Skabelon - Institutionel del - Studieordning for professional bachelor's degree in web development

Institutional section – Curriculum
August 2016
Re: Backend programming

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2 Timing within the programme of mandatory components, and of internships, also including examinations with external assessment.

Overview of mandatory interdisciplinary requirements and examinations

When	Exam	ECTS distribution of the exams	Internal/external	Assessment type
1. semester	Backend programming	10	**Internal**	7–grade scale
1. semester	Databases	10	**External**	7–grade scale
1. semester	Interface design	10	**Internal**	7–grade scale
1. semester	Interdisciplinary exam project – mandatory requirement	0	**Internal**	Pass / Fail
2. semester	Development Environments	10	**Internal**	7–grade scale
2. semester	Data integration	5	**Internal**	7–grade scale
2. semester	Security	5	**Internal**	7–grade scale
2. semester	Javascript	5	**External**	7–grade scale
2. semester	Scientific Theory	5	**Internal**	7–grade scale
2. semester	Interdisciplinary exam project – mandatory requirement	0	**Internal**	Pass / Fail
3. semester	Practical Exam	15	**Internal**	Pass / Fail
3. semester	Final Bachelor Project	15	**External**	7–grade scale

Information about time and place of exams can be found on BlackBoard.

3 Framework and criteria for the programme's assessments

4 Mandatory Requirements

In every semester mandatory requirements are outlined in connection with the core areas and projects. The mandatory requirements are designed to reflect the examinations described in the joint curriculum. In order to attend the exam, the student must have fulfilled all other relevant mandatory requirements.

The exam type for the mandatory requirements can be in the form of a project, exercise, multiple choice or tilstedeværelse. The mandatory requirements are described in the unit guides and project descriptions - documents to be found on BlackBoard.

4.1 Multidisciplinary exam projects (mandatory)

Every semester concludes with a multidisciplinary exam project. The exam project allows entry into the final assessment of the semester's module.

The project involves all of the modules from the semester, and is carried out alongside a company.

A report will be produced, along with a product.

4.1.1 Group sizes

The exam project is carried out as a group project, in groups of 2 – 4 students. Changes to group size can only be granted upon a well-reasoned application to the semester's teacher.

4.1.2 Assessment

Assessment is internal, and the project is assessed by the module teachers, with the weightings of the module's ECTS points, as either passed / not passed. The project must be passed in order to enter the semester's module exams.

The assessment criteria for the project are the summary of the learning objectives for the given semester.

4.1.3 Extent of the exam

A report is produced of around maximum 20 normal pages, + 5 pages per student, excluding the front page, appendices and the contents page.

Number of people	Max. no. of pages
1	25
2	30
3	35
4	40

A normal page is defined as 2,400 characters, including spaces and footnotes. The front page, contents page, reference/literature list, along with appendices, aren't counted here. The appendices do not factor into the assessment.

The product must be brought online, and a digital copy delivered to all of the teachers in the semester's module.

4.1.4 Formal requirements

The name of the author of each individual section must clearly be given within the report.

The Institution's standardized front page must be completed and used as the first page.

All pages must contain a clear page number, name/s of the author/s, along with the project name.

5 Examinations

5.1 Mandatory programme components

5.1.1 Backend programming

5.1.1.1 ECTS points carried

10 ECTS

5.1.1.2 Exam Details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.1.1.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge
The student has knowledge of:

- Design Patterns

- The World Wide Web's fundamental protocols
- client/server-architecture's possibilities and limitations

Facilities
The student can:

- produce web-based programs
- use basic/fundamental programming principles
- use Web APIs
- document program structure

Skills
The student can:

- analyse a development request, with a view to the construction of a web-based application
- select and utilize suitable programming technologies for the development of web-based applications – with a main focus on the server side

5.1.1.4 Timings

Examination is scheduled towards the completion of 1. semester. Further information about time and place will be found on BlackBoard.

