ECTS credits, cf. section on electives.

2.1.10   Final exam project

Scope: 15 ECTS

The learning objectives for the final exam project are specified in appendix 1 to the Ministerial Order No. 710 of 6 July 2009.

The final exam project covers all core areas. In the exam project, students must document understanding of practice and centrally-applied theory and method in relation to a practice-based problem scenario. The problem scenario must be central to the course programme and the profession. The problem scenario is prepared by the student based on a private or public company. The problem scenario must be approved by the educational institution. To complete the final exam project, the student must prepare a report and possibly a product.

Together with the other exams of the course programme, the final exam project must demonstrate that the student has achieved graduate level.

For details on the form and planning of the exam, please see the institution-part of this curriculum.

The final exam comprises an individual project report and an oral presentation. Students will receive one overall mark for their final exam project. The exam cannot take place until the internship exam and the other exams of the course programme have been passed.

2.1.11   Overview of exams on the AP Degree Programme in Design, Technology and Business

No	Semester	Exam	ECTS	Assessment	Internal / External
1	After the end of the 1st semester	1st semester exam	30 ECTS	Individual assessment 7-point grading scale	Internal
2	After the end of the 2nd semester	2nd semester exam	30 ECTS	Individual assessment 7-point grading scale	External
3	On the 3rd or 4th semester	Speciality exam	15 ECTS	Individual assessment 7-point grading scale	Internal
4	On the 3rd or 4th semester	Elective exam	15 ECTS	Individual assessment 7-point grading scale	Internal
5	On the 3rd or 4th semester	Internship exam	15 ECTS	Individual assessment 7-point grading scale	Internal
6	After the end of the 4th semester	Final exam project	15 ECTS	Individual assessment 7-point grading scale	External

2.1.12 Exams in compulsory course elements

Compulsory programme elements	1st semester exam	2nd semester exam	Speciality exam	Total
Core area: Design 10 ECTS credits	10 ECTS credits from the core area of Design			10 ECTS
Core area: Business 10 ECTS credits	10 ECTS credits from the core area of Business			10 ECTS
Core area: Technology 10 ECTS credits	10 ECTS credits from the core area of Technology			10 ECTS
Speciality programme: 45 ECTS credits		30 ECTS credits from the core areas of the speciality programme	15 ECTS credits from the core areas of the speciality programme	45 ECTS
	30 ECTS	30 ECTS	15 ECTS	75 ECTS

2.1.13 Credit transfer for compulsory elements and internship

Passed course elements, including internships, from other educational institutions in Denmark equate the equivalent elements in the AP Degree in Design, Technology and Business.

The rules for automatic compulsory credit transfer, including the obligation to inform on passed course elements from other institutions on the same level (compulsory credit transfer) can be found in the Ministerial Order on Admission to Academy Profession Programmes and Professional Bachelor Programmes and in the Ministerial Order on Academy Profession Programmes and Professional Bachelor Programmes. These rules also apply to elective elements on the Academy Profession Programme in Design, Technology and Business.

Credit transfer for elective elements is awarded based on a professional evaluation of whether or not the passed elements or prior work experience match the level and contents of one or more elements in the Academy Profession Degree Programme in Design, Technology and Business.

The application for credit transfer must be submitted to the Course Administration. Application for credit transfer which is not covered by the rules for compulsory credit transfer must be submitted to the programme not later than one month prior to the start of the course element/internship for which credit is applied. The application for credit transfer must be submitted to the Course Administration Office. The relevant Head of Programme will make the decision regarding credit transfer. The student will be given information of whether or not the application for credit transfer has been approved not later than 14 days prior to commencement of the compulsory course element or internship.

3   Curriculum – institution – specific part

This curriculum consists of a common part and an institution-specific part. The institution-specific part consists of rules specific to the Academy Profession Degree Programme in Design, Technology & Business at VIA Design, VIA University College (in the following referred to as VIA Design). These rules have been set by VIA University College.

Please note that similar or equivalent programmes on other institutions may apply other rules.

3.1   Elective elements

As part of the Academy Profession Degree Programme in Design, Technology & Business students must complete two elective elements. The placement of the elective elements and internship is shown in the programme structure below under 3.3.

Students must select two elective elements in the form of consecutive courses that conclude with an exam. The selection of elective takes place on the 3rd semester according to the rules set by VIA Design. Prior to selecting electives, students will have the opportunity to read an introduction to the content and practical details of the individual electives.

VIA Design offers a number of electives within each of the speciality programmes of Fashion Design, Furniture Design, Visual Fashion Communication, Pattern Design, Retail Design & Management, Purchasing Management and Branding & Marketing Management. All electives contribute to achieving the overall competence objectives of the course programme.

Electives must provide students with the opportunity to enhance their study and professional skills through the personal tailoring of their degree and by adding new perspectives within areas broadly related to the core areas of the course programme as well as the speciality programmes.

Speciality electives (5 ECTS credits) run for a consecutive period of three weeks
Speciality electives give students the opportunity to work in-depth with and acquire competences within the subject/area covered by the elective. The speciality electives are related to the individual speciality programmes and give students the possibility to acquire a higher level of specialisation.

Profile electives (10 ECTS credits) run for a consecutive period of six weeks
Profile electives give students the opportunity to tailor their degree and acquire a differentiated, individual profile. Moreover, the profile electives give students the opportunity to acquire competences within other speciality areas. The profile electives are based on specific needs of the industry and provide students with the opportunity to create a profile meeting these needs. Accordingly, the profile electives aim to give students the possibility to add other special competences to their profile than those acquired through their speciality programme.

The overall aim with the electives is to qualify the student to combine theories, working methods and practice based problems.

Students sign up for electives on the Studynet. Students are required to prioritise their choice of electives (i.e. indicate their 1st, 2nd and 3rd priority) and must sign up for the courses within a deadline stipulated by VIA Design.

VIA Design reserves the right to cancel an elective due to low enrollment. A minimum of 20 students must be enrolled for an elective to run. If the course is set up, the elective chosen is binding on the student.

Please note
- In Danish electives, the language of instruction is Danish. Part of the literature used for these electives will be English.
- To choose an elective in Danish or English, students must comply with the language requirements of VIA University College.
- Exams for students from the Nordic countries enrolled in a Danish programme follow the rules specified in section 3.20 of the Ministerial Order no. 1500 of 2 December 2016 on Examinations on Professionally Oriented Higher Education Programmes.

Exams
The form of exam is specified in the individual syllabi included in section 3.1. and is in accordance with section 3.6. on exams of the Academy Profession Degree Programme in Design, Technology & Business at VIA Design and section 3.20 in the Ministerial Order no. 1500 of 2 December 2016 on Examinations on Professionally Oriented Higher Education Programmes.

Elective courses offered as part of other VIA University College programmes
As part of the AP Degree Programme in Design, Technology and Business, students may enroll in electives offered by other VIA University course programmes in the profile elective period. Participation in electives offered as part of other course programmes is comparable to a study visit, and credits will be awarded in accordance with the AP Degree Programme in Design, Technology & Business based on agreement with the Head of Programme. The content and examinations in electives offered as part of other course programmes are in accordance with the curriculum for these course programmes.

Application for participation in electives offered by other VIA University course programmes takes place through the Studynet and/or other systems with a deadline for application approx. 3 months before commencement of the 4th semester. Further information about the procedure can be found on the Studynet.

The elective courses available at the Academy Profession Degree Programme in Design, Technology & Business are:

3.1.1   Material & Product Development - Knitwear

Activity: Elective, AP Degree, Fashion Design
The elective is available to: Fashion Design, Pattern Design and Purchasing Management students

3.1.1.1   Content

The purpose of the profile elective is for students to develop different knitwear patterns and to understand the complexity of yarn types and knitting machinery. An introduction to the difference between knitwear manufacturing techniques and woven garment manufacturing techniques is an essential part of the course. By experimenting with knitwear developments and constructions, students will acquire knowledge of how to use knitwear in collection development.

3.1.1.2   Learning objectives

Students should acquire knowledge of:
- yarn types and gauges
- the different knitwear techniques
- the difference between fully-fashion and cut and sewn
- manufacturing methods specifically related to knitwear production
- knitwear as a specialised area within the fashion industry (yarn fairs, machine suppliers, etc.)

Students should acquire skills in:
- programming knit patterns
- preparing and using knitwear machines
- using selected manufacturing methods
- transforming inspiration into knitwear samples
- designing and developing knitwear prototypes
- drawing knitwear products and visualising different knit techniques, textures and manufacturing methods
- using correct knitwear terminology.

Students should acquire competences in:
- developing knitwear items for use in fashion collections
- transforming knitwear inspiration into commercial fashion products
- communicating design ideas and technical issues related to knitwear designs to the production
- presenting and arguing for their choices in the process.

3.1.1.3   ECTS credits

10 ECTS credits

3.1.1.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.2   Social Media, Storytelling and Cross-media Strategy

Activity: Elective, AP Degree, The Business Department
The elective is available to: All Specialities

3.1.2.1   Content

The purpose of the profile elective is for students to understand how consumers use different social media and how companies can work with storytelling and other relevant tools to create a consistent cross-media strategy. The elective uses a practical approach where students work with a specific cross-media strategy for a chosen company and with specific examples of how communication with the modern consumer should be.

3.1.2.2   Learning objectives

Students should acquire knowledge of:
- the digital channels used by organisations
- social media and platforms
- consumer patterns regarding digital channels and social media
- storytelling
- newest practice and psychological motives for social media sharing
- search engine optimisation (SEO) and measurement of effectiveness.

Students should acquire skills in:
- creating a core story that can be used in a cross-media strategy
- analysing user behaviour on the social media and creating types of users or "personas".
- being able to select or propose relevant social media based on a company's profile / DNA / core story and make it part of a cross-media strategy.

Students should acquire competences in:
- analysing various social media and choosing a strategy that makes sense in relation to a specific user group
- being able to reflect on psychological motives for social media appearance and interaction
- selecting and developing storytelling for a specific brand or company.

3.1.2.3   ECTS credits

10 ECTS credits

3.1.2.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.3   Stitch, Emboss, Cut or Print Your Design ID

Activity: Elective, AP Degree, Fashion Design and Visual Fashion Communication
The elective is available to: Fashion Design, Pattern Design, Visual Fashion Communication and Furniture Design students.

3.1.3.1   Content

The purpose of the profile elective is for students to acquire qualifications to design a strong concept that communicates the design ID of a fashion or furniture concept using relevant embossment, print, laser cut or 3D elements. Students should equally become able to communicate the materials used visually.

3.1.3.2   Learning objectives

Students should acquire knowledge of:
- building strong designs and brands through conceptualisation
- product semiotics and iconography within the fashion and lifestyle industry
- visual (fashion) communication and tactile branding
- different techniques and methods for decoration and customisation of design products.

Students should acquire skills in:
- using colours in relation to concepts and 3D products
- material knowledge
- using technology relevant for the subject area
- designing in Adobe CC
- creative and conceptual design processes
- using relevant methods for manipulating and decorating a variety of fabrics and materials
- iconographic research
- designing a concept that displays a cohesive design identity in both product and presentation material

Students should acquire competences in:
- analysing and selecting cohesive visual identities
- experimenting with relevant manipulation and decoration techniques
- comparing different design concepts and being able to argue for their design identity
- presenting and arguing for their choices in the process.

3.1.3.3   ECTS credits

10 ECTS credits

3.1.3.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.4   Styling for Fashion Photography

Activity: Elective, AP Degree, Visual Fashion Photography
The elective is available to: Fashion Design, Pattern Design and
Purchasing Management students

3.1.4.1   Content

The purpose of the profile elective is for students to experience how fashion styling and photography communicate design ideas and brand identity. As part of the course, students should do research on trends and aesthetics within fashion photography. Students should equally acquire knowledge of design iconography and semiotics within fashion and become able to conceptualise, plan, and conduct a photo shoot to be published in a digital or printed media.

3.1.4.2   Learning objectives

Students should acquire knowledge of:
- trends in styling and fashion photography
- the aesthetics and storytelling of a fashion photography
- the influence of sociology, semiotics and iconography on visual fashion communication
- body typology and ideals in the past, present and future
- the importance of planning a photoshoot and communicating tone of voice and use of after effects to a makeup artist and photographer.

