Skabelon - Institutionel del - Studieordning in multimedia design

Institutional part - Curriculum August 2014

Michael Jørgensen

1 Table of Contents

1 Table of Contents 2
2 The timewise location of compulsory educational elements and of internship in the study programme, including exams assessed by an external examiner. 4
3 Frames and criteria for the tests/exams of the study programme ..... Fejl! Bogmærke er ikke defineret.
3.1 Study start test ..... **Fejl! Bogmærke er ikke defineret.**
3.2 Form and planning of the test ..... **Fejl! Bogmærke er ikke defineret.**
3.3 Scope of the test ..... **Fejl! Bogmærke er ikke defineret.**
3.4 Timewise location ..... **Fejl! Bogmærke er ikke defineret.**
3.5 Grading ..... **Fejl! Bogmærke er ikke defineret.**
3.6 Language of the test ..... **Fejl! Bogmærke er ikke defineret.**
3.7 ECTS of the test ..... **Fejl! Bogmærke er ikke defineret.**
3.8 Grading criteria ..... **Fejl! Bogmærke er ikke defineret.**
3.9 Complaint ..... **Fejl! Bogmærke er ikke defineret.**
3.10 Dispensation ..... **Fejl! Bogmærke er ikke defineret.**
4 Set preconditions 4
4.1 1st semester interdisciplinary set precondition 5
4.2 Assessment criteria 5
4.3 Timewise location 6
4.4 Language of the test 7
5 Exam in the mandatory educational element Basic Multimedia Production 7
5.1 Preconditions for attending the exam, including mandatory participation 7
5.2 Scope of the exam 7
5.3 Formal requirements for the written project 7
5.4 Assessment criteria 8
5.5 Timewise location 8
5.6 Language of the test 8
6 3rd semester test 8
6.1 Scope of the test 9
6.2 Formal requirements for the written project 9
6.3 Assessment criteria 9
6.4 Timewise location 9
6.5 Language of the test 10
7 Elective educational elements 10
7.1 Contents 10
7.2 ECTS scope 10
7.3 Learning goals 10
7.4 Timewise location 11
7.5 Test and scope 11
7.6 Language of the test 11

8 Guidelines for implementing the internship 11
8.1 Demands to involved parties 11
8.2 The student 12
8.3 The internship supervisor 12
8.4 The career centre 12
8.5 The internship company 12
8.6 Scope of the test 12
8.7 Formal requirements for the written project 13
8.8 Assessment criteria 13
8.9 Timewise location 13
8.10 Language of the test 13
9 The final exam project 13
9.1 Preconditions for attending the test 13
9.2 Scope of the exam 14
9.3 Assessment criteria 14
9.4 Timewise location 14
9.5 Language of the test 14
10 Educational elements which can be implemented abroad 14
11 Applied forms of teaching 15
12 Credits for the elective educational elements 15
13 Mandatory participation 15
14 Criteria for assessment of study activity 15
15 Foreign language 16
15.1 Exam language 16
16 Make-up and re-examination 17
17 Examination aids 17
18 Special exam conditions 17
19 Cheating in exams 17
19.1 Use of own and others' work - plagiarism 17
19.2 Procedures and sanctions for cheating in exams and disturbing behaviour 18
19.3 Suspicion of cheating in exam, including plagiarism, during and after a test/exam 18
19.4 Sanctions 18
19.5 Types of sanctions 19
20 Complaints 19
20.1 Appeal of the decision relating to further educations 20
21 English-language teaching and teaching materials 21
22 Rules of dispensation 21
23 Enforcement and transition requirements 21
24 Leave and re-registration 21
25 Adjustment of January 2014 - curriculum 21

26 Reference to legal basis 22

2 The timewise location of compulsory educational elements and of internship in the study programme, including exams assessed by an external examiner.