5.1.1.5 Language of exams

Danish / English.

5.1.2 Databases

5.1.2.1 ECTS points carried

10 ECTS

5.1.2.2 Exam Details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.1.2.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge
The student has knowledge of:

- at least one widely-used modelling language for data modelling
- distributed databases and their prevalence and usage in a web context
- description of problems/issues with data exchange, and use of data formats in development within a web context

Facilities
The student can:

- utilize data models in connection with development and maintenance within a web context
- use complex enquiries on databases
- use transactions
- embed business logic in the database layer
- use data formats for data integration

Skills
The student can:

- analyse and select which task is best located on the database layer and which would better be placed on the application layer.
- analyse and select database technology/ies which can best solve a given development task within a web context

5.1.2.4 Timings

Examination is scheduled towards the completion of 1. semester. Further information about time and place will be found on BlackBoard.

5.1.2.5 Language of exams

Danish / English.

5.1.3 Interface design

5.1.3.1 ECTS points carried

10 ECTS

5.1.3.2 Exam Details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.1.3.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge
The student has knowledge of:

- widespread development methods within interface design
- interaction between people and computers
- communications theory

Facilities
The student can:

- shape appropriate user interfaces, tailored to the relevant target groups, in the light of the theories and methods of the domain
- utilize design methods within visual design, interaction design and information architecture, through the development of user interfaces, including prototyping
- work with the development of communication solutions across platforms and media

Skills:
The student can:

- analyze and put into perspective the selection of devices in user interfaces
- handle design processes on the basis of analysis and planning
- enter into complex usage contexts, and autonomously
- understand the design process by the shaping and creation of complex user interfaces

5.1.3.4 Timings

Examination is scheduled towards the completion of 1. semester. Further information about time and place will be found on BlackBoard.

5.1.3.5 Language of exams

Danish / English.

5.1.4 Development environments

5.1.4.1 ECTS points carried

10 ECTS

5.1.4.2 Exam details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.1.4.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge
The student has knowledge of:

- at least one widely-used modelling language for data modelling
- distributed databases and their prevalence and usage in a web context
- description of problems/issues with data exchange and use of data formats in development within a web context

Facilities
The student can:

- utilize data models in connection with development and maintenance within a web context
- use complex enquiries on databases
- use transactions
- embed business logic in the database layer
- use data formats for data integration

Skills
The student can:

- analyse and select which task is best located on the database layer and which would better be placed on the application layer.
- analyse and select database technology/ies which can best solve a given development task within a web context

5.1.4.4 Timings

Examination is scheduled towards the completion of 2. semester. Further information about time and place will be found on BlackBoard.

5.1.4.5 Language of exams

Danish / English.

5.1.5 Practical exam

5.1.5.1 ECTS points carried

15 ECTS

5.1.5.2 Exam Details

Examination is internal, written, and assessed as either passed / not passed.

5.1.5.3 Scope of the exam

The student produces a report of maximum 10 normal pages. A normal page is defined as 2,400 characters, inc. spaces and footnotes. Front page, contents page/s, literature and reference lists, along with appendices, are not counted. Appendices are not a part of the assessment.

5.1.5.4 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below, along with a holistic evaluation of the student's fulfillment of the internship's stated learning objectives.

Knowledge
The student has knowledge of:

- the daily running of the placement company as a whole

Facilities
The student can:

- use versatile techniques and analytical working methods, relevant to employment within the industry
- evaluate practical issues and the presenting of options for solutions
- handle the structuring and planning of daily work tasks within the industry
- communicate practical-based issues and well-grounded options for solutions

Skills
The student can:

- handle development-oriented practical and subject-related situations in relation to the industry
- take on new knowledge, skills and competences in relation to the industry
- take part in subject-related and cross-disciplinary collaborations with a professional approach

5.1.6 Final Bachelor Project

5.1.6.1 ECTS points carried

15 ECTS

5.1.6.2 Exam Details

The exam is external, written, but with an individual, verbal defence component, and is assessed according to the 7-grade scale.