Students should acquire skills in:
- carrying out research within the areas specified above
- using research for a creative, narrative and visual conceptualisation of a fashion styling for a photoshoot session
- planning and arranging the photoshoot
- visualisation of styling, set design and tone of voice
- designing layout targeted to the publishing media used.

Students should acquire competences in:
- designing, planning and implementing a concept for a photoshoot and publishing the photoshoot
- collaborating with a photographer both before and on the setting through written briefs and visualisations
- designing a graphic layout for a selection of photos to be published in a media that matches the concept
- exhibiting research and photos
- prepare written argumentation for research, design process and conceptualisation
- reflecting on the outcome.

3.1.4.3   ECTS credits

10 ECTS credits

3.1.4.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.5 Adobe Photoshop, Illustrator & InDesign

Activity: Elective, AP Degree, Branding & Marketing Management
The elective is available to: All specialities except Fashion Design and Visual Fashion Communication.

3.1.5.1 Content

The purpose of the profile elective is for students to acquire competences to use the visualisation programmes Photoshop, Illustrator, and InDesign. Students should equally acquire knowledge of how the programmes are used in the industry as well as in their speciality area. Moreover, students should become aware of how the programmes may be used to profile themselves. Technical skills in Adobe programmes are in high demand for students entering the job market today and are required in several different job situations and at different levels. Mastering these programmes will make it possible for students to stand out from the crowd of applicants with a professional and sharp graphic profile.

3.1.5.2 Learning objectives

Students should acquire knowledge of:
- the various tools and options in the programmes
- visual trends and language
- colour psychology
- choosing and using typography

Students should acquire skills in:
- how the tools can be used in practical tasks in relation to their specialty
- the different graphic possibilities of Photoshop, Illustrator and InDesign
- how the three programmes work together
-
Students should acquire competences in:
- using Photoshop, Illustrator and InDesign
- idea generation methods
- being able to argue for choice of responsive design and graphic elements for different media platforms

3.1.5.3 ECTS credits

10 ECTS credits

3.1.5.4 Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.6 Study Trip Concept Development and Trends

Activity: Elective, AP Degree, The Business and Design Departments
The elective is available to: All specialities

3.1.6.1   Content

The purpose of the speciality elective is for students to be able to select appropriate concept development approaches for specific projects and purposes. Through the course, students should acquire understanding of the Design Thinking approach and participate in concept development processes. Moreover, the course will include structuring concept development projects and performing trend research using appropriate methods and tools.

3.1.6.2   Learning objectives

Students should acquire knowledge of:
- relevant concept development theories
- how specific companies work with concept development
- how concept development projects are structured and managed
- how concepts support business models
- how cross-channel concepts can support concepts
- trend research methods, usability and delimitations
- planning and completing a study trip.

Students should acquire skills in:
- managing concept development processes
- handling concept development techniques
- analysing user preferences
- applying trend research methods in practice within their own speciality
- reworking information gathered and preparing a presentation of valid and well-argued trend research.

Students should acquire competences in:
- demonstrating a holistic view on how different professions can participate in concept development
- building research-based argumentation for concepts and solutions within the fashion and lifestyle industry
- analysing user preferences in relation to concept development
- evaluating cross-channel opportunities of new concepts
- navigating and incorporating trends and relevant research from different sources in concept development

3.1.6.3   ECTS credits

5 ECTS credits

3.1.6.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.7   Casual Menswear

Activity: Elective, AP Degree, Fashion Design
The elective is available to Fashion Design and Pattern Design

3.1.7.1   Content

The purpose of the speciality elective is for students to be able to analyse different style directions in casual menswear. The course will include demonstration and use of methods for developing a casual menswear concept and designing part of a casual menswear collection. Students will learn about basic pattern design of casual menswear with focus on upper parts. They will equally be introduced to the elements specific to casual menswear.

3.1.7.2   Learning objectives

Students should acquire knowledge of:
- concept development
- collection planning
- menswear manufacturing methods
- communication and presentation material.

Students should acquire skills in:
- applying different idea generation methods
- researching and analysing trends/inspiration with focus on developing casual menswear designs
- style development and pattern design for casual menswear
- sketching and making technical drawings of menswear
- analysing relevant material and manufacturing methods for casual menswear.

Students should acquire competences in:
- designing and developing casual menswear styles
- different manufacturing techniques
- developing and planning a relevant collection for a specific target group
- presenting and arguing for their choices in the process.

3.1.7.3   ECTS credits

5 ECTS credits

3.1.7.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.8   Fashion Draping

Activity: Elective, AP Degree, Fashion Design
The elective is available to: Fashion Design and Pattern Design students.

3.1.8.1   Content

The purpose of the speciality elective is for students to learn to use different draping techniques for development of new designs. Students should obtain understanding of 3D forms and aesthetics by use of draping techniques and should also learn to understand the relation between body and form.

3.1.8.2   Learning objectives

Students should acquire knowledge of:
- basic draping techniques
- the relation between draping, conventional pattern making, and manufacturing
- the importance of materials
- the use of draping aesthetics in historical and contemporary fashion.

Students should acquire skills in:
- applying different draping techniques on a mannequin
- researching and analysing historical and contemporary draping techniques
- integrating ease and width into draped designs
- selecting relevant material suited for the intended form and aesthetic appearance
- transforming draped forms into paper patterns
- documenting selected, draped designs through photos and drawings.

Students should acquire competences in:
- using draping as an idea generation method
- transforming draping into commercial fashion products
- applying draping techniques on different product types
- transforming 3D ideas into 2D patterns with the right use of technical information for production (grain line, drill, notches, etc.)
- communicating design ideas and technical issues related to draped designs
- presenting and arguing for their choices in the process.

3.1.8.3   ECTS credits

5 ECTS credits

3.1.8.4   Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.9   Personal Branding

Activity: Elective, AP Degree, Branding & Marketing Management
The elective is available to: All specialities

3.1.9.1   Content

The purpose of the speciality elective is to help students become their own personal brand manager. Through the course, students should learn to work consciously with their own brand on a credible scale using a creative and entrepreneurial approach.

3.1.9.2   Learning objectives

Students should acquire knowledge of:
- what is a brand?
- what is a personal brand?
- their own individual personal brand

- how to communicate their personal brand
- visibility through social media

Students should acquire skills in:
- choosing suitable brand development models
- understanding personal brand development
- assessing and discussing a personal brand
- working with social media

Students should acquire competences in:
- evaluating and building their own personal brand using brand development models
- developing their own personal brand
- promoting their own personal brand using social media
- understanding how they can work with their personal appearance, reinforcing their own personal brand

3.1.9.3 ECTS credits

5 ECTS credits

3.1.9.4 Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.1.10 Project Management in The Creative Industries

Activity: Elective, AP Degree, Branding & Marketing Management
The elective is available to: All specialities except Purchasing Management.

3.1.10.1 Content

The purpose of the speciality elective is to qualify students to perform design processes and to carry out project management tasks in relation to this. Students should be able to act as project managers and choose appropriate project methods to run innovation processes in teams.

3.1.10.2 Learning objectives

Students should acquire knowledge of:
- project planning and management
- 5 F model, IDEO process
- stakeholder importance for projects
- how design processes are structured
- group dynamics
- project roles
- the nature of agile project management
- project restraints
- project documentation

Students should acquire skills in:

- planning and carrying out design/innovation projects
- performing stakeholder analysis
- identifying roles and responsibilities
- identifying personal characteristics of team members (Belbin)

Students should acquire competences in:
- planning projects, taking stakeholders, goals and other restraints into consideration
- optimising team collaboration with due respect for different personal profiles
- reporting project progress to stakeholders

3.1.10.3 ECTS credits

5 ECTS credits

3.1.10.4 Exams

Exams are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

Re-examinations are conducted in accordance with the Curriculum for the AP Degree Programme in Design, Technology and Business.

3.2 Credit transfer for elective elements

Passed course elements, including internships, from other educational institutions equate the equivalent elements in the Academy Profession Degree Programme in Design, Technology & Business.

The rules for automatic, compulsory credit transfer, including the obligation to inform on passed course elements from other institutions on the same level, are found in the Ministerial Order on Admission to Academy Profession Programmes and Professional Bachelor Programmes and in the Ministerial Order on Academy Profession Programmes and Professional Bachelor Programmes. These rules also apply to elective elements on the Academy Profession Degree Programme in Design, Technology & Business.

Credit transfer for elective elements is awarded based on a professional evaluation of whether or not the passed elements match the level and contents of one or more elective elements in the Academy Profession Degree Programme in Design, Technology & Business.

The application for credit transfer must be submitted to the Course Administration. Application for credit transfer, which is not covered by the rules for compulsory credit transfer, must be submitted to the programme not later than one month prior to the start of the element/internship for which credit is applied. The application must be submitted to the Course Administration. The decision will be made by the appropriate Head of Programme and will be announced to the student not later than two weeks prior to commencement of the element/internship for which credit is applied.

3.3 Placement of course elements and internships, including exams in the programme structure

The Academy Profession Degree in Design, Technology & Business at VIA Design is a full-time, higher education. Students who follow the standard programme structure, including exams, will follow the below progression:

Core areas of the programme	1st year		2nd year	
	1st semester	2nd semester	3rd semester	4th semester

Compulsory course elements - Design - Business - Technology	10 ECTS 10 ECTS 10 ECTS			
Speciality programmes		30 ECTS	15 ECTS	
Electives Profile electives Speciality electives				10 ECTS 5 ECTS
Internship			15 ECTS	
Final exam				15 ECTS
Exams after completion of compulsory elements	1st semester exam	2nd semester exam	Internship exam Speciality exam	Speciality elective exam Profile elective exam Final exam
Total ECTS	30 ECTS	30 ECTS	30 ECTS	30 ECTS

For a detailed description of the content of the individual speciality programmes, please see the speciality programme overviews as well as the syllabi under Syllabi in appendix 1.

The Academy Profession Degree Programme in Design, Technology & Business can deviate from the above progression in case of periods of extended illness, maternity/paternity leave or for other valid reasons. In such cases, a student will not follow the above progression. Likewise, a student whose progression has been adjusted cannot be assured to follow the programme with the same group of students.

3.4   Parts of the programme which can be completed abroad

On the 3rd semester, students have the option of studying for three to five months at a foreign or other Danish educational institution. Students enrolling in exchange programmes with other educational institutions must obtain at least 15 ECTS credits.

Students should seek to enrol in exchange programmes with institutions that are part of VIA Design's exchange programme. The application to participate in an exchange programme is at the same time considered an application for preliminary approval of credit transfer and is conditional upon the student's passing course elements equivalent to a minimum of 15 ECTS credits.

If the exchange programme takes place at one of VIA Design's partner schools, VIA Design 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 Design.

Students choosing an institution outside the framework of VIA Design's exchange programmes are individually responsible for contacting the institution and for providing sufficient documentation to substantiate the relevance of the programme/subject studied as well as to apply for credit transfer for the programme. In both cases, relevance to the Academy Profession Degree Programme studied as well as the credit transfer options must be approved by VIA Design based on the speciality programme studied.

VIA Design's approval of the credit transfer application is based on an individual professional assessment of the relevance of the programme elements applied for and the speciality programme studied.

The following elements and internship placed on the 3rd semester may be completed abroad by application to and agreement with the Academy Profession Degree in Design, Technology & Business at VIA Design:

- Speciality courses equivalent to 15 ECTS credits
- Internship equivalent to 15 ECTS credits

The rules applying to internships abroad are available in section 3.5.

The digital application form for completing a course element or internship abroad is available at VIA Design's Studynet and must be submitted to the international coordinator prior to 15 March (for autumn semester exchange or internship) and prior to 20 September (for spring semester exchange or internship).

The application must contain at minimum the following:
- resumé
- transcript of records
- motivational essay in English
- documentation of language proficiency. Students are required to complete an interview and write an essay. The purpose of this is to ensure that their language proficiency is equivalent to at least B2 at the European Language Levels (CEFR).
- copy of passport
- photo
- letter of recommendation, if available.

For a list of VIA Design partner schools offering Academy Profession Degree Programmes in Design, Technology & Business, see appendix 1.

3.5   Internship

3rd semester students are required to do an internship in a company or organisation operating within the speciality areas covered by the course programme. However, it is a requirement that the internship company or organisation has an employee with a sufficient level of professional knowledge who can help strengthen the student's academic and professional development. Prior to commencement of the internship, the internship company or organisation must be approved by the educational institution.