Survey of interdisciplinary set preconditions and tests/exams

Timewise location	Test/Exam	X ECTS distributed on tests/exams	Internal/External	Assessment
1st semester	2. 1st semester test	-	**Internal**	7-point scale
2nd semester	3. 1st year exam	60	**External**	7-point scale
3rd semester	4. 3rd semester test	20	**Internal**	7-point scale
3rd semester	5. Elective speciality subject	10	**Internal**	Passed/not passed
4th semester	6. Internship test	15	**Internal**	7-point scale
4th semester	7. Final exam project	15	**External**	7-point scale

Information on time and place of the tests/exams is found on Blackboard.

3 Set preconditions

For each semester, a number of set preconditions apply to core components and projects. The set preconditions express the learning goals related to the tests/exams described in the common curriculum. To register for and attend a test or an exam, the student must fulfill all set preconditions. The test/exam for the set preconditions can be in the form of a project, an assignment, a multiple choice or attendance. The set preconditions are described in unit guides and project descriptions. The documents are available on Blackboard.

3.1 1st semester interdisciplinary set precondition

Scope of the set precondition

The test is internal, individual and oral and it is graded according to the 7-point scale.

The student prepares documentation for his/her own portfolio, where the 4 core components are included. The student must - based on the documentation - produce a digital portfolio including the different products which have been prepared during the semester.

The test takes 30 minutes, including 5 minutes for presentation and 5 minutes for assessment, based on documentation and product.

3.2 Assessment criteria

Assessment criteria for the test = the learning goals described below.

Design:

Knowledge – *The student has development-based knowledge about and understanding for*:

- the history of design and aesthetics in relation to multimedia
- the coherence between use and design in relation to multimedia

Skills– *The student can*:

- evaluate and use central methods for idea and concept development
- evaluate and use central principles for digital graphical design
- evaluate and use aesthetic styles in relation to multimedia
- evaluate and prepare graphic material for further digital production

Competencies– *The student can*:

- address and implement the coherence between message and design
- address and implement the coherence between identity and design
- address design and development of interactive user interfaces

Communication*:*

Knowledge – *The student has development-based knowledge about and understanding for*:

- central theories and methods used within communication in relation to multimedia

• centrally used communicative means and genres

Skills– *The student can*:
• use central methods and tools to describe a target group in relation to multimedia tasks
• use central methods and tools to communicate to stakeholders

Competencies– *The student can*:

- participate in professional and interdisciplinary teams internally and externally with a professional approach
- acquire new knowledge, skills and competencies in relation to the industry

Interaction:

Knowledge – *The student has development-based knowledge about and understanding for*:
- the structure and the use of the Internet
- the technical possibilities and limitations of development environments used in practice

Skills– *The student can*:
- prepare and communicate documentation according to practice
- evaluate and use current formatting languages
- use central methods and tools to model, structure, and implement functionality

Competencies– *The student can*:
- manage modelling, structuring and formatting of information according to practice
- acquire new knowledge, skills and competences in relation to the industry

Company*:*

Knowledge – The student can:

- organisational consequences which implementation of multimedia productions might have on an organisation

Competencies– The student can:

- participate in professional and interdisciplinary teams internally and externally and with a professional approach acquire new knowledge, skills and competencies in relation to the industry

3.3 Timewise location

The test is placed at the end of the 1st semester. Further information on time and place is found on Blackboard.

3.4 Language of the test

English.

4 Exam in the mandatory educational element Basic Multimedia Production

4.1 Preconditions for attending the exam, including mandatory participation

The following preconditions apply for a student to register for/attend the exam:

- *That the student has passed the study start test*
- *That the student has taken an active part in project work and real life projects*
- *That the student has fulfilled the set preconditions for the individual core components or project (se set preconditions)*
- The written project which forms the basis for both examination and assessment must
    - fulfil the form requirement, cf below; and
    - be submitted in time, according to the project introduction found on Blackboard

Lacking

- fulfilment of just one or more study activities; or
- correct submission of the written project which makes out the written part of the exam

means that the student cannot attend the exam and will have used one examination attempt.

4.2 Scope of the exam

The exam is an external, oral group exam based on a written group project. It is graded according to the 7-point scale.

The group must consist of a maximum of 5 students.

The scope of the exam is 60 ECTS.

One total grade is given based on a complete assessment of the written and the oral presentation.

The project is presented (max 15 minutes) by the project group. The group members are examined subsequently. Each student is examined for 25 minutes, incl assessment.

