

# Kea

COPENHAGEN SCHOOL OF  
DESIGN AND TECHNOLOGY

# 2013

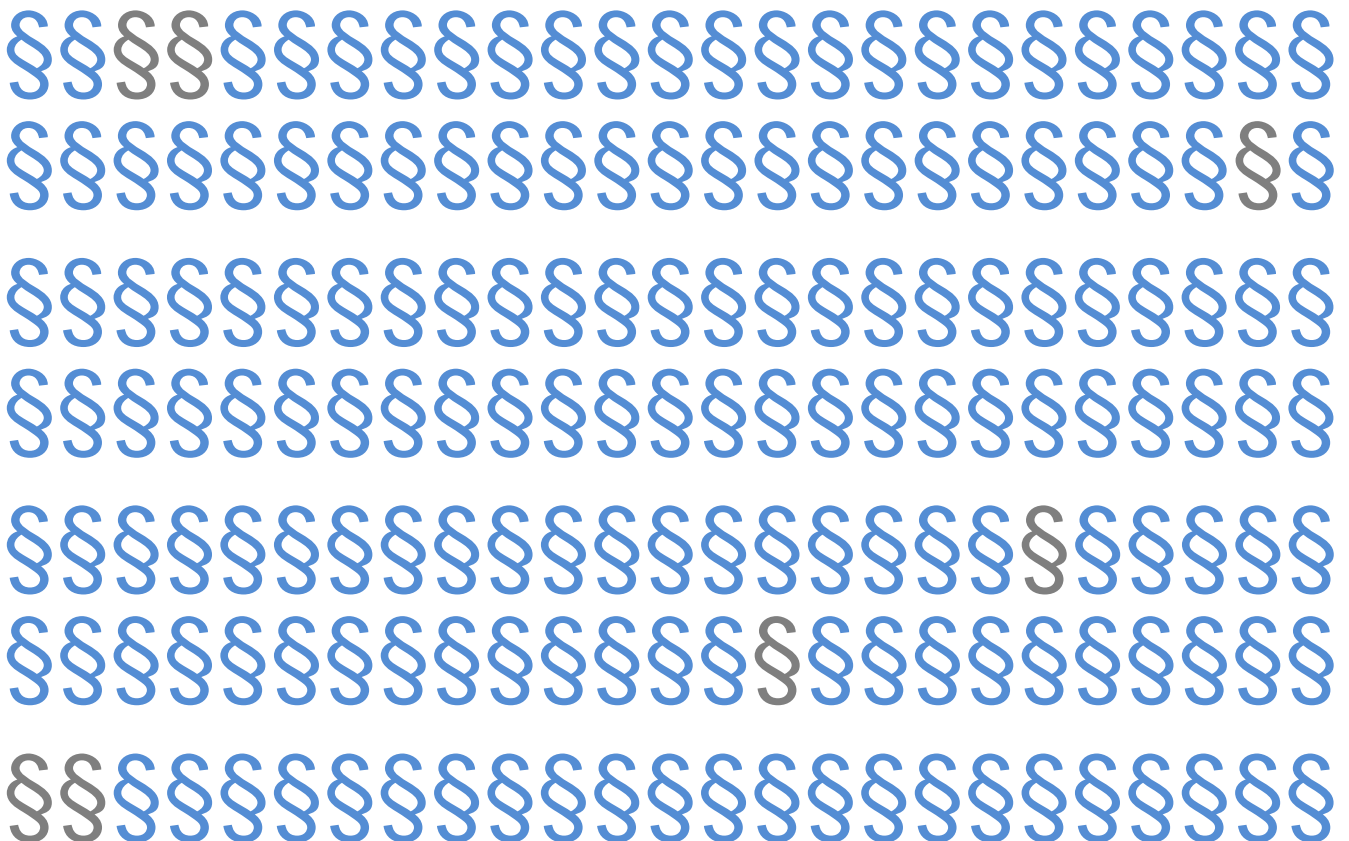
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# THE STUDY PROGRAMME

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**Professional Bachelor in Design and  
Business**

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## **STUDY PROGRAMME FRAMEWORK**

The Study Programme for Professional Bachelor in Design and Business has been prepared by KEA and TEKO/VIA pursuant to guidelines contained in Executive Order no. 1143 of 7 December 2009 on the Professional Bachelor Course in Design and Business.

