

# Curriculum

**AP in Computer Science**

2021-2022



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The curriculums of Zealand are divided in a national part and a local (institutional) part. In addition, some curriculums are supplemented with an elective course catalogue. All parts are to be found below.

The individual institution stipulates the local part of the curriculum. The national part of the curriculum is adopted by the programme's educational network, and the institutions listed below – each of them offers the study programme – have been involved in the preparation of this curriculum:

Copenhagen Business Academy  
Business Academy Dania  
Business Academy of Mid Jutland  
Business Academy Aarhus  
Copenhagen School of Design and Technology  
UCL University College Lillebaelt  
University College of Northern Denmark  
Zealand – Academy of Technologies and Business

In addition to the curriculums, all study programmes have an educational appendix attached, which is part of the primary ministerial order on technical and mercantile academy profession programmes and professional bachelor programmes (Danish title: Hovedbekendtgørelsen om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser), see [www.retsinfo.dk](http://www.retsinfo.dk).

CURRICULUM  
for  
AP in Computer Science

Effective from 1 August 2019

Revised 18/03/2019

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The national part of the curriculum for the Academy Profession degree programmes in Computer Science (AP in Computer Science) has been issued pursuant to section 18(1) of the Executive Order on Admission to Technical and Vocational Academy Profession and Professional Bachelor Degree Programmes. This curriculum is supplemented by the institution specific part of the curriculum as laid down by the institution offering the degree programme.

The curriculum has been developed by the educational network for the Academy Profession degree programmes in Computer Science (AP in Computer Science) and has been approved by the boards – or the directors by authorisation – of the institutions offering the programme and in consultation with the education committees of the institutions and the chairmanship for external examiners of the programme.

# **1. The objectives of the programme in relation to learning achieved**

## **Knowledge**

The graduate has:

- development based knowledge about applied practice, theory and method in relation to software development and of relevance to the profession
- understanding of fundamental company operations in relation to software development
- understanding of the technological concepts and the technological platform of computer systems in relation to programming, error tracing and commissioning.

## **Skills**

The graduate is be able to:

- apply key approaches and tools characteristic of this discipline to methodically identify requirements to IT systems, comprising assessment of whether the requirements are feasible within the set framework
- apply up-to-date programming techniques and tools for software building, including ensure the quality of the developed product, as is relevant for the profession
- present the work carried out and communicate problems and solutions with a practical bias in a form that renders the documentation useful for partners and users
- apply relevant knowledge in connection with systems development, programming and commissioning
- apply the skills associated with professional practice to systematically perform error tracing and error repairs in connection with IT systems
- assess practice-related problems in relation to computer systems and select solution options.

## **Competencies**

The graduate is be able to:

- manage a process for development of a system applying up-to-date methods, techniques and tools
- participate in a technical and multidisciplinary collaborative effort and project work developing software with a professional approach and participate in the development of the practical aspects of software development
- in a structured context acquire new knowledge, skills and competencies in relation to the IT industry, including domain knowledge and technological knowledge and application of new methods, techniques and tools.

## **2. The programme comprises the following seven national programme elements:**

The programme comprises the following seven national programme elements with a total weight of 90 ECTS credits.

### **2.1. Programming**

#### **Contents**

This programme element is dedicated to design and programming of IT systems. The course will focus on high quality IT systems programming in a tier architecture with user interface, functionality and database. The solutions will be built employing tools and technique employed by the profession with an emphasis of good programming design and development of systems of a high standard.

#### **Learning objectives for Programming**

##### **Knowledge**

The graduate has:

- development based knowledge about the specification of abstract data types and program quality criteria
- understanding of abstraction mechanisms in modern programming languages

##### **Skills**

The graduate will be able to:

- apply key methods to specify and create algorithms and assess the qualitative and quantitative properties of algorithms and data structures
- use key facilities in the programming language to realise algorithms, design patterns, abstract data types, data structures, design models and user interfaces
- use an integrated development tool extensively used by the profession, including a version control system and key software components/libraries, to design and build applications with a practical bias based on a tier architecture
- apply key methods and technologies to realise models in a database system and build programs that use a database interface
- apply key methods and technologies to design and build programs in the form of interrelated processes/threads
- apply key technologies and tools to perform tests and quality controls and to produce documentation in accordance with current professional standards.

##### **Competencies**

The graduate can:

- manage development focused situations in the context of programming
- be part of development and maintenance projects as a professional programmer

- acquire new knowledge, skills and competencies in a structured context of relevance to programming languages, development tools, programming techniques and program design.

### **ECTS credits**

The Programming course totals 30 ECTS credits.

## **2.2. Systems Development**

### **Contents**

This programme element is dedicated to standard techniques and methods used for analysis of a problem and design of a system. The course employs widely used diagramming techniques and tools for modelling of the functionality and contents of database dependent systems. The course will focus on developing user-friendly, flexible and easily understandable basic system with simple user interfaces. The course also comprises techniques used for planning and implementation of quality assurance, such as review and testing.

### **Learning objectives for Systems Development**

#### **Knowledge**

The graduate has:

- development based knowledge about the importance of quality criteria for the systems development process and the final system design
- understanding of the importance of experimenting as part of or as supplement to the systems development method

#### **Skills**

The graduate can:

- apply key techniques and tools specific for this discipline for modelling of IT systems at the level of analysis and design
- apply the techniques and tools of the profession to plan and perform tests and quality control
- apply principles and techniques of relevance to the profession to design user interfaces
- assess quality criteria and select and use an appropriate software architecture
- assess problems with a practical bias drawing on users and use appropriate patterns for the modelling process
- communicate the process and product resulting from the systems development process to relevant stakeholder, including ensuring traceability.

## **Competencies**

The graduate can:

- manage development focused situations using systems development methods and relevant techniques
- participate in a competent manner in technical and multidisciplinary systems development projects.

## **ECTS credits**

The Systems Development course totals 15 ECTS credits.

## **2.3. Technology**

### **Contents**

This programme element is dedicated to the technological aspects and problems of systems development and programming of IT systems. The course will focus on database systems and operative systems.

### **Knowledge**

The graduate has:

- development based knowledge about up-to-date operative systems and database systems, including their structure and facilities
- understanding of the theory and practice of concurrency problems

### **Skills**

The graduate can:

- apply key methods and tools to synchronise processes and threads
- apply key facilities in database systems and operative systems in an appropriate manner

### **Competencies**

The graduate can:

- acquire new knowledge about and skills in relation to new operative systems and database systems in a structured context

## **ECTS credits**

The Technology course totals 5 ECTS credits.



## **2.4. Understanding Business**

### **Contents**

This programme element is dedicated to business understanding in general and creating value in a business. The course addresses the relationship between commerce and information technology. The course focuses on how a systems development organisation addresses the aspects of development, improvement and integration of information systems and information technology.