4.3 Formal requirements for the written project

For instance similar to the following:

- *Project template is available on Blackboard*
- *Cover page with title*
- *Table of contents*
- *Introduction, incl presentation of problem, problem statement and approaches*

- *Background, theories, methods, analyses, including description of and reasons for choice of possible empirical data[1], for answering the problem statement*
- *Conclusion (remember that introduction and conclusion must be closely connected. It must in principle be possible to read and understand these without reading the sections on background and analyses)*
- *Discussion*
- *Reference list (incl all sources referred to in the project)*
- *Appendices (only include appendices which are central for the report)*

The final exam project must have a maximum scope of 30 standard pages for 1 student + 15 standard pages for each extra member of the study group. Cover page, table of contents, reference list and appendices are not included in the number of maximum pages. Appendices will not be included in the assessment. A standard page is 2,400 characters including spaces and foot notes.

4.4 Assessment criteria

The assessment criteria for the exam = the learning goals for the mandatory educational element: Multimedia.

Learning goals appear from the common curriculum.

4.5 Timewise location

The exam is placed at the end of the 2nd semester. Further information on time and place and on submission of the written group project is available on Blackboard.

The exam must be passed before the end of the 2nd study year in order for the student to continue on the study programme.

IBA may grant a student with a dispensation from the deadlines set to pass the exam, if this is substantiated by illness, childbirth or leave or unusual circumstances.

4.6 Language of the test

English

5 3rd semester test

Preconditions for attending the test
The following preconditions apply for a student to register for/attend the test:

- The written project which forms the basis for both examination/test and assessment must
  - fulfil the form requirement, cf below; and
  - be submitted in time, cf the exam plan found on Blackboard

[1] *"Empirical data" are material which are subject of study and can be used as reference (observations, data, statements, texts, sources)". Rienecker L. & Jørgensen P.S. 2005 Den gode opgave – opgaveskrivning på videregående uddannelser. 3. udg. Frederiksberg: Samfundslitteratur.*

- the student must fulfil the set preconditions for the core components
- the student must have passed the elective educational element

Non-compliance with just one or more of the preconditions means that the student cannot attend the test and that one examination attempt has been used.

5.1 Scope of the test

The test is an oral group test based on a product and a report. The test is graded according to the 7-point scale.
One total grade is given based on a complete assessment of the written and the oral presentation.

The scope of the exam is 20 ECTS.

5.2 Formal requirements for the written project

For instance similar to the following:

- *Project template is found on Blackboard*
- *Cover page with title*
- *Table of contents*
- *Introduction, incl presentation of problem, problem statement and approaches*
- *Background, theories, methods, analyses, including description of and reasons for choice of possible empirical data[2], for answering the problem statement*
- *Conclusion (remember that introduction and conclusion must be closely connected. It must in principle be possible to read and understand these without reading the sections on background and analyses)*
- *Discussion*
- *Reference list (incl all sources referred to in the project)*
- *Appendices (only include appendices which are central for the report)*

The project must as a minimum comprise 10 standard pages + 5 for each member of the study group.

A standard page is 2,400 characters including spaces and foot notes. Cover page, table of contents, reference list and appendices are not included. Appendices will not be included in the assessment.

5.3 Assessment criteria

Assessment criteria for the test = learning goals for 3rd semester test is found in the common part item 5.2 page 10.

Learning goals appear from the common curriculum.

5.4 Timewise location

The test is placed at the end of the 3rd semester. Further information on time and place is found on Blackboard.

5.5 Language of the test

Danish/English.

6 Elective educational elements

6.1 Contents

The elective educational elements provide the student with an opportunity to qualify his/her study and business competencies through specialisation and discussion of subjects which on a broad basis relate to the multimedia area.

Each year, the study programme offers a number of elective subjects which appear from Blackboard.

The student may also himself/herself plan the elective educational elements as a theoretical and/or practical study course which must be approved by IBA.

6.2 ECTS scope

The elective educational elements are offered with the following ECTS scope: 10.