### **TITLE IN DANISH AND ENGLISH**

The name of the course is **Professional Bachelor in Design and Business**.

The English title is Bachelor's Degree Programme in Design and Business.

Graduates of this course are entitled to use the title of Professionsbachelor i Design & Business. The English title is Bachelor's Degree in Design and Business.

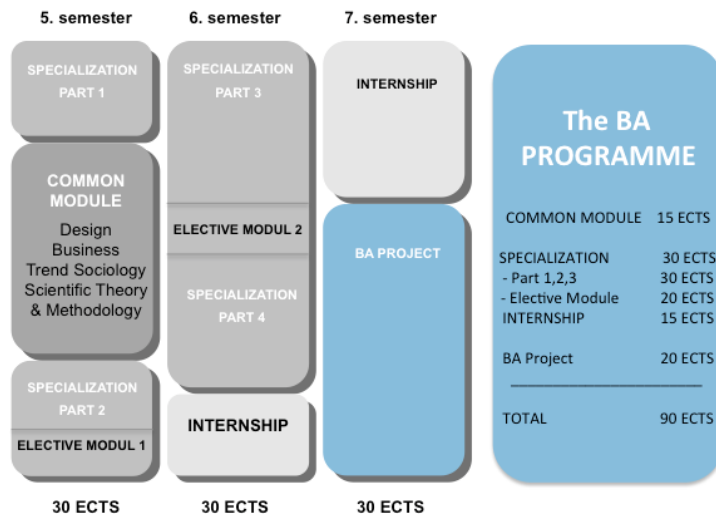
### **NUMBER OF ECTS POINTS AND QUALIFICATION FRAMEWORK**

The course, which is a full-time course, is rated at 1½ study years. A study year is a full-time student's work for one year. A study year is the equivalent of 60 points in the European Credit Transfer System (ECTS points). The course corresponds to a total of 90 ECTS points. This corresponds to Level 6 in the qualification framework.

### **THE PURPOSE OF THE COURSE**

The purpose of the Professional Bachelor in Design & Business is to qualify students, on a theoretical and methodical basis, independently to organise, manage and carry out complex projects covering both design and business, including work in an analytical and market-orientated way in a cross-organisational context in the fashion- and lifestyle industry.

## THE STRUCTURE OF THE COURSE



### THE COURSE COMPRISES:

- 15 ECTS points:** Mandatory course elements - below called the MANDATORY MODULE. This module is taken by all students on the course and includes the areas of design, business, sociology, method and theory of knowledge
- 30 ECTS points:** 10 study lines – students are admitted to one. KEA has activated the following study lines marked in orange and offers the following specialist subjects:
  - 1. Design:** FASHION Design and LIVING Design
  - 2. Construction:** PATTERN Design
  - 3. Communication and trends:** COMMUNICATION Design
  4. Concept Design
  5. Retail Management
  6. Business
  - 7. Marketing:** BRAND Design
  - 8. Entrepreneurship:** IDEATION
  - 9. Environment and ethics:** Sustainable FASHION, Sustainable PURCHASING, Sustainable COMMUNICATION
  10. Production
- 10 ECTS points:** Optional course elements, also called optional subjects
- 15 ECTS points:** Work experience
- 20 ECTS points:** Bachelor Project examination

## THE MANDATORY MODULE (15 ECTS) – IN THE FIFTH SEMESTER

**Mandatory course elements.** *See illustration above*

### **Purpose**

The purpose of the MANDATORY MODULE is to equip students with methodical and professional skills to enable them to enter into diverse collaborative relationships within the profession on a theoretically sound and qualified basis.