The weekly working hours is 37 hours. However, in busy periods, the student must expect to work more if this is also expected from the other employees in the internship company or organisation.

An agreement for an internship of a consecutive period of nine to twelve weeks (excluding exam) must be made with the internship company or organisation. Students will receive no remuneration for their work during the internship but are entitled to a student grant under the State Educational Grant and Loan Scheme (SU).

Students are required to pay the costs of transportation themselves but are entitled to a discount on transportation costs to the internship company or organisation under the State Educational Grant and Loan Scheme (SU).

Students may do their internship abroad and may apply for financial support through the Erasmus programme (this only applies to EU and EEA countries). Students are offered guidance by a VIA Design guidance teacher.

Please note
The internship company or organisation may ask the student and the educational institution to sign a non-disclosure agreement.

3.5.1 Internship: Requirements and expectations to the parties involved

At VIA Design, all documents relating to the internship of students are managed, coordinated and registered using the internship portal www.ucpraktikportal.dk and the internship folder on VIA Studynet.

VIA Design
It is the responsibility of VIA Design to ensure that the internship requirements specified are complied with. This is necessary to secure that the student has the possibility of meeting the learning objectives of the internship. An internship coordinator responsible for internships at the Academy Profession Degree Programme in Design, Technology & Business is part of the student counselling staff.

VIA Design is responsible for:
- approving the internship company or organisation
- ensuring that students have access to the internship portal
- supporting and guiding the intern and the internship company or organisation during the internship period
- answering questions regarding the internship portal
- appointing a guidance teacher for each student.

Responsibilities of the intern
Prior to the internship period, the student must register the internship company or organisation and the internship agreement (an agreement between the internship company, the student and VIA Design) at the internship portal.

One week into the internship, the internship guidance teacher must approve an action plan and problem scenario. The problem scenario may be changed during the internship if agreed with the guidance teacher. The action plan is prepared by the student in collaboration with the internship company or organisation and must specify the student's areas of work during the internship as well as ensure that the content of the internship is relevant to the speciality programme studied so that the student can prepare the report required in connection with the internship.
Based on the action plan, the student prepares the problem scenario.

The intern is responsible for:
- finding an internship company or organisation. The intern may receive help from the internship coordinator in finding an internship company or organisation
- ensuring ongoing contact with the guidance teacher
- ensuring that all parties approve the internship agreement
- final approval of the internship agreement by the internship coordinator
- preparing a problem scenario in collaboration with or in relation to the company or organisation
- providing the name of a contact person in the internship company or organisation that the guidance teacher can contact in connection with a visit to the company or organisation
- submitting a copy of the written report prepared on the basis of the internship to the internship company or organisation
- taking an internal exam assessed by a lecturer and an external examiner
- checking his or her VIA e-mail account as well as VIA Studynet on a current basis to stay updated on information relevant to the course programme
- If so required by the internship company or organisation, the intern will be covered by the internal rules of the company or organisation.

Responsibilities of the internship company or organisation:
- at the beginning of the internship, the company or organisation should inform the intern of company safety regulations, means of access, IT policy, etc.
- ensuring that the intern is part of the day-to-day routines of the company to the extent possible. These routines cover both projects of a professional and practical nature as well as meetings, planning and other activities.
- making a contact person available to the intern
- ensuring that the intern carries out the tasks agreed

- evaluating the internship in collaboration with the intern and the VIA Design guidance teacher on a continuous basis
- contributing to the preparation of an action plan that makes it possible for the student to document compliance with the learning objectives of the internship to VIA Design as described in item 3.8.2.

Procedure for resolving disagreements and termination of internships

In the event of disagreement, the student and/or the company or organisation must contact the VIA Design internship coordinator. The coordinator will then contact both parties to discuss and solve the matter. Should this result in termination of the internship, it is the responsibility of the student, and the internship coordinator, to find a new internship company or organisation where the internship may be completed. The internship is equivalent to 15 ECTS credits.

If the student terminates the internship without prior agreement with VIA Design and the internship company or organisation, the student is solely responsible for finding a new internship company or organisation.

Please note

In exceptional circumstances, such as company banckruptcy, illness or similar, exemption may be granted for the full internship. Students, companies or organisations applying for exemption must contact the internship coordinator who will consider whether exemption may be granted.

Copyright must be agreed by the student and the internship company or organisation when signing the internship agreement.

Internship exam

Unless the internship company or organisation has objected to the student's participation in the internship, a student is registered for the internship exam following completion of the internship and timely hand-in of the internship report.

As the internship company or organisation is entitled to a copy of the internship report, students doing their internship abroad must prepare their internship report in English regardless of whether they are enrolled in an international or Danish programme.

Please see section 3.8.2 for internship exam details.

3.6 Exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design

Exams on the Academy Profession Degree Programme in Design, Technology & Business are conducted in Danish or English, depending on whether the student is enrolled in the Danish or international course programme. For students doing their internship abroad or taking part in an exchange programme, the language of examination is English.

In written and oral exams that are based on a written paper prepared by the student, the student's spelling and writing skills carry a significant weight in the assessment of the student's performance.

General regulations

The conduct of exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design is governed by the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes, cf. section 3.22. General exam regulations are described below.

3.6.1   General regulations

- An exam is passed when the student has obtained a minimum grade of 02 on the 7-point grading scale
- Passed exams cannot be retaken
- The student can participate three times in the same exam
- The student cannot complete the final exam until exams at the first to fourth semesters have been passed
- The student must have completed the programme not later than four years after commencement of the programme
- An external examiner will take part in external exams. The external examiner is part of the nation-wide body of examiners appointed by the Ministry of Higher Education and Science
- Where the basis for assessment includes several elements, the student will be awarded one overall grade for his/her performance unless otherwise stated in the exam regulation
- Students doing their internship abroad must prepare their internship report in English as it must be accessible to the internship company or organisation.

Information on timing of the individual exams appears from the table in section 3.6.2. The exact date and place of an exam will be announced on the Studynet at the latest two weeks prior to the exam. Before an exam, the following information must be available on the Studynet: activity plan, assignment description, literature and link to relevant syllabus. Students are individually responsible for obtaining information about date, time and place of the exam on the Studynet.

At the start of each semester, students will be given information on the exams of the semester, including the form of exams and any specific requirements applicable to the individual exam.

Please note
If a student fails to hand in an exam paper in time, the paper will be rejected and this will be considered an examination attempt. VIA Design may, however, exempt the student from the time limit stipulated if the student is able to provide written documentation that the delay was no fault of his/her own.

Exams under special conditions
The Academy Profession Degree Programme in Design, Technology & Business offer exams under special conditions for students with special needs, e.g. health and linguistic issues, to ensure that these students will have the possibility to complete exams on an equal footing with students without such needs.
Exams under special conditions are offered to students on an individual basis based on an application. The programme coordinator assesses the merits of each application and decides if and to what extent exam under special conditions is warranted. Exams under special conditions can only ensure that students with special needs have the possibility to complete exams on an equal footing with students without such needs. The level of exam as well as the objectives and criteria for assessment of the exam performance can never be altered by an offer to do an exam under special conditions.

The Academy Profession Degree Programme in Design, Technology & Business offers exams under special conditions in the form of extended preparation time, increased number of guidance sessions and access to special aids during the exam.

An application for extended time of exam must be submitted to the Student Counselling not later than one month prior to the conduct of the individual exam. The application must be in writing and the documentation to substantiate the special needs of the student must be included.

Aids
Unless otherwise stipulated in the exam regulations for the individual exams, all aids are permitted, cf. section 3.6.3.

Students with a physical or mental illness resulting in an impairment of function that requires special support for these students to complete an education with VIA University College can apply for Special Educational Support (SPS). Students for whom this may be relevant can obtain more information about the special educational support scheme at the Studynet or by contacting the VIA Design Student Counselling. Applications for extended time at the exam must be submitted to the Course Administration not later than one month prior to the individual exam.

There are three assessments of study activity in connection with registration for exams.

3.6.2   Registration for exams

Study activity is assessed three times in connection with registration for exams:

- The first assessment of study activity is in connection with registration for the 1st year exam at the end of the first semester. To be registered for the 1st semester exam, the student must have participated in and passed 1st semester common projects Discovery, Team Dynamics, Ideation, Strategic Design Practice, Visual Business Model and Networking in an International Context or replacement assignment(s).
- The second assessment of study activity is in connection with the registration for the 2nd semester exam at the end of the first year of study. To be registered for the 2nd semester exam, the student must have participated in and passed 2nd semester common projects Innovation and Sustainability or replacement assignment(s) as well as participated in the written 1st year exam.
- The third assessment of study activity is in connection with the registration for the final exam project on the 4th semester. To be registered for the final exam project, students must have passed all course programme exams.

Projects
For common projects, study activity is defined as complying with the participation requirement specified in the syllabi for these projects included in appendix 1. In common projects, participation requirements may consist of registered attendance duties for specifically defined lectures, company visits, etc., and / or participation in scheduled lessons. Registration of participation is made in the course of common projects. The number of registrations and deviations from the duty of participation are specified in the syllabi. To be registered for the exam, students must comply with the duty of participation as well as get a pass grade for the common project.

If a student does not obtain a pass grade for a project, the student must complete a replacement assignment documenting compliance with the learning objectives of the project.

In exceptional circumstances, the educational institution may deviate from the above requirements for common projects. If a student can document that failure to meet the participation requirement is caused by illness, the Head of Programme may grant exemption from the duty of participation.

Electives
In the event of documented illness or non-attendance, the student will be offered a replacement course within one of the following core areas: design, business or technology. To complete the replacement course, students must do an exam. The student may also wait until the next period of electives. If a student chooses to do so, it will postpone his/her final exam.

In exceptional circumstances, a student may apply for credit transfer for an elective by application to the Head of Programme responsible for the speciality programme in question. Application for credit transfer must be filed prior to the commencement of the elective and must be supported by valid documentation, for example documentation for an equivalent, credit-bearing course.

3.6.3 Overview of exams on the Academy Profession Degree Programme in Design, Technology & Business, VIA Design

3.6.3.1 Overview of course programme exams at VIA Design

No	Semester	Exam	ECTS	Assessment	Internal / External
1	After the end of 1st semester	1st semester exam	30 ECTS	Individual assessment 7-point grading scale	Internal
2	After the end of 2nd semester	2nd semester exam	30 ECTS	Individual assessment 7-point grading scale	External
3	3rd semester	Internship exam	15 ECTS	Individual assessment 7-point grading scale	Internal
4	3rd semester	Speciality exam	15 ECTS	Individual assessment 7-point grading scale	Internal
5	4th semester	Profile elective exam	10 ECTS	Individual assessment 7-point grading scale	Internal
6	4th semester	Speciality elective exam	5 ECTS	Individual assessment 7-point grading scale	Internal
7	After the end of 4th semester	Final exam project	15 ECTS	Individual assessment 7-point grading scale	External

3.6.3.2 Exams in compulsory course elements

Compulsory course elements	1st semester exam	2nd semester exam	Speciality exam	Total
Core area: Design 10 ECTS	10 ECTS credits from the core area of Design			10 ECTS
Core area: Business 10 ECTS	10 ECTS credits from the core area of Business			10 ECTS
Core area: Technology 10 ECTS	10 ECTS credits from the core area of Technology			10 ECTS
Speciality programme 45 ECTS		30 ECTS credits from the core area of the speciality programme	15 ECTS credits from the core area of the speciality programme	45 ECTS
	30 ECTS	30 ECTS	15 ECTS	75 ECTS

3.6.4 Exams

Each exam on the Academy Profession Degree Programme in Design, Technology & Business is assessed on the basis of the learning objectives of the compulsory course elements, the core areas of the speciality programmes as well as the elective course elements. The learning objectives assessed at each specific exam are specified below under the individual exams.

At the start of each course element, a student is automatically registered for any exams in that particular element. By being registered for an exam, a student uses an examination attempt.

According to the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes, a student cannot cancel registration for an exam in any other cases than those stipulated in part 7 of the above ministerial order. Please see the rules for re-examination in section 3.10.

3.7 First year exams

There are two, individual exams on the first year of study: the 1st semester exam and the 2nd semester exam. Grades for both exams will appear on the diploma. Students must pass the 1st and 2nd semester exams to be registered for the internship exam on the 3rd semester.

3.7.1   1st semester exam at VIA Design

3.7.1.1 Purpose

The purpose of the 1st year exam is to assess the extent to which the student has attained the learning objectives of the compulsory course elements that correspond to 30 ECTS credits, cf. section 2.1.1.