6.3 Learning goals

Knowledge
The student has knowledge about

- practice and centrally used theories and methods within analysis, idea development, design, planning, implementation and management of multimedia tasks as well as implementation and administration and maintenance of multimedia productions.

Skills
The student can

- use central methods and tools within analysis, idea development, design and planning as well as implementation and management of multimedia tasks;
- evaluate practice-oriented problem statements in the multimedia area and set up and choose solutions.

Competencies
The student can

- independently manage analysis, idea development, design and planning as well as implementation and management of multimedia tasks as well as participate in implementation, administration and maintenance of multimedia productions;

- acquire new knowledge, skills and competencies within the multimedia area.

6.4 Timewise location

The elective educational elements are placed in the 2nd year of the study programme.

6.5 Test and scope

The elective educational element is an internal test comprising an oral group presentation based on a product. The test is graded by the 7-point scale.

6.6 Language of the test

English.

7 Guidelines for implementing the internship

The internship companies are expected to be found among the business partners who also assist with best practice-experience in the lecturers' knowledge network and who are business clients for the students' 1st and 2nd semester projects, respectively.

During the company internship the student has a supervisor from the study programme as well as a contact person in the company. Together, the student and the two supervisors determine the student's learning goals for the internship which will then be guiding for the company's planning of the student's work.

The internship is concluded by an evaluation conversation based on a written report where student and supervisor in cooperation evaluate the student's learning outcome of the internship as compared to the set learning goals. The student's learning outcome must be passed in order for the student to attend the final exam.

The company internship is comparable to a full-time job with the same requirements to working hours, contribution, commitment and flexibility which a graduated bachelor would expect to find in his/her first job.

7.1 Demands to involved parties

Responsibility and distribution of tasks in connection with the internship is as follows:

A written agreement signed by the student, the internship company and the supervisor forms the basis for the implementation of the internship.

7.2 The student

The student is responsible for the process until signing of the internship agreement with the entrepreneur/company environment or the company. IBA supports the student during this process in different ways as appears from the below.

During the internship the student is responsible for his/her contribution to achieve the learning goals.
In case of any discrepancies during the internship, the student is responsible for informing IBA who will then assist to find a solution.

7.3 The internship supervisor

The internship supervisor is responsible for introducing the internship. The supervisor is further responsible for collecting and approving that an internship in his/her own company - and the internship agreements in their form invite for an internship period, through which the learning goals are achieved.

Students who have an alternative internship approved will have an internship supervisor assigned who will guide the student throughout the internship process, among others in connection with the professional contents of the internship as well as with setting of learning goals.

7.4 The career centre

The career centre helps and supports the students which do not implement a company internship, eg through courses in writing applications and CVs. The career centre coordinates the preparation of internship agreements and ensures that they are approved by all parties.

7.5 The internship company

The requirements to the companies which make an internship agreement include supervisor conditions and the nature of the work tasks. The internship in a company must follow IBA's internship concept regarding follow-up and evaluation.

7.6 Scope of the test

The test is internal, based on a written project. It is graded according to the 7-point scale.

One total grade is given based on a complete assessment of the written and the oral presentation.
The test takes 30 minutes, including assessment.

The scope of the exam is 15 ECTS.

7.7 Formal requirements for the written project

For instance similar to the following:

- *Project template is found on Blackboard*
- *Cover page with title*
- *Table of Contents*
- *Introduction, incl presentation of problem, problem statement and approaches*
- *Background, theories, methods, analyses, including description of and reasons for choice of possible empirical data[3], for answering the problem statement*
- *Conclusion (remember that introduction and conclusion must be closely connected. It must in principle be possible to read and understand these without reading the sections on background and analyses)*
- *Discussion*
- *Reference list (incl all sources referred to in the project)*
- *Appendices (only include appendices which are central for the report)*

The project must comprise 15 standard pages as a minimum and 30 standard pages as a maximum.

A standard page is 2,400 characters including spaces and foot notes. Cover page, table of contents, reference list and appendices are not included. Appendices will not be included in the assessment.

7.8 Assessment criteria

Assessment criteria for the test = learning goals for the internship.

Learning goals appear from the common curriculum.