Students acquire specific knowledge of the mutuality of the subjects and insight into each subject's position in the society and culture of which it currently forms part.

Cross-disciplinary insight further has the purpose of ensuring and constructing a shared frame of reference in the spectrum between design and business to create a basis for the development of sustainable solutions in the later chosen specialisation.

The MANDATORY MODULE also has the purpose, through method and theory of knowledge, to enable students to describe, understand and explain complex correlations in a systematic, analytical and logical way.

### **Learning objectives**

The mandatory course elements are organised in the following core areas:

#### **Core areas**

|                                    |                |
|------------------------------------|----------------|
| Design                             | 5 ECTS points  |
| Business                           | 5 ECTS points  |
| Trend sociology                    | 2½ ECTS points |
| Methods and theory<br>of knowledge | 2½ ECTS points |
| -----                              |                |
| Total ECTS points                  | 15 ECTS points |

### **Design**

The purpose of design is that students gain insight into the importance of an idiom both materially and immaterially. Students learn to understand the meaning of design in the solutions to problems and are able to employ design for competitive advantage.

#### Knowledge

*The graduate has*

- knowledge about design
- knowledge about aesthetics
- knowledge about semiotics
- knowledge about trends

#### Skills

*The graduate is able*

- to assess the possibilities and limitations of design

- to use trend theory in the design process
- to assess the importance of design in solving current problems

### **Business**

The purpose of business is to ensure that students are able to use innovation for business purposes. This includes diverse financial issues and a holistic understanding of the correlations between business elements.

#### Knowledge

*The graduate has*

- knowledge about the company's financial circumstances in a national and international context
- knowledge about the company's opportunities for innovation

#### Skills

*The graduate is able*

- to work with design from a commercial angle and to work with innovation for business purposes
- to assess theoretical and practical issues as well as motivate and choose appropriate solution models

### **Sociology**

The purpose of sociology is to ensure that students achieve understanding of cultural and intercultural issues as well as semiotic methods and tools for the understanding and decoding of the context of a problem.

#### Knowledge

*The graduate has*

- knowledge about cultural and intercultural issues
- knowledge about trends and trend theory
- knowledge about empirical method, innovation, product and business development

#### Skills

*The graduate is able*

- to work with innovation for business purposes
- to understand, communicate and present professional issues in different cultural and intercultural contexts

### **Method and theory of knowledge**

The purpose of method and theory of knowledge is that students should be able to understand possible scientific, theoretical and methodical approaches to the development and application of the profession/professional area.

Students are able to apply method and the theory of knowledge to the meaning, general principles and theories of the subject. Method and theory of knowledge enable students to describe, explain and understand the complex through the simple.

## Knowledge

*The graduate has*

- knowledge about theory and method
- knowledge about investigative design and validity

## Skills

*The graduate is able*

- to apply scientific method and theory
- to assess theoretical and practical issues as well as motivate and choose appropriate solution models across the value chain

## **Overall skills for all core areas in the MANDATORY MODULE**

*The graduate is able*

- to assess and apply relevant methods as well as collect, select, analyse and draw conclusions from data in study or work-related contexts
- to enter into professional and cross-disciplinary collaboration in all areas of the value chain
- to handle complex and developmental issues in the industry
- to work communicatively and innovatively with ideas in a business context
- to identify their own learning needs and to develop their own knowledge, skills and competencies

## **EXAMINATIONS IN THE MANDATORY MODULE**

In the MANDATORY MODULE, students must submit an individually written project that students must pass to be able to move on to the sixth semester and the subsequent specialist subject examination. The examination is assessed according to the 7-mark scale based on a written assessment

## STUDY LINE 9. ENVIRONMENT AND ETHICS

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### Sustainable FASHION, Sustainable PURCHASING and Sustainable COMMUNICATION

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The purpose is to qualify students to work professionally within the responsible sourcing fashion and textile industry.