3.7.1.2 Objective

- The student is able to demonstrate interdisciplinary knowledge within design, business and technology.

3.7.1.3 Exam

The exam is an individual exam that consists of a digital, multiple choice test covering the 1st semester syllabus. The exam has a duration of two hours and consists of four assignments with an estimated time for completion of 30 minutes each. When the exam starts, the assignments will be available in WISEflow. The exam takes place at VIA Design, and students are required to bring their own PCs.

Students must:
- show picture ID at the commencement of the exam
- hand in their mobile phone to the invigilator prior to the commencement of the exam.

Students can:
- bring books, compendia and notes
- search the internet
- use notes on their PC or tablet

Students cannot:
- communicate with other people during the exam, including use Messenger, Skype, Facebook, etc.
- borrow/lend out books, calculator, etc. during the exam
- copy or take a photo of the exam questions
- use headphones.

3.7.1.4 Assessment criteria

The material handed in is assessed based on:
- the student's ability to answer questions within the interdisciplinary syllabus.

To pass the exam, at least 40% of the answers must be correct. 40% correct answers corresponds to 80 points.

3.7.1.5 Assessment

The student's performance is assessed according to the 7-point grading scale. The student must obtain a minimum grade of 02 to pass the exam. The student's performance is assessed by internal assessment.

3.7.1.6 Hand-in

The student should submit his/her answers electronically at the end of the exam.

3.7.1.7 Information available on the Studynet

Timetable, rules and regulations, see section 3.6.

3.7.1.8 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after an exam, cf. section 3.10.12.

3.7.1.9 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.7.2 2nd semester exam at VIA Design

3.7.2.1 Purpose

The purpose of the 2nd semester exam is for students to demonstrate achievement of the learning objectives specified in sections 2.1.2. to 2.1.7. The learning objectives of the compulsory speciality programmes equal 30 ECTS credits.

3.7.2.2 Objective

- The student is able to analyse problem scenarios related to the speciality studied
- The student is able to use relevant theories and methods studied as part of the course progamme in structuring and answering the research question
- The student is able to document and propose his or her suggestion at an oral presentation.

3.7.2.3 Exam framework

The exam consists of a synopsis and an oral presentation. The synopsis should be prepared based on an assignment description. Each student will be given an assignment description that is based on the student's 2nd semester speciality courses. There will be up three different assignment descriptions for each speciality programme. The assignments are allocated to students by lottery. The 2nd semester exam is an individual exam.

Synopsis
Based on the assignment description, the student prepares a synopsis with an introduction, research question, methodology and delimitation. The maximum length of the synopsis is 4,800 typing units, including spaces, but excluding front page (a standard page = 2,400 typing units including spaces).

The synopsis must include:

- front page (name of exam, student, class, date and number of typing units)
- introduction
- research question
- methodology, theory and delimitation (if included)
- referencing and list of references should be according to VIA Design's formal requirements for written papers and reports.

3.7.2.4 Exam

The timetable for the oral exam is made available on the Studynet on the 5th day of the exam period.
The exam has a total duration of 30 minutes:
- 15 minutes for the student's oral presentation
- 5 minutes for Q&As
- 10 minutes for assessment and grading.

The exam takes place at VIA Design. The exam is open to the public. Members of the audience are not allowed to ask questions or participate in the assessment and grading of the exam.

3.7.2.5 Assessment criteria

The student is awarded one overall grade for the synopsis and oral exam. The assessment of the student's performance is based on:
- correlation between synopsis and oral presentation
- ability to demonstrate broad understanding and knowledge of the speciality
- application of relevant theory and method
- ability to analyse, reflect and argue
- ability to answer questions and demonstrate knowledge of the 2nd semester speciality subjects
- presentation and communication skills.

3.7.2.6 Assessment

The student's performance is assessed according to the 7-point grading scale. The student must obtain a minimum grade of 02 to pass the exam. The examination will be conducted by an internal lecturer and an external examiner.

3.7.2.7 Guidance

The student is entitled to 30 minutes of guidance in the exam period.

3.7.2.8 Hand-out

Assignments are allocated to students by lottery on the last weekday before the exam period and are made available on the Studynet right after they have been allocated. The date of assignment hand-out is announced on the Studynet.

3.7.2.9 Hand-in

The synopsis should be uploaded to WISEflow one week after the allocation of assignments on the basis of a timetable.

3.7.2.10 Information available on the Studynet

Timetable, rules and regulations, see section 3.6.

3.7.2.11 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after an exam, cf. section 3.10.11.

3.7.2.12 Other information

See section 3.6.1 on general regulations regarding exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.8 Second year exams

3.8.1 3rd semester speciality exam at VIA Design

3.8.1.1 Purpose
The purpose of the 3rd semester speciality exam is for students to demonstrate achievement of the learning objectives specified in sections 2.1.2. to 2.1.7. Compulsory speciality programmes equal 15 ECTS credits.

3.8.1.2 Objective

- The student is able to analyse problem scenarios related to the speciality studied
- The student is able to use relevant theories and methods studied as part of the course progamme in structuring and answering the research question
- The student is able to document and present a suggestion for how to deal with the problem scenario discussed.

3.8.1.3 Exam

In the exam, the student should complete an individual exam assignment within the 3rd semester speciality course syllabus. The assignment description is handed out at least 48 hours before the hand-in date. Based on the assignment description, the student prepares a research question and a response to the research question. The response may be written or may take the form of products or other materials relevant to the speciality programme studied.

The maximum length of the paper is 16,800 typing units, including spaces but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). Referencing and list of references should be according to VIA Design's formal requirements for written papers and reports.

3.8.1.4 Assessment criteria

The material handed in is assessed based on:
- correlation between research question and response
- ability to demonstrate broad understanding and knowledge of the speciality
- application of relevant theory and method
- ability to analyse, reflect and argue
- presentation and communication skills
- overall impression of the material handed in.

3.8.1.5 Assessment

The student's performance is assessed according to the 7-point grading scale. The student must obtain a minimum grade of 02 to pass the exam. The student's performance is assessed by internal assessment.

3.8.1.6 Guidance

No guidance is provided in the exam period.

3.8.1.7 Hand-out of assignment

The assignment description is made available on the Studynet at the commencement of the exam period. The date of assignment availability is announced on the Studynet.

3.8.1.8 Hand-in

The written paper is handed in 48 hours after the assignment hand-out.
Written and visual, digital material is uploaded to WISEflow. Any physical material (e.g. in the form of products) is handed in at VIA Design.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written material.

3.8.1.9 Information available on the Studynet

Timetable, rules and regulations, see section 3.6.

3.8.1.10 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after an exam, cf. section 3.10.12. In this period, products must be stored at VIA Design. Products cannot be picked up until two weeks after the oral exam. Products not picked up three months after the exam will be destroyed.

3.8.1.11 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.8.2 Internship exam at VIA Design

3.8.2.1 Purpose

The 3rd semester internship exam should document the student's ability to be part of and reflect on a professional context. Moreover, it should demonstrate the student's competence in combining theory and method acquired through the speciality programme with practice.

3.8.2.2 Objective

- The student is able to analyse and reflect on practice-based issues related to the internship
- In his/her discussion of a practice-based problem scenario, the student is able to apply relevant theories and methods
- The student is able to present his/her proposed solution in writing as well as use relevant professional expressions and terminology.

3.8.2.3 Exam

The exam consists of an individual report and may include products as well. The problem scenario must be based on the functions and value chain of the internship company as well as on the speciality programme studied.

The problem scenario and research question must be approved by the guidance teacher allocated to the student and may be adjusted in the course of the internship provided the guidance teacher approves. A proposal for research question and problem scenario must be handed in to the guidance teacher not later than two weeks into the internship period and must be finally approved not later than two weeks before the hand-in date.

The student is required to prepare a report and may prepare products as well. The report must also include a reflection and a self-evaluation of the internship.

The maximum length of the internship report is 36,000 typing units, including spaces, but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). The report must be prepared in accordance with VIA Design's formal requirements for written papers and reports. The student is not required to prepare an abstract.

3.8.2.4 Assessment criteria

The material handed in is assessed based on:
- correlation between research question and response
- whether the student is able to apply relevant theories and methods in his/her discussion of a practice-based problem scenario
- ability to analyse, reflect and argue
- layout, communication and presentation skills
- overall impression of the internship report.

3.8.2.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by internal assessment.

3.8.2.6 Guidance

A guidance teacher is allocated to the student who is entitled to max. 2.5 hours of guidance in the internship period. This also includes guidance by e-mail and phone. The student is individually responsible for making appointments with the guidance teacher. Guidance may take place before and during the internship period. At the latest, however, the last guidance session must take place on the last day of the internship.

3.8.2.7 Hand-out of assignment

Room and time for hand-out of the assignment will be announced on the Studynet.

3.8.2.8 Hand-in

Room and time for hand-in of the internship report will be announced on the Studynet.

Digital hand-in:
- Written material and photo of products, if any
- Patterns (Pattern Design)

Hand-in at VIA Design
- Products in the form of clothing, furniture, mock-ups, posters, process binders, catalogues, portfolio and similar must be handed in at VIA Design.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written material.

3.8.2.9 Information available on the Studynet

Timetable, rules and regulations, see section 3.6.

3.8.2.10 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11. In this period, the exam project must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam. Products that have not been picked up three months after the exam will be destroyed.

3.8.2.11 Other information

Students hand in a copy of the internship report to the company or organisation. Students doing their internship abroad must hand in an English version of their internship report to the company.

Copyright must be agreed by the student and the internship company or organisation when signing the internship agreement.

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design at VIA Design.

3.8.3 Profile elective exam at VIA Design

3.8.3.1 Purpose

The purpose of the profile elective exam is for students to demonstrate achievement of the learning objectives of the individual profile elective. The learning objectives appear from the syllabi for the individual electives included in section 3.1. Profile electives are equivalent to 10 ECTS credits.

3.8.3.2 Objective

- The student can demonstrate independence, critical, professional assessment in relation to the focus area of the elective course
- The student can apply and communicate basic theories and methods within the academic area of the elective course.
- The student is able to document and propose his or her suggestion to an assignment within the focus area of the elective.

3.8.3.3 Profile elective exam

The elective exam is an individual exam within the focus area of the elective.

The maximum length of the written paper to be prepared is 24,000 typing units, including spaces, but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). Referencing and list of references should be according to VIA Design's formal requirements for written papers and reports.

3.8.3.4 Assessment criteria

The material handed in is assessed based on:
- ability to demonstrate knowledge, skills and competences within the learning objectives of the elective
- application of relevant theory and method
- ability to analyse, reflect and argue

- layout, presentation and communication skills
- overall impression of the written paper.

3.8.3.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by internal assessment.

3.8.3.6 Guidance

No guidance is provided in connection with the exam itself, but students have the opportunity to ask questions to the lecturer during the elective.

3.8.3.7 Hand-out of assignment

On the first day of the elective period, the lecturer gives information on the date for hand-out of the assignment description as well as on the form of hand-in. This information will equally appear from the course plan available on the Studynet.

3.8.3.8 Hand-in

Written and visual, digital material is uploaded to WISEflow on the last day of the elective period.
Any physical material (e.g. in the form of products) is handed in to the lecturer. Room and time for hand-in of physical material will appear from the course plan available on the Studynet.

3.8.3.9 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the announcement of a grade for an exam, cf. section 3.10.11. In this period, the exam project must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam.

Products not picked up three months after the exam will be destroyed.

3.8.3.10 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.8.4 Speciality elective exam at VIA Design

3.8.4.1 Purpose

The purpose of the speciality elective exam is for students to demonstrate achievement of the learning objectives of the individual speciality elective. The learning objectives appear from the syllabi for the individual electives included in section 3.1. Speciality electives are equivalent to 5 ECTS credits.

3.8.4.2 Objective

- The student can demonstrate independence and critical, professional assessment in relation to the focus area of the elective
- The student can apply basic theories and methods within the academic area of the elective
- The student is able to document and propose a suggestion for solving an assignment within the focus area of the elective
- The student will acquire new knowledge, skills and competences within the academic area covered by the elective

- The student can apply and communicate basic theories and methods within the academic area of the elective.

3.8.4.3   Speciality elective exam

The elective exam is an individual oral exam that should present the student's response to an assignment within the focus area of the elective.

