ERHVERVSAKADEMI
KOLDING

CURRICULUM

for

Multimedia Design Programme

Part II: Institutional

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This curriculum must be taken in conjunction with the National Part of the curriculum (called the Joint Part). The National Part of the curriculum is common to all providers, whereas this part of the curriculum (Institutional Part) is determined by the IBA Business Academy Kolding.

1. Overview of Educational Elements

Semester	Courses (National and Local, incl. Electives)	ECTS
1st semester	Design and Programming of Digital User Interfaces 1	15
1st semester	Design and Programming of Digital Content 1	15
2nd semester	Design and Programming of Digital User Interfaces 2	15
2nd semester	Design and Programming of Digital Content 2	15
3rd semester	Electives	30
4th semester	Internship	15
4th semester	Final Examination Project	15

2. Local Courses

There are no local courses in the programme, as the 30 ECTS in the 3rd semester consist of elective subjects. Electives are described in the elective catalogue.

Students who take electives at other institutions assume the expenses themselves for transportation, accommodation, etc.

3. Examinations

At the same time as the start of a course, semester, etc. students are automatically registered for the corresponding examinations. An exam attempt is used at registration. However, this does not apply where the student is prevented from participating in the examination due to documented illness or maternity leave.

It is always the student's responsibility to ensure Internet access in the exam situation and that the student's computer is functional.

3.1. Overview of Examinations and Time Placement

Time	Course/Exam	ECTS	Internal/External Evaluation	Evaluation
1st semester	Study Start Test	-	Internal	Passing / Not Passing
1st semester	Multimedia Production 1	30	Internal	7-step scale
2nd semester	Multimedia Production 2	30	External	7-step scale
3rd semester	Elective Examination(s) (shown in the elective catalogue)	30	Internal	7-step scale
4th semester	Placement Test	15	Internal	7-step scale
4th semester	Final Examination Project	15	External	7-step scale

Information about the date, time and location of exams can be found on the institution's learning platform (Canvas).

Below is a description of each examination, including the following:

- Learning objectives for the exam
- Examination form and organisation including, if applicable, format requirements for written projects
- Prerequisites for attending the examination – compulsory participation and submission
- Evaluation criteria and examiner type
- Completion if it differs from the general description below

Examinations are always in Danish unless it is part of the purpose of the individual exam to document foreign language proficiency. Exams may be submitted in Swedish or Norwegian instead of Danish unless the purpose of the test is to document the student's proficiency in Danish.

If there are exceptional circumstances, the Business Academy may grant an exemption.

3.2. Completion of Examinations

For examinations in the degree programme, the following generally applies in relation to when an exam is completed or an exam attempt has been used. If there are deviations for a particular examination, it will be indicated in the individual description of the examination below.

Non-Passing Examination

If a student has not obtained grade 02 or above for an oral or written exam or a combination thereof, the exam is not passed and an exam attempt has been used.

If the exam project is prepared by a single student and not passed, the student can choose to continue working on the existing project or to prepare a new project.

If a student has participated in a group project and does not obtain grade 02 or above, the student can rewrite the sections of the group project that the student has prepared, if it is individualised. The student may also choose to write a new project alone where the rules for scope, requirements and guidelines for individually prepared projects apply.

Non-submitted Project/Written Response

If the student has not submitted the exam project or written response, an exam attempt has been used up.

The student may choose to continue working on the existing project or to develop a new project.

For portfolio examinations, a non-submitted response constitutes non-delivery of all sub-elements.

Ongoing Evaluation

If the student fails to submit his/her project or written response in good time, the result will be the grade -3 (minus three) for the assignment.

Non-participation in the Exam/Examination

If the student has submitted the exam project or written response but has not participated in the oral exam, an exam attempt has been used.

A new oral examination for the student will be scheduled as quickly as possible, in which the student is examined on the already-submitted project.

Sick Test and Retesting

Specific deadlines are given under the individual test descriptions.

Information about time and place for sick tests and retests can be found on the institution's learning platform. The time may coincide with the next regular test. The student him- or herself must seek information on when sick testing and retesting is being conducted.

Sick Test

A student who has been prevented from completing an exam due to a documented illness or for any other unforeseeable reason is allowed to take the (sick) test as soon as possible. If there is a test during the final exam period of the programme the student will be allowed to take the exam in the same exam period or immediately afterwards.