An overall grade is awarded based on a complete evaluation of the written work, the verbal presentation, and the product. The exam may first take place after the final practical exam and the programme's additional exams have been passed.

In the bachelor project, the student must document their ability to be able to, on an analytical and methodical basis, work on a complex and practice-related issue, in relation to a concrete task within the field of web development. The thesis issue, which must be central to the programme and the industry, is formulated by the student, potentially in collaboration with a private or public company. The thesis is approved by the institution.

A project report must be produced, and potentially a product.

5.1.6.3 Extent of the project

The project must be a maximum of 20 normal pages and 20 normal pages per group member. A normal page is defined as 2,400 characters, including spaces and footnotes. The front page, contents page, reference/literature list, along with appendices, aren't counted here. The appendices do not factor into the assessment.

No. of people	Max. no. of normal pages
1	40
2	60
3	80
4	100

5.1.6.4 Assessment criteria

5.1.6.4.1 Formulation and spelling ability

Spelling and formulation ability factor into the final assessment project. Assessment is based on a wholesale evaluation of the subject-specific content, along with abilities of spelling and formulation.

Students who can document a relevant, specific disability, can apply for dispensation from the requirement that spelling and formulation constitute a part of the assessment. Applications should be sent to the programme, addressed to the Programme Manager, 4 weeks at the latest before the conclusion of the examination.

5.1.6.4.2 Learning objectives

The final exam project must document that the programme's final level has been achieved, ref: appendix 1 in BEK for the Professional Bachelor Programme in Web Development:

Knowledge
The taught student has acquired knowledge on:

1) The World Wide Web's formal and de facto standardization,
2) The World Wide Web's standards re: platforms for applications,
3) Development environments for web development,
4) Content Management Systems,
5) The role of web applications in society and their development, and
6) Widespread development methods within web development, with the ability to reflect over their suitability in different development situations.

Facilities
The taught student can:

1) plan and develop applications based on concrete development requirements,
2) evaluate and select a suitable programming language for carrying out the desired development project,
3) evaluate and select a suitable database system for both secure data and robust application/s,
4) create user interfaces tailored to relevant target groups, on the basis of the domain's theories and methods
5) create user interfaces which make use of the World Wide Web's particular design-related and aesthetic opportunities,
6) document a project's functionality and development process, as adapted to the target group and project scope, and
7) utilize a suitable development environment for carrying out the development process.

Competences
The taught student can:

1) handle complex and development-oriented situations within web development,
2) enter into industry-specific and cross-disciplinary collaboration with a professional approach,
3) identify their own educational needs and structure their own learning in various different learning environments.

5.2 Elective programme elements

5.2.1 Data integration

The subject must help qualify the student to be able to draw data from external sources into their multimedia / web applications, as well as make data available to other data consumers.

The student must be able to plan, design and carry out data integration across several platforms, with the purpose of re-using data from existing sources.

5.2.1.1 ECTS points carried

5 ECTS

5.2.1.2 Exam details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.2.1.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives detailed below.

Knowledge
The student has knowledge and understanding of:

- Central methods for the integration of third party services
- Mark-up language used in practice, utilized for data integration
- The role of web services in data integration
- Central security aspects of data integration across platforms

Facilities
The student can

- Plan and develop systems which use data from third party sources.
- Plan and develop systems for making data available to third parties.
- Bring in data from external sources in a multimedia application, through commonplace APIs

Skills
The student can

- Participate in subject-specific and multidisciplinary teams internally and externally, with a professional approach
- Take on new knowledge, skills and competences in relation to the industry
- Utilize techniques for segmenting, modelling and persistering of data from third party sources.
- Develop web applications which integrate in both directions with other applications, third party

5.2.1.4 Timings

Examination is scheduled towards the completion of 2. semester. Further information about time and place will be found on BlackBoard.

