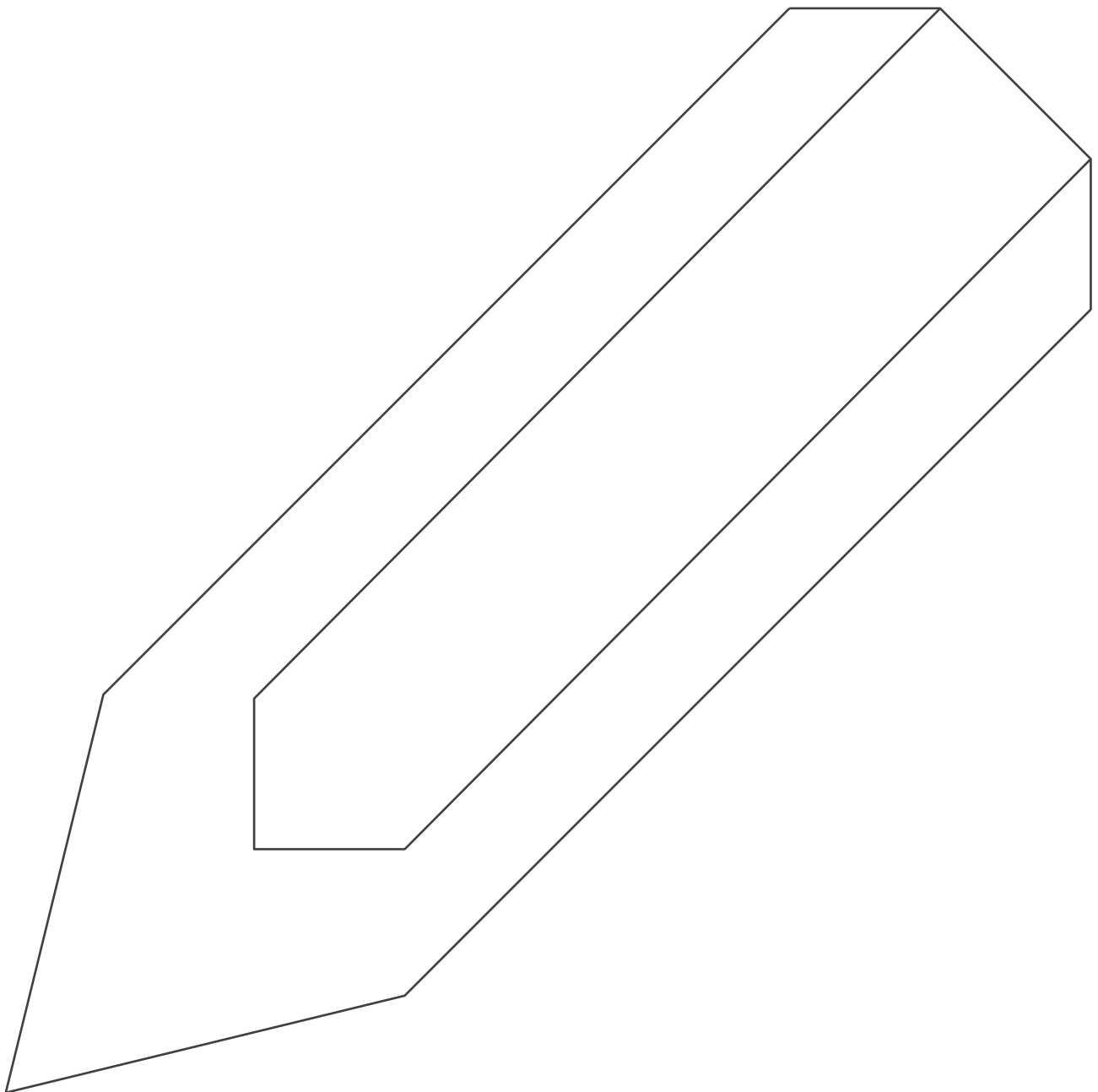VIA University College

Curriculum

Bachelor of Engineering in Global Business Engineering

Valid from August 2015

CONTENTS

Appendix
Global Business Engineering Programme syllabus for students enrolled in 2013, 2012 and 2011

Introduction

This curriculum is valid from August 2015. The curriculum is issued in accordance with:

- Ministerial Order no. 527 of 21 June 2002 on the Bachelor Programme in Engineering (*Bekendtgørelse omdiplomingeniøruddannelsen*)
- Ministerial order no. 1519 of 16 December 2013 on tests and examinations in professionally-oriented programmes. Link to English translation
- Ministerial Order no. 114 of 3 February 2015 on the Marking Scale and Other Forms of Assessment (*Bekendtgørelse om karakterskala og anden bedømmelse*)
- Act no. 467 of 8 May 2013 on Academy profession degree programmes and Professional Bachelor programmes *(Bekendtgørelse af lov om erhvervsakademiuddannelser ogprofessionsbacheloruddannelser)*
- Ministerial Order no. 1521 of 16 December 2013 on Academy profession degree programmes and Professional Bachelor programmes: Link to English translation

In cases where this curriculum is not in compliance with existing and valid ministerial acts and orders, the ministerial acts and orders are applicable.

Admission requirements for the degree programme:
English level A, second foreign language level C, Upper Secondary School Examination.

Students are required to have read and understood the contents of this curriculum which can be found on the VIA University College website www.viauc.com.

The students will get a personal VIA e-mail address and get access to Studynet, the VIA intranet.This e-mail address and the Studynet are used for all communication between students and faculty in the Global Business Engineering programme. Therefore, material and information sent this way is assumed read by the student.