### **Learning objectives for Understanding Business**

#### **Knowledge**

The graduate has:

- development knowledge about how information systems and information technology can improve business processes and develop the business
- development knowledge about IT implementation and change management
- understanding of strategic problems in relation to IT investments and IT security
- understanding of the human interaction in a company

#### **Skills**

The graduate can:

- apply innovative methods focused on project work in practice-related development projects
- apply key methods to communicate internally and externally
- assess business processes with a practical bias based on key analysis methods

#### **Competencies**

The graduate can:

- manage the relationship between the design of business processes and the design of IT systems
- participate in project work and work with the stakeholders of IT projects with a professional approach
- acquire new knowledge, skills and competencies about new technology in a structured context from a professional perspective

#### **ECTS credits**

The Understanding Business course totals 10 ECTS credits.

## **2.5. Programming 2**

### **Contents**

This programme element is dedicated to design, programming and realisation of distributed software systems. The course focuses on frontend and backend programming as well as the underlying communication.

### **Learning objectives for Programming 2**

#### **Knowledge**

The graduate has:

- development based knowledge about the integration of heterogeneous components and platforms
- understanding of the theory and practice of distributed programming

#### **Skills**

The graduate can:

- apply key techniques to design and build programs with several concurrent users based on collaborative processes in a distributed architecture
- apply design patterns for distributed software architecture to build programs that use up-to-date network technologies
- apply key methods and tools to develop software components and web applications
- assess the qualitative consequences of a proposed solution

#### **Competencies**

The graduate can:

- work as a professional programmer in integration projects
- participate actively in major programming projects
- acquire new knowledge, skills and competencies of relevance to programming languages, development tools, programming techniques and program design in a structured context

#### **ECTS credits**

The Programming course totals 10 ECTS credits.

## **2.6. Technology 2**

### **Contents**

This course is dedicated to technological problems and aspects within the context of networks, distributed systems and security. The course focuses on the use of the aspects mentioned within systems development, programming and operation.

### **Learning objectives for Technology 2**

#### **Knowledge**

The graduate has:

- development based knowledge about practical problems and key applied theory within the context of designing and realising distributed systems
- understanding of basic network concepts.

#### **Skills**

The graduate will be able to:

- apply key tools for virtualisation purposes
- apply key application protocols used in practice
- assess problems with a practical bias relating to key security-related concepts and threats
- assess relevant technological aspects when developing distributed systems

#### **Competencies**

The graduate can:

- select an infrastructure in connection with the development of distributed systems
- acquire new knowledge about and skills in relation to distributed systems in a structured context

### **ECTS credits**

The Technology course totals 10 ECTS credits.

## **2.7. Systems Development 2**

### **Contents**

This programme element is dedicated to the quality of products and processes. The course looks at how to ensure the proper quality using systems development methods and processes selected for and adapted to the situation. The course works with methods for pre-feasibility studies and agile methods used in the development of various types of systems, including distributed systems.

## **Learning objectives for Systems Development 2**

### **Knowledge**

The graduate has:

- development based knowledge about systems development methods and the importance of processes to the quality of products and processes

### **Skills**

The graduate can:

- apply a chosen systems development method and use it in a systematic manner for a project with a practical bias
- apply key principles for the development of project plans and evaluate and adjust these in an appropriate manner
- assess problems with a practical bias and select a process model and a systems development method that fits the situation
- communicate the systems development process and the resulting product to partners and users.

### **Competencies**

The graduate can:

- adapt systems development methods and processes according to the situation in a specific project with a practical bias
- participate in a competent manner in technical and multidisciplinary systems development projects using adapted methods
- acquire new knowledge about process models and systems development methods in a structured context

The compulsory programme element concludes with an exam.

### **ECTS credits**

The Systems Development course totals 10 ECTS credits.

### **2.3. Number of exams for the national programme elements**

In the first year of studies, the national programme elements total 60 ECTS credits, of which a minimum of 60 ECTS credits are included in the exam for the first year exam.

In addition to this, the other national programme elements comprise one exam and an additional exam in the Final Exam Project. For information about the number of internship exams, see section 3.

For a total list of all exams under the degree programme, please see the institution-specific part of the curriculum, since the students can sit exams in the national programme elements specified in this curriculum together with the programme elements specified for the institutions-specific part of the curriculum.

### **3. Internship**

#### **Learning objectives for the internship**

The internship is organised so that it – when combined with the other parts of the degree programme – helps the student develop practical competencies. The objective of the internship is to enable the student to apply the methods, theories and tools taught by the programme and thereby address specific practical assignments within the scope of information technology.

#### **Learning objectives for the internship**

##### **Knowledge**

The graduate has:

- knowledge about and understanding of the day-to-day operation of the internship company, especially in relation to the tasks carried out during the internship.

##### **Skills**

The graduate can:

- apply a variety of the technical and analytical approaches associated with employment within this industry
- assess practice-related problems and propose solutions
- communicate practice-related problems and state reasons for the proposed solution(s).

##### **Competencies**

The graduate can:

- manage development-oriented practical and professional situations as encountered in the industry
- structure and plan typical day-to-day tasks of relevance to the profession
- participate in professional and interdisciplinary cooperation with a professional approach.
- acquire new knowledge, skills and competencies relevant to the profession

#### **ECTS credits**

The internship totals 15 ECTS credits.

## **Number of exams**

The internship is rounded off with an exam. Further details about the format and organisation of the exam etc. can be found in the institution-specific part of the curriculum.

## **4. What is required for the Final Exam Project**

The learning objectives of the Main Exam Project are identical to the learning objectives of the degree programme (see item 1 above).

The objective of the Main Exam Project is to document the student's understanding of practice and key theories and methods in relation to a practice-related problem based on a specific assignment within the subject matter covered by the programme. The problem to be addressed must be a key issue within the degree programme and the profession and the student must formulate it, if relevant jointly with a private or a public company. The problem is subject to the institution's approval.

### **What is required for the Final Exam Project**

The student must submit a project report, and if applicable a product.

The project report constitutes the written part of this exam. As a minimum this report must comprise:

- Cover page with title
- Table of contents
- Introduction and problem statement
- Methodology
- Analysis
- Proposed solution(s), if applicable
- Conclusion
- References (including all sources referred to in the project)
- Appendices (only appendices of key importance to the report will be accepted)

Project reports written by a single student may total 40 standard pages as a maximum; reports written by several students may total an additional 20 standard pages per student.

Cover page, table of contents, references and appendices are not included in the required number of pages. Appendices are not subject to assessment.

A standard page contains 2,400 characters including spaces and footnotes. Cover page, table of contents, bibliography and appendices are not included. Appendices are not subject to assessment.

### **Exam in the Final Exam Project**

The Final Exam Project completes the last semester of the degree programme after the student has passed all previous exams.