#### Core Subjects

|  |                |
|--|----------------|
| Innovation   | 10 ECTS points |
| Materials, Certificates and Life Circle Approaches | 5 ECTS points  |
| Sustainability and CSR                             | 5 ECTS points  |
| Design and Product Development                     | 5 ECTS points  |
| Trend and sociology                                | 5 ECTS points  |

-----  
Total ECTS points 30 ECTS points

#### Knowledge and understanding

*The undergraduate has*

- is able to understand different concepts within the field of environment and ethics
- is able to understand how to build scenarios which connects sustainability and social responsibility with the fashion lifestyle industry
- possess knowledge of network theory and organizational behavior which either promotes or limits innovation and sustainability, and the ability to reflect upon and apply this knowledge in both national and international context
- possess knowledge of international conventions relevant to the field, including human rights, labour rights and environmental conventions
- possess knowledge and is able to understand communication regarding sustainability and corporate social responsibility, both internally and externally, in relations to stakeholders and the value chain

#### Skills

*The undergraduate is able to*

- apply the methodologies and tools of exchange and communicate issues regarding sustainability and corporate social responsibility to, national as well as international, stakeholders in the fashion industry
- apply the methodologies and tools of design and develop products innovatively, taking the life cycle contexts into account
- apply the methodologies and tools of more subject related methods in order to find product eligibility in relations to the triple bottom-line



- evaluate both materials and manufacturers from a sustainable approach
- develop and evaluate theoretical and practical problems in existing products, services and systems and substantiate and select appropriate innovative solutions
- evaluate theoretical methods in order to explore, analyze and validate the knowledge of corporate social responsibility and sustainability in relations to both the fashion and lifestyle industry

### **Competences**

*The undergraduate is able to*

- identify the potential for new sustainable products, services and systems, including the decoding of trends and market developments, in order to translate them into practical, commercial and sustainable products and initiatives
- handle innovation, design and developing of sustainable products
- create an overview of, assess and guide, the company's certification process
- independently handle the selection of sustainable materials from the technical and the design functional uses, in relations to corporate identity and product use

## **ELECTIVE MDOULES: (10 ECTS POINTS) IN THE FIFTH AND SIXTH SEMESTERS**

### **Elective modules**

#### **Purpose**

The purpose of Elective module 1 and 2 is to give students the opportunity to give their chosen specialisation an individual slant. The elective modules are offered as 2 x 5 ECTS points in the fifth and sixth semesters respectively. Students register for a module in consultation with specialist subject tutors to ensure that the module is aligned to students' skills and interests. Elective Modules are offered in Danish and some are offered in English. Elective module projects and assignments must be approved for students to register for the specialist subject examination at the end of the sixth semester.

## **WORK EXPERIENCE (15 ECTS points) in the sixth and seventh semester**

### **Work experience**

#### **Purpose**

The purpose of the work experience is to create a correlation between theoretical and practical knowledge and thereby ensure anchoring in the profession, hands-on experience and development of professional skills.

Students must to a wide extent be able to combine industry experience and acquired theories.

Work experience is central to the professional and hands-on nature of the course and contributes to students developing professional skills.

Work experience concludes with an examination that is assessed as passed/not passed.

#### **Knowledge**

*The graduate has*

- *knowledge about* the link between the theoretical level and the hands-on part of the specialist subject
- *knowledge about* the company's identity in relation to the student's fixed line of study

#### **Skills**

*The graduate is able*

- to collect knowledge to carry out tasks within the company
- to demonstrate analytical ability in solving problems
- to choose between and argue for various alternative solutions based on practical knowledge
- to identify the relevant knowledge requirements in working on projects related to the company

#### **Competencies**

*The graduate is able*

- to work innovatively and creatively
- to enter into cross-disciplinary collaboration, nationally and internationally

- to handle complex and development-oriented situations related to the problem
- to identify own learning needs in relation to the problem

## **ELECTIVE MODULES: (10 ECTS POINTS) IN THE FIFTH AND SIXTH SEMESTERS**

### **ELECTIVE MODULES**

#### **Purpose**

The purpose of elective module 1 and 2 is to give students the opportunity to give their chosen specialisation an individual slant. The optional subjects are offered as 2 x 5 ECTS points in the fifth and sixth semesters respectively. Students register for a module in consultation with specialist subject tutors to ensure that the module is aligned to students' skills and interests. Elective modules are offered in Danish. Only some are offered in English. Elective module projects and assignments must be approved for students to register for the specialist subject examination at the end of the sixth semester.