In the following VIA University College will be referred to as VIA.

1 Aim of the programme

The following is the aim of the Global Business Engineering Programme. Additions to the general aims of the Bachelor of Engineering Degree Programme (pursuant to the executive order of the Ministry of Higher Education and Science on the Bachelor of Engineering Degree Programme, no. 527 of 21 June 2002) are indicated in bold type font.

The objectives of Global Business Engineering Programme are to provide the students with the vital qualifications to function in jobs internationally and nationally where they will be able to:

1. Translate and combine technical and commercial scientific research results as well as natural science based, technical and commercial knowledge into practical application in product/project development and to solve technical and/or commercial problems.

2. Acquire new knowledge in relevant areas of engineering, business and language/culture applying a critical approach as well as analyzing, assessing and addressing inter-cultural issues.

3. Deal independently with engineering assignments through the integration of technical subjects with economics and international marketing.

4. Plan, realize, and manage projects, technical and technological installations and in this connection be able to address cultural, social, economic, environmental and occupational health issues involved in the solution of technical problems.

5. Be part of managerial and teamwork functions and relationships with people who have different educational, language and cultural backgrounds.

6. Be able to make market recommendations, negotiate and communicate in technical and commercial areas in English and at least one other foreign language and in this connection take culture and background into consideration.

In addition, the degree programme will qualify the students to continue in further education.

Through project work science and technical subjects are integrated with languages, economics and international marketing which will result in a cross-curricular engineering degree programme which emphasizes application-oriented engineering skills such as project work, project management and project implementation.

The objectives of the degree programme are primarily achieved by:
- Making project work an important element of the tuition where specific course elements are connected through problem solving to create an integrated whole with a focus on application-oriented and practical engineering. Through project work the development of the students' professional, methodological, communicative and personal competencies is emphasised

- Co-operating with scientific research communities and companies in connection with programme tuition

- Offering an internationalized study environment in which elements of the degree programme have to be completed abroad and where all courses are taught in English for both Danish and foreign students

- Using the students' work placement actively to facilitate the exchange of knowledge and experience between VIA and the professional environment

Qualifications and competences

The degree programme is built around coherent and thematized activities leading to professional, personal and learning competences enabling the graduate to perform relevant jobs and secure continuous personal growth and development.

The work placement, choice of electives, and the final project make up a whole giving each student a particular professional profile.

Based on the framework for qualifications published by the Ministry of Higher Education and Science in May 2007 the following characteristics for the degree programme can be described:

Knowledge and understanding

The graduate is expected to have:
- understanding of science, technology, communication and business to be applied in various practical job situations to development and problem solving
- knowledge of planning, implementation, documentation and assessment of technical and business projects, including social, economic, technological and environmental issues and consequences

Skills

The graduate is expected to be able to:
- apply various forms of analysis on a comprehensive level
- assess theoretical and practical problems on both a comprehensive and practical/operational level
- reason, justify and communicate both orally and in writing professional problems relevant to the degree programme to both professionals and users in both a Danish and an international context

Personal competences

The graduate is expected to be able to:
- perform managerial and co-operational tasks in cooperation with people having various professional, language and cultural background
- demonstrate personal integrity and ethical behavior in problem-solving
- implicate social, technological, economical, legal and environmental consequences in problem-solving
- take part in relevant research and development activities in order to realize research and development to daily and practical use benefitting the society
- structure self-development to continuously learn and critically evaluate new knowledge
- master basic academic methods which are prerequisites to further studies an master levels

2 Programme structure

2.1 Outline of programme structure
- Full degree students are admitted once a year in August. Exchange students may be admitted in August or February
- The duration of the degree programme is 4 ½ years comprising 9 semesters corresponding to 270 ECTS credits
- The scope of the individual courses and projects is stipulated in ECTS credits (European Credit Transfer System)
- 1 ECTS credit represents 27.5 hours of student workload
- The European Credit Transfer System provides for students to make 60 ECTS credits in an academic year

A semester includes 30 ECTS and normally it takes 18 weeks with 15 weeks for tuition and 3 weeks for examinations. Following this will be a 3 week exam period. The first 12 weeks consist of tuition and at the same time the semester project is initiated and the problem statement is made. During the last 3 weeks of the tuition period the students work full time on the project.

For each course or project a course description will inform of:
- Main purpose
- Course topics
- Knowledge, skills and competences required
- Literature used
- Prerequisites for following the course or project
- Assessment

The course descriptions are available on www.viauc.com and on Studynet.

All prerequisites stipulated in the course description have to be complied with before the student may take the course or do the project. For compulsory projects and the final project special guidelines have been made.

The degree programme comprises:
- Compulsory courses and projects (see section 2.2)
- Compulsory engineering specialisation courses (Mechanical engineering specialisation or ICT engineering specialisation) (see section 2.3)
- Work placement (see section 2.4)
- Elective courses (see section 2.5)
- Final project (see section 2.6)
- Workshop training (see section 2.7)

Bachelor of Engineering in Global Business Engineering

The degree programme for students enrolled 2014 and later is illustrated below[1]:
Degree programme for mechanical engineering specialisation:

#					
9.	Final project (20 ECTS) BPR X2			Elective (5 ECTS)	Elective (5 ECTS)
8.	INTERNSHIP (30 ECTS) INP X1				
7.	Study project 7 (10 ECTS) SP X7	Elective (5 ECTS)	Elective (5 ECTS)	Elective (5 ECTS)	Management And Strategy (5 ECTS) MST X1
6.	Study project 6 (10 ECTS) SP X6	Elective (5 ECTS)	Elective (5 ECTS)	Mechanical engineering specialisation course (5 ECTS)	Second language 3 (5 ECTS) DAN X3 FRE X3 GER X3 SPA X3
5.	STUDY ABROAD* Mechanical Eng. specialisation courses corresponding to: ME-TDE1: Technical Design (5 ECTS) ME-TEM1: Technological Processes and Environment (5 ECTS) MME M1: Engineering Mechanics, Materials and FEM (8 ECTS) CAD M1: Designing in 3D-CAD system (4 ECTS) Study Project (8 ECTS)				
4.	Study project 4 (5 ECTS) SP X4	Financial Managem. (5 ECTS) FCM X1	Mechanical Eng. specialisation courses — Electrical Engineering (5 ECTS) ELT M1 — Dynamics of particles (5 ECTS) DYN X1	Second language 2 (5 ECTS) DAN X2 FRE X2 GER X2 SPA X2	Intercultural Business Communication (5 ECTS) IBC X1
3.	Innovation (5 ECTS) INO X1	Business Economics (5 ECTS) BUE X1	Mathematics 3 (5 ECTS) MAT X3	Mechanical Eng. specialisation courses — Materials Science (5 ECTS) MSC X1 — Statics (5 ECTS) STC X1	Second language 1 (5 ECTS) DAN X1 FRE X1 GER X1 SPA X1
	Engineering specialisation is chosen after the 2nd semester				
2.	Study project 2 (5 ECTS) SP X2	Marketing Management 2 (5 ECTS) MAM X2	Mathematics 2 (10 ECTS) MAT X2	Engineering Basis 2 (5 ECTS) ENB X2	Global Business Communication 2 (5 ECTS) GBC X2
1.	Study project 1 (5 ECTS) SP X1	Marketing Management 1 (5 ECTS) MAM X1	Mathematics 1 (5 ECTS) MAT X1	Engineering Basis 1 (10 ECTS) ENB X1	Global Business Communication 1 (5 ECTS) GBC X1
	1st and 2nd semester – Common for all students				

*It is also possible to complete the courses mentioned at VIA Horsens, but it is strongly recommended to go abroad this semester.

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[1] The degree programmes for students enrolled in 2011, 2012 and 2013 are illustrated in the appendix.

Bachelor of Engineering in Global Business Engineering

Degree programme for ICT engineering specialisation:

9.	Final project (20 ECTS) BPR X2				Elective (5 ECTS)	Elective (5 ECTS)
8.	INTERNSHIP (30 ECTS) INP X1					
7.	Study project 7 (10 ECTS) SP X7	Elective (5 ECTS)	Elective (5 ECTS)	Elective (5 ECTS)		Management And Strategy (5 ECTS) MST X1
6.	Study project 6 (10 ECTS) SP X6	Elective (5 ECTS)	Elective (5 ECTS)	ICT Eng. specialisation course (5 ECTS)		Second language 3 (5 ECTS) DAN X3 FRE X3 GER X3 SPA X3
5.	STUDY ABROAD* ICT-eng. specialisation-courses corresponding to: CON I1: Computer Networking (5 ECTS) DBS I1: Database systems (5 ECTS) SDJ I2: Software Development with UML & Java 2 (10 ECTS) Study Project (10 ECTS) (30 ECTS)					
4.	Study project 4 (5 ECTS) SP X4	Financial Managem. (5 ECTS) FCM X1	ICT Eng. specialisation courses Lego Robot Lab I1 (5 ECTS) LRL I1 Responsive Web Design (5 ECTS) RWD I1		Second language 2 (5 ECTS) DAN X2 FRE X2 GER X2 SPA X2	Intercultural Business Communication (5 ECTS) IBC X1
3.	Innovation (5 ECTS) INO X1	Business Economics (5 ECTS) BUE X1	Mathematics 3 (5 ECTS) MAT X3	ICT Eng. specialisation courses Software Development with UML and Java (10 ECTS) SDJ I1		Second language 1 (5 ECTS) DAN X1 FRE X1 GER X1 SPA X1
	Engineering specialisation is chosen after the 2nd semester					
2.	Study project 2 (5 ECTS) SP X2	Marketing 2 (5 ECTS) MAM X2	Mathematics 2 (10 ECTS) MAT X2		Engineering Basis 2 (5 ECTS) ENB X2	Global Business Communication 2 (5 ECTS) GBC X2
1.	Study project 1 (5 ECTS) SP X1	Marketing Management 1 (5 ECTS) MAM X1	Mathematics 1 (5 ECTS) MAT X1	Engineering Basis 1 (10 ECTS) ENB X1		Global Business Communication 1 (5 ECTS) GBC X1
	1st and 2nd semester – Common compulsory courses					

*It is also possible to complete the courses mentioned at VIA Horsens, but it is strongly recommended to go abroad this semester.

2.2   Compulsory courses and projects

In the first two semesters all courses and projects are compulsory. The first 2 semesters have a heavy load of mathematics and physics courses. Also commercial, language and intercultural subjects are included to build the global business engineering knowledge base.

Each semester has a compulsory project of 5 to 10 ECTS credits. The aim of this project is to integrate the subjects studied during the semester and/or previous semesters. Throughout the semesters the students will be taught project methodology in relation to the semester projects.

After the first year the students choose their second foreign language. It is possible to choose between German, French and Spanish. International students who do not speak Danish have the opportunity to choose Danish as their second language.

Minimum one semester is intended to be spent in a relevant educational institution abroad. The 5th semester is recommended for doing this, and the student has to obtain 30 ECTS credits within their engineering specialisation area while studying abroad.