Oral exam
The timetable for the oral exam is made available on the Studynet at the commencement of the elective.

The exam has a total duration of 25 minutes:
- 15 minutes for the student's oral presentation
- 5 minutes for Q&As
- 5 minutes for assessment and grading

The exam takes place at VIA Design. The exam is open to the public. Members of the audience are not allowed to ask questions or participate in the assessment and grading of the exam.

3.8.4.4   Assessment criteria

The oral exam and material that the student may have brought for the exam is assessed based on:
- ability to demonstrate knowledge, skills and competences within the academic area of the elective
- application of relevant theory and method
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- ability to answer questions and demonstrate knowledge of the focus area covered by the elective.

3.8.4.5   Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by internal assessment.

3.8.4.6   Guidance

No guidance is provided in connection with the exam itself, but students have the opportunity to ask questions to the lecturer during the elective.

3.8.4.7   Hand-out of assignment

The assignment is handed out during the elective.

3.8.4.8   Information available on the Studynet

On the first day of the elective period, the lecturer gives information on the date for hand-out of the assignment description as well as on the form of hand-in. This information will equally appear from the course plan made available on the Studynet.

3.8.4.9   Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. 3.10.11.

Products, if any, cannot be picked up until two weeks after the oral exam. Products that have not been picked up three months after the exam will be destroyed.

3.8.4.10 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design at VIA Design.

3.9 Final exam project

General regulations
The final exam project is equivalent to 15 ECTS credits.

The learning objectives for the final exam project are specified in the ministerial order governing the course programme, cf. section 3.22.

The final exam project covers all core areas of the course programme. In the final exam project, students must document understanding of practice and centrally-applied theory and method in relation to a practice-based problem scenario. The problem scenario must be central to the course programme and the profession. The problem scenario is prepared by the student based on a private or public company and must be approved by the educational institution. To complete the final exam project, the student must prepare a report and may prepare products as well.

In combination with the other exams of the course programme, the final exam project must demonstrate that the student has achieved graduate level.

The final exam comprises an individual written report and an oral presentation. Students will receive one overall grade for their final exam project. The exam cannot take place until the internship exam and the other exams of the course programme have been passed.

3.9.1 Final exam project at VIA Design

3.9.1.1 Purpose

The purpose of the final exam project on the 4th semester is for students to independently identify a problem scenario and demonstrate an ability to plan and work with the problem scenario. Moreover, the purpose is for students to demonstrate achievement of the graduate level of the course programme.

3.9.1.2 Objective

- The student is able to demonstrate independence and critical, professional assessment of the solution proposed
- The student is able to analyse, assess, plan and carry out the project based on the problem scenario of his/her own choice
- The student is able to apply and communicate basic theories and methods of the speciality programme studied
- The student is able to communicate a suggestion for how to deal with the problem scenario in a professional manner.

3.9.1.3 Exam project

The final exam project is an individual project that includes a written report, possibly products, and an oral exam. The exam period is equivalent to 15 ECTS credits and has a duration of 40 working days, excluding the oral exam.

The final exam project is based on a practice-based problem scenario within the scope of the speciality programme. Through the project, students should document their understanding of practice and of centrally-applied theory and method in relation to a practice-based problem scenario.

Students should be able to argue for their choice of problem scenario. The problem scenario must be central to the speciality programme and the profession. It must be formulated by the student - perhaps in collaboration with a private or public company. The student is responsible for finding a company to collaborate with.

A proposal for research question and problem scenario must be handed in to the guidance teacher not later than two weeks into the exam period and must be finally approved not later than two weeks before the hand-in date.

The student is required to prepare a report and may prepare products as well.
The written report must have a maximum length of 60,000 typing units, including spaces, but excluding front page, abstract, contents and appendices (a standard page = 2,400 typing units including spaces) .
The report must be prepared in accordance with VIA Design's formal requirements for written papers and reports and must include an abstract.

3.9.1.4 Exam

The plan for the oral exam will be announced on VIA Studynet approx. four weeks prior to the exam.

The exam has a duration of 45 minutes:
- 20 minutes for the student's oral presentation
- 15 minutes for Q&As
- 10 minutes for assessment and grading.

The exam takes place at VIA Design. The exam is open to the public. Members of the audience are not allowed to ask questions or participate in the assessment and grading of the exam.

3.9.1.5 Assessment criteria

The material handed in carries a weight of 70% of the total assessment. The material handed in will be assessed based on:
- correlation between problem scenario and solution proposed
- argumentation for the solution proposed
- application of relevant theory and method
- ability to analyse, reflect and argue
- overall impression of the exam paper
- layout, presentation and communication skills.

The oral presentation carries a weight of 30% of the total assessment and must be based on the research question discussed. The oral presentation is assessed based on:
- structure and performance
- presentation of solution proposed
- ability to answer questions and demonstrate knowledge within the speciality studied.

3.9.1.6 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The examination will be conducted by an internal lecturer and an external examiner.

3.9.1.7 Guidance

A guidance teacher is allocated to the student who is entitled to a maximum of 3,5 hours of guidance in the exam period. This also includes guidance by e-mail and phone. The student is individually responsible

for making appointments with the guidance teacher. Guidance may take place in the exam period. However, the final guidance session may not take place later than on the last day of the exam period. The guidance teacher must approve the problem scenario and the research question.

3.9.1.8   Hand-in

Room and time for hand-in of the final exam project will be announced on the Studynet.

Digital hand-in:
The below elements are handed in digitally to WISEflow:
- Written material and photo of products, if any
- Patterns (Pattern Design)

Hand-in at VIA Design
- Products in the form of clothing, furniture, mock-ups, posters, process binders, catalogues, portfolio and similar must be handed in at VIA Design.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written material.

The external examiner receives material in digital form only.
The guidance teacher receives material in digital form as well as physical products.

3.9.1.9   Information available on the Studynet

Timetable, rules and regulations are made available on the Studynet, cf. section 3.6.

3.9.1.10 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11. In this period, the exam project must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam. Products that have not been picked up three months after the exam will be destroyed.

3.9.1.11 Other information

See section 3.6 about exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design at VIA Design.

3.9.1.12 Diploma

On completion of the Academy Profession Degree Programme in Design, Technology & Business, a diploma will be issued in accordance with the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes. An electronic version of the diploma will be submitted to the student's e-Boks not later than five days after graduation.

Assessment of the following exams will appear on the final diploma, cf. overview of course programme exams in section 3.6.2.

- 1st semester exam
- 2nd semester exam
- 3rd semester internship exam
- 3rd semester speciality exam
- profile elective exam
- speciality elective exam

- and final exam project.

3.10 Re-examination and illness

3.10.1.1 Ilness

Students who are exempt from participating in a particular exam due to documented illness or other documented reason according to the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes will be re-examined as soon as possible.

In case a student becomes ill during an examination, the Course Administration must be contacted. In case of illness occurring right before an exam, the student must hand in medical documentation to the Course Administration to give reason for the absence. At the latest, this documentation must be handed in one week after the exam. In case a student becomes ill *during* a written exam, the following applies:

- if the student chooses to hand in his paper, this paper will be assessed on an equal footing with papers handed in by other students.
- in case the student fails to hand in his/her paper, the student must hand in medical documentation to the Course Administration one week after the exam at the latest.

If illness is not documented in accordance with the above regulations, the student has used one examination attempt.

All expenses related to obtaining medical documentation must be paid by the student.

In exceptional circumstances, a re-examination can be planned in connection with the next ordinary exam in the same course element. This, however, does not apply to re-examinations of the final exam project, which must always be conducted in the same exam period.

Students are automatically registered for the re-examination.

Students are informed of the time and place of the re-examination as soon as possible after the ordinary exam.

3.10.1.2 Failed attempt

Students who do not pass an exam will be registered for re-examination as soon as possible. Re-examinations held as a result of documented illness are considered the second examination attempt for students who have not passed the ordinary exam.

Students are automatically registered for the re-examination.

In exceptional circumstances, a re-examination can be planned in connection with the next ordinary exam in the same course element. This, however, does not apply to re-examinations of the final exam project, which must always be conducted within the same exam period.

Students are informed of the time and place of the re-examination as soon as possible after the ordinary exam.

3.10.1.3 Re-examination

Students are automatically registered for the next re-examination if the student:
- was prevented from completing an exam due to documented illness (has not used an examination attempt)

- has not obtained a minimum grade of 02 in connection with a completed exam (has used an examination attempt)
- has handed in a written paper incorrectly or not in time, or if the paper handed in is insufficient (has used an examination attempt).
- has been late for a written or oral exam without reasonable reason (has used an examination attempt)
- has been expelled from an exam due to plagiarism, cheating or disruptive behavior (has used an examination attempt).

Students will be given information about time and place of the re-examination by the Course Administration. As a rule, no guidance is offered to students in connection with re-examinations unless other information is provided by the Course Administration in connection with the individual re-examination.

Examination attempts

For each course programme exam, the student has three examination attempts and, accordingly, the right to two re-examinations. In exceptional circumstances, students enrolled in the Academy Profession Degree Programme in Design, Technology & Business may be permitted to do more re-examinations. Lack of academic ability is not considered an exceptional circumstance. A motivated application for a third examination attempt should be submitted to the Course Administration not later than two weeks after the assessment of the third examination attempt has been announced. The decision of whether to allow a third examination attempt is made by the relevant Head of Programme.

3.10.2 Re-examination and illness on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design

Students who do not pass an exam will be registered for re-examination as soon as possible. Re-examinations held as a result of documented illness are considered the second examination attempt for students who have not passed the ordinary exam. A description of the individual exams of the Academy Profession Degree Programme in Design, Technology & Business at VIA Design is available in sections 3.10.3 to 3.10.10.

3.10.3   Re-examination - 1st semester exam at VIA Design

3.10.3.1 Purpose

The purpose of the 1st semester re-examination is to assess the extent to which the student has attained the learning objectives of the compulsory course elements that correspond to 30 ECTS credits, cf. section 2.1.1.

3.10.3.2 Objective

The student is able to demonstrate interdisciplinary knowledge within design, business and technology.

3.10.3.3 Assignment

The exam is an individual exam that consists of a digital, multiple choice test covering the 1st semester syllabus. The exam has a duration of two hours and consists of four assignments with an estimated time for completion of 30 minutes. When the exam starts, the assignments will be available in WISEflow. The exam takes place at VIA Design, and students are required to bring their own PCs. Students will be given information about the re-examination at their VIA mail.

Students **must**:
- show picture ID at the commencement of the exam

- hand in their mobile phone to the invigilator prior to the commencement of the exam.

Students <u>can:</u>
- bring books, compendia and notes
- search the internet
- use notes on their PC or tablet

Students <u>cannot:</u>
- communicate with other people during the exam, including using Messenger, Skype, Facebook, etc.
- borrow/lend out books, calculator, etc. during the exam
- copy or take a photo of the exam questions
- use headphones.

3.10.3.4 Assessment criteria

The student's performance is assessed based on his/her ability to answer questions within the interdisciplinary syllabus. To pass the exam, at least 40% of the answers must be correct. 40% correct answers correspond to 80 points.

3.10.3.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The re-examination is assessed by internal assessment.

3.10.3.6 Hand-in

The student should submit his/her answers electronically at the end of the re-examination.

3.10.4 Re-examination - 2nd semester exam at VIA Design

3.10.4.1 Purpose

The purpose of the 2nd semester re-examination is for students to demonstrate achievement of the learning objectives specified in sections 2.1.3 to 2.1.7. The learning objectives of the compulsory speciality programmes equal 30 ECTS credits.

3.10.4.2 Objective

- The student is able to analyse problem scenarios related to the speciality studied
- The student is able to use relevant theories and methods studied as part of the course progamme in structuring and answering the research question
- The student is able to document and present a suggestion for how to deal with the problem scenario discussed.

3.10.4.3 Exam

The exam consists of an individual response to an exam assignment within the subject areas covered by the 2nd semester syllabus. The student prepares a written paper based on the assignment description. The student may include digital products as well.

The maximum length of the written paper is 24,000 typing units, including spaces, but excluding front page, contents and appendices. (A standard page is 2,400 typing units including spaces). The written paper must be prepared in accordance with VIA Design's formal requirements for written papers and reports. Students are not required to prepare an abstract. The exam period has a duration of one week.