7.9 Timewise location

The test is placed after the internship has been finalised. Further information on time and place is found on Blackboard.

7.10 Language of the test

Danish/English.

8 The final exam project

Regarding requirements for the final exam project/the bachelor project as well as learning goals, we refer to the common part of the curriculum for the multimedia design study programme.

8.1 Preconditions for attending the test

- The written project which forms the basis for both examination and assessment must

[3] *"Empirical data" are material which are subject of study and can be used as reference (observations, data, statements, texts, sources)". Rienecker L. & Jørgensen P.S. 2005 Den gode opgave – opgaveskrivning på videregående uddannelser. 3. udg. Frederiksberg: Samfundslitteratur.*

- fulfil the form requirements for the final exam project, cf the common part of the curriculum.
- be submitted in time, cf the exam plan found on Blackboard

Incorrect submission of the written project which makes out the written part of the exam means that the student cannot attend the exam and that one examination attempt has been used.

The exam can only take place after the final test of the internship has been taken and all other tests of the study programme have been passed.

8.2 Scope of the exam

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

One total grade is given based on a complete assessment of product, the written and the oral performance. The test is graded according to the 7-point scale.

The group must consist of a maximum of 4 students.

The project is presented (max 15 minutes) by the project group. The group members are examined subsequently. Each student is examined for 35 minutes, incl assessment.

The scope of the exam is 15 ECTS.

8.3 Assessment criteria

Assessment criteria are the learning goals for the exam = Learning goals for the final exam project, cf the common part of the curriculum

8.4 Timewise location

The exam is placed at the end of the 4th semester. Further information on time and place is found on Blackboard.

8.5 Language of the test

English.

9 Educational elements which can be implemented abroad

Upon prior approval of credits by the educational institution, the student may implement each educational element abroad.

In case of a prior approval of a study visit abroad the student is obliged - after the study visit - to document the implemented educational elements of the approved study visit. In connection with the prior approval, the student gives his/her consent to IBA, that they after the study visit may collect the necessary information.

For a prior approval of credits, the educational element is considered concluded if it is passed following the rules of the study programme concerned.

10 Applied forms of teaching

The multimedia design study programme uses a wide range of teaching forms which together will support the above and encourage the students to achieve the learning goals described in this curriculum.

Consisting forms of teaching are dialogue-based teaching in class, task solving and project work in groups. But also working in study groups, independent study, individual tasks and projects, presentation in groups and at the plenum, interdisciplinary theme courses and many other things are used to a high extent in this study programme.

Common for all these activities is that the study programme always aims to set (or help to set) clear goals for the teaching activities.

We further offer workshops to encourage the learning of each student: programme knowledge, HTML-coding; java-scripting and individual supervision through a mentoring scheme.

11 Credits for the elective educational elements

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

The student can apply for prior approval of credits if he/she wants credit for educational elements which are not offered by the study programme.

12 Mandatory participation

The study programme has mandatory participation (to make the teaching forms work), including submission/presentation of assignments/projects.

Mandatory participation may also be a condition for attending the tests/exams of the study programme.

There is also mandatory attendance for certain study elements.

The mandatory participation and possibly mandatory attendance which are preconditions to attend tests/exams, appear from the description of the individual test/exam.

13 Criteria for assessment of study activity

Students which have not been study active for a consecutive period of at least 1 year, may be deregistered from the study programme.

The definition of study activity is that the student within the past 12 calendar months:

- must have attended at least 2 different tests/exams
- must have passed at least 1 test/exam
- has fulfilled his/her obligation to participate in any form of activity which is part of the study programme, including group work, common projects and set preconditions, as appear from the curriculum

- has submitted (as appear from the curriculum) the assignments, reports, set preconditions which are preconditioned requirements to attend the tests/exams, with a trustworthy content, ie not submitted material which are the copyright of others
- has participated in activities with mandatory attendance as appears from the curriculum.

Non-fulfilment of one or more criteria in the study activity definition may substantiate that the student is de-registered from the study programme.

Periods, during which the student has not been study active owing to leave, childbirth, adoption, documented illness or compulsory military service are not included. The student must - on demand - present documentation for these circumstances.