Career Tracking is a number of cross-semester activities that will support the students in setting realistic goals – and reach them. By means of individual support and a variety of courses and workshops the student will get valuable tools for successful studies as well as for preparing a career as Global Business Engineer.

2.3   Compulsory engineering specialisation courses (M or ICT)

After the first year the students choose an engineering specialisation: Mechanical Engineering or ICT Engineering. Throughout 3rd – 9th semester the students take compulsory courses according to this specialisation, and have the option of further strengthening the specialisation by also selecting elective courses within the engineering specialisation.

ICT engineering specialisation

By specialising in ICT, the student will gain knowledge, skills and competences within the area of software engineering.

This will enable the student to land a job that involves development, marketing and sales of computer systems, such as computer games, cooperative websites, business logic systems, intelligent controlling systems or mobile apps.

In the compulsory part of the specialisation, the student will learn software development and programming, database design and computer networks.

The flexibility of the programme and the variety of electives allow the student to create a degree that will prepare you for the career you wish to pursue. As electives, the student may choose to work within embedded software and electronics, cross media platforms and computer games, or to gain deeper knowledge within the development of enterprise resource planning systems.

Mechanical engineering specialisation

A specialisation in mechanical engineering will provide the student with the skills, knowledge and competences that enable the student to design, market and sell technically complex products.

The student will not only acquire strictly mechanical-technological skills but will also learn to take socio-economic and environmental aspects into account. Such qualifications are in high demand for instance in project management positions.

Compulsory courses include materials science, technology, mechanics, machine design and product development.

Mechanical engineering offers a wide range of electives within the fields of innovation and product design, intelligent mechanics and sustainable energy.

2.4 Work placement

Work placement comprises one semester of 30 ECTS credits. It is placed in the 8th semester and is a period of practical salaried or unsalaried work in a private or public company in either Denmark or abroad.

Students with a vocational education background may in special cases apply for exemption from parts of or the whole of the work placement requirement, cf. section 6 on credit transfer.

Starting in work placement is conditional on the passing of all exams from the 1st to the 5th semester and the passing of minimum 50 ECTS within the 6th and 7th semester.

The aim of work placement is for the student to gain insight into practical engineering combined with integrated use of the concepts, methods and techniques acquired during semesters 1-7. The students are responsible for finding work placement which must be approved according to VIA work placement approval criteria.

During the work placement period the student will be assigned to a staff member in the company who holds a Global Business Engineering degree or a similar degree. The staff member will serve as a contact person for VIA.

The work placement will be organized so that it comprises elements which correspond to the work assignments for a global business engineer who graduated recently.

A supervisor from VIA is assigned to the student. Students who are in work placement in Denmark may expect one visit from the supervisor.

The student will prepare a plan for the work placement period which must be approved by the VIA supervisor. During the work placement the student must maintain continuous contact with VIA to report on how the work placement is proceeding and in this connection contribute to the exchange of knowledge and experience between VIA and the work placement company.

The work placement is assessed as "approved/not approved. If the work placement is not approved, this assessment will be substantiated in writing by the supervisor.

The assessment of the work placement will be based on the student's continuous reporting, feedback from the company as well as a presentation where the supervisor may ask questions. A work placement course description is available at viauc.com and Studynet, which describes aim, objectives, content, scope and activities, assessment and prerequisites for participation. Moreover, the course description refers to guidelines on work placement.

2.5 Elective courses

Elective courses are offered within the Global Business Engineering programme but it is also possible to choose from the range of courses offered by VIA's other education programmes. However, this does not include courses which primarily consist of subjects already covered by the student's previous studies. Any elective courses from other education programmes must be approved by the student counsellor at the Global Business Engineering Programme to ascertain that the elective courses represent a progressively higher academic level.

2.6 Final project

The final project corresponds to 20 ECTS credits. The final project must demonstrate independent critical reflection and it must document the student's ability to apply engineering theory and methods. The final project is an independent experimental, empirical and/or theoretical treatment of a practical problem in relation to the central subjects of the degree programme. It is strongly recommended that the final project is worked out in project teams of two students as a way of traning interpersonal skills.

The prerequisites of the initiation of the final project are that the student has passed all 1st - 7th semester courses and projects

2.7 Workshop training

For students without the required practical prerequisites the degree programme comprises five compulsory workshop training courses. The courses will be completed during tuition free periods concurrently with engineering basis in the first six semesters before the work placement period or as an integrated element parallel to ordinary tuition. Workshop training is assessed with approved/not approved.

3 Examinations and assessment

3.1 Types of examination

The examination must ensure that the student is tested and assessed on an individual basis. The assessment will take place on the basis of the following types of examination:
1) Written examination
2) Oral examination
3) Oral examination with a project report, a process report and group presentation as basis for individual assessment
4) Approval of active participation after further specified criteria
5) Participation in the work placement with continuous reporting
6) Combinations of the above mentioned types of examination 1- 4

The type and duration of examination of each course is stipulated in the course description. It also appears from the exam description whether the exam is conducted individually or in groups. Any prerequisites for taking an exam will also be specified in the course description.

3.2 Examination regulations

- All students are automatically registered for exam when they have been registered for a course
- Once registered for an exam the student cannot withdraw from the exam. If the student does not carry out the exam, it will account as one attempt

- The type of examination/assessment of a course is stated in the course description
- Courses for approval will be assessed approved/not approved without an external examiner cf. section 3.4 concerning criteria for approval
- Elective courses studied at other education programmes require examination, if the course is assessed on the basis of an examination

3.3 External and internal examinations

Examinations will have either an external or internal examiner. At internal examinations VIA will appoint an internal examiner (primarily selected among the teaching staff). At external examinations the examiner will be appointed by the Ministry of Higher Education and Science.