3.10.4.4 Assessment criteria

The material handed in is assessed based on:
- correlation between research question and response
- ability to demonstrate broad understanding and knowledge of the speciality
- application of relevant theory and method
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- overall impression of the written paper.

3.10.4.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by an internal lecturer and an external examiner.

3.10.4.6 Guidance

Students are entitled to 30 minutes of guidance in the exam period. This also includes guidance by e-mail and phone. Students are individually responsible for making appointments with the guidance teacher.

3.10.4.7 Hand-out

Students will receive the assignment description, name of guidance teacher and hand in date at their VIA mail on the first day of the exam period.

3.10.4.8 Hand-in

Students must upload their paper and digital product, if any, to WISEflow one week after they have been informed of the re-examination topic.

3.10.4.9 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11.

3.10.4.10   Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design at VIA Design.

3.10.5   Re-examination - 3rd semester speciality exam at VIA Design

3.10.5.1 Purpose

The purpose of the 3rd semester speciality re-examination is for students to demonstrate achievement of the learning objectives specified in sections 2.1.2 to 2.1.7. The learning objectives of the compulsory speciality programmes equal 15 ECTS credits.

3.10.5.2 Objective

- The student is able to analyse problem scenarios related to the speciality studied
- The student is able to use relevant theory and method studied as part of the course progamme in structuring and answering the research question

- The student is able to document and present a suggestion for how to deal with the problem scenario discussed.

3.10.5.3 Exam

The exam consists of an individual response to an exam assignment within the subject areas covered by the 3rd semester speciality courses. The assignment description is handed out at least 48 hours before the hand-in date. Based on the assignment description, the student prepares a research question and a response to the research question. The response may be written or may take the form of products or other materials relevant to the speciality programme studied.

The maximum length of the report is 16,800 typing units, including spaces, but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). Referencing and list of references should be according to VIA Design's formal requirements for written papers and reports..

3.10.5.4 Assessment criteria

The material handed in is assessed based on:
- correlation between research question and response
- ability to demonstrate broad understanding and knowledge of the speciality
- application of relevant theory and method
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- overall impression of the written paper.

3.10.5.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by internal assessment.

3.10.5.6 Guidance

No guidance is provided during the exam period.

3.10.5.7 Hand-out of assignment

The assignment description is made available on the Studynet at the commencement of the exam period.

3.10.5.8 Hand-in

The written paper is handed in 48 hours after hand-out. Written and visual, digital material is uploaded to WISEflow. Any physical material (e.g. in the form of products) is handed in at VIA Design. Students will be given information about room and time for hand-in of physical material on their VIA mail.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written paper.

3.10.5.9 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11. In this period, the exam paper must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam. Products that have not been picked up three months after the exam will be destroyed.

3.10.5.10   Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.10.6   Re-examination - 3rd semester internship exam at VIA Design

3.10.6.1 Purpose

The purpose of the 3rd semester internship re-examination is for students to document their ability to be part of an industry-based context and demonstrate competences to use the theory and methods studied as part of their education in a practice-based context.

3.10.6.2 Objective

- The student is able to analyse and reflect on practice-based issues related to the internship
- The student is able to apply relevant theories and methods in his/her discussion of a practice-based problem scenario
- The student is able to present his/her proposed solution in writing as well as use relevant professional expressions and terminology.

3.10.6.3 Assignment

The re-examination consists of an individual report and may include products as well. The problem scenario must be based on the functions and value chain of the internship company as well as on the speciality programme studied.

The problem scenario and the research question must be approved by the guidance teacher. The problem scenario from the ordinary internship exam may be used for the re-examination, but the student is required to prepare a new research question. Research questions used in previous examination attempts cannot be used again.

Data collected during the internship period which has been used in answering a research question for a previous exam may be applied in answering the research question of the re-examination.

The re-examination consists of a report and may include products as well. The maximum length of the report is 36,000 typing units, including spaces, but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). The report must be prepared in accordance with VIA Design's formal requirements for written papers and reports.

The re-examination period is six weekdays.

3.10.6.4 Assessment criteria

The material handed in is assessed based on:
- correlation between research question and response
- the student's ability to apply relevant theories and methods in his/her discussion of a practice-based problem scenario.
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- overall impression of the written report.

3.10.6.5 Assessment criteria

The re-examination is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The re-examination is assessed by internal assessment.

3.10.6.6 Guidance

A guidance teacher is allocated to the student who is entitled to one hour of guidance in the report writing period. This also includes guidance by e-mail and phone. The student is individually responsible for making appointments with the guidance teacher. Students may receive guidance in the report writing period.

3.10.6.7 Hand-in

Students will be informed by e-mail about the room and time for hand-in of the re-examination report.

Digital hand-in:
- Written material and photo of products, if any
- Patterns (Pattern Design)

Hand-in at VIA Design
- Products in the form of clothing, furniture, mock-ups, posters, process binders, catalogues, portfolio and similar must be handed in at VIA Design.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written material.

3.10.6.8 Information available on the Studynet

Rules and regulations, see section 3.6.

3.10.6.9 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the announcement of a grade for an exam, cf. section 3.10.11. In this period, the re-examination report must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the re-examination. Products that have not been picked up three months after the exam will be destroyed.

3.10.6.10   Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.10.7   Re-examination - Profile elective exam at VIA Design

3.10.7.1 Purpose

The purpose of the profile elective re-examination is for students to demonstrate achievement of the learning objectives of the individual profile elective. The learning objectives appear from the syllabi for the individual electives included in section 3.1. Profile electives are equivalent to 10 ECTS credits.

3.10.7.2 Objective

- The student can demonstrate independence and critical, professional assessment in relation to the focus area of the elective
- The student can apply basic theory and method within the academic area of the elective.The student is able to document and propose his or her suggestion to an assignment within the focus area of the elective.

3.10.7.3 Exam

In the profile elective re-examination, the student should improve those parts of his/her exam paper that have resulted in the non-pass grade.

The maximum length of the written paper is 24,000 typing units, including spaces, but excluding front page, abstract, contents and appendices (a standard page = 2,400 typing units including spaces). Referencing and list of references should be according to VIA Design's formal requirements for written papers and reports.

3.10.7.4 Assessment criteria

The material handed in is assessed based on the:
- ability to demonstrate knowledge, skills and competences complying with the learning objectives of the elective
- application of relevant theory and method
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- overall impression of the written paper.

3.10.7.5 Assessment

The exam is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by internal assessment.

3.10.7.6 Guidance

A guidance teacher will be allocated to the student who is entitled to maximum 20 minutes of guidance. This also includes guidance by e-mail and phone. The student is individually responsible for making appointments with the guidance teacher.

3.10.7.7 Hand-in

The student is given information about time and place for hand-in at the beginning of the re-examination period.

3.10.7.8 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.12. In this period, the exam project must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam. Products that have not been picked up three months after the exam will be destroyed.

3.10.7.9 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.10.8   Re-examination - speciality elective exam at VIA Design

3.10.8.1 Purpose

The purpose of the speciality elective re-examination is for students to demonstrate achievement of the learning objectives of the individual speciality elective. The learning objectives appear from the syllabi for the individual electives included in section 3.1. Speciality electives are equivalent to 5 ECTS credits.

3.10.8.2 Objective

- The student can demonstrate independence and critical, professional assessment in relation to the focus area of the elective
- The student is able to apply and communicate basic theory and method of the focus area of the speciality elective
- The student is able to document and propose his or her suggestion to an assignment within the focus area of the elective.

3.10.8.3 Assignment

The re-examination is an individual written exam that should present the student's response to an assignment within the focus area of the elective.

For the exam, students are required to hand in a written paper and may hand in a product/products as well.

The maximum length of the written paper is 16,800 typing units, including spaces, but excluding front page, contents and appendices (a standard page = 2,400 typing units including spaces). Referencing and list of references should be according to VIA Design's formal requirements for written papers and reports.

3.10.8.4 Assessment criteria

The material handed in is assessed based on the:
- ability to demonstrate knowledge, skills and competences within the academic area of the elective
- application of relevant theory and method
- ability to analyse, reflect and argue
- layout, presentation and communication skills
- overall impression of the written paper.

3.10.8.5 Assessment

The re-examination is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The re-examination is assessed by internal assessment.

3.10.8.6 Guidance

No guidance is offered in the re-examination period.

3.10.8.7 Hand-out of assignment

Students will receive the re-examination assignment as well as information on time for hand-in at their VIA mail on the first day of the re-examination period.

3.10.8.8 Hand-in

Written paper and/or portfolio and products, if any, must be handed in digitally to WISEflow.

3.10.8.9 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11.

3.10.8.10   Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.10.9   Re-examination - Final exam project at VIA Design

3.10.9.1 Purpose

The purpose of the final exam project re-examination is for students to independently identify a problem scenario and demonstrate ability to plan and work with a problem scenario. Moreover, the purpose is for students to demonstrate achievement of the graduate level of the course programme.

3.10.9.2 Objective

- The student is able to demonstrate independence and critical, professional assessment of the solution to the problem discussed
- The student is able to analyse, assess, plan and carry out the project based on a problem scenario of his/her own choice
- The student is able to apply and communicate basic theories and methods of the speciality programme studied
- The student is able to communicate a suggestion for how to deal with the problem scenario in a professional manner.

3.10.9.3 Exam project

The final exam project re-examination is an individual project that includes a written report, and possibly products, as well as an oral exam. The exam period is equivalent to 15 ECTS credits and has a duration of 40 working days excluding the oral exam.

The final exam project re-examination is based on a practice-based problem scenario within the scope of the speciality programme. Through the project, students should document their understanding of practice and of centrally-applied theory and method in relation to a practice-based problem scenario.

Students should be able to argue for their choice of problem scenario. The problem scenario must be central to the speciality programme and the profession. It must be formulated by the student - perhaps in collaboration with a private or public company. The student is responsible for finding a company to collaborate with.

A proposal for research question and problem scenario must be handed in to the guidance teacher not later than two weeks into the exam period and must be finally approved not later than two weeks before the hand-in date. Research questions used in previous examination attempts cannot be used again.

To complete the final exam project re-examination, the student is required to prepare a report and possibly products. The written report must have a maximum length of 60,000 typing units, including spaces, but excluding front page, abstract, contents and appendices (a standard page = 2,400 typing units including

spaces). The report must be prepared in accordance with VIA Design's formal requirements for written papers and reports and must include an abstract.

3.10.9.4 Exam

The plan for the oral exam will be sent to the student's VIA e-mail approx. four weeks prior to the oral exam.

The exam has a duration of 45 minutes:
- 20 minutes for the student's oral presentation
- 15 minutes for Q&As
- 10 minutes for assessment and grading

The exam takes place at VIA Design. The exam is open to the public. Members of the audience are not allowed to ask questions or participate in the assessment and grading of the exam.

3.10.9.5 Assessment criteria

The material handed in carries a weight of 70% of the total assessment. The material handed in will be assessed based on:
- correlation between research question and response
- argumentation for solutions chosen
- application of relevant theory and method
- ability to analyse, reflect and argue
- overall impression of the report
- layout, presentation and communication skills.

The oral presentation carries a weight of 30% of the total assessment and must be based on the research question discussed. The oral presentation is assessed based on:
- structure and performance
- presentation of solutions chosen
- ability to answer questions and demonstrate knowledge within the speciality studied.

3.10.9.6 Assessment criteria

The re-examination is assessed according to the 7-point grading scale and must be passed with a minimum grade of 02. The exam is assessed by an internal lecturer and an external examiner.

3.10.9.7 Guidance

A guidance teacher is allocated to the student, who is entitled to a maximum of 3,5 hours of guidance in the exam period. This also includes guidance by e-mail and phone.
The student is individually responsible for making appointments with the guidance teacher. Guidance may take place in the exam period. However, the final guidance session may not take place later than on the last day of the exam period. The guidance teacher must approve the problem scenario and the research question.

3.10.9.8 Hand-in

The student will be informed of room and time for hand-in of the final exam project re-examination by VIA mail.

Digital hand-in:
- Written material and photo of products, if any

- Patterns (Pattern Design)

Hand-in at VIA Design:
- Products in the form of clothing, furniture, mock-ups, posters, process binders, catalogues, portfolios and similar must be handed in at VIA Design.

Products that may be scanned (posters, process binders, catalogues and portfolios) may be handed in digitally along with the written material.

The external examiner receives material in digital form only.
The guidance teacher receives material in digital form as well as physical products.