Illness must be documented by medical certificate. The institution must have received a doctor's certificate within three working days after the exam is held. Students who become acutely ill during an exam will be required to document that they have been ill on the day in question.

If an illness is not documented according to the above rules, the student has used an exam attempt. The student must pay the expenses for a medical certificate.

Retest

In the case of an unsuccessful exam or failure to attend an exam, the student is automatically enrolled for retest, so long as there is an exam attempt remaining. The student is enrolled for the very next examination. The retest may be identical to the next regular test.

The programme may grant exemption from continued enrolment in an exam in cases based on exceptional circumstances, including documented disability.

3.3. Study Start Test

The study start test will clarify whether the student has really begun the programme. The test is based on instruction and activities that have been completed during the introductory course/first two months of the programme.

The study start test will be held after the completion of the introductory course and no later than two months after the start of the programme. Retesting will be held no later than three months after the start of the studies.

Learning Objectives for the Study Start Test

Knowledge

The student has knowledge of:

- Applicable Codes of Conduct at IBA
- IBA's organisation and student service departments
- Group culture and study groups

Skills

The student is able to:

- Formulate own goals for the programme, including specific goals for the 1st semester
- Design a weekly study plan
- Describe own role and duties in a group context

Competences

The student is able to:

- Complete assignments with correct references and taking into account the applicable rules for plagiarism

The test is not included in ECTS, and the test does not appear on the diploma.

Assessment Criteria

The learning objectives described above.

Assessment: Internal, Passed/Not Passed

Form and Organisation of the Test

The test is an individual written test with a timeframe of one hour.

A Non-passing Study Start Test

If the test is not passed, the student has the opportunity to participate in a retest that is held within three months after the start of the programme. The student has two attempts in total.

If the student does not pass the test during the retest, the student will be discharged from the programme, cf. the Enrolment Order.

Complaints

The student cannot complain about the test or the assessment, as it is not covered by Chapter 10 regarding complaints about examinations in the Examination Order.

3.4. Multimedia Production 1, 1st semester – 30 ECTS

Prerequisites for Attending the Examination

The assignments must meet the format requirements and be delivered correctly and on time.

Learning Objectives for the Examination

Identical to the learning objectives from the subject elements "Design and Programming of Digital User Interfaces 1" and "Design and Programming of Digital Content 1".

Examination Form, Format Requirements and Organisation

The exam is a written portfolio exam.

The student submits three assignment sections to the portfolio; cf. the semester schedule on the institution's learning platform. The assignment sections are assessed according to the Danish 7-point scale. Additional guidelines for the assignment sections can be found in the project description for the sub-element.

Assessment Criteria

One individual grade (7-point scale) is given on the basis of an overall assessment of:

- The product
- The project
- Reflections on the production process
- Reflections on student learning
- Use of relevant theory in relation to the problem formulation
- The written defence of the choices made regarding Multimedia Production 1
- Use of relevant professional knowledge
- 1st semester learning goals

The final grade is the average of the weighted evaluation of the three sub-elements rounded to the nearest grade. If a student does not submit sub-elements in time, the student obtains the grade -3 (minus three) for the sub-item. The weighting appears in the project description for the sub-element.

Examples:

Grade	Weight	Grade	Weight	Grade	Weight	Avg.	Rounded
2	0.33	4	0.33	7	0.33	4.33	4
10	0.33	7	0.33	7	0.33	8	7
12	0.33	IA (-3)	0.33	12	0.33	7	7
7	0.33	2	0.33	10	0.33	6.33	7
4	0.33	IA(-3)	0.33	4	0.33	1.67	2

3.5. Multimedia Production 2, 2nd semester – 30 ECTS

Prerequisites for Attending the Examination

Assignments must meet the format requirements and be correct as well as delivered on time.

Learning Objectives for the Examination

Identical to learning objectives from the subject elements "Design and Programming of Digital User Interfaces 2" and "Design and Programming of Digital Content 2".

Examination Form, Format Requirements and Organisation

The exam is a written portfolio exam.

The student submits three assignment sections to the portfolio; cf. the semester schedule on the institution's learning platform. The assignment sections are assessed according to the Danish 7-point scale. Additional guidelines for the assignment sections can be found in the project description for the sub-element.