5.2.1.5 Language of exams

Danish / English.

5.2.2 Security

The subject must help qualify the student to be able to secure their applications against widespread, commonly occurring threats and attacks (prevention of penetration), along with being able to secure against persisterede data, with the help of up-to-date encryption algorithms and authentification.

The student must be able to plan, design and carry out the fortification of web applications, with the purpose of securing data, with reference to the overall principles of data security: quality, accessibility and confidentiality.

5.2.2.1 ECTS points carried

5 ECTS

5.2.2.2 Exam Details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.2.2.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge

The student has knowledge and understanding of:

- Methods for securing of data during transit, including symmetrical and asymmetrical encryption
- Methods of securing persistence data.
- The overall security architecture in the company, including overall knowledge of the ISO 27000 series.
- Overall authentification principles, and the securing of session information.
- Commonly occurring types of attack, ref: OWASP

Facilities

The student can

- Plan and develop systems for the authentification of users in a closed system
- Plan and develop systems for securing persistering of sensitive data
- Plan and participate in the development of the company's security architecture, with a primary focus on system development-related areas
- Develop systems which resist commonly occurring types of attack

Skills

The student can

- Participate in subject-specific and multidisciplinary teams internally and externally, with a professional approach
- Take on new knowledge, skills and competences in relation to the industry
- Use techniques which implement secure encryption algorithms for the protection of data in transit, and persistent data.
- Implement authentification of users in a closed environment, including multifactor authentification.
- Use methods for logging of traffic in an application, with the aim of being able to track any attacks on the installation
- Implement methods for protection against commonly occurring types of attack.

5.2.2.4 Timing

Examination is scheduled towards the completion of 2. semester. Further information about time and place will be found on BlackBoard.

5.2.2.5 Language of exams

Danish / English.

5.2.3 Javascript

The subject must help qualify the student to be able to develop dynamic user experiences on the client side. The student will be capable of accounting for which functionality is most appropriate on the client side, and which could be advantageously moved over to the server side, and gain the skills to be able to integrate their own solutions with others, through the use of asynkront kald. (Ajax)

5.2.3.1 ECTS points carried

5 ECTS

5.2.3.2 Exam details

Examination is internal, on an individual verbal basis, and assessed according to the 7-grade scale.

Two weeks at the latest before the exam, the student will receive a subject overview of the topics/themes. The student, based on this overview, will produce a presentation for every subject area known to constitute the basis for the verbal examination.

In the presentation, the student must relate subject areas to the semester project.

An overall grade is awarded, based on a complete evaluation of the verbal presentation, along with the student's ability to relate and provide perspective of the subject area to the semester project.

The examination's duration is 30 minutes, including 10 minutes for the presentation and 5 minutes for the assessment panel, which is based on the student's presentation and semester project.

5.2.3.3 Assessment Criteria

The assessment criteria for the exam = the learning objectives detailed below.

Knowledge
The student has knowledge and understanding of:

- The interface between HTML and Javascript, as well as Javascript's role in relation to the selected server side's programming language

Facilities
The student can:

- Use the integrated control structure in Javascript
- Use and implement Javascript correctly in relation to the website's architecture
- Use Javascript events
- Use and manipulate DOM elements through Javascript
- Use Ajax for asynchronous importing/loading/inputting of data from a server
- Implement and utilize Javascript objects. This also includes prototyping.

Skills
The student can:

- Analyse and decide upon the best placement for an application's functionality on frontend or backend, respectively
- Analyse and rectify security problems related to Javascript
- Analyse performance-related questions, related to Javascript, and specifically in relation to the use of frameworks

5.2.3.4 Timing

Examination is scheduled towards the completion of 2. semester. Further information about time and place will be found on BlackBoard.

5.2.3.5 Language of exam

Danish / English.

5.2.4 Scientific Theory

The purpose of the subject is to qualify the student to be able to process epistomological topics, as well as central theoretical science concepts and theories, for describing the relationships between people, science and technology.