3.10.9.9 Information available on the Studynet

Timetable, rules and regulations are made available on the Studynet, cf. section 3.6.

3.10.9.10 Complaints about exams and return of projects

Complaints about exams must be filed not later than two weeks after the publication of exam results, cf. section 3.10.11. In this period, the exam project must be stored at VIA Design. Products, if any, cannot be picked up until two weeks after the exam. Products that have not been picked up three months after the exam will be destroyed.

3.10.9.11 Other information

See section 3.6 on exams on the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

3.10.10 Cheating, plagiarism and disruptive behaviour

3.10.10.1 Cheating

According to the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes, cheating is defined as obtaining or providing unlawful aid in answering any test which is part of an exam or using non-permitted aids.

If cheating is discovered by VIA Design during an exam, the involved student(s) will be ordered to leave the exam. If the cheating is confirmed, the student(s) involved is/are considered to have used an examination attempt.

If an exam has been graded before any cheating is confirmed, the grade will be revoked, and the exam is considered to have been failed if the cheating is later confirmed.

In exceptional circumstances, cheating can be overlooked if it has not or will not affect the assessment of the exam.

3.10.10.2 Plagiarism

Plagiarism is defined as passing off the work of others as one's own or using one's own, previously assessed work without stating a reference.

If plagiarism is discovered by VIA Design during an exam, the student involved will be ordered to leave the exam. If plagiarism is confirmed, the student will be considered to have used an examination attempt.

If an exam has been marked before any plagiarism is confirmed, the grade will be revoked, and the exam is considered to have been failed, if plagiarism is later confirmed.

In exceptional circumstances, plagiarism can be overlooked if it has not or will not affect the assessment of the exam.

Plagiarism is when a student, in a written paper, attempts to give the impression that the student is the author of an idea, text, layout or similar when, in fact, the author is someone else. To be exact, plagiarism is when a written paper totally or partly appears to have been produced by one or more students when in fact the paper:
1. comprises identical or almost identical reproduction of formulations or work of other persons without an indication in the form of quotation marks, italics, indention or other clear marking referring to the source, including page numbers or similar that this is the work of someone else (*copy*),
2. comprises larger sections with a wording so close to other work or formulations, etc. that by comparing the texts, it is clear that the student could not have written this text without the use of such other work and formulations (*paraphrasing, etc.*),
3. comprises the use of words or ideas formulated by someone else without giving sufficient credit to these authors *(other plagiarism)*,
4. reuses text and/or central ideas from *own* previously assessed or published work without observing the regulations specified in item 1 and 3 above.

3.10.10.3   Disruptive behaviour

If a student exhibits disruptive behaviour during an exam, VIA Design can order the student to leave the exam. In cases of minor disturbances, a warning is used first.

If a student is ordered to leave an exam due to disruptive behavior, the student is considered to have used an examination attempt.

3.10.10.4   Aggravating circumstances

If cheating, plagiarism or disruptive behaviour takes place in aggravating circumstances, VIA Design can put a student on probation. With probation follows a written warning that any repeat behavior may result in expulsion from the programme.

3.10.11 Complaints about exams and appeals

3.10.11.1   Complaints about exams

A student can complain about an exam. The complaint must be submitted in writing and include arguments supporting the merits of the complaint. It must be submitted to VIA Design not later than two weeks after the student has had the chance to learn the results of the exam.

A complaint about an exam can be any and all of the following:
- complaint about the basis for the exam (written material, questions, etc.)
- complaint about the events or actions during the exam (e.g. an examiner's behavior)
- complaint about the assessment of the exam (the grade, the criteria used for assessment, etc.)

VIA Design immediately sends any complaints to the examiner/examiners who has/have a deadline of two weeks to submit a statement to the case. The examiner/examiners must comment on the specific merits and arguments of the case. After receiving statements from the examiners, VIA Design will forward these to the student who has one week to comment.

VIA Design, as represented by the Head of Programme responsible for the exam, will make a decision on the case. The decision must be written and include the reasons for the results as well as information on how to complain. A decision on a case concerning a complaint about an exam can have one of the following outcomes.

- an offer of a new assessment (re-assessment) (only applicable to written exams)
- an offer of a new exam (re-examination);
- dismissal.

Only when the examiners agree can a complaint about an exam result in dismissal.
VIA Design immediately makes the result of the decision known to the student and the examiners. The student has a deadline of two weeks to accept an offer of re-assessment or re-examination. Re-assessment or re-examination must be planned as soon as possible

Note that both re-assessment and re-examination can result in a lower grade than the original assessment or exam. New examiners are appointed for both re-assessment and re-examination. The new examiners have access to all files and documents from the complaints case. The new examiners must include written arguments to substantiate their assessment.

3.10.11.2 Appeals

A student can appeal a decision on an exam complaint. The appeal will be decided upon by a board of appeals set up by VIA Design. An appeal must be submitted in writing stating the reasons for the appeal and received by VIA Design not later than two weeks after the student has had the chance to learn the results of the exam.

The appeals board at VIA Design is set up on an ad hoc basis. The board consists of two appointed external examiners, one lecturer entitled to conduct examinations and one student. All members of the board must represent the speciality areas covered by the Academy Profession Degree Programme in Design, Technology & Business.

The appeals board decides the case based on the material on which VIA Design made the original decision as well as the appeal. The appeals board decides one of the following:

- to offer a new assessment (re-assessment) (only applicable to written exams)
- to offer a new exam (re-examination)
- to dismiss the case.

The appeals board submits its decision as soon as possible, and VIA Design forwards the decision to the student.

The student has a deadline of two weeks to accept an offer of re-assessment or re-examination. Re-assessment or re-examination must be planned as soon as possible

Note that both re-assessment and re-examination may result in a lower grade than the original assessment. New examiners are appointed for both re-assessment and re-examination. The new examiners have access to all files and documents from the complaints case. The new examiners must include written arguments to substantiate their assessment.

The decision of the appeals board's is final and cannot be appealed further.

Prior to bringing an appeal, students are recommended to contact the Student Counselling/a student counsellor to clarify any misunderstandings and receive instructions in how to appeal. Appeals must be submitted to the Course Administration not later than two weeks after the assessment is announced. Appeals must be in writing and state the reasons for the appeal. Appeals are decided by the Head of Programme responsible for the exam in question.

3.11 Formal requirements for written papers and reports

3.11.1 Formal requirements

VIA Design's formal requirements for written papers and reports appear from appendix 2.

At VIA Design, the following requirements apply to all written papers and reports:

A front page must include the following information:
- name of educational institution
- name of course programme
- title and sub-title
- name(s) of author(s)
- name(s) of guidance teacher(s)
- hand-in date
- type of assignment/subject
- total number of typing units
- class name (speciality programme)
- group number.

Font type and size
- There are no specific font type and font size requirements. However, the font type and font size chosen must be reader-friendly.

3.11.2 References

Quotations in written papers and projects at VIA Design must be in accordance with the Harvard Referencing System.

Quotations should use exactly the same words as are used in the original source, and the number and scope of quotations should be limited. In-text quotations should be set off with quotation marks at the beginning and end of the quotation. Reference and page number(s) should be listed for all quotations. Brief quotations should be included in the text whereas long quotations should be indented and written with single spacing. Indented quotations do not need quotation marks. A long quotation is more than three lines. Students are required to comment on quotations in their text.

Correct referencing
When using others' material, or own previously assessed material, a reference should be made in the text. Students should mainly use primary sources and should clearly indicate if they quote or interpret someone else's work. If use of someone else's work is close to the original text, or if only a few pages from a source material are used, a reference to the page numbers used should be made. For referencing, students must use the Harvard Referencing System or footnotes, cf. VIA Design's formal requirements for written papers and reports included in appendix 2.

Incorrect referencing, including omitted references, will count as an error and can become the subject of investigations into plagiarism.

Guidelines with examples are available inVIA Design's formal requirements for written papers and reports, cf. appendix 2.

3.12 Instruction and working methods at VIA Design

3.12.1 Principles and pedagogical values of the course programme

The course programme has been planned in semesters to ensure progression.

Combining theory and practice, the course programme includes workshop and laboratory exercises as well as projects carried out in collaboration with companies

Through collaborations across specialities, students should develop knowledge of various working methods of the fashion and lifestyle industry and gain understanding of the advantages and disadvantages of applying different approaches to problem-solving.

The study form at VIA Design is interdisciplinary as well as speciality and project-based. Students take part in projects involving various subjects of their own speciality as well as projects with students from other speciality programmes. Using this approach, students develop skills to span a variety of subjects within their own speciality but also collaborate with people representing different interests and skillsets, helping them acquire project development and management skills.

The varied working and teaching methods applied strengthen students' ability to build knowledge, develop collaboration skills as well as be part of interorganisational contexts.

During the course programme, students will get in close contact with the industry through lectures, company visits, study trips and projects. The internships that are a core element of the course programme help students develop in-depth knowledge of the fashion and lifestyle industry, giving them the opportunity to add a real-life perspective to their studies and speciality programme.

VIA Design's values

Value	Definition
Commitment	Commitment to subjects and speciality 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, professional/academic and practical maneuverability
Learning competence	Flexibility, social competences, mental, professional/academic and practical maneuverability
Individualists/specialists in a holistic context	Understanding of correlations, understanding of the companies in the industry, understanding of the industry, understanding of society, understanding of the global society

3.13 Instruction and working methods at VIA Design

Focusing on the creative intersection between design and business, the Academy Profession Degree Programme in Design, Technology & Business includes lectures, guidance, self-study, laboratory and workshop exercises as well as project work. Students work individually or in groups with a variety of tasks and assign-

ments based on the framework of this curriculum and related to the fashion and lifestyle industry and students' internships. Working in groups as well as individually, students should develop knowledge of a variety of working methods, theoretical and practical, and gain understanding of the advantages and disadvantages of applying different approaches to problem-solving, helping students develop a professional identity with strong judgment skills.
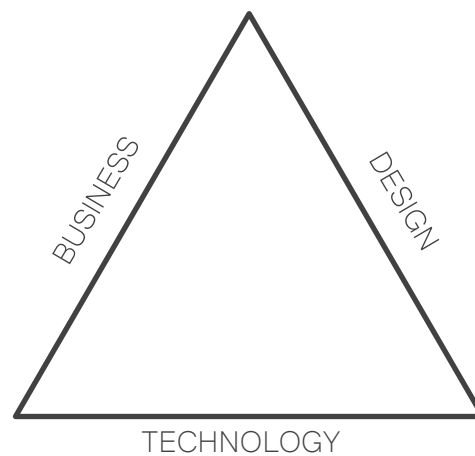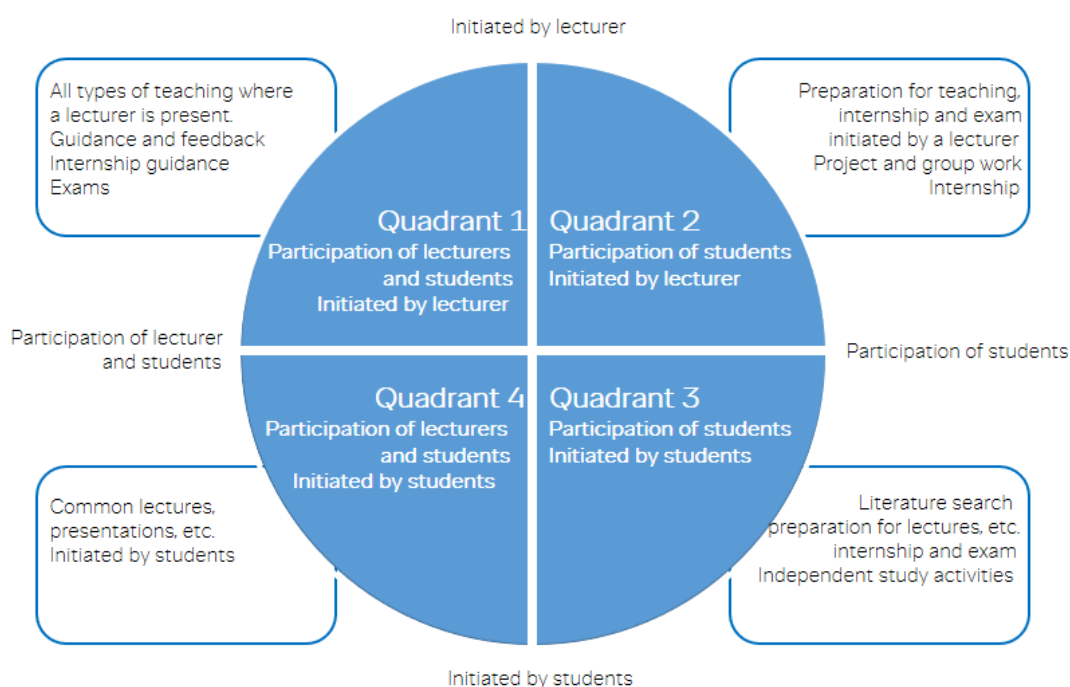
BUSINESS / DESIGN / TECHNOLOGY

The internships that are a core element of the course programme help students develop in-depth knowledge of the fashion and lifestyle industry, giving them the opportunity to add a real-life perspective to their studies and speciality programme.