Assessment Criteria

One individual grade (7-step scale) is given based on an overall assessment of:

- The product
- The project
- Reflections on the production process
- Reflections on student learning
- Use of relevant theory in relation to the problem formulation
- The written description and defence of choices made regarding Multimedia Production 1
- Use of relevant professional knowledge
- 1st semester learning goals

The final grade is the average of the weighted assessment of the three sub-elements rounded to the nearest grade. If a student does not submit the sub-elements in time, the student obtains the grade -3 (minus three) for the sub-item. Weighting is shown in the project description for the sub-element.

Examples:

Grade	Weight	Grade	Weight	Grade	Weight	Avg.	Rounded
2	0.33	4	0.33	7	0.33	4.33	4
10	0.33	7	0.33	7	0.33	8	7
12	0.33	IA (-3)	0.33	12	0.33	7	7
7	0.33	2	0.33	10	0.33	6.33	7
4	0.33	IA(-3)	0.33	4	0.33	1.67	2

3.6. Elective Exam, 3rd semester – 30 ECTS

Learning Objectives for the Examination

In connection with the 3rd semester electives, one or more elective exams will be taken, based on the learning objectives described in the elective catalogue.

Examination Form, Format Requirements and Organisation

The form of the exam and the organisation of the elective can be found in the elective catalogue.

Prerequisites for Attending the Examination

Any prerequisites for attending the exam can be found in the elective catalogue.

Assessment Criteria and Examiner Type

Assessment criteria can be found in the elective catalogue. The examinations have internal censors.

3.7. Internship Examination, 4th semester – 15 ECTS

Learning Objectives for the Examination

The internship test is an internal exam, and evaluates the student's individual learning objectives which, prior to the internship, are determined by the student in collaboration with the affiliated company and the Business Academy. The internship exam is located at the end of the internship. The value of the exam is 15 ECTS.

Examination Form, Format Requirements and Organisation

The exam is written and individual.

The internship report must contain:

- A brief description of the internship/company
- A brief description of the internship form (classical company stay, project consultant, entrepreneurial practice, etc.) as well as a description of the company
- A brief description of the student's work assignments during the internship, including any proposals and solutions, as well as professional and interdisciplinary collaboration in the company in relation to the student's individual learning objectives
- Examples of results/partial results of the solved tasks
- Reflection on the internship and the outcome
- Reflections on how and to what extent, during the internship, the student has applied knowledge and skills learned in the programme
- Evaluation of the academic and personal learning objectives as stated in the internship agreement
- Considerations about the use of learning outcomes in a future job situation
- Internship agreement as an appendix

The student is assessed on both description and reflection.

The report's scope is a maximum of 10 standard pages.

Prerequisites for Attending the Examination – Participation and Submission

The internship report must meet the format requirements and be correct as well as delivered on time.

Assessment Criteria and Examiner Type

The test is assessed on the Danish 7-point scale. The student receives a grade and may receive oral feedback in connection with subsequent guidance.

The assessment criteria are the general learning objectives for the internship as well as the student's individual learning goals and reflections on the learning goals.

3.8. Final Examination Project, 4th semester – 15 ECTS

Learning Objectives for the Examination

The final exam project is evaluated by an external test, which, together with the internship exam and the other programme examinations, must prove that the educational objectives for learning outcomes have been achieved.

The exam is oral and is based on project work done individually or in a group of, normally, up to four students.

The exam will be held at the end of the 4th semester.

The extent of the exam is 15 ECTS.

Examination Form, Format Requirements and Organisation

The final examination project must demonstrate that the student can combine theoretical, methodical and practical elements in a qualified manner and communicate them effectively.

The problem that must be central to the multimedia profession is to be formulated by the student in collaboration with a public or private company. Alternatively, the final exam project can be based on starting up your own business. The Academy must approve the problem formulation.

The project results in a report and a product. The product must be a digital multimedia production.

The oral examination begins with a presentation of a product and a report. Fifteen minutes are provided for an individual presentation. For groups, there are, accordingly, 15 minutes for each additional group member.

The presentation will be followed by a 15-minute individual examination based on the project.

Deliberation and communication of grades: 10 minutes.