5.2.4.1 ECTS points carried

5 ECTS

5.2.4.2 Exam details

The exam is an individual written exam of 4 hours' duration.

The assessment criteria for the exam = the learning objectives, detailed below:

Knowledge
The student has knowledge of:

- Significant scientific issues to do with the history of ideas and of a philosophical, theoretical and methodical nature.
- Concepts around the correlations between science, people and technology.
- Central traditions and issues of a theoretical and methodical nature.

Skills
The student can:

- Describe an area and prepare a thesis statement, for use in analysis at bachelor level,
- Gather and process data, by the use of various scientific methods
- Evaluate the useability and reliability of data and other empirical facts, in connection with analysis and creation of solutions.
- Communicate empirical data on the basis of an analytical approach and in a cohesive fashion

5.2.4.3 Timing

Examination is scheduled towards the completion of 1. semester. Further information about time and place will be found on BlackBoard.

5.2.4.4 Language of exam

Danish / English.

6 Guidelines for Internships

In company internships, the student is assigned an advisor from the study programme and also one from the company. Together, the student, advisor and company establish objectives for the student's learning outcomes during the internship, which will subsequently inform the company's arrangement of the student's work.

The internship period concludes with a practical exam – see section 5.1.5.

The company work placement is comparable to the demands of a fulltime job, in terms of working hours, effort, engagement and flexibility - all of which anyone completing the professional bachelor programme can expect to encounter in their first job.

6.1 Expectations of the parties involved

Responsibilities and division of tasks with regard to internships are as follows:

A written agreement, signed by the student, workplace and advisor, forms the basis for the placement's implementation.

6.2 The student

It is the student's own responsibility to carry out the process with the entrepreneur/workplace or company, through to the signing of the internship agreement. The student is supported in the process by the academy in a number of various ways, as stated below.

The student has the responsibility for ensuring that they realize their own learning outcomes during the placement. In case of any irregularity during the placement, it is the student's responsibility to make it known, so that a solution can be found.

6.3 Internship advisor

It is the internship advisor's responsibility to introduce the internship. Similarly, the advisor also has the responsibility of ensuring and approving that the internship within the company, and the formulation of the internship agreements, result in an internship period through which the learning objectives can be achieved.

Students who have the alternative internship approved will be assigned an internship advisor who will guide them through the entire internship process, regarding amongst other things the subject-specific content of the internship, along with the setup of the learning objectives.

6.4 The Career Centre

The career centre helps and supports students who don't carry out internships in actual companies, by for example holding courses in writing applications and CVs. The career centre coordinates the drawing-up of internship contracts, and ensures that these are approved by all parties.

6.5 Internship company/workplace

Companies that enter into internship agreements are subject to certain expectations. These expectations encompass the nature of the guidance and the work, and a placement in any company must follow IBA's internship concept, with regard to follow-ups and evaluation.

7 Course components which can be carried out abroad

A student can, after the programme's approval of applied-for prior merit, carry out each course component abroad.

A condition of approval of a study visit abroad is that student is obliged, after the stay is completed, to document the approved study visit's completed learning objectives. The student must also give consent for the institution to be able to gather relevant information following the visit.

Re: approval of prior merit, the course components are considered completed if they have been completed and passed according to course rules.

8 Types of teaching

The professional bachelor in web development programme uses a broad range of teaching methods, which, taken together, work to support and achieve the learning objectives outlined in this study curriculum.

Teaching is generally dialogue-based, class-based teaching, exercises, and project work in groups. However, work in study groups, independent study, individual exercises and projects, group and whole-class presentations, cross-discipline projects, and many other approaches, are also often used.

In common with all of these activities is that the programme always seeks to put clear objectives in place for the learning activities (or to assist in this process).

Additionally, workshops are offered which can contribute to individual learning or readiness to enter the workplace; plus individual guidance through mentorship arrangements.

