

STUDENTS AT KEA

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ADDENDUM TO CURRICULA FOR KEA'S PROGRAMMES

This Addendum to Curricula for KEA's Programmes shall take precedence over any regulations in the individual curricula. In the event that a provision in a curriculum is inconsistent with a provision in this Addendum, the provision in this Addendum shall prevail.

PROVISIONS

1. Embarking on a semester automatically constitutes registration to attend that semester's tests and exams. A student cannot de-register for any tests or exams at KEA.

2. The annual Innovation Week (previously KEA Week) is not a mandatory activity. This means that participation in the event is not a prerequisite for taking a test or an exam on any semester.

3. The semesters of KEA's top-up programmes in professional bachelor degree programmes are numbered 5 to 7. A top-up programme will thus start with the 5th and end with the 7th semester.

4. A student is obliged to participate in the course of study as prepared by KEA.

Any rules on mandatory attendance in parts of the study will appear from the curriculum.

As to programmes or any part thereof which do not require mandatory attendance, the continuous control of progress towards degree shall be undertaken by the teachers. If a student's teachers hold that a student has not taken part in any of the education activities for at least two weeks or they have other reason to believe that the student is no longer active, the Study Administration shall send a notice to the student requesting a reply as to whether or not the student is still actively engaged in the programme.

If by a time limit of one week the student does not confirm to be active as a student, the Study Administration shall send a second notice to the student requesting a reply as to whether or not the student is still actively engaged in the programme. If by the deadline of one week the student has not confirmed to be actively engaged in the programme, the student shall on grounds of the con-

tinuous inaction be assumed not to be actively engaged in the programme and shall thus be excluded from the programme.

The above does not apply to students who have been granted leave of absence or students who are absent for any other valid reason.

5. Any student who has not passed a minimum of one exam within a coherent period of 12 months may be excluded from a programme.

6. To qualify to continue on an Academy Programme (AP) or a Professional Bachelor Programme (BA) a student shall pass the first-year exam before the end of the first year of study.

7. A commencement of study exam may be held at any and all of KEA's programmes. The exam is held in writing and is academically related to the preceding teaching. The exam shall take place two months after the commencement of the study at the latest.

Kind regards

Copenhagen School of Design and Technology