### **ECTS credits**

The Final Exam Project totals 15 ECTS credits.

### **Form of exam**

The exam comprises an oral and a written part with an external examiner. A single grade is given according to the 7-point scale for the written project and the oral performance.

## **5. Rules about credits**

Successfully completed programme elements are equivalent to the same programme elements taught at other educational institutions offering the same degree programme.

The student is obliged to provide information about any programme elements completed at other Danish or foreign institutions of further education and about any past employment that may qualify for credits.

The educational institution approves credits on a case-by-case basis based on successfully completed programme elements and any employment equivalent to courses, programme elements and internship elements.

The decision will be based on an academic assessment.

A student who has obtained advance approval of studies in Denmark or abroad must document successful completion of such studies upon his/her return to this Academy.

In connection with the advance approval, the student must grant the institution the right to collect the necessary information upon completion of the studies abroad.

On acceptance as set out above, the programme element is considered completed, provided it was passed in accordance with the rules for the programme in question.

## **6. Effective date**

### **Effective date**

This national curriculum takes effect by 1 August 2019. Students admitted after this date will follow this curriculum, also all previously admitted students will be transferred to this curriculum as of 1 August 2019. Students who have commenced exams prior to this date will sit the exams according to the relevant curriculum in force until 1 August 2019.

At the same time, the national part of the curriculum of January 2015 is cancelled.

**CURRICULUM**  
for  
**AP in Computer Science**

Local part – Zealand Institute of Business and Technology

Effective from august 2021



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## 1. The legal framework of the curriculum

The programme is governed by the following acts and orders

- Executive Order no. 786 of 8 August 2019: Executive Order on the Act on Academies of Professional Higher Education
- Executive Order no. 1343 of 10 December 2019: Executive Order on the Act on Academy Profession and Professional Bachelor Degree Programmes (the LEP Act)
- Executive Order no. 15 of 9 January 2020: Executive Order on Academy Profession and Professional Bachelor Degree Programmes (the LEP Order)
- Executive Order no. 18 of 9 January 2020: Executive Order on Tests and Exams in Vocational Further Education Programmes (the Examination Order)
- Executive Order no. 97 of 25 January 2021: Executive Order on Admission to Academy Profession and Professional Bachelor Degree Programmes
- Executive Order no. 114 of 3 February 2015: Executive Order on Grading Scale and Other Forms of Assessment
- Executive Order no. 1162 of 10 July 2020: Executive Order on Admission to Technical and Vocational Academy Profession and Professional Bachelor Degree Programmes

The above may be subject to changes. Applicable acts and executive orders can be found at [www.retsinfo.dk](http://www.retsinfo.dk)

## 2. Admission to the study programme

Admission to the study programme is based on the rules in the ministerial order on admission to academy profession programmes and professional bachelor programmes.

## 3. The structure of the study programme

The study programme is a full-time academic programme of 2 years' full-time equivalent study. A full-time equivalent study corresponds to the work of a full-time student for 1 year. A full-time equivalent study corresponds to 60 points in the European Credit Transfer System (ECTS). Thus, the full programme totals 120 ECTS.

Semester	Programme elements	ECTS	Exam
1.			Initial assessment test
2.	Programming	30 ECTS	First year test
	Systems Development	15 ECTS	
	Technology	5 ECTS	
	Understanding Business	10 ECTS	
3.	Programming 2	10 ECTS	Programming test
	Technology 2	10 ECTS	
	Systems Development 2	10 ECTS	System development test
4.	Elective programme elements	30 ECTS	Test in elective academic element
5.	Internship	15 ECTS	Internship exam
	Main Exam Project	15 ECTS	Exam in the Final Exam Project

\*The description of national programme elements is found in the national part of the curriculum. Local programme elements, including electives, are found in the local part of the curriculum (and for some programmes in an electives catalogue).

We will facilitate all students in becoming aware of sustainability and green transition in relation to the subject knowledge of the study programme. The interpretation of specific learning goals will as far as possible occur in this context and thus contribute to general education in the field of sustainability and green transition.

## 4. Local programme elements

The objectives for learning achieved are described in chapter 1 of the national part of the curriculum.

All programme elements on the first, second and third semesters are national programme elements, which are described in chapter 2 of the national part of the curriculum.

Local programme elements comprise only elective programme elements which are described in detail in an electives catalogue. The electives catalogue is modified at a regular basis, and there is no guarantee that a specific elective is offered.

For information on internship, please see the section “Internship and rules on completion”.

### 4.1. Elective programme elements

#### Contents

The elective programme elements give the student an opportunity to enhance their academic and professional competencies by specialising and putting themes into perspective within the wider scope of information technology.

Every year, the programme offers a number of elective programme elements to be found on the Intranet. The elective programme elements can be offered at another Zealand address than the one the students are normally associated with. Elective programme elements can also be offered in the form of on-line/blended learning courses. See the electives catalogue for further information on specific learning objectives.

The student can also organise the elective programme elements at their option in the form of theoretic and/or practical schedules. The chosen programme must be approved by the programme manager.

#### Learning objectives

##### *Knowledge*

The graduate has:

- development based knowledge about practice and the main theories and methods used within the subject area of the chosen topic(s)
- understanding of practice and the main theories and methods used within the chosen topic(s)

##### *Skills*

The graduate will be able to:

- apply key methods and tools used within the subject area and the skills associated with the practices of the profession

- select, describe and search for literature concerning a problem of their own choice within the context of information technology
- discuss relevant processes and analytical approaches associated with the chosen topic(s)
- evaluate problems from practice and outline solutions in relation to the chosen topic(s)
- communicate central results and practice-related problems and solution options to cooperation partners and users

### *Competencies*

The graduate will be able to:

- familiarise themselves with new topics in the context of the theory and/or practices of the discipline
- put the chosen topic(s) into a wide perspective and relate it/them to the other topics addressed during the programme.
- manage development-oriented situations within the chosen topic(s) in relation to information technology
- participate in technical and multidisciplinary cooperative efforts with a professional approach within the chosen topic(s)
- acquire new knowledge, skills and competencies relating to the chosen topic(s) in a structured context

### **ECTS credits**

30 ECTS

## **5. Internship and rules for completion**

Contents, overall learning objectives, and ECTS-credits for the internship are described in the national part of the curriculum.

During the internship, the student works with professionally relevant issues and gains knowledge of relevant business functions. The connection between the theoretical teaching and the internship forms the basis for the student's internship goals.

The internship can be compared to a full-time job with the same requirements for working hours, efforts, engagement, and flexibility that the graduate is expected to meet in its first job.

The internship course is planned in a flexible and differentiated way and can form the basis for the student's final exam project.

### *Internship agreement*

The student, Zealand, and company agree on the specific contents for the student's internship, based on the overall learning objectives for the internship.