Total Students	Group Presentation	Individual Presentation	Deliberation
1	15	15	10
2	30	15	10
3	45	15	10
4	60	15	10

The report must have a maximum of 30 standard pages for each student, plus 10 standard pages per additional group member. Front page, table of contents, literature list and attachments do not count in the maximum number of pages. Appendices are not assessed.

Total Students	Pages
1	30
2	40
3	50
4	60

For reports prepared in a group:
The report's sections are to be shared equally among members of the group. The collective part includes the introduction, problem formulation, conclusion and perspective.

In addition, individual contributions must also be clearly identified.

All group members are responsible for and are examined on the overall project.

A link (URL) is to be included on the report's cover page to a working prototype on the Internet.

Literature from the overall programme and other relevant literature can be used.

Literature lists are to be added and citations included throughout for references, quotes, models and charts, cf. applicable reference rules.

Prerequisites for Attending the Examination

The exam can only take place after the internship and the other examinations of the programme have been passed.

To take the exam, the content of the written assignment must be well ordered. The assignment must meet the format requirements and be correct as well as delivered on time.

Assessment Criteria

One individual grade is given from a comprehensive assessment of product, report, individual contribution to the presentation and individual examination.

4. Rules for Fulfilment of the Internship

In the business internship, the student has an internship supervisor from the programme and a contact person in the company. The company and the student jointly establish goals for the student's learning outcomes during the internship based on the learning objectives in sections 2.1 to 2.4 of the National Part of the curriculum, which subsequently guide the company's coordination of the student's work. The learning objectives for the individual must be approved by the Business Academy.

The internship period is 12 weeks and ends with a written exam. See also section 3.7 on examinations in the programme.

The internship is essentially equivalent to a regular full-time job (37 hours/week) with requirements for effort, dedication and flexibility that the graduate may expect to meet in his or her first job.

5. Educational Elements that can be Completed Internationally

5.1. Educational Elements and Transfer Credit Rules

The programme is modular, which means that it is possible for a student to take a semester abroad, just as it is possible for foreign students to take a semester in the programme. Likewise, internships may take place abroad.

With programme approval of a desired transfer credit, the student may complete each and every degree element internationally.

Upon approval of transfer credit, the educational element is deemed to be completed if it is passed according to the rules of the programme.

With prior approval of international study, the student is required to document the completed study elements of the approved study programme after completion of the course. In connection with prior approval, the student agrees that the institution may obtain the necessary information at the conclusion of the study stay.

The Business Academy has a wide network of partners abroad, and the International Office of the Business Academy can help the student to take part of his or her education abroad. The International Office can be contacted for further information and for information on specific options. However, it should be noted that more work is required of the individual student if international study is desired. It is the individual student who researches which subjects can be studied abroad, etc. at the desired institution. The international office is helpful with good advice, etc., but does not assist in detailed planning. That is the student's own responsibility.

5.2. Examination with International Study

Subjects
The student must take his or her exams at the international partner institution. The student must also document all learning from the subjects taken at the partner institution online in a portfolio. For each subject, a learning report is to be written which describes what learning has been achieved in the subject.

The extent of the report must be appropriate for the course objectives which are agreed upon in advance between the student and the Business Academy, but must be at least two standard pages.

All assignments and corresponding solutions in the subject are to be documented online in the portfolio. A link to the portfolio and documentation for exams passed at the partner institution must be submitted to the home school no later than four weeks after an international

examination. The portfolio, including learning reports, is assessed as passing/not passing.

Final Examination Project

As a starting point, a supervisor is appointed at the Business Academy – and the report is submitted and examined as described in the national part of the curriculum under the section ”Requirements for the Final Examination Project”.

6. Requirements for Written Assignments and Projects

For all examinations, etc., a standard page is defined as 2,400 characters, spaces and footnotes. Front page, table of contents, literature list and appendices do not count. Appendices are not included in the assessment.

Requirements regarding the extent of written exams and the correlation between the number of participants in a group and project scope can be found under the descriptions of the individual examinations.

Submission of written assignments and projects as part of an exam, unless otherwise stated, takes place in WISEFLOW according to guidelines that will be available on the institution's learning platform (Canvas).

Tasks and products are submitted digitally in the WISEFLOW management system.

When submitting in WISEFLOW, the institutional front page is used.