9 Merit

9.1 Prior merit

Students can apply for prior merit. With prior approval of a study trip in Denmark or abroad, the student has an obligation after the conclusion of the study trip to document the approved study trip's completed educational components. In relation to prior approval, the student must give prior permission for the institution, after the conclusion of studies, to gather the necessary information.
With approval of prior merit, the educational component is considered completed if it has been passed according to the rules of the educational programme.

9.2 Merit agreements

N/A

10 Participation obligation

In order for the course teaching to function, there are participation requirements, which include submissions/presentation of tasks/projects.

Fulfilment of participation obligations can also be a precondition for registration on the course exams.

Additionally, certain study elements carry mandatory attendance.

Participation requirements and mandatory participation, which are prerequisites for taking part in the exams, are outlined in the descriptions of the individual exam.

11 Criteria for the assessment of study activity

Registration of attendance is a matter of course and is included in the academy's evaluation of the student's study activity. The student is expected to attend a minimum of 75% of the scheduled classes.
In case of a lack of study activity, the student will be called in for a talk with the study counselor and/or Programme Manager, and a lack of study activity/attendance can lead to expulsion from the programme.

Enrolment can be withdrawn for students who have not been active in their studies for a continuous period of at least one year.

12 Other languages

The majority of the programme's teaching materials are in English, and parts of the teaching itself can take place in English.

No other languages are required, unless otherwise indicated in the admission notice.

12.1 Language of exams

Exams must be presented in understandable Danish or English.

Students with a mother tongue other than Danish/English can apply for exemption from the requirement that spelling/formulation abilities form a part of the assessment of the professional bachelor project, or the final exam project; along with any exams where, as per the study programme, it appears that these aforementioned abilities form a part of the evaluation process. The application must be lodged latest 4 weeks before the exam takes place.

13 Sickness and re-sits

A student who has been prevented from carrying out an exam because of a documented illness, or for other unforeseen reasons, gets the opportunity to apply for (re)taking the exam as soon as possible. The sickness must be documented by a doctor's note. The institution must have received the doctor's note latest two working days after the exam took place. The student must cover by themselves any costs or arrangements for the doctor's note. If the sickness is not properly confirmed according to the above rules, the student will instead have used up one examination attempt.

Kan de obligatoriske opgaver ikke godkendes, then the student must complete an alternative exercise. This replacement exercise counts as one exam attempt, and the student can carry out the re-sit during the same exam timeframe. If a student fails to carry out the exam without valid reason (sickness etc), then the student does not have the right to carry out the re-sit during the same exam timeframe. The institution may also make an exception to this.
According to regular rules, students have 3 exam attempts, unless otherwise specified in the curriculum.

14 Helpers and resources

Rules about the use of helpers and resources will appear in the description for each individual exam.

15 Special exam conditions

Where justified by physical or psychological disability, students can apply for special exam conditions. The application must be handed in 4 weeks before the exam, at the latest. Exceptions to the application deadline can be granted in the case of suddenly-occurring health problems. The application must be accompanied by a doctor's note, a statement from (for example) a speech, hearing, dyslexia or visual-impairment institution, or other documentation of health-related conditions or other relevant specific disability.

16 Cheating in exams

When exam responses are handed in, the examinee must confirm by signature that the answers have been carried out without assistance of any kind.

16.1 Use of your own or others' work - plagiarism

Cheating by plagiarism encompasses cases where a written assignment *appears* either in whole or in part to have been produced by the examinee/s, although the work clearly

- contains identical or nearly identical reproductions of others' formulations or work, without the reproduced sections being marked by quotation marks, italics, indentation or other clear marking indicating the source – ref. the institution's rules about written work
- contains substantial passages with a choice of words so close to another's work or similar formulation, that it can clearly be seen through comparison that the passages could not have been written entirely independently of each other
- contain the use of others' words or ideas, without these others being duly and appropriately credited
- re-uses text and/or central ideas from the student's own, previously assessed work, without observing the above conditions

16.2 Disciplinary measures in case of cheating and disruptive behaviour during exams

If an examinee who undoubtedly during an exam

- seeks assistance against the rules
- gives help to another examinee, or
- uses non-permitted helpers or resources, or
- displays disruptive behaviour during an exam

then the Programme Manager, or the person here granted authority by the Programme Manager, or the assessors if in agreement, can expel the examinee from the exam whilst it is still in progress. I så tilfælde vurderes berettigelsen heraf i forbindelse med den efterfølgende afgørelse.