The internship agreement must contain the individual learning objectives for the internship as well as of the task(s) the student is expected to complete for the company. This will then serve as a basis for the planning of the student's work during the internship.

Moreover, the internship agreement must contain an agreement on working hours and reporting.

### *The company*

The company appoints a contact person in the company.

The company contributes with a specific and realistic issue/task(s) to be processed by the student.

The company will make information available to the student that may be relevant for the completion of the tasks.

The company continuously evaluates the student's activities during the internship period and will notify the student and the internship supervisor or the internship coordinator at Zealand if any problems occur.

### *The student*

The student must actively look for relevant companies within the current subject area. The student is obliged to meet the internship agreement, as the internship is a mandatory part of the study programme.

### *Zealand*

Zealand provides a counsellor for the student. This counsellor is available to the company and the student to a limited extent.

Zealand will make one visit to the company during the internship. This visit may be arranged virtually, if the internship is abroad. This also applies if the number of internships or other important reasons make it difficult to visit all involved companies.

For further information on internships, please contact the internship coordinator of the study programme.

## **6. Teaching and working methods**

The teaching involves lectures, class teaching, dialogue teaching, exercises, presentations, cases, seminars, guest lecturers, projects, and company visits.

The teaching incorporates the latest knowledge and results from national and international research, trials, and development work within the disciplines relevant to the profession.

The teaching also incorporates experience from practices and knowledge from key trends within the profession as well as methods to develop the profession and to conduct quality and development work.

In order to ensure optimum academic learning and personal development in each student, the Computer Science programme applies various pedagogical approaches, with the main emphasis on dialogue, discussion and project work.

### **6.1. Reading texts in foreign languages**

Most of the teaching material used in the programme is in English and some of the teaching may be conducted in English.

Knowledge of additional foreign languages is not required, beyond the requirements laid down in the Executive Order on Admission.

### **6.2. Differentiated teaching**

The teaching is given a variable structure and offers lessons in class, guest lecturers, company visits, project work in groups and individualised work – often in an multidisciplinary context and always focusing on the usability aspect. In addition to academic skills, the different ways of learning help the students develop their abilities to work on their own and together with others.

## **7. Internationalisation**

### **7.1. Studying abroad**

Upon the programme's preliminary approval of credit transfer, the student can complete selected academic elements abroad.

With the preliminary approval of a study visit abroad, the student must – after the completion of the studies abroad – document the academic elements completed during the approved study visit. In connection with

the preliminary approval, the student must give Zealand its consent to collect necessary information after the completion of the studies abroad.

With the preliminary approval of credit transfer, the academic element is considered as completed if the course was passed in accordance with the rules for the study programme.

#### **7.1.1. Examinations when studying the fourth semester abroad**

The student must sit their exams at the partner institution abroad. The student must also document the learning outcome from the subjects studied at the partner institution online in a portfolio. The student writes a report for each subject describing the learning outcome of the subject.

The report must have an extent appropriate for the points awarded for the subject(s), although minimum three standard pages of 2400 characters for each page.

All assignment and their answers must be documented online in the portfolio. Links to the portfolio and the documentation substantiating exam(s) passed at the partner institution must be submitted to the original educational institution at the latest four weeks after the exams abroad have been taken. The portfolio, including the reports on the learning outcome, is given a Pass or a Fail.

See also section 4.1 on Elective programme elements and section 8.1.5 on Exam elective element.

#### **7.2. Agreements with international educational institutions on parallel courses**

Information on partner institutions, international internships, credit transfer, and procedures is continuously published by Zealand.

## **8. Tests and exams of the study programme**

The purpose of tests in the academic elements is to document whether the student meets the professional and academic goals set by the study programme and its elements. All tests must be passed with the minimum grade 02. The student is entitled to 3 attempts per test. Passed tests cannot be retaken. It is the student's own responsibility to acquaint with and comply with Zealand's rules for tests and exams. With the commencement of an academic element, a semester, etc., the student automatically registers for the associated tests and exams. It is not possible to unregister from the tests. If the student does not fulfill the conditions for participation in a given test, the student has used one exam attempt. For requirements for the final exam project, please see section 8.2.

Programme element may include one or more compulsory study activities which are defined and described by the course teacher and appear from the study plan. Compulsory activities must be completed and approved before the student can be accepted for the exam. If a student does not comply with the conditions, the student cannot sit for the exam and has used an attempt.

- The lecturer arranges compulsory study activities.
- The lecturer follows up on any students who do not attend or fail or for some other reason do not comply with the compulsory study activities. A student may re-submit answers to compulsory study activities once.
- The lecturer notifies the student counsellor and the programme manager of any assignments/conditions not complied with.

Compulsory study activities must be submitted/realised and approved for the student to be considered actively studying. If the assignment involves an oral presentation, the student has the duty to meet for this.

Answers for exams and compulsory study activity may be required to be submitted electronically. The regulations governing electronic submission can be found on the Intranet.

### **8.1. Description of the tests**

The study programme contains various forms of tests reflecting the contents of the teaching as well as working methods. The test form for 1<sup>st</sup> and 2<sup>nd</sup> attempt can vary.

#### **8.1.1. Initial assessment test**

The purpose of the initial assessment test is to clarify whether the student actually started on the study programme. The initial assessment test must be taken within 2 month from the commencement of studies, and the student must receive the results 2 weeks after the test, at the latest. Students who fail this test may take a re-examination, which is held within 3 month from the commencement of studies. The student has 2 attempts to pass the initial assessment test. The initial assessment test is assessed internally as either "Passed" or "Not passed" and does not award any ECTS-credits. In case of a not passed initial assessment test, termination of enrolment will take place (see also section 9.2.). In case of post-admission after conduct of the initial assessment test, the student will be granted an exemption from taking the test.

As regards opportunities to complain, the standard opportunities to complain about an exam shall not apply to the initial assessment test. For this test, it is only possible to complain about legal conditions, such as the deadline for the test or the number of exam attempts. Zealand may grant students an exemption from the deadlines laid down for passing the initial assessment test, if necessary due to illness, childbirth, or unusual circumstances.

The planning and contents of the test:

Digital multiple choice test including questions concerning a number of overall study relevant topics. All aids are allowed. The test is open from 8 in the morning on the test day (via Wiseflow) and the student will have until 17 to complete and submit the test.

Temporal placement of the test (and re-examination).

The initial assessment test will typically be held in the 3<sup>rd</sup> week after commencement of study (1<sup>st</sup> test attempt) and 4<sup>th</sup> week after commencement of study (re-examination).

Grading and announcement of result:

The initial assessment test is graded as passed/not passed (failed). If the test is not passed in the first try, the student is automatically registered the re-examination.