External and internal examination of a course will alternate. At least 33% of the degree programme must be documented on the basis of external examinations.

3.4 Assessment and requirements for passing

The following types of assessments will be applied:
1) Graded according to the Danish 7-point scale
2) Passed/not passed
3) Approved/not approved

Each course must be passed separately. Courses for which the student attained a grade of 02 or higher according to the Danish 7-point scale or passed/approved cannot be taken again.

Re 1) Grade
The Danish 7-point scale applies.

The ministerial order on marking and other forms of assessment No 113 of 3 February 2015 stipulates a detailed set of criteria regarding skills required for each of the 7 marks in the Danish marking scale:

> 12: For an excellent presentation that demonstrates a high level of command of all aspects of the relevant material and containing no or only few minor weaknesses.

> 10: For a very good presentation that demonstrates a high level of command of most aspects of the relevant material and containing only minor weaknesses.

> 7: For a good presentation that demonstrates good command of the relevant material but containing some weaknesses.

> 4: For a fair presentation that demonstrates some command of the relevant material but containing some major weaknesses.

> 02: For a presentation meeting only the minimum requirements for acceptance.

> 00: For a presentation not meeting the minimum requirements for acceptance.

> -3: For a presentation that is unacceptable in all respects.

Re 2) Passed/not passed
The assessment 'passed/not passed' applies to workshop training courses and engineering work placement.

Re 3) Approved/not approved
The assessment 'approved/not approved' is used for courses where the type of assessment is the lecturer's approval of the student's study activities. The criteria for approval are stipulated in the course description and may be:

• Study activities during the course
• Course work handed in on time and approved
• Exercises done and reports handed in and approved
• Assignments handed in, which as a whole have a satisfactory level of attainment
• Level of attainment in internal tests

3.5 Extended test time
If the student suffers from language difficulties or any disabilities he/she can apply for an extension of the test time.

If the student has dyslexia documentation must be provided. The student counsellor can advice about that.

Application for a test time extension should be sent to the Student Administration who will assess the application.

The application will be accepted if it is assessed to be necessary in order to provide the student with the same conditions as the other examinees, however, only if it will not influence the level of the test.

3.6 Illness
If a student becomes ill on the day of exam it must be informed to the Student Administration immediately.

If a student becomes ill during an oral examination the lecturer must be informed.

If a student becomes ill during a written examination the invigilator must be contacted in order to note that the exam has been interrupted due to illness.

The student must consult a doctor – at the latest on the day of the exam – in order to provide documentation of the illness and send it to the study secretary no later than 4 weekdays after the examination. The student has to cover any expenses in this connection.

If illness cannot be documented it will count as an attempt.

If a student experiences a serious incident which prevents the student in participating in the exam, the student must inform the Student Administration as soon as possible. The study secretary will assess if the rules for illness can also apply to this incident. If this is the case, the attempt will not count.

4 Restudying, re-examination, time limits

4.1 Restudying
Courses or projects which were not passed at an examination may as a rule be restudied again through self-studies. The student may as an alternative follow the course again.

4.2 Re-examination
Re-examinations will ordinarily be held in the subsequent ordinary examination period. If a course or a project is only offered once a year, a student who failed an examination may be given the option to sit for re-examination in the re-exam period during the t 2nd and the 3rd week of the following semester.

For students who are in their final semester the following applies: Students who only need to pass one single examination, which according to the curriculum is placed in the coming ordinary examination period, can opt to sit for a re-examination around two weeks after the next semester starts.

If a course is failed the student is automatically registered for re-examination. Once registered for re-examination the student cannot withdraw from the re-exam.

A student may take an examination in the same course or project a maximum of three times. These three attempts must follow each other consecutively, i.e. in subsequent semesters. In exceptional cases VIA may grant permission for a fourth and maybe even a fifth attempt.

A re-examination in a course which ordinarily has a written examination may be done as an oral examination.

Re-exam for courses for approval can be arranged as an oral or a written exam instead of the student participating for the second or third time in the course. In such cases VIA will select an examiner among its teaching staff.

If a student fails a project exam with the grade 00, the student may get the opportunity - subject to the decision of the examiner - to choose between 2 options:

1. To make a new project and participate at a new exam. The full grading scale will be used
2. To make written improvements to the project as defined by the supervisor and examiner. If approved the grade will be 02

4.3 Time limits
For the completion of the study programme the following time limits apply:

- 1st and 2nd semester courses and projects must have been passed no later than two years after the student began the degree programme
- 3rd and 4th semester courses and projects must have been passed no later than four years after the student began the degree programme
- No later than at the end of 2nd semester after starting the degree programme the student must have passed at least one exam to be able to continue the degree programme

- The entire degree programme must have been completed no later than nine years after the student began the degree programme (executive order no. 527, section 2, paragraph 1, section 3)

If these time limits are not observed the student will be excluded from the study programme.

VIA may, in certain cases, make exemptions from these time limits.

5 Disturbing behavior and cheating in exams

It is considered cheating when an examinee during exams
- gets unduly help or
- helps another examinee with answers or
- makes use of help other than permitted

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

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

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

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

5.1   Disturbing behaviour during tests and exams

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

5.2 Procedures for cheating in exams and disturbing behavior

Anyone[2] who has a presumption of cheating is obligated to follow up on the suspicion and – if the presumption is maintained – to report it to the Head of Programme.