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

16.3 Suspicion of exam cheating, including plagiarism during and after the exam

If during or after an exam there arises suspicion that an examinee

- has sought or provided help against the rules
- has presented another's work as their own (plagiarism), or
- has used their own, previously assessed work or parts thereof, without referencing (plagiarism)

it should be reported to the study programme.

16.4 Sanctions

Based on a report and a meeting it will be determined whether exam cheating had taken place or not. The Programme Manager must also decide what sanctions or punishment the examinee should receive. The Programme Manager can only impose sanctions if it is beyond any doubt that exam cheating has taken place.

If expulsion from IBA is suggested as an option, the case must be put before the Programme Manager, who will take the final decision.

The student will be informed of the decision. A copy of the decision is sent to the person who reported the behaviour, to the study counselor, and a copy will be kept in the student's file.

16.5 Types of sanctions

If exam cheating is proven, one of the following sanctions can be imposed:

- **Warning**
  - Written or verbal warning for having broken IBA's rules.
- **Exclusion from the exam**
  - The exam attempt is registered as non-attended. It counts as one official exam attempt.
- **Disqualification of the exam/report or exercise**
  - Disqualification applies to the exercise/exam in which the exam cheating was discovered. Disqualification can be applied even though a grade has been awarded for the exercise, and it will be noted that the student has not passed the exam. A repeat of the behaviour during a new exam attempt would result in expulsion from the programme.

- **Permanent or temporary exclusion from the programme**
  If there are serious or repeated cases of exam cheating, the student will be excluded from the programme and IBA permanently, or for a period of time. Permanent exclusion means that the student will be excluded from all activities at IBA, including teaching and exams. Exclusion for a period of time means that the student will be excluded from all activities at IBA, including teaching and exams, for a

specific, defined period. After the time-period is over, the student will automatically be included in the programme again. The temporary exclusion will be noted in the student's file.

In the case that the episode also breaks Danish law, it will, over and above IBA's sanctions, be reported to the police.

17 Right to complain

Complaints about exam conditions should be submitted individually by the student to IBA (to the Rektor or Programme Manager). As well as BEK no. 1046, of 30/06/2016, Notice on examinations in business-related higher education, the rules about complaints procedure can be found with the secretariat of the chair of examiners.
The complaint must be written and well-founded, and submitted latest 2 weeks after exam assessment has been announced in the usual manner.

For use in complaints cases, the student must have submitted a copy of the set assignment, and in the case of written exams also a copy of their own exam answers.

The student can continue the course while the complaint is being processed, except where otherwise stated in the regulations or as related to the regulations.

The complaint might concern

1) The basis of the exam, including exam questions, assignments or similar, along with its relationship to the course's objectives and demands
2) The exam's execution, or
3) The evaluation.

The programme's regular manager must immediately present the complaint to the original examiners, who have a period of usually 2 weeks in which to make a statement. The examiners must address the subject-specific questions in the complaint. The complainant must be given the opportunity to comment on the statement, within a period of usually 1 week.

The Principle, after input from the Programme Manager, will settle the complaint, based on the examiners' subject-specific statement and the complainant's comments about the statement. The decision, which must be written and substantiated, may involve:

1) a new evaluation (re-evaluation), though not with oral exams,
2) the offer of a new exam (re-sit), or
3) the complainant's case failing to be carried.

Only when the examiners are in agreement can the school's decision be that the complainant's case is not carried.