#### **8.1.2. The 1<sup>st</sup> year test**

The 1<sup>st</sup> year test covers the test the student must have taken by the end of the first year of studies, according to this curriculum. The student must have passed the 1<sup>st</sup> year test before the end of the student's first year of studies, after the commencement of studies, in order to continue on the study programme. See section 1 for reference to the current Ministerial Order on Exams in Professionally Oriented Higher Education Programmes.

Requirements for participation in the test:

Mandatory study activities are associated with the test, as described in the semester schedule. The mandatory study activities for the first year of studies must be passed before the student can take the 1<sup>st</sup> year test. The number of mandatory assignments must be available at the beginning of the semester and

informed to the students. Mandatory assignments must be submitted no later than 10 days before the exam.

If the student does not fulfil one or more mandatory study activities, the student cannot participate in the test, and the student has thus used one exam attempt.

Planning and content of the test:

Oral test based on a written product. All aids are allowed.

The test is an external, individual oral test based on a written group project.

The group must consist of max. 5 students.

The project is presented by the project group for 10 minutes per student - yet max. 30 minutes.

Subsequently, the group members are examined individually. 30 minutes per student are allocated for the individual exam, including assessment and grading.

Formal requirements:

The project report must have a length of max. 40 standard pages. A standard page includes 2,400 characters, incl. spaces and footnotes. Front cover, table of contents, bibliography, figures, pictures, and appendices are not included in the number of standard pages. Appendices are not included in the assessment.

The 1<sup>st</sup> year project must meet the following formal requirements:

- Front cover stating the title and length of the report (number of characters, incl. spaces)
- A list stating the main author of the individual parts of the report
- Statement of path for the version control server where the source code and the executable code for the product are available.

If a written assignment does not meet the formalities (as stipulated in the Curriculum), the adjudicators may reject the assignment. If the assignment is rejected, no assessment will be given, and the student has used one exam attempt.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Assessment criteria:

The assessment criteria for the test are based on the learning objectives for the national academic elements: Programming, System Development, Technology, and Business. See section 2.1-2.4 in the national part of the curriculum.

The test is subject to an external assessment, and a total grade is given in accordance with the 7-point grading scale, based on a total assessment of the written product and the oral presentation.

Temporal placement:

The test is held by the end of the 2<sup>nd</sup> semester. Further information on time and place as well as the submission of the written group project is available on the Intranet.

Zealand may grant students an exemption from the deadlines laid down for passing the test, if necessary due to illness, childbirth, or unusual circumstances.

Scope of ECTS:

60 ECTS



Re-examination/re-examination due to illness:

Based on the same requirements as for the 1<sup>st</sup> attempt. The student is given the opportunity to edit the written product if the re-examination is due to the student having failed its previous exam attempt.

### **8.1.3. Programming test**

Requirements for participation in the test:

Mandatory study activities are associated with the test, as described in the semester schedule. If the student has not completed the mandatory study activities, the student cannot participate in the exam, and the student has thus used one exam attempt.

The number of mandatory assignments must be available at the beginning of the semester and informed to the students.

Mandatory assignments must be submitted no later than 10 days before the exam.

Planning and content of the test:

Practical and oral test. All aids are allowed. It is not allowed to communicate with others than the examiner and the co-examiner during the examination.

The test is an individual exam where the student works with programming and technology for a 4-6-hour examination period (exclusive of assessment and grading). Students may not leave the examination room before the time is up. The examiner and co-examiner continuously examine the students during the work process. The students will receive their assignments at the beginning of the exam. The assignment is composed by the examiner and comprise theoretical and practical elements from the core academic areas Programming and Technology.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Formal requirements:

None.

Assessment criteria:

The assessment criteria for the test are based on the learning objectives for the national academic elements: Programming 2 and Technology 2 on the 3<sup>rd</sup> semester. See section 2.5-2.6 in the national part of the curriculum. The test is subject to an external assessment, and a total grade is given in accordance with the 7-point grading scale, based on a total assessment of the written product and the oral presentation.

Temporal placement:

The test is held by the end of the 3<sup>rd</sup> semester. Further information on time and place is available on the Intranet.

Scope of ECTS:

20 ECTS

Re-examination/re-examination due to illness:

The same test form as the ordinary test.

### **8.1.4. System development test**

Requirements for participation in the test:

None.

Planning and content of the test:

Oral test based on a written product. All aids are allowed.

The test is a written and oral group exam. The group must consist of max. 5 students.

The project is presented by the project group for 10 minutes per student - yet max. 30 minutes.

Subsequently, the group members are examined individually. 20 minutes per student are allocated for the individual exam, including assessment and grading.

Formal requirements:

The written product, the system development report, which forms the basis of the exam, must meet the formalities as set out below and be submitted on the fixed deadline, cf. the exam schedule which is available on the Intranet.

- Front cover stating the title and length of the report (number of characters, incl. spaces)
- A list of the main author of the individual parts of the report

The report must have a length of max. 30 standard pages. A standard page includes 2,400 characters, incl. spaces and footnotes. Front cover, table of contents, bibliography, figures, pictures, and appendices are not included in the number of standard pages. Appendices are not included in the assessment.

If a written assignment does not meet the formalities (as stipulated in the Curriculum), the adjudicators may reject the assignment. If the assignment is rejected, no assessment will be given, and the student has used one exam attempt.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Assessment criteria:

The assessment criteria for the test are based on the learning objectives for the national academic element: System Development 2. See section 2.7 in the national part of the curriculum.

The test is subject to an internal assessment, and a total individual grade is given in accordance with the 7-point grading scale, based on a total assessment of the written product and the oral presentation.

Temporal placement:

The test is held by the end of the 3<sup>rd</sup> semester. Further information on time and place is available on the Intranet.

Scope of ECTS:

10 ECTS

Re-examination/re-examination due to illness:

Based on the same requirements as for the 1<sup>st</sup> attempt. The student is given the opportunity to edit the written product if the re-examination is due to the student having failed its previous exam attempt.

### **8.1.5. Test in elective academic element**

Requirements for participation in the test:

Each elective academic element may include mandatory assignments which must appear from the teacher's lesson schedule. Those assignments must be submitted and approved by the teacher. If the student does not meet the requirements, the student cannot participate in the exam, and the student has thus used one exam attempt.

The number of mandatory assignments must be available at the beginning of the semester and informed to the students.

Mandatory assignments must be submitted no later than 10 days before the exam.

Planning and content of the test:

Oral test based on a written product. All aids are allowed.

The test is an individual exam based on a synopsis. The student is free to choose the topic for its synopsis.

The synopsis is presented by the student for max. 10 minutes. The presentation is followed by an individual examination of 20 minutes, incl. assessment and grading.

Formal requirements:

The synopsis must have a maximum length of 10 standard pages plus any programmes and a running system.