6.1. What Diction and Spelling Mean for the Assessment

During assessment of projects and exams, in addition to academic content, the student's writing and spelling ability are considered significant (weight = 10 percent). The assessment reflects the overall evaluation of the academic content as well as the spelling and writing ability.

Students who can document a specific, relevant disability can apply for exemption from the requirement that spelling and writing ability is included in the assessment. The application must be sent to the programme and addressed to the programme manager no later than four weeks before completion of the exam.

7. Use of Aids

The use of aids during examinations, including electronic aids, is permitted unless regulations or the curriculum for the individual programme impose restrictions on use.

Any rules for limiting the use of aids will be indicated in the description of the individual examination.

8. Special Testing Conditions

The educational institution offers special test conditions for students with physical or mental disabilities, students with corresponding difficulties and students with a mother tongue other than

Danish when the students apply for it and the institution considers that this is necessary to establish equal footing for these students with others in the exam situation.

Therefore, students may apply for special testing conditions based on physical or mental impairment. The application must be submitted to the programme no later than four weeks before the exam is conducted.

The application deadline may be dispensed with in the case of sudden health problems. The application must be accompanied by a medical certificate, statement from, for example, speech, hearing, dyslexia or blindness institutes, or other documentation of health conditions or relevant specific disability.

Students with a mother tongue other than Danish may apply to bring dictionaries to examinations where no aids are allowed.

Application for permission to bring other aids must be submitted to the programme no later than four weeks before completion of the exam.

9. Academic Misconduct, including use of One's Own or Others' Work (Plagiarism)

Projects and other materials in conjunction with examinations must be prepared by the student alone.

Upon submission of written responses, submitted either physically or electronically, the examinee affirms that the assignment/response has been done without wrongful assistance.

9.1. Cheating and Disruptive Behaviour at Examinations

Cheating on tests and examinations is dealt with in accordance with the rules in the Statutory Order on Examinations in Business Higher Education (Examination Order).

If a student cheats on an exam, the student will be expelled from the exam.

If cheating occurs under aggravating circumstances, the student may be suspended from the programme for a shorter or longer period. With suspension due to cheating in aggravating circumstances, a written warning is issued that repetition may lead to permanent expulsion from the programme.

Examples of cheating include:

- Unlawfully receiving assistance during the examination
- Unauthorised assistance given to others during the examination
- Submitting others' work as one's own (plagiarism - see www.stopplagiat.nu)
- Using your own previously assessed work without acknowledgement
- Use of aids that are not allowed for the test in question

Expulsion from a test due to cheating means that the grade is voided and that the student has used an exam attempt.

If a student exhibits **disruptive behaviour** during an exam, the institution may eject the student from the exam. In less serious cases, the institution first gives a warning.

Expulsion may also take place after the exam has been held.

Suspicion of Cheating, Including Plagiarism, During and After the Examination

If, during or after an exam, there is suspicion that an examinee:

- Gained or granted assistance wrongly
- Has submitted another's work as their own (plagiarism)
- Has used their own previously-assessed work or parts thereof without acknowledgement (plagiarism)

then it is reported to the programme administration.

IBA Business Academy Kolding conducts systematic digital plagiarism control.

9.2. Clarification Process for Academic Dishonesty, including Plagiarism

Postponement of the Examination

In the case of a report about plagiarism in an exam or similar cheating in a written assignment which forms the basis of assessment for a subsequent oral examination, the supervisor will postpone the exam if it is not possible to clarify the situation before the stipulated test date.

Reporting Format and Content

Notification must occur with no unnecessary delay after the suspicion of cheating has arisen. The report must include a written presentation of the case, which includes information that can identify the reported persons as well as a brief statement and relevant documentation of the situation. In the case of a repeat offence for one or more of the reported persons, this should be disclosed.

When reporting plagiarism, the plagiarised passages must be marked with clear references to the sources plagiarised. The plagiarised text must also be marked in the source text.

Involvement of the Examinee – Consultation of Parties

A written consultation of the parties is carried out.

At the oral consultation, the examinee is called in for an interview to clarify the case. The purpose is to present the student with the documentation of the suspected cheating and to hear the examinee's viewpoint. The examinee is entitled to bring an observer to this meeting.