During the course programme, students have the opportunity to take active part in various types of study activities that, in combination, make up a full-time study. The study activity model describes the different types of activity included in the course programme and points out who is responsible for and takes part in the activities. The model is used to balance expectations of lecturers and students.

The lecturers prepare a project/course plan for each module/course/project based on the syllabus and the curriculum. The course or project plans provide an outline of the module/course/project and present an overview of the types of study activities of the individual course, module or project. The course or project plan must be available on the Studynet two weeks prior to project, module or course start.

During the 2nd semester, the student must take part in a motivational interview where the student will be asked to reflect on his/her studies, the academic level and the learning objectives.

The below study activity model describes the types of activities that are part of the course programme and shows who is reponsible for initiating the activities as well as who the participants are.

Initiated by lecturer

All types of teaching where a lecturer is present.
Guidance and feedback
Internship guidance
Exams

Preparation for teaching, internship and exam initiated by a lecturer
Project and group work
Internship

Quadrant 1
Participation of lecturers and students
Initiated by lecturer

Quadrant 2
Participation of students
Initiated by lecturer

Participation of lecturer and students

Participation of students

Quadrant 4
Participation of lecturers and students
Initiated by students

Quadrant 3
Participation of students
Initiated by students

Common lectures, presentations, etc.
Initiated by students

Literature search preparation for lectures, etc.
internship and exam
Independent study activities

Initiated by students

Please note

Teaching at VIA Design is based on the assumption that students bring their own PC and acquire subject-specific software programmes when commencing their studies. It is a prerequisite that students take active part in their studies and assume responsibility for their own learning needs, cf. section 3.12.

3.14 Guidelines for differentiation in teaching at the Academy Profession Degree Programme in Design, Technology & Business

The course programme applies a variety of teaching methods, cf. section 3.12, that consider the learning style and motivation of each student and that support completion of the programme.

In common projects and speciality projects, students are offered guidance by a guidance teacher specialised in the relevant subject area. Guidance is based on the content of the assignment or project as well as students' individual skillset and needs. The guidance aims to support the individual student or group of students through structured conversations based on the assignment/project, subject, method and learning objectives.

3.15 Obligation to participate in the Academy Profession Degree Programme in Design, Technology & Business

3.15.1 Obligation to participate

According to the Ministerial Order on Academy Profession Programmes and Professional Bachelor's Programmes, students must participate in the study programme planned by the educational

institution.

VIA Design expects all students to commit themselves fully to their studies and take an active role in teaching as well as all other programme and study activities. Students must take responsibility for the development of their own professional and personal skills by participating in learning activities and teamwork with other students.

During internships, compulsory attendance is required. In general, weekly working hours will be 37 hours. However, in busy periods, the student must expect to work more if this is also expected from the other employees at the internship company or organisation.

Requirements and criteria for complying with the duty of participation are described under study activity in sections 3.1.5.2. and 3.1.5.3.

3.15.2 Study activity

According to the Ministerial Order on Academy Profession Programmes and Professional Bachelor's Programmes, students are obliged to participate in the programme scheduled by the educational Institution.

VIA Design expects all students to commit themselves fully to their studies and take an active role in projects as well as all other study and programme activities. Students must take responsibility for the development of their own professional and personal skills by participating in learning activities and teamwork with other students.

According to the Ministerial Order on Academy Profession and Professional Bachelor's Programmes, students are obliged to participate in the planned programme activities of all subjects, electives and projects. The ministerial order defines study activity as participating in schooling, presentations, group work, common projects as well as hand-in of individual assignments. For details, please see the syllabi and course plans for the individual courses, electives and projects included in this curriculum as well as in appendix 1. At the start of each course, elective and project, a plan should be available to describe specific projects, assignments, products and presentations, etc. that must be handed in to comply with the participation requirements for the course, elective or project. The hand-in date of course assignments, etc. must be specified as well.

Approval of participation is a prerequisite for being registered for common project exams. Students will be informed of whether the duty of participation has been complied with at the end of the project. The student will be informed of whether his/her participation has been approved before the exam starts.

Please note
Failure to comply with the participation requirement may impact on students' eligibility for the Danish Students' Grants and Loan Scheme (SU). For more detailed information regarding study activity and eligibility for SU, please see the Danish Agency for Institutions and Educational Grants (http://ufm.dk/en/the-minister-and-the-ministry/organisation/danish-agency-for-institutions-and-educational-grants)

At any time, students may acquire information about their own study activity under "My VIA" at the Studynet.
In exceptional circumstances, VIA Design may grant an exemption from the study activity requirement.

3.15.3 Failure to meet the study activity requirement

Study activity is defined as complying with the participation requirement specified in the syllabi included in this curriculum and in the course plans for the individual courses/projects of the programme.

Failure to comply with the participation requirement will be communicated to the Course Administration /Student Counselling and will be recorded in the student's file.

If the student's participation in study activities is not approved, the student may file a written complaint with the Head of Programme not later than three days after the student has been informed of the non-approval. The Head of Programme will then contact the relevant lecturer/coordinator to obtain documentation for the non-approval. In the event of errors or omissions in the statement of student participation, the error or omission will be to the advantage of the student so that the student will be considered to have complied with the participation requirement in so far as the elements to which the errors or omissions relate are concerned. The student must be informed of the Head of Programme's decision not later than five days after the Head of Programme received the complaint.

If a student can document that the failure to meet the participation requirement is caused by illness, an agreement for a specially planned study activity may be devised. An individual plan to ensure compliance with the partication requirement of the course/project in question will be based on a study consultation with the student counsellor.

3.16 Texts in foreign languages

All teaching and instruction at VIA Design are in Danish or English depending on the speciality programme studied.

As part of the programme, students can be required to read and understand texts in English. Understanding these texts is a requirement for completing the Academy Profession Degree Programme in Design, Technology & Business.

3.17 Changing speciality programme and transfers

3.17.1 Changing speciality programme

Students may change to another speciality programme after passing their 1st year exam. Changing speciality programme requires that the student passes the admissions assignment on the speciality to which he or she wishes to transfer to, and there are study places available on the speciality.

It is only possible to change speciality programme at the beginning of a semester.

3.17.2 Applying for change of speciality programme

Application to change speciality programme must be submitted to the Student Counselling not later than 1 January on the 1st semester.

Application to transfer to VIA Design's Academy Profession Degree Programme in Design, Technology & Business must be submitted to the Student Counselling. The decision to allow transfer to VIA Design's AP Degree Programme is made by the Head of Programme relevant and announced to the student not later than one month prior to semester start.

3.17.3 Transfers

Transferring to the Academy Profession Degree Programme in Design, Technology & Business at VIA Design from the same programme at another Danish educational institution requires that the student has passed exams and completed course elements which are equivalent to the learning objectives, level and scope of the Academy Profession Degree Programme in Design, Technology & Business at VIA Design.

The decision to transfer a student to the Academy Profession Degree Programme in Design, Technology & Business must be based on a professional assessment of the equivalence between the course elements in question. Such assessment is based on the Ministerial Order on Admission to Academy Profession and Professional Bachelor's Programmes.

Transferring to the Academy Profession Degree Programme in Design, Technology & Business further requires that there are study places available.

It is only possible to transfer to the Academy Profession Degree Programme in Design, Technology & Business at the commencement of a semester.

If you wish to apply for transfer to VIA Design from another educational institution, you must contact the institution you wish to transfer from for more information on how to transfer.

3.17.4 Applying for transfer

Transferring to the Academy Profession Degree Programme in Design, Technology & Business is only possible at the commencement of a semester. There are two annual application deadlines: 1 April for semesters starting in August and 1 November for semesters starting in January.

To transfer to the Academy Profession Degree Programme in Design, Technology & Business at VIA Design, you must fill in an application form. The application for is available at: en.via.dk.

3.18 Leave of absence

Taking a leave of absence means that a student cannot participate in classes, exams or any other activity as part of the Academy Profession Degree Programme in Design, Technology & Business during the leave of absence. Upon conclusion of the leave of absence, the student resumes his/her studies at the point in the programme from which the leave started.

If it is not possible to start at that point in the programme, the Academy Profession Degree Programme in Design, Technology & Business will, if at all possible, provide course elements until the normal progression can be resumed such that the student's programme is not extended beyond the prescribed period of study. Only when this is not possible can the student in question have periods with no study related activities.

Leave of absence can only be granted for periods of complete course elements. This does not apply for maternity/paternity leave or leave on the basis of adoption and conscription. Students can only apply for leave of absence once the 1st year of study has been completed.

A student cannot receive funds form the Student Grants and Loans Scheme (SU) during leave of absence except in cases of maternity/paternity leave or adoption.

3.18.1 Maternity/paternity leave, adoption and conscription

The Academy Profession Degree Programme in Design, Technology & Business cannot reject an application for leave of absence on the basis of documented maternity/paternity leave, adoption or conscription. The end of a leave of absence should, as far as possible, be planned to coincide with study start or the start

of certain course elements. This is done to ensure the fewest periods without study related activities as possible as well as the least amount of time where the student does not have access to the Student Grants and Loans Scheme (SU).

3.18.2 Application

An application for leave of absence must be in writing and stating the reasons for the leave of absence. VIA Design can ask that the application is submitted on a special form. The form may be digital.

Leave of absence for any other reason than maternity/paternity leave, adoption or conscription can only be applied for after the student has passed exams on the 1st year of study.

Leave of absence cannot take effect retroactively, and application must be submitted at least one month prior to the start of the leave.

Students who wish to apply for leave of absence must file a written application with the Course Administration who will consider the application. Students are recommended to apply for guidance/counselling from a student counsellor prior to submitting an application for leave of absence to help them assess the implications of a leave of absence as well as the possibilities and documentation requirements. Applications for leave of absence are considered based on the regulations in the Ministerial Order on Admission to Academy Profession Programmes and Bachelor Programmes.

In general, leave of absence can only be granted once the student has passed the 1st year exams. Exemptions from these regulations may be the maternity/paternity leave, adoption or conscription as described in section 40 of the above ministerial order.

The course programme must be completed within four years of commencement of studies as stipulated in the Ministerial Order on Academy Profession and Professional Bachelor's Degree Programmes.

3.19 Parallel programmes

The Academy Profession Degree Programme in Design, Technology & Business does not offer any parallel programmes under this curriculum.

3.20 Exemption

The Academy Profession Degree Programme in Design, Technology & Business at VIA Design can make exemptions from any rule in both the common part and in the institution-specific part of this curriculum.

3.21 Entry into force and transition rules

3.21.1 Entry into force

This curriculum enters into force from the onset of the academic year starting August 2017. Any prior curriculum for the Academy Profession Degree Programme in Design, Technology & Business, VIA Design is repealed from this time forward.

3.21.2 Transition rules

There are no transition rules

3.22   Legal basis

This curriculum is based on the following legal documents.

- The Academy Profession Programmes and Bachelor Programmes Act (as amended by Ministerial Order no. 986 of 18 August 2017.)
- Ministerial Order no. 841 of 24 June 2018 on Academy Profession Programmes and Bachelor Programmes
- Ministerial Order no. 710 of 6 July 2009 on the Academy Profession Degree Programme in Design, Technology & Business (AP Degree).
- Ministerial Order no. 1495 of 11 December 2017on Admission to Academy Profession Programmes and Bachelor Programmes.
- Ministerial Order no. 1500 of 2 December 2016 on Examinations on Professionally Oriented Higher Education Programmes.
- Ministerial Order no. 114 of 3 February 2015 on Marking Scale and Other Forms of Assessment on Educations in the Area of Ministry of Education and Science (grading scale).