A standard page includes 2,400 characters, incl. spaces and footnotes. Front cover, table of contents, bibliography, figures, pictures, and appendices are not included in the number of standard pages.

Appendices are not included in the assessment.

If a written assignment does not meet the formalities (as stipulated in the Curriculum), the adjudicators may reject the assignment. If the assignment is rejected, no assessment will be given, and the student has used one exam attempt.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Assessment criteria:

The assessment criteria for the test are based on the learning objectives for the local academic element: Elective academic elements. See section 4.1 in this local part of the curriculum. The context of the learning objectives is defined by the specific elective academic elements on which the synopsis is based.

The test is subject to an internal/external assessment, and a total grade is given in accordance with the 7-point grading scale, based on a total assessment of the written product and the oral performance.

Temporal placement:

The test is held by the end of the 4<sup>th</sup> semester. Further information on time and place as well as submission of the written project is available on the Intranet.

Scope of ECTS:

30 ECTS

Re-examination/re-examination due to illness:

Based on the same requirements as for the 1<sup>st</sup> attempt. The student is given the opportunity to edit the written product if the re-examination is due to the student having failed its previous exam attempt.

### **8.1.6. Internship exam**

Requirements for participation in the exam:

To participate in the exam, the student must meet the following requirements:

The student must have completed the internship.

If the student does not meet the requirements, the student cannot participate in the exam, and the student has thus used one exam attempt.

Planning and content of the exam:

Written test. All aids are allowed.

The test is an internal, individual written exam based on an internship report.

Formal requirements:

The following elements must be included in the internship report:

- Front cover stating the name of the student, the internship company, academy, internship period, and number of characters, incl. spaces
- Short description of the internship company
- Reflection on the fulfilment of specific learning objectives
- Description of specific tasks
- Reflection on the completion of the planned internship
- Conclusion
- Appendices: Internship plan, statement from the company, and logbook
- Any additional appendices (only appendices of core importance to the report)

The internship report must have a length of max. 10 standard pages, plus appendices.

A standard page includes 2,400 characters, incl. spaces and footnotes. Front cover, table of contents, bibliography, and appendices are not included in the number of standard pages. Appendices are not included in the assessment.

If a written assignment does not meet the formalities (as stipulated in the Curriculum), the adjudicators may reject the assignment. If the assignment is rejected, no assessment will be given, and the student has used one exam attempt.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Assessment criteria:

The assessment criteria for the exam are based on the learning objectives for the internship. See section 3 in the national part of the curriculum.

The exam is subject to an internal assessment, and a total grade is given in accordance with the 7-point grading scale, based on a total assessment of the written product.

Temporal placement:

The exam is held after the completion of the internship. Further information on time and place as well as submission of the internship report is available on the Intranet.

Scope of ECTS:

15 ECTS

Re-examination/re-examination due to illness:

Based on the same requirements as for the 1<sup>st</sup> attempt. The student is given the opportunity to edit the written product if the re-examination is due to the student having failed its previous exam attempt.

## **8.2. Final exam project**

The overall requirements for the final exam project are described in chapter 4 in the national part of the curriculum. Further requirements are specified below.

### **8.2.1. Requirements for the final exam project**

Requirements for participation in the exam:

All previous tests/exams of the study programme have been passed.

Planning and content of the exam:

Oral exam based on a written product. All aids are allowed.

The exam is an external, oral group exam based on a written group project.

One individual grade is given based on a total assessment of the written and oral performance. The exam is assessed in accordance with the 7-point grading scale. For the grading, the indicative weighting of the project report is 70 percent and the oral performance 30 percent - unless the total assessment gives rise to dispense with this weighting.

The group must consist of max. 4 students.

The project is presented by the project group for 10 minutes per student - yet max. 30 minutes. Subsequently, the group members are examined individually. 20 minutes per student are allocated for the individual exam, including assessment and grading.

Formal requirements:

See the national curriculum for further formalities.

The following formalities apply to the final exam project:

- The front cover of the project must state the length of the report (number of characters, incl. spaces)
- The project must include a list of the main authors of the individual parts of the report

If a written assignment does not meet the formalities (as stipulated in the Curriculum), the adjudicators may reject the assignment. If the assignment is rejected, no assessment will be given, and the student has used one exam attempt.

The exam language is Danish or English, cf. the language of the study programme in which the student is enrolled.

Assessment criteria:

The assessment criteria for the exam are based on the learning objectives for the final exam project, cf. section 4 in the national part of the curriculum.

One individual grade is given based on a total assessment of the written and oral performance. The exam is subject to an external assessment in accordance with the 7-point grading scale. For the grading, the indicative weighting of the project report is 70 percent and the oral performance 30 percent - unless the total assessment gives rise to dispense with this weighting.

Temporal placement:

The exam is held by the end of the 5<sup>th</sup> semester. Further information on time and place is available on the Intranet.

Scope of ECTS:

15 ECTS

Re-examination/re-examination due to illness:

Based on the same requirements as for the 1<sup>st</sup> attempt. The student is given the opportunity to edit the written product if the re-examination is due to the student having failed its previous exam attempt.

### **8.2.2. The importance of formulating capacity and spelling skills for the assessment**

Spelling skills and formulating capacity are included in the final exam project. The assessment is based on an overall evaluation of the academic contents as well as spelling skills and formulating capacity. However, the academic contents outweigh the other elements.

Students who can document relevant specific disabilities may apply for an exemption from the requirement that spelling skills and formulating capacity are included in the assessment. Applications must be sent via [www.zealand.com/forms/](http://www.zealand.com/forms/) at the latest 4 weeks before the exam.

### **8.3. Examination language**

Unless otherwise stated in the description of each test, the examination language shall be Danish. The tests may be held in Swedish or Norwegian instead of Danish. For study programmes or single courses offered in English or in another foreign language, the tests may be held in those languages.

Students who do not have Danish as their mother tongue may apply for an exemption from the requirement that spelling skills and formulating capacity are included in the assessment the final exam project as well as tests where the aforementioned skills – according to this curriculum – are included in the assessment.

Applications must be sent via [www.zealand.com/forms/](http://www.zealand.com/forms/) at the latest 4 weeks before the exam.

### **8.4. Special test conditions**

In case of physical or mental disabilities, the student may apply for special test conditions. Applications must be on mail: [studievejledning@zealand.dk](mailto:studievejledning@zealand.dk), at the latest 6 weeks before the exam.

An exemption from this deadline may be granted if sudden health problems have occurred. The application must contain a medical certificate, a statement from an institute of speech and hearing therapy, an institute for dyslexic and blind or other documentation of health conditions or relevant specific disabilities.

For exams which include submission of a report, the examination procedure starts on the day of the submission.

### **8.5. Re-examination**

Special rules apply to re-examination for the initial assessment test, see section 8.1.1.