Sanctions for cheating and disruptive behaviour during examination

If, after clarification of the case, the manager of the programme has confirmed the suspicion of cheating and the action has or could be of significance for the assessment, the manager of the programme expels the examinee from the exam.

In less serious cases, a warning is given first.

In the case of aggravating circumstances, the manager of the programme may decide that the examinee must be suspended from the institution for a shorter or longer period. In such cases, a written warning is given that repeat offences may result in permanent expulsion.

An expulsion will result in any grade for that test being voided and that the examinee has used an exam attempt.

The student cannot take part in a sick test/retest, but can only take part in the exam at the next regular offering of the exam.

The student cannot attend classes or examinations during the period of suspension.

Complaints
The decision to have used an exam attempt and expulsion due to academic misconduct is final and cannot be brought to a higher administrative authority.

Complaints about legal issues (e.g., disqualification, hearings, complaint guidelines, whether the Examination Order has been interpreted correctly, etc.) may be submitted to the Board of Higher Education and Educational Support. The complaint must, however, be sent to the IBA Business Academy Kolding and be addressed to the manager of the programme, who gives a statement that the complainant should have the opportunity to comment on within a period of, normally, one week. The IBA Business Academy Kolding then sends the complaint, the statement and the complainant's comments to the Board of Higher Education and Educational Support. The complaint deadline for the institution is two weeks from the date on which the decision is communicated to the complainant, cf. the Examination Order.

10.Complaints about Examinations and Appeal of Decisions[1]

10.1. Complaints about Examinations

It is recommended that the examinee seeks guidance from a student counsellor in connection with the appeal procedure and preparation of a complaint.

The rules for appeals about examinations are given in Chapter 10 of the Examination Order.

The Examination Order distinguishes between complaints:

- The examination basis, etc., the procedure of the examination and/or the assessment, and;

1. See chapter 10 of the Examination Order.

- Complaints about legal issues.

The two types of complaints are dealt with differently.

10.2. Complaints about the Examination Basis, etc., Procedure and Assessment

An examinee may submit a written and substantiated complaint within a period of two weeks after the assessment of the examination has been announced in the usual manner. Complaints may concern:

- The examination basis, including exam questions, assignments and the like, as well as its relation to the programme objectives and requirements
- The examination procedure
- The assessment

A student may complain against any examination, including written, oral and combinations thereof, as well as practical or clinical examinations.

The process after receiving a complaint is that the complaint is immediately submitted to the original assessors, i.e. examiner and censor, for the exam in question. The opinions of the assessors should be able to form the basis for the institution's decision regarding academic issues. The institution normally sets a deadline of two weeks for the delivery of the statements.

Immediately after the assessors' statements are made available, the complainant will have the opportunity, normally within a period of one week, to comment on the statements.

A decision is made by the institution on the basis of the complaint, the assessors' professional opinions and any comments made by the complainant on the statements.

The institution's decision must be in writing and justified and may consist of:

- Offering a new assessment (review) – only for written exams
- Offering or a new exam (re-test)
- The student’s complaint not being upheld

If it is decided that a review or retest will be offered, the manager of the programme shall appoint new assessors. Reviews can only be offered in written tests where material is available for assessment, as new assessors cannot judge an oral test already taken, and the original assessors' notes are personal and are not given out.

If the decision is made for a review or retest, the complainant shall be informed that reassessment or retesting may result in a lower grade. The student must, within a period of two weeks after the decision is made, either accept or reject the offer. There is no opportunity to rescind acceptance, and if the student does not accept within the time limit, neither reassessment nor re-examination will take place.

Reassessment or retesting must take place as soon as possible.

In the case of reassessment, the assessors must have submitted the file, i.e. the assignment, the response, complaint, statements of the original assessors with the complainant's comments and the decision of the institution.

The assessors inform the institution of the result of the review, accompanied by a written reasoning for the assessment.

Exam Deficiency

If it is decided to undertake a reassessment or offer a retest, the decision applies to all the examinees whose exam has the same deficiency as the one complained about.

The complaint must be sent to the institution no later than two weeks (14 calendar days) after assessments for the test in question have been announced. If the expiry of the deadline falls on a public holiday, it is the first working day thereafter which is the expiration date.

Exceptions may be granted from the deadline if there are unusual circumstances.