## **WORK EXPERIENCE (15 ECTS POINTS) IN THE SIXTH AND SEVENTH SEMESTER**

### **Work experience**

#### **Purpose**

The purpose of the work experience is to create a correlation between theoretical and practical knowledge and thereby ensure anchoring in the profession, hands-on experience and development of professional skills.

Students must to a wide extent be able to combine industry experience and acquired theories.

Work experience is central to the professional and hands-on nature of the course and contributes to students developing professional skills.

Work experience concludes with an examination that is assessed as passed/not passed.

#### **Knowledge**

*The graduate has*

- knowledge about the link between the theoretical level and the hands-on part of the specialist subject
- knowledge about the company's identity in relation to the student's fixed line of study

#### **Skills**

*The graduate is able*

- to collect knowledge to carry out tasks within the company

- to demonstrate analytical ability in solving problems
- to choose between and argue for various alternative solutions based on practical knowledge
- to identify the relevant knowledge requirements in working on projects related to the company

### **Competencies**

*The graduate is able*

- to work innovatively and creatively
- to enter into cross-disciplinary collaboration, nationally and internationally
- to handle complex and development-oriented situations related to the problem
- to identify own learning needs in relation to the problem

Appropriate work content for the period of work experience is organised in partnership with the company. A contract is prepared between the student, work experience location and KEA Design/Business. It is important that the work content gives students the opportunity to gain a sensible introduction to the functions of the company and ensures that students gain an insight into applicable parts of the value chain.

Each student is allocated a work experience tutor from KEA with whom the student will be in regular contact. The work experience tutor will visit some of the companies during the period of the work experience. Work experience takes place in the sixth and seventh semesters as a continuous period lasting a minimum of ten weeks.

## **THE BACHELOR PROJECT (20 ECTS POINTS) IN THE SEVENTH SEMESTER**

The Bachelor project is completed as an individual project comprising a written report/product and an oral presentation and defence.

The purpose of the Bachelor project is to give students the opportunity independently to complete project work which widely comprises the experimental, empirical and/or theoretical processing of a problem based on the profession and the specialist subject. The Bachelor may be completed in collaboration with a company – either in the public or private sector.

The project must demonstrate independent, critical reflection within the approved subject and be documented in a project report and/or products. The problem contained in the project must be formulated by the student and be approved by the educational establishment. In resolving the set problem it is important that students are able to apply important theories and methods.

The Bachelor project is assessed according to the 7-mark scale based on a written assessment and an oral presentation and defence in front of an external examiner.

## EXAMINATIONS AND TESTS

In order to pass the whole course students must have passed the work experience examination and the two internal tests after the first semester. Students must also have achieved a minimum pass mark of 2 in the remaining examinations.

All tests and examinations are produced by the Copenhagen School of Design and Technology and may be taken in Danish, Norwegian or Swedish.

The basis for an assessment is the student's individual performance. A group effort (a written or practical presentation carried out by several students), which is not followed by an oral examination, requires that students individualise the project/product so that it is clear who has produced each individual part.

An overall mark is given for the oral and written presentation in tests where students are required to defend a submitted project/product. The written and oral performance are given equal weight.