#### **8.5.1. Re-examination due to illness or another documented reason**

If a student has been prevented from taking an exam due to documented illness or another documented reason, the student will have the opportunity to take the re-examination as soon as possible. If the test is held during the final exam period of the study programme, the student will have the opportunity to take the test during the same exam period or in immediate continuation thereof. The student is automatically registered for the re-examination.

Information about time and location for re-examinations will be available on Wiseflow

Illness must be documented with a medical certificate (any costs related to the collection of documentation must be carried by the student). The medical certificate must have reached Zealand no later than 8 days after the exam/test was held. If a student falls acutely ill during the exam/test, the student must document that he/she was ill on the day in question.

If illness is not documented in accordance with the rules described above, this will count as an examination attempt.

#### **8.5.2. Re-examination due to failed examinations**

In case of failed examinations (including absence without a documented reason), a new test/exam shall be held as soon as possible and no later than the next time the examination in question is held, e.g. as a re-examination due to illness. The student is automatically registered for the re-examination as long as examination attempts remain.

The student must personally stay informed as to when re-examination is held.

Information about time and location for re-examinations will be available on Wiseflow.

The head of studies may grant an exemption from the continuous registration under exceptional circumstances, including a documented disability.

## **8.6. Cheating at exams**

With the submission of a written assignment, the student confirms that the assignment has been completed without undue assistance.

### **8.6.1 Use of own work and that of others (plagiarism)**

Examination cheating as plagiarism includes a written assignment, which wholly or partly is presented as the examinee or examinees' own work, even though the assignment:

- Covers identical or nearly identical reproduction of another peoples' wording or works, without said reproduction clearly referring to the source, cf. Zealand's requirements for written assignments.
- Covers large passages with a choice of words which is very close to that of another work or which is similar in phrasing etc. so that it is possible to tell by comparison that the passages could not have been written without using the other work.
- Covers the use of another person's words or ideas without those being appropriately credited.
- Reuses text and/or key ideas from the student's own previously assessed work without source reference.

It shall be reported to the head of studies if it – during or after an exam – is assumed that an examinee:

- Has illicitly helped or gained help
- Has published another person's work as its own work (plagiarism), or
- Has used its previously assessed work or parts of such work without referring to this (plagiarism).

### **8.6.2. The process of clarification of examination cheating, including plagiarism**

#### *Postponement of the test*

With regard to the reporting of examination cheating such as plagiarism of a written assignment forming the basis of assessment at a later oral test, the head of studies will postpone the examination if it is not possible to clarify the circumstances until the fixed date of examination.

#### *Reporting form and content*

The reporting must be made without undue delay. The reporting must include a written presentation of the case, including information that can identify the reported persons as well as a short statement and the available documentation of the incident. It must be stated whether this is a repeated case for one or more of the reported persons.

In case of reported plagiarism, the plagiarized parts must be marked with clear reference to the sources that have been plagiarized. The plagiarized text must be marked in the source text as well.

#### *Involvement of the examinee – hearing of parties*

The head of studies decides whether the hearing of the student should be oral, in writing or as a combination of both. At an oral hearing of parties, the examinee will be summoned to an interview to provide further information about the circumstances with a view to present the documentation of the assumed examination cheating and to hear the examinee's conception of the case. The examinee is entitled to be accompanied by a companion.

At a written hearing of parties, the documentation of the assumed examination cheating is submitted for the purpose of requesting the student's written conception of the case.

### **8.6.3. Disciplinary measures in case of examination cheating and distracting behaviour**

If the head of studies is confirmed in the assumption of examination cheating, and the action has had or could have an impact on the assessment, the head of studies shall expel the examinee from the examination.

In less serious cases, a warning will be given first.

In more serious cases, the head of studies may expel the examinee for short or long periods. In such cases, a written warning will be given, stating that any repetitions may lead to permanent expulsion. An expulsion means that any grade for the examination in question will be void and thus counts for an examination attempt.

The examinee cannot participate in an illness-delayed examination or re-examination, but must take the next ordinary test when offered by the study programme.

In case of serious circumstances, the head of studies may decide that the examinee shall be expelled from Zealand for a short or a long period. In such cases, a written warning will be given, stating that any repetitions may lead to permanent expulsion.

The student cannot participate in the teaching or tests during the period of expulsion.

The head of studies may grant an exemption.

### **8.6.4 Complaints about sanctions regarding cheating, plagiarism, and distractive behaviour during the examination**

The decision that an attempt at the exam has been used is final. Expulsion due to a cheating offence at an exam is final as well. Complaints cannot be brought before a higher administrative authority.

Complaints about legal aspects (such as incapacity, hearing, complaints instructions, correct or incorrect interpretation of the Examination Order etc.) can be lodged with the Danish Agency for Higher Education and Science. The complaint is forwarded to Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/). The head of studies makes a statement, which the applicant must be allowed, time to comment on, normally one week. Zealand forwards the complaint, the statement and any comments that the applicant may have made to the Danish Agency for Higher Education and Science. Complaints must reach Zealand at the latest two weeks from the day that the complainant was notified of the decision, cf. chapter 11 of the Examination Order.

## **9. Miscellaneous rules applicable to the programme**

### **9.1. Credit transfer**

Credit transfer agreements for the national subject elements are stated in the national part of the curriculum.

#### **9.1.1. Credit transfer agreements for subject elements covered by the local part of the curriculum**

Passed academic elements are equivalent to the corresponding academic elements at other educational institutions offering this programme as well as other programmes.

The student may apply for approval of credit transfer if the student has completed academic elements awarding credit.

### **9.2 Termination of enrolment**

The Executive Order on Grading Scale and Other Forms of Assessment (see section 1) describes when a student's enrolment within a programme can be terminated, including a not passed initial assessment



test/first year exam and exhausted examination attempts. Zealand's supplementary rules are detailed below.

Enrolment with the studies may be terminated for students who have passed less than 30 ECTS-credits per year of studying. The study activity requirement of min. 30 ECTS pr. study year is annulled for the first year of study if the first-year test has a scope of 30 ECTS or more. A student has three attempts to pass the exams.

Enrolment with the studies may be terminated for students who have not passed any exams for a consecutive period of at least 12 months. Periods when the student has not participated in any exams due to leave, giving birth, adoption, documented illness or conscription will not be included. Upon request, the student must produce documentation substantiating these circumstances. The programme may make exemptions from these provisions in the event of unusual circumstances. Applications for exemptions is forwarded to Zealand via the exemptions system at [www.zealand.com/forms/](http://www.zealand.com/forms/).

The student receives a written warning from Zealand before the enrolment is terminated. In that, connection the student is made aware of the rules above. It will further appear from the letter that the student has fourteen days to submit their comments (hearing of the party) and documentation for periods of leave, giving birth, adoption, documented illness or conscription. The letter also states a deadline for applying for exemption. In case of a not passed initial assessment test, termination of enrolment takes place directly after notification.