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

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

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

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

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

5.3 Sanctions for cheating in exams and disturbing behavior

On the basis of the report and the meeting the Head of Programme will decide whether or not it is an incident of cheating in exam and also decide what type of sanction or penalty should be used against the student. The Head of Programme can only decide on sanctions or penalty if the incident, from his or her perspective, is beyond any doubt a case of cheating in exam.

The circumstance is reported to the Director of School of Technology & Business if - and only if – the incident is so serious that it ought to lead to suspension or expulsion from the educational institution. In all other cases the Head of Programme makes the decisions.

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

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

- Warning

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[2] Anyone in this instance includes study-administration, also examination attendants, examiner, other teachers, management, library-staff, censor and fellow students.

- Suspension from written exam on the premises of the educational institution, if a violation of the exam regulations has taken place. If that is the case, the student will be registered as 'absent' from that particular exam.

- Cancellation of a written paper
  The cancellation includes the written assignment where the cheating has been observed. The cancellation can happen even if an assessment has been made. It will be noted that the student has been unsuccessfull in an exam attempt.
  A repeated exam attempt with unduly help or nonpermitted aids will result in permanent expulsion from the study programme.

- Expulsion or suspension from the study programme
  If the incident is a case of serious or repeated cheating, the student will be expelled or suspended from the educational institution. The expulsion means that the student is excluded from participating in all activities at VIA, including all participation in classes and exams. The suspension entails that the student is excluded from participating in all activities at VIA, including all participation in classes and exams in the suspension period.
  In the case of suspension the student is registered as being on leave of absence during the period in question. After the suspension period, the student is automatically readmitted as a student at VIA at the study programme.

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

6 Exam complaints
Complaints can be submitted in the following circumstances:
- The basis of examination; exam questions, tasks and in relation to educational goals and requirements
- Examination procedure
- Review/result of the exam

The complaint must be in writing and reasoned/justified and individually submitted by the student no later than 14 calendar days after the student is informed of the result of the exam.

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

The Head of Programme determines the outcome of the complaint based on the comments and the opinions. The decision must be written and substantiated and the result may be as follows:
- Re-assessment. Except for oral examination
- Re-examination or
- The complaint is dismissed

The adjudicators must be in agreement, if the appeal is dismissed by the Head of Programme.

The student must be informed as soon as the decision has been made. If the result is a Re-examination or a re-assessment, this can result in a lower grade.

Re-examination or re-assessment
An offer of re-examination or re-assessment must be accepted no later than 2 weeks after the student is informed of the decision. An acceptance hereof cannot be withdrawn. Re-assessment or re-examination shall not be conducted, if the deadline is not respected.

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

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

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

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

Particularly about appeals board
The Head of Programme will appoint an appeals board as soon as possible after the submission of the appeal. Permanent appeals boards can be appointed. VIA will defray the cost of the appeals board. The board consists of two external examiners, an examination eligible teacher and a student in the subject area.

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

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

All members of the board must participate in board discussions and receive all documents for the board to be quorum. The discussion can be in writing and digital if there is consensus among the board members of a written process. If consensus among the board members cannot be reached, the discussion will terminate at a meeting where all members must be present. If the discussion ends by voting and there is a tie, the vote of the president is decisive. If the board is aware of errors of an exam during the process, VIA must be informed hereof and VIA will decide how to correct the error in accordance with the Executive Order no. 1519 of 16 December 2013.

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

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

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

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

Re-examination and re-assessment will take place as described the previous section "Re-examination and re-assessment".

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

Appeals of legal issues in decisions made by the adjudicators and the board of appeal may be sent to VIA. The deadline for submission of an appeal is two weeks from the day the decision is announced to the complainant.

Complaints of legal issues in the decisions made by VIA may be submitted to the Ministry of Higher Education and Science. The complaint is sent to VIA, which makes a statement that the student should have the opportunity to comment within a period of usually 1 week. VIA forwards the complaint, statement and any comments to the Ministry. The deadline for submission of a complaint to VIA is 2 weeks from the day the decision is announced to the complainant.

7 Leave of absence
It is possible to apply for leave of absence from the study programme in accordance with executive order no. 248 of 13th March 2015 on admission to bachelor programmes. All applications must be forwarded in writing to the Head of Programme and will be assessed individually.

The following is applicable:

- Leave of absence cannot be granted until the exams of the first year have been passed (at least 60 ECTS credits)

- Leave of absence is usually granted for the entire semester (e.g. maternity leave and leave of illness may be exceptions) and one full year is recommended if the leave of absence is awarded within the first two years of study

- During leave of absence, the students are considered non-active as regards SU and the calculation of the study period

- Leave of absence may be granted for up to two semesters without reason

- In case of unusual circumstances, leave of absence may be granted for up to four semesters

- After completed leave of absence, the students will be re-admitted under the curriculum in effect

- During leave of absence the student cannot participate in tuition or exam at the programme, from which the student has leave of absence

8 Credit transfer regulations

The student is obliged to inform VIA about passed courses, educational elements from other institutions or other activities, which can be assumed to release credit transfer.

8.1 Workshop practice

Students with at least two years of relevant practical education are exempt from the workshop practice stipulated in section 2.6. The student may also be exempt if the student is able to document that he or she has acquired sufficient knowledge of workshop practices in other ways. The application stating reasons for exemption including documentation for the knowledge acquired about workshop practices should be sent to the Head of Programme who will make a decision about whether the student may be granted partial or complete exemption.

8.2 Work placement

Students with a relevant vocational education may in special cases apply for exemption for parts of or the entire work placement requirement. The exemption will only be granted if the student can provide documentation of the acquisition of sufficient experience with practical global business engineering work. The application stating reasons for exemption including documentation for relevant global business engineering work experience should be sent to the Head of Programme who will make a decision about whether the student may be granted partial or complete exemption.