## SUMMARY OF EXAMINATIONS AND TESTS

| SEMESTER                | EXAMINATION / Test                          | EXAMINATION FORMAT  | INTERNAL /EXTERNAL | AIDS | MARK                  |
|-------------------------|---|---|--------------------|------|-----------------------|
| <b>Fifth semester</b>   | Mandatory module                            | Written individual  | Internal           | All  | Passed/<br>not passed |
| <b>Fifth semester</b>   | Fifth semester specialist subject portfolio | Portfolio – oral individual. Presentation of specialist subject module assignments and projects   | internal           | All  | Passed/<br>not passed |
| <b>Fifth semester</b>   | Elective Subject 1                          | Depends on optional subject   | Internal           | All  | Passed/<br>not passed |
| <b>Sixth semester</b>   | Elective Subject 2                          | Depends on optional subject   | Internal           | All  | Passed/<br>not passed |
| <b>Sixth semester</b>   | Sixth semester specialist subject portfolio | Portfolio – Regular or concluding oral presentation of specialist subject module assignments and projects. Presentations and hand in individual or in teams.        | Internal           | All  | Passed/<br>not passed |
| <b>Sixth semester</b>   | Specialist subject examination              | 48 x 72 hours - specialist subject examination project. Written and oral Individual. Specialist subject skills are exercised based on a concept and defended orally | External           | All  | 7-mark scale          |
| <b>Seventh semester</b> | Work experience examination                 | Individual oral presentation of work experience report  | Internal           | All  | Passed/<br>not passed |
| <b>Seventh semester</b> | Bachelor examination                        | Project content is defended at an oral examination. Individual or in teams of max two persons.  | External           | All  | 7-mark scale          |

## TEST CONTENT

The general requirements for each test are outlined below. The precise content and project wordings will be issued during each semester

## **Fifth semester**

*The MANDATORY MODULE test.* Written individual internal test.

At the end of the MANDATORY MODULE, a project question is issued. Students are then given four working days to prepare a written individual project. They must incorporate the mandatory module syllabus in their response.

The project is assessed as passed/not passed.

If students do not pass this project, a new project must be submitted during the fifth semester Specialist Subject Part 1. Students must successfully pass the project in order to progress to the sixth semester specialist subject.

### *PORTFOLIO EXAMINATION (fifth semester, Specialist Subject Part 1)*

The portfolio test is an internal test that takes the form of an assessment interview between the student and a specialist subject tutor based on the projects and assignments completed during the semester and focusing on a forward-looking action plan.

If assignments and/or projects are not approved during the portfolio interview, students will be told how the assignment/project may be improved and a deadline is set for the next submission for approval of the project. All assignments and projects must be approved for the student to be able to progress to the sixth semester.

### *ELECTIVE MODULE 1 (fifth semester)*

Depending on the optional subject, one or more assignments/projects must be approved and passed for students to achieve the 5 ECTS points for the optional subject.

Students **cannot** register for the elective module examination if their optional subjects have not been approved.

In the event of illness or other circumstances, a replacement project may be agreed. This is agreed with the course coordinator.

## **Sixth semester**

### *PORTFOLIO EXAMINATION (sixth semester). Specialist Subject Parts 2 and 3*

Depending on the specialist subject, the student has registered for, portfolio interviews are held regularly or at the end of the semester. If assignments and/or projects have not been approved at the end of the sixth semester, students cannot register for the specialist subject examination.

### *Elective module 2 (sixth semester)*

Depending on the Elective subject, one or more assignments/projects must be approved and passed for students to achieve the 5 ECTS points for the optional subject.

Students **cannot** register for the specialist subject examination if their elective module have not been approved.

In the event of illness or other circumstances, a replacement project may be agreed. This must be agreed with a course coordinator.

### *SPECIALIST SUBJECT EXAMINATION – 48 x 72 hours examination*

The specialist subject examination is held as an individual assignment and is assessed by an external censor according to the 7-mark scale and must be passed with a minimum mark of 02. An overall mark is given.

In the test, students must demonstrate understanding of the syllabus completed in the first year. The specialist subject exam comprises three parts.

1. Based on a subject/word to be published at a given time, students are given 48 hours to prepare a written synopsis based on the first-year syllabus.
2. Based on the criteria and interests set out in the synopsis, students are given 72 hours to prepare a presentation (on USB) and a prototype: an object or a service to be submitted.
3. Oral presentation and defence of the examination project.