10.3. Appeals and Legal Situations

The complainant may refer the institution's decision regarding professional questions to an appeal board. The appeal board's activities are governed by the Public Administration Act, including on disqualification and confidentiality.

The appeal is sent to the academic secretary.

The deadline for appeal is two weeks after the examinee has been informed of the decision. The same requirements as mentioned above under Complaint (written, reasoning, etc.) also apply to appeal.

The appeal board consists of two appointed examiners, selected by the censor chairperson, an accredited lecturer and a student in the field of study (the programme), both of which are appointed by the study director for the programme.

The appeal board shall decide on the basis of the material on which the institution's decision was based and the substantiated appeal of the examinee.

The appeal board considers the appeal and the decision may consist of:

- Offering a new assessment (review) – only for written examinations
- Offering a new examination (retest)
- The student’s complaint not being upheld

If the decision is submitted for reassessment or re-examination, the complainant must be informed that reassessment or retest may result in a lower grade. The student must, within two weeks after the decision is made, accept or refuse the offer. There is no opportunity to rescind acceptance.

If the student does not accept within the deadline, re-assessment or re-examination is not carried out.

Reassessment or re-examination must take place as soon as possible.

In the case of reassessment, the assessors must have submitted the file, i.e. the assignment, response, complaint, statements of the original assessors with the complainant's comments and the decision of the institution.

The appeal board must have made a decision within two months – for the summer exam, three months – after the appeal is filed.

The appeal board's decision is final, which means that the case cannot be brought before a higher administrative authority with regard to the academic part of the complaint.

10.4. Complaints about Legal Matters

Complaints about legal questions in decisions made by the assessors in connection with a review or re-test or the appeal board may be brought before the IBA Business Academy Kolding within a period of two weeks from the date on which the decision is communicated to the complainant.

Complaints about legal questions in decisions made by the institution according to the rules of the Examination Order (e.g., disqualification, hearings, whether the Examination Order is interpreted correctly, etc.) may be submitted to the institution, which renders an opinion on which the complainant must have the opportunity to comment within a period of, normally, one week. The institution sends the complaint, the opinion and the complainant's comments to the Board of Higher Education and Educational Support. The deadline for filing a complaint to the institution is two weeks (14 calendar days) from the date on which the decision is communicated to the complainant.

11. Specification of Teaching and Working Methods

Teaching at the IBA Business Academy Kolding takes place on the basis of our pedagogical platform.

This means that teaching is based on relevant business practice and connects practice and theory. Problem formulations from the different types of businesses within relevant sectors of the programme are included.

Instruction will be organised in various ways. This could be through group instruction, project work, interdisciplinary cases, group work, guest lectures and company visits. Lectures may be included to a limited extent. In addition to academic content, the different types of instruction will also develop the student's ability to work independently and to cooperate with others.

Instruction may be organised so that foreign languages are included in the teaching materials and in the instruction. In addition, the instruction supports the development of the student's IT competences.

12. Rules about Credit for Courses

12.1. Credit for Subjects covered by the Institutional Part of the Curriculum

Indication of any prior agreement on credit of educational elements is covered by the Institutional Part of the curriculum.

Successfully completed local educational elements are equivalent to the corresponding educational elements at other educational institutions that offer this programme or other programmes that contain the relevant educational elements.

12.2. Transfer Credit

The student can apply for transfer credit. Upon prior approval of study stays in Denmark or abroad, the student is required to document the completed study elements of the approved study programme after completion of the course. In connection with prior approval, the student agrees that the institution may obtain the necessary information after completion of the study stay.

Upon approval of a transfer credit, the study element is considered to be completed if it is passed according to the rules of the programme.

13. Rules about Student Responsibility to Participate in the Educational Process

In order that the learning objectives and outcomes of the programme can be achieved and the teaching methods can function, the study elements with mandatory attendance for students are specified below in the form of

- Submission/presentation of assignments/projects
- Attendance

PARTICIPATION REQUIREMENT FOR MULTIMEDIA DESIGN PROGRAMME:

Attendance is required at external lectures and company visits. If the student is unable to attend, due to illness, for example, the student must report this to the programme

administration.	
1st SEMESTER	• Written assignments are to be prepared for the student's portfolio, cf. the project description and project overview on the institution's learning platform
2nd SEMESTER	• Written assignments are to be prepared for the student's portfolio, cf. the project description and project overview of the institution's learning platform
4th SEMESTER	• A written project will be prepared that includes elements of: Multimedia Production I, Multimedia Production II and Local Elective Elements

The programme will intervene with help and guidance as early as possible if a student fails to comply with the participation requirement.