8.3 Studies abroad

Students who have studied at a university or an engineering college abroad according to an agreement with VIA will receive credits for passed courses on an individual basis. In entering a prior recognition of courses the student will give consent that VIA can obtain information in order to give credit transfer.

8.4   Students from other institutes of higher education

Students who have passed courses or other elements of a degree programme at a Danish institution of higher education may on the basis of an individual application get credits for such courses or elements which are relevant to the degree programme at VIA.

9 Professional title and issue of diploma

Graduates who have completed the degree programme according to this curriculum are entitled to use the title Bachelor of Engineering in Global Business Engineering.

On completion of the degree programme VIA will issue a certificate which stipulates the title, the engineering specialisation, and the results attained for assessment. The certificate will also include information about the subject of the final project. Similarly the certificate will stipulate the basis on which the graduate was originally admitted to the degree programme.

In cases where a student discontinues the degree programme VIA will issue documentation of the courses and other degree programme elements which have been passed.

10 Exemptions

VIA may grant exemptions from such regulations in this curriculum which were set by VIA provided that the student is able to document that circumstances are extraordinary.

11 The commencement of the curriculum

This curriculum for the Bachelor of Engineering in Global Business Engineering Programme is valid from August 2015.

12 Revision Chart

The dates of revisions indicate the most recent publication of a revised page.

Date of revision	Pages
March 28 2018	7

Uffe Stæhr
Head of Programme

August 2015

Appendix 1A
Global Business Engineering Programme for students enrolled from august 2013 and onwards

4 ECTS **ENG X3** **English 3**	**4 ECTS** **Elective**	**4 ECTS** **Elective**	**18 ECTS** **BPR X2** **Final project**			**9 semester**
4 ECTS G/F/S **/D X3** **German 3** **French 3** **Spanish 3** **Danish 3**	**4 ECTS** **Elective**	**4 ECTS** **Elective**	**4 ECTS** **MST X1** **Management** **& Strategy**	**2 ECTS** **Career** **Tracking**	**10 ECTS** **SP X8** **Study Project 8**	**2 ECTS** **BPR X1** **Final Project** **Preparation** **8 semester**
30 ECTS	**INP X1**	**Practical Training**				**7 semester**
4 ECTS **IBM X1** **International** **Business** **Marketing**	**4 ECTS** **Elective**	**4 ECTS** **Elective**	**8 ECTS** **For Mechanical Stream** **MDI MX1** **Design of Machinery** **For ICT Stream** **SDJ I2 Software Development 2 OR** **CON I1 Computer Networking &** **WEE I1 Web Engineering**		**10 ECTS** **SP X6** **Study Project 6**	**6 semester**
4 ECTS **For Mechanical Stream** **ELT M1** **Electrical Engineering** **For ICT Stream** **LRL X1** **Lego Robot Lab**	**8 ECTS** **For Mechanical Stream** **PDU M1** **Product Development** **For ICT Stream** **DMT – 6 ECTS** **Digital Media Tools**	**8 ECTS** **For Mechanical Stream** **MME X1** **Engineering Mechanics,** **Materials and FEM** **For ICT Stream** **SDJ I1 – 10 ECTS** **Software Development with** **UML & JAVA**		**4 ECTS** **CAD M1** **Designing in** **3D-CAD** **system**	**6 ECTS** **SP X5** **Study Project 5** **5 semester**	
3 ECTS **MAT X4** **Mathe-matics**	**5 ECTS** **ENB X4** **Engineer-ing** **Basis**	**8 ECTS** **ITB X1** **IT- Basis** **(Web Technology with DB and Networks)**		**4 ECTS** **FCM X1** **Financial** **Management**	**4 ECTS** **G/F/S/D X2** **German 2** **French 2** **Spanish 2** **Danish 2**	**6 ECTS** **SP X4** **Study Project 4** **4 semester**
4 ECTS **MAT X3** **Mathematics**	**3 ECTS** **ENB X3** **Engineering** **Basis**	**4 ECTS** **PDB X1** **Product** **Design** **Basis1**	**6 ECTS** **STC X1** **Statics**	**4 ECTS** **BMA X1** **Global Macro** **Economics &** **Organisation**	**4 ECTS** **G/F/S/D X1** **German 1** **French 1** **Spanish 1** **Danish 1**	**5 ECTS** **SP X3** **Innovation** **3 semester**
8 ECTS **MAT X2** **Mathematics 2**		**8 ECTS** **ENB X2** **Engineering Basis 2**		**4 ECTS** **BMI X1** **Business** **Economics**	**4 ECTS** **ENG X2** **English 2**	**6 ECTS** **SP X2** **Study Project 2** **2 semester**
8 ECTS **ENB X1** **Engineering** **Basic 1**	**2 ECTS** **Excell**	**6 ECTS** **MAT X1** **Mathematics 1**		**4 ECTS** **MAM XV1** **Marketing** **Management**	**4 ECTS** **ENG X1** **English 1**	**6 ECTS** **SP X1** **Study project** **1 semester**

Bachelor of Engineering in Global Business Engineering

Appendix 1B
Global Business Engineering Programme for students enrolled august 2012

9 semester

| 4 ECTS ENG X3 English 3 | 4 ECTS Elective | 4 ECTS Elective | 18 ECTS BPR X2 Final project | | | |

8 semester

| 4 ECTS G/F/S/D X3 German 3 French 3 Spanish 3 Danish 3 | 4 ECTS Elective | 4 ECTS Elective | 4 ECTS MST X1 Managment & Strategy | 2 ECTS Career Tracking | 2 ECTS BPR X1 Final Project Prepaation | 10 ECTS SP X8 Study Project 8 |