## **Seventh semester**

*WORK EXPERIENCE EXAMINATION Internal test.*

A written work experience report, which the student then defends and details orally, is submitted. The work experience report takes the form of a field report focusing on own observations and analytical decisions on issues within the profession

The work experience examination is assessed as passed/not passed.

*THE BACHELOR PROJECT.* External test at the end of the seventh semester, censor.

The project period runs in the autumn semester from approx. week 43 to weeks 2-3.

Students submit a written Bachelor project that they will defend and elaborate on in an oral examination. The project is assessed by an external censor according to the 7-mark scale and must be passed with a minimum mark of 02. An overall mark is given.

For students to be able to register for the Bachelor project requires that students have passed all tests and examinations.

The Bachelor project must be based on a practical issue and students are urged to work in partnership with or in relation to a company/organisation and with the profession in mind.

The purpose of the Bachelor project is for students to demonstrate that course and specialist subject learning objectives have been achieved.

In the final Bachelor project, a group effort must be individualised so that it is clear who has produced what. Groups of max two persons are acceptable. An overall mark is given for the written and oral performance. The submitted project/product carries the greatest weight in the overall assessment. Students' writing and spelling abilities will form part of the overall assessment of their Professional Bachelor project. The subject matter carries the most weight, but students' writing ability forms a lesser, but significant, part of the assessment while spelling ability is only of minor importance. Writing and spelling abilities may be disregarded if students are able to document a specific and relevant impairment.



# EXAMINATION RULES

## PREREQUISITES

KEA emphasises students' personal responsibility for their education and their own professional and personal development through course participation and collaborative work with other students. Students must have approved/passed all (module) assignments and project in order to progress to their examinations. Each study programme semester contains a description of the projects to be submitted. The specialist subject description at the beginning of the semester sets out the assignments and projects that will require approval.

The purpose is to ensure that the core areas and learning objectives of each subject and subject module, which are not examined separately, are met.

The course coordinator on each course determines whether a student can be registered for an examination.

If the student does not pass the fifth semester portfolio examination at the first or second attempt, the student may continue into the sixth semester, but must immediately during the first month have all assignments and projects approved. In order to register for the sixth semester examination all specialist subject module assignments and optional subjects must have been approved. Should the student not have had all assignments and projects approved before the specialist subject examination, the student may commence work experience, but cannot be registered for the Bachelor project until the student has passed all assignments, examinations and texts, including the work experience test. The test can be taken at the next available opportunity.

## NUMBER OF ATTEMPTS

Students may attempt the same examination three times. In exceptional circumstances, students may attempt the test an additional time.

A passed test cannot be retaken.

There are three variations of retakes:

1. A retake due to the fact that the student has not passed the test at the previous attempt.
2. A retake due to the fact that a student has complained about a test or on appeal is offered a new test.
3. A retake due to the fact that KEA offers a new test because of major errors or omissions.

In variants 2 and 3, a retake is not offered.

Should the student fail to attend a test or be excluded during the test, this will count as one attempt.

## REGISTRATION AND DEREGISTRATION

If the student is registered for a semester, the student is also automatically registered for the associated examinations. To deregister from a test, students must notify KEA of this with six weeks' notice. Should students fail to notify KEA within the fixed time limit, this will count as one attempt.

The latter does not apply to documented illness.

Registration for the Bachelor project writing is done by having a portrait photograph taken.

Registration for an oral examination comprises the submission of a Bachelor project brief in English.

If a student has not passed a test, the student will still be registered for the test. This does not, however, apply to the third attempt.

### **NEW EXAMINATION**

A new test must be held as quickly as possible and no later than when the examination in question is next offered at KEA or tests for sick absentees are held.

Students who have been prevented from completing a test due to documented illness or for other unforeseen reasons must be given the opportunity to attempt the test as soon as possible.

If the test concerned is a test held during the final examination term of the course, students must be given the opportunity to attempt the test during the same examination term or immediately thereafter.