Participation and any mandatory attendance which are prerequisites for attending examinations can be found under the description of the individual test.

14. Criteria for Assessment of Active Study

Enrolment can be terminated for students who have not been actively studying for a continuous period of at least one year.

Active study is defined thusly, that the student, ***within the last 12 calendar months***:

- Has participated in the programme's examinations
- Has fulfilled the duty to participate in any activity that forms part of the programme, including group work, joint projects, distance learning, etc. as stated in this curriculum
- Has submitted, as stated in this curriculum, the exercises, reports, (learning) portfolios, etc., which are prerequisites for attending examinations, and that they have legitimate content, including not having submitted material to which others hold copyrights
- Has attended activities with mandatory attendance, as stated in this curriculum

Failure to meet one or more criteria in the definition of active study may result in the student being deregistered from study.

Periods where the student has not been studying due to leave of absence, maternity leave, adoption, documented illness or military service are not included. The student shall, on request, provide documentation for these situations.

The programme may dispense with these provisions if there are exceptional circumstances. Dispensation application is sent to the manager of the programme.

Before enrolment is terminated, the student is advised in writing. In this manner, the student's attention is drawn to the above rules. The letter to the student must show that he/she has 14 days

to submit a dispensation application and documentation supporting the claim that periods of lack of study activity in the programme must not be counted.

If the student has not responded within the stipulated deadline, he/she will be deregistered.

If the student requests that the enrolment not be terminated, the request has a suspensive effect until the matter is decided by the manager of the programme.

The student, no later than two weeks after receipt of the decision, may complain to the programme manager over the decision taken. The complaint has a suspensive effect. If the programme manager upholds the decision, the student may appeal to the Ministry of Education and Research within two weeks after receiving a decision regarding legal issues.

Rules regarding the examinations that the student must have participated in before the end of the 2nd semester and passed before the end of the 2nd semester, and where the regulations for this programme have set deadlines for the completion of the programme, apply independent of the above rules.

Study activity and SU

If the student has started a new higher education programme on July 1, 2016 or thereafter and receives SU, the student must be a maximum of six months delayed in the programme (equivalent to 30 ECTS) in proportion to the number of SU "clips" that the student has received for the programme. If the student becomes delayed for more than six months, the SU will be stopped.

For students who have started a programme before July 1, 2016, the previous rules continue to apply that the student must be 12 months late before the SU is stopped.

As an educational institution, we regularly check the students' study activity. Read more about SU rules on su.dk.

15. Requirements for Reading of Foreign Language Texts and Foreign Language Proficiency

Most of the programme's instructional material is in Danish; however, some parts of instruction may take place in English, for example, guest lectures and so forth.

Extensive knowledge of foreign languages is not required beyond what the Access Order states.

16.Exceptions to Rules

The educational institution may deviate from rules the institution or institutions themselves have set in this curriculum if the deviation is based on exceptional circumstances. The institutions cooperate on a uniform practice of dispensation.

17. Effective Date and Transition Period

All enrolled students will transition to this curriculum on 01.08.2018.

Concurrently, the institutional part of the 01.08.2016 curriculum is terminated.

18. Legal Basis

For the programme, the latest version of the following laws and regulations apply:

- LBK No. 935 of 25/08/2014: Statutory Order on Professional Academies for Higher Education
- LBK No. 1147 of 23/10/2014: Statutory Order of Professional Programmes and Professional Bachelor's Degree Programmes (LEP Law)
- BEK no. 247 of 15/03/2017: Executive Order on Technical and Mercantile Professional Academy Degrees and Bachelor's Degree Programmes
- BEK no. 1500 of 02/12/2016: Executive Order on Examinations in Professional Higher Education
- BEK no. 107 of 27/01/2017: Executive Order on Access to Professional Academy Education and Bachelor's Degree Programmes
- BEK no. 114 of 03/02/2015: Executive Order on Grading Scales and other assessment

Applicable laws and regulations are published on www.retsinfo.dk.