Under special circumstances, IBA may make an exemption from the study activity requirement. A dispensation application is to be send to the Head of Department.

Before deregistration of a student, the student in question is informed in writing of this. The student is in this connection informed of the rules above. It must appear from the letter to the student, that he/she has 2 weeks to submit documentation that the periods with lacking study activity in the study programme should not be included as well as a deadline to apply for a dispensation.

If the student does not react within the deadline, he/she is deregistered from the study programme.

If the student requests not to be deregistered, this request will have a delaying effect, until the Head of Department has made a decision regarding deregistration.

The student can submit a complaint of the decision made to the Head of Department's manager within 2 weeks upon receipt of the decision. The complaint has delaying effect. If the manager maintains the decision, the student may submit a complaint to the Ministry within 2 weeks upon receipt of the decision, in connection with legal questions.

The rules about the tests/exams which the student according to the Executive Order on Tests and Exams must have attended before the end of the 2nd semester and have passed before the end of the 4th semester and where the Executive Order for this study programme sets deadlines for the completion of the study programme, apply independently of the rules.

14 Foreign language

The main part of the teaching material in this study programme is in English and part of the teaching may take place in English.

No further foreign language skills are required, other than stated in the Executive Order on Admission.

14.1 Exam language

The tests/exams are to accomplished in intelligible Danish/English.

Students with another native language than Danish/English, may apply for a dispensation from the requirement that spelling and wording skills will be included in the assessment of the bachelor project or the final

exam project, as well as in tests/exams where this curriculum states that these skills are included in the assessment. The application for dispensation is to be send to IBA no later than 4 weeks before the test/exam takes place.

15 Make-up and re-examination

A student who has not been able to complete an exam owing to documented illness or other unforeseeable account, may take a make-up exam as soon as possible. Illness must be documented by a medical certificate. IBA must receive the medical certificate no later than 2 working days after the exam date. The student must himself/herself pay for the medical certificate. If the illness is not documented as stated above, the student will be considered to have used one examination attempt.
If the mandatory assignments cannot be approved, the student must make a replacement assignment. The replacement assignment counts as an examination attempt and the student may participate in the re-examination in the same exam period. If a student does not attend an examination and he/she does not have a valid reason (illness etc), the student will not be entitled to a re-examination in the same exam period. IBA may make exemptions from this.

16 Examination aids

Any possible rules for the limitation of the use of examination aids will appear from the description of the individual test/exam.

17 Special exam conditions

Students may - if conditioned by physical or mental disability - seek permission for special examination conditions. The application must be sent to IBA no later than 4 weeks before the examination takes place. In case of sudden health problems, an exemption from the deadline can be made. The application must have enclosed a medical statement, a statement from the relevant institute (eg speaking, hearing, dyslexic, the blind) or other documentation for health-related conditions or relevant specific disabilities.

18 Cheating in exams

When a paper is submitted, the student must by his/her signature confirm that the paper has been prepared without unduly help.

18.1 Use of own and others' work - plagiarism

A paper or parts hereof will be considered plagiarism when a student tries to give the impression that the paper is prepared by the student(s) himself/herself (themselves), even if the paper

- includes identical or almost identical reproduction of others' wording and work and this is not clearly marked by the use of eg quotation marks, written in italics or clearly indicating where the text originates from, cf IBA's requirements on written work

- includes substantial passages where the wording is so close to another publication or the wording etc of this that a comparison shows that these passages could not have been written without the use of the other publication
- includes the use of others' words or ideas without a correct reference to these
- reuses text and/or central ideas from the student's own assignments which have previously been assessed, without considering the regulations in item 1 and 3.

18.2 Procedures and sanctions for cheating in exams and disturbing behaviour

If a student without doubt in connection with a test/exam

- receives "not allowed" help, or
- helps another student with his/her paper, or
- makes use of "not allowed" aids

and/or

If a student during a test/exam

- has a disturbing behaviour

the Head of Department, or the person authorised by the Head of Department, or the examiners in agreement can suspend the student from the test/exam, while this is still going on. In this case, the justification of the suspension will be evaluated in connection with a following decision.