7 semester

30 ECTS   INP X1   Practical Training

6 semester

| 4 ECTS IBM X1 International Business Marketing | 4 ECTS Elective | 4 ECTS Elective | 8 ECTS Engineering Focus 3 | 10 ECTS SP X6 Study Project 6 |

Column 4 (Engineering Focus 3):
For Mechanical Stream
MDI MX1
Design of Machinery

For ICT Stream
SDJ I2 Software Development 2   OR
CON I1 Computer Networking &
WEE I1 Web Engineering

5 semester

| 4 ECTS | 8 ECTS | 8 ECTS | 4 ECTS CAD M1 Designing in 3D-CAD system | 6 ECTS SP X5 Study Project 5 |

Column 1:
For Mechanical Stream
ELT M1
Electrical Engineering

For ICT Stream
LRL X1
Lego Robot Lab

Column 2:
For Mechanical Stream
PDU M1
Product Development

For ICT Stream
DMT – 6 ECTS
Digital Media Tools

Column 3:
For Mechanical Stream
MME X1
Engineering Mechanics, Materials and FEM

For ICT Stream
SDJ I1 – 10 ECTS
Software Development with UML & JAVA

4 semester

| 4 ECTS MAT X4 Mathe-matics | 4 ECTS ENB X4 Engineer-ing Basis | 8 ECTS ITB X1 IT- Basis (Web Technology with DB and Networks) | 4 ECTS FCM X1 Financial Management | 4 ECTS G/F/S/D X2 German 2 French 2 Spanish 2 Danish 2 | 6 ECTS SP X4 Study Project 4 |

3 semester

| 4 ECTS MAT X3 Mathe-matics | 4 ECTS ENB X3 Engineer-ing Basis | 8 ECTS PDB X1 Product Design Basis1 | 4 ECTS BMA X1 Global Macro Economics & Organisation | 4 ECTS G/F/S/D X1 German 1 French 1 Spanish 1 Danish 1 | 6 ECTS SP X3 Study Project 3 |

2 semester

| 8 ECTS MAT X2 Mathematics 2 | 8 ECTS ENB X2 Engineering Basis 2 | 4 ECTS BMI X1 Business Economics | 4 ECTS ENG X2 English 2 | 6 ECTS SP X2 Study Project 2 |

1 semester

| 10 ECTS ENB X1 Engineering Basic 1 | 6 ECTS MAT X1 Mathematics 1 | 4 ECTS MAM XV1 Marketing Manage-ment | 4 ECTS ENG X1 English 1 | 6 ECTS SP X1 Study project |

Bachelor of Engineering in Global Business Engineering

Appendix 1C
Global Business Engineering Programme for students enrolled august 2011

4 ECTS ENG X3 English 3	4 ECTS Elective	4 ECTS Elective	18 ECTS BPR X2 Final project			**9 semester**
4 ECTS G/F/S /D X3 German 3 French 3 Spanish 3 Danish 3	4 ECTS Elective	4 ECTS Elective	4 ECTS MST X1 Manage-ment & Strategy	4 ECTS BPR X1 Final Project Prepaation	10 ECTS SP X8 Study Project 8	**8 semester**
30 ECTS	INP X1	Practical Training				**7 semester**
4 ECTS IBM X1 International Business Marketing	4 ECTS Elective	4 ECTS Elective	8 ECTS Engineering Focus 3 — For Mechanical Stream MDI MX1 Design of Machinery — For ICT Stream SDJ I2 Software Development 2 OR CON I1 Computer Networking & WEE I1 Web Engineering		10 ECTS SP X6 Study Project 6	**6 semester**
4 ECTS For Mechanical Stream ELT M1 Electrical Engineering — For ICT Stream LRL X1 Lego Robot Lab	8 ECTS For Mechanical Stream PDU M1 Product Development — For ICT Stream DMT – 6 ECTS Digital Media Tools	8 ECTS For Mechanical Stream MME X1 Engineering Mechanics, Materials and FEM — For ICT Stream SDJ I1 – 10 ECTS Software Development with UML & JAVA		4 ECTS CAD M1 Designing in 3D-CAD system	6 ECTS SP X5 Study Project 5	**5 semester**
4 ECTS MAT X4 Mathe-matics	4 ECTS ENB X4 Engineer-ing Basis	8 ECTS ITB X1 IT- Basis (Web Technology with DB and Networks)		4 ECTS FCM X1 Financial Management	4 ECTS G/F/S/D X2 German 2 French 2 Spanish 2 Danish 2	6 ECTS SP X4 Study Project 4 — **4 semester**
4 ECTS MAT X3 Mathe-matics	4 ECTS ENB X3 Engineer-ing Basis	8 ECTS PDB X1 Product Design Basis1		4 ECTS BMA X1 Global Macro Economics & Organisation	4 ECTS G/F/S/D X1 German 1 French 1 Spanish 1 Danish 1	6 ECTS SP X3 Study Project 3 — **3 semester**
8 ECTS MAT X2 Mathematics 2		8 ECTS ENB X2 Engineering Basis 2		4 ECTS BMI X1 Business Economics	4 ECTS ENG X2 English 2	6 ECTS SP X2 Study Project 2 — **2 semester**
10 ECTS ENB X1 Engineering Basic 1		6 ECTS MAT X1 Mathematics 1		4 ECTS MAM XV1 Marketing Management	4 ECTS ENG X1 English 1	6 ECTS SP X1 Study project — **1 semester**