IBA should immediately inform the complainant and the examiners of the decision.
For re-sits and re-evaluations, new examiners should be selected. Re-evaluations or re-sits should take place as soon as possible. Re-sits and re-evaluations can result in a lower grade. If the offer of a re-sit as a result of

a complaint is accepted, and the certificate has been issued, the school must suspend the certificate until the new assessment is made, and issue a new certificate if applicable.

17.1 Appealing decisions in higher education courses

IBA's decisions regarding subject-specific questions can be brought by the complainant to one of the school's appointed Appeals Boards, which will deal with the case. The complainant should submit their appeal to IBA. The appeal should be in writing and substantiated. It should be submitted latest 2 weeks after the complainant has been made aware of the school's decision.
IBA appoints an Appeals Board as soon as possible after submission of an appeal. The board consists of two appointed examiners, an examinations-approved teacher, and a student within the subject area.
The chair of examiners from the exam secretariat will select the two examiners for the board. The chair of examiners may select themselves as examiner or as chair of the board.
IBA selects the examinations-approved teacher and the student.
In order that the Appeals Board is fit for purpose, all of its members must take part in all of its considerations, and all of the case documentation must be sent to all members. Consideration may take place in writing, including electronically, as long as all of the members of the board approve this. If not all of the members approve this, then consideration must take place in a meeting, at which all members of the Appeals Board must be present. Considerations conclude with a vote, and if there is a tied vote, the vote of the chair of the appeals board is decisive.

The Appeals Board's decision, which should be in writing and substantiated, can involve

1) a re-assessment with new markers
2) an offer to re-sit, with new markers, or
4) that the appeal is not carried.

The appeals board's decision must be given by IBA as soon as possible - 2 months at the latest at winter exams, and 3 months at the latest at summer exams, after the appeal has been lodged with the institution. If the appeal cannot be processed within these timeframes, IBA should notify the complainant of this, giving reasons, along with information about when the appeal can be expected to be processed. IBA will inform the complainant as soon as possible, and forward a copy of the decision to the examiners.

18 Rules on dispensation

IBA may grant exemptions from the rules in this joint part of the curriculum, which is defined only locally by IBA, where justified by exceptional circumstances. The institutions will cooperate on a consistent procedure for such exemptions.

19 Leave and re-enrollment

A student can, after completion of the first half of a study year, apply for leave based on maternity/paternity, adoption, or call-up for national service.

Upon re-enrollment on the education, and after the end of leave, the student will be re-enrolled on the relevant study programme. Students who only lack their bachelor project on the professional bachelor in web

development programme can finish their education according to the rules of the curriculum under which the project was begun.

20 References to the relevant points of law

The curriculum's legal basis is according to statutes of Danish law:

BEK no. 353 of 07/04/2015 Bekendtgørelse om uddannelsen til professionsbachelor i webudvikling
BEK no. 1046 of 30/06/2016 om Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser
BEK no. 262 of 20/03/2007 Gældende karakterskala og anden bedømmelse
LBK no. 1147 of 23/10/2014 Bekendtgørelse af lov om erhvervsakademiuddannelser og professionsbacheloruddannelser
BEK no. 85 of 26/01/2016 Bekendtgørelse om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser

LOV no. 1614 of 26/12/2013 Lov om ændring af lov om erhvervsakademier for videregående uddannelser, lov om professionshøjskoler for videregående uddannelser, lov om medie- og journalisthøjskolen og lov om friplads og stipendium til visse udenlandske studerende ved erhvervsakademiuddannelser og professionsbacheloruddannelser

21 Curriculum commencement and transitional measures

This institutional section of the curriculum comes into effect on the 1st August 2016, and applies to all students enrolled on the study programme, plus for any exams/assessments, commenced on or after the date in question.

22 Approval

This curriculum is approved by the Programme Manager as of 10th August 2016.

Michael Jørgensen
Programme Manager