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

18.3 Suspicion of cheating in exam, including plagiarism, during and after a test/exam

If - during or after a test/an exam - suspicion arises that a student

- has received or given "not allowed" help
- has used someone else's work as his/her own (plagiarism), or
- has used his/her own previously assessed work, or parts hereof, without reference (plagiarim)

this will be reported to IBA.

18.4 Sanctions

Based on the report and the meeting the Head of Department will decide whether or not it is an incident of cheating in exam. The Head of Department must also decide on a type of sanction or penalty to use towards the student. The Head of Department can only decide on a sanction or penalty if the incident is beyond doubt a case of cheating in exam.

If the incident is so serious that the student is to be expelled from IBA, the incident must be reported to the Director who will make the final decision. In all other cases, the Head of Department decides on the sanction or penalty.

The student is informed of the decision in writing. A copy of the decision is sent to the person who reported the incident, to the student counsellor and a copy is filed in the student's folder.

18.5 Types of sanctions

Provided that cheating in exam is proved, one of the following sanctions can be used:

- **Warning**
  Written or oral warning against breaking IBA's rules.
- **Suspension from exam** The exam attempt will be registered as 'absent'. The exam attempt will count as one attempt.
- **Cancellation of the report or the paper** Cancellation of the assignment where the cheating has been reported. The cancellation can be made even if the assignment has been graded, and it will be noted that the student has not passed the exam. A recurring incident of cheating in exam will result in the student being suspended from the study programme.

- **Permanent or temporary suspension from the study programme**
  In case of serious or recurring incidents of cheating in exams, the student will be suspended from the study programme and IBA permanently or for a limited period of time. A permanent suspension means that the student will be excluded from all activities at IBA, including lessons and exams. Suspension for a limited period of time means that the student will be excluded from all activities at IBA, including lessons and exams in the suspension period. When the suspension period ends, the student will automatically be enlisted in the study programme again. The temporary suspension will be noted in the student's folder.

If the incident is a breach of Danish law, it will further be reported to the police.

19 Complaints

Complaints concerning exam conditions may be submitted individually by the student to IBA (Head of Department). Regulations on exam complaints can be found in Executive order no. 1519 of 16 December 2013 and in the corps of external examiners. The complaint must be in writing and substantiated.
The complaint must be submitted no later than 2 weeks after the student has been informed of the assessment of the exam in the normal way.
The student is entitled to receive a copy of the given exam paper and in case of a written exam also a copy of his/her own submitted assignment.
In the period when the complaint is processed, the student may continue in the study programme, unless otherwise stated in the guidelines.

The complaint can be made on the following circumstances:

1) The basis of the examination; exam questions, tasks and similar and in relation to educational goals and requirements;
2) Examination procedures; or

3) Assessment of the exam.

The Head of Department must immediately present the complaint to the original examiners, who must submit their statement within 2 weeks. The examiners must make a statement on the professional questions of the complaint. The student must be given the opportunity to comment on the examiners' statement, normally within 1 week.

Based on the recommendation of the Head of Department, the Director decides on the outcome of the complaint based on the examiners' professional statement and the student's comments on the statement. The decision must be in writing and substantiated and the result may be one of the following:
1) a new assessment (re-assessment), however not by oral exams;
2) offer for a new examination (re-examination); or
3) the complaint is dismissed.

The examiners must all be in agreement if the complaint is to be dismissed by IBA.

IBA must immediately inform the student and the examiners of the outcome of the complaint.
New examiners are to be appointed for a re-examination or re-assessment. Re-examination or re-assessment must take place as soon as possible. A re-examination or re-assessment may result in a lower grade. If an offer for re-examination as a result of the complaint is accepted and a diploma has been issued, IBA will take back the diploma untill a new assessment has been made and subsequently issue a new diploma.