If the student fails to react within the stipulated deadline, their enrolment is terminated.

If the student pleads that enrolment should not be terminated, the termination awaits the head of studies final decision.

The student may complain to Zealand about the decision within two weeks of receiving the decision. The complaint is sent to Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/). The complaint has no delaying effect.

If the decision is maintained, Zealand will make a statement, which the student may comment on, normally within a deadline of one week. Zealand forwards the complaint, the statement and any comments that the applicant may have made to the Danish Agency for Higher Education and Science. The Agency informs the student of the final decision after having dealt with the complaint. Decisions of the Agency cannot be lodged with any other administrative body.

### **9.3. Complaints in general**

Also, see section 8.6.4. related to complaints about sanctions regarding cheating, plagiarism, and distractive behaviour during the examination and section 9.2. regarding termination of enrolment.

The student is recommended to ask the student counsellor for guidance on the complaints procedure and how to prepare a complaint. The rules governing complaints concerning exams are found in the Examination Order.

The Examination Order differentiates between complaints about:

- the scope of the examination etc., the examination procedure and/or the assessment and
- complaints about legal matters.

The two types of complaints are treated differently. All complaints are sent to Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/).

### **9.3.1. Complaints about the scope of the examination etc., examination procedure and assessment**

A student can submit a written complaint, stating their reasons, within two weeks after the assessment was communicated in the usual way, concerning:

- the scope of the examination, including questions asked, work submitted etc., and the exam relative to the objectives and demands of the programme
- the examination procedure
- the assessment.

The complaint may concern all exams, including written, oral and combinations thereof, and practical or clinical exams.

The original examiners (the internal examiner(s) and the external examiner, if applicable) of the exam concerned, must be presented with the complaint immediately. Zealand must be able to form its decision in relation to academic issues based on the statement from the examiners. Normally, Zealand allows two weeks to make the statements.

Immediately when the examiners' statements are available, the applicant is given an opportunity to comment on the statements, normally within one week.

Zealand makes decisions regarding complaints based on the academic opinion presented by the examiners and the applicant's comments on the opinion. The decision, which must be in writing, stating reasons, may involve:

- an offer for a new assessment (re-assessment) – although only written exams
- an offer for a new exam (re-examination)
- the decision is not in favour of the student.

If the decision is to offer re-assessment or re-examination, the head of studies appoints a review panel. Re-assessment applies only to written exams where material is available for assessment, partly because the review panel cannot make a (re-)assessment of an oral exam that has already been held and because the notes made, by the original examiners are personal and cannot be divulged. If the decision is to offer re-assessment or re-examination, the applicant must be told that re-assessment or re-examination may lead to a lower mark. Within a period of two weeks after the decision has been communicated, the student must accept the offer. Acceptance cannot be cancelled. If the student does not accept within this period of time, there will be no re-assessment or re-examination.

Re-assessments or re-examinations must take place as soon as possible. For re-assessments, the documentation of the matter must be made available to the review panel: The question(s), the answer(s), the complaint, the statements made by the original examiners with the applicant's comments and Zealand's decisions. The review panel notifies Zealand of the outcome of the re-assessment and encloses a written statement with the reasons and the actual assessment. Re-assessments or re-examinations may produce lower grades. If the decision is to offer re-assessment or re-examination, this decision applies to all students if the exam suffers from the same defects as those referred to in the complaint.

If the due date of the deadline for complaints (two weeks/14 calendar days) is on a public holiday, the due date will be the first workday following the public holiday. Exemptions from the deadline can be made in the event of unusual circumstances.

### **9.3.2 Appeal**

As regards academic issues, appeals may be lodged against Zealand's decision with an appeals panel. The activities of the appeals panel are governed by the Public Administration Act, this also includes incapacity and confidentiality.

The appeal is sent to Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/). Appeals must be lodged at the latest two weeks after the student was informed of the decision. The requirements as above for complaints (in writing, stating reasons etc.) also apply to appeals. The appeals panel consists of two authorised external examiners, who are appointed by the chairman of the external examiners, a lecturer authorised to conduct examinations and a student studying the subject area (the degree programme), both of which are appointed by the head of studies.

The appeals panel makes decisions based on the material that Zealand used for its decision and the student's appeal, with reasons stated for the appeal.

The appeals panel considers the appeal and the decision may result in:

- an offer for re-assessment by new reviewers, although only written exams
- an offer for a new exam (re-examination) by new examiners
- the decision is not in favour of the student.

If the decision is to offer re-assessment or re-examination, the applicant must be told that re-assessment or re-examination may lead to a lower mark. Within a period of two weeks after the decision has been communicated, the student must accept the offer. Acceptance cannot be cancelled.

If the student does not accept within this period of time, there will be no re-assessment or re-examination.

Re-assessments or re-examinations must take place as soon as possible. For re-assessments, the documentation of the matter must be made available to the review panel: The question(s), the answer(s), the complaint, the statements made by the original examiners with the applicant's comments and Zealand's decisions. The appeals panel must reach a decision at the latest two months – for summer exams three months – after the appeal has been submitted. Decisions of the appeals panel are final. This means that the matter cannot be brought before a higher administrative authority as regards the academic aspects of the complaint.

### **9.3.3. Complaints about legal matters**

Complaints about legal aspects of decisions made by the review panel in connection with reassessments or re-examinations or about decisions of the appeal panel can be brought before Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/). The deadline for submitting complaints is two weeks from the day the decision has been communicated to the complainant. Zealand will then make a decision.

Complaints about legal aspects of decisions made by the Zealand pursuant to the rules laid down by the Examination Order (such as incapacity, hearing, correct or incorrect interpretation of the Examination Order etc.) can be submitted to Zealand via the complaints system at [www.zealand.dk/exam-appeals/](http://www.zealand.dk/exam-appeals/). Zealand issues a statement and the applicant must be given normally one week for commenting. Zealand forwards the complaint, the statement and any comments that the applicant may have made to the Danish Agency for Higher Education and Science. Complaints must be submitted to Zealand not later than two weeks from the day when the decision was communicated to the complainant.

Also see section 9.2 regarding complaints relating to termination of enrolment.

### **9.4. Exemption rules**

Zealand may grant an exemption from the rules stipulated in the common part of the curriculum, solely determined by the institutions, if warranted on account of unusual circumstances. The institutions collaborate on a uniform exemption practice.

Zealand may dispense with the rules stipulated in the curriculum by the institution(s), if warranted on account of unusual circumstances.

## **10. Finance**

All expenses for activities expected to be carried out by the student are to be borne by the student, unless otherwise provided.

## **11. Effective date and transitional provisions**

This curriculum is effective for students commencing the study programme as per August 2021. All students will be transferred to this curriculum and at the same time previous existing curriculums will be suspended.