19.1 Appeal of the decision relating to further educations

The student may lodge an appeal against IBA's decision which is to be submitted to an appeals board appointed by IBA, who will then make a decision. The student must submit the appeal to IBA. The appeal must be in writing and substantiated. The appeal must be submitted no later than 2 weeks after the student has been informed of IBA's decision.
IBA will appoint an appeals board as soon as possible after having received an appeal. The appeals board consist of two external examiners, an examination eligible lecturer and a student in the subject area.
The president of the corps for external examiners will designate the two external examiners. The president will designate one of them as president of the board. The president can designate himself/herself as external examiner or as president.
IBA will designate the examination eligible lecturer and the student.
All members of the board must participate in board discussions and receive all documents of the case to be in quorum. Discussions can be in writing, also digital, if the board members are in agreement on a written process. If the appeal board cannot reach an agreement, the discussion is concluded at a meeting where all board members must be present. If the discussion is concluded by a vote, and there is a tie, the vote of the president will be decisive.
The decision made by the appeal board must be in writing and substantiated and the result may be one of the following:
1) a re-assessment by new examiners;
2) offer for a re-examination by new examiners; or
3) the complaint is dismissed.

IBA must be informed of the decision of the board of appeal as soon as possible; in case of a winter exam no later than 2 months and in case of summer exam no later than 3 months after IBA has received the appeal. If the appeal cannot be processed before this deadline, IBA must as soon as possible inform the student of this as well as of the expected date of completing the appeal. IBA will inform the student as soon as possible and the examiners will receive a copy of the decision when the decision has been made.

20 English-language teaching and teaching materials

The international dimension of the study programme and the aim to include new theories and empirical methods within the field means that much teaching material, cases, teaching, written projects and presentations etc will be in English. The student is therefore required to have gained written and spoken English skills equivalent to graduates in the AP programme in Marketing Management.
The language of the exams which will lead to a diploma will be in Danish for Danish classes and in English for international classes. However, the assignment given may be in English for all classes.

21 Rules of dispensation

In exceptional circumstances, IBA can grant an exemption from the rules in the curriculum which are exclusively set by the institution. The institutions cooperate to have a uniform practice on dispensations.

22 Enforcement and transition requirements

January 2014 - the curriculum or previous curriculums will be revoked according to the following rules:

- Students whose study programme has been included in a curriculum which is revoked will have their ECTS credits transferred to the new curriculum. Students who lack only the final exam project of the multimedia design study programme, may conclude their study programme according to the rules of the curriculum in which they are registered.

23 Leave and re-registration

In connection with a re-registration to the study programme and after a leave, the student will be registered in the current curriculum. Students who lack only the final exam project of the multimedia design study programme, may conclude their study programme according to the rules of the curriculum in which they started their final exam project.

24 Adjustment of January 2014 - curriculum

The curriculum of January 2014 or previously is changed so that 3rd semester test alone includes mandatory educational elements of 3rd semester, ie 20 ECTS. The elective element will have an individual test and is a set precondition to attend the 3rd semester test. The elective element counts for 10 ECTS.

Transition scheme

Test/exam	Educational elements	ECTS credits
Interdisciplinary project test according to the 7-point scale	Communication Design Interaction	5 5 10
Set precondition	Elective educational element	10
3rd semester credit		30

This institutional part of the curriculum will as of 31st August 2014 apply to all students who are or will be registered at the study programme and to all tests/exams which begin as of this date.

The common part of the curriculum of January 2014 or before will be revoked as of 31st August 2014. However, tests, which are begun before 1st September 2014 will be concluded according to this common part of the curriculum no later than 31st August 2014 + 2 semesters.

25 Reference to legal basis

The curriculum is based on the following acts and regulations:
Danish Act no. 1614 of 26 December 2013 on change of law on Business Academies for Higher Education, law on University Colleges for Higher Education, law on Media and Journalism School and the law on scholarships for certain foreign students studying at Business Academies and University Colleges
Executive Order no. 1521 of 16 December 2013 on Business Academies Programmes and Professional Bachelor's Porgrammes
Executive Order no. 223 of 11 March 2011 on Admission to Academy Profession Degree Programmes and Professional Bachelor Programmes

Executive Order no. 1519 of 16 December 2013 on Tests and Examinations in Business-oriented Educational Programmes
Executive Order no. 262 of 20 March 2007 on Grading Scale and Other Forms of Assessment