If a test has several parts and marks are given for each part, students may only retake the part or parts that have not been completed unless otherwise stated in the course rules. This also applies where individual marks are amalgamated into one overall test mark.

Students must be given the result of the first attempt in such good time that a retake can take place in the same examination term.

For tests involving a project or product being submitted before the test itself, where students who have not passed the previous test, have not attended the test or been excluded from the test (see next page), attempt the test again, a new project or product must be submitted.

KEA may exempt students from the examination date(s) if maternity leave or other exceptional circumstances apply.

### **SPECIAL TEST CONDITIONS**

KEA offers special test conditions to students with physical or mental impairment to students with equivalent difficulties and to students whose native language is not Danish when KEA believes that this is required in order to place these students on an equal footing with other students during the examination.

### **CHEATING**

Students who during a test obtain improper help from or provide another student with improper help in the completion of an assignment or uses non-permitted aids will be excluded from the examination which will count as one attempt.

Should it be suspected during or after an examination that a student has obtained or provided improper help, has submitted another student's work as his/her own or has used previously assessed work without reference, this will be reported to KEA.

If the suspicion is confirmed and the action has or would have affected assessment, KEA will exclude the student from the examination which will count as one attempt.

Students must when submitting a written test response sign a confirmation that the project has been completed without improper help.

## **DISRUPTIVE CONDUCT DURING EXAMINATIONS**

Should a student behave disruptively, KEA may exclude the student from the test. In less serious cases, KEA will initially give the student a warning.

KEA may in serious cases decide that the student should be excluded from the college for a short or long period of time. In such cases, a written warning stating that repeat behaviour may result in permanent exclusion is issued.

Exclusion from a test means that the student has used up one attempt and any mark will be disregarded.

## **GENERAL RULES**

### **LEAVE**

Students may apply for leave after completion of their fifth semester. Students may not during their period of leave participate in class or examinations on the course from which the student is taking leave. Only in very exceptional cases will leave be granted to students who have not completed their fifth semester. Students on maternity leave, adoption leave or military service are, however, excepted – this includes students who are contractually bound to the Danish Army and available for UN service etc. The provisions of the Danish Act on Military Personnel will then apply.

The Professional Bachelor Programme in Design and Business must be completed within a maximum of three years.

### **MERITS**

The PBA in Design and Business carries full merits for modules completed and passed on the same course at another educational establishment.

If a student wishes to take a subject and its associated tests on another course and wishes to obtain merits, the student must apply for an advance merit from the Copenhagen School of Design and Technology. To this application, the student must attach the study programme in which the course and associated tests are described as well as subject description and ECTS points etc.

The final merit will only be obtained when the student submits documentation that the test has been passed. The test can then be recorded.

Should the student wish to change to another course within the same or at a different educational establishment, this must take place in accordance with the rules applicable to that course or institution.

### **STUDYING ABROAD**

Students have the option of completing their sixth semester or work experience abroad.

KEA must pre-approve the educational establishment and the content of the course before the student can obtain merits.

Please contact KEA's international coordinator as agreements with other institutions are continuously being entered into.

In order to apply to study abroad students must be able to document that they are able to speak, read and write the language required.

### **COMPLAINTS PROCEDURE**

The complaints procedure depends on the nature of the complaint. Student counsellors are able to assist students with any complaint they may have.

### **ASSESSMENTS, TEST STRUCTURE AND BASIS OF TESTS**

Rules for assessment, test structures and basis of tests, e.g. questions, assignments etc., are outlined below.

Students must submit a written and substantiated complaint within two weeks of their examination. The complaint must be sent to Examination Secretary Annette Enevoldsen, [anen@kea.dk](mailto:anen@kea.dk), who will contact the course coordinator for the PBA in Design and Business, who will then initiate the process. The content of the complaint is shown to the examiner and censor from the examination concerned. They will then prepare a statement. The time limit for this is usually two weeks. The student (complainant) will then be given the option of commenting on the statements. The time limit for this is one week.

On the basis of the content of the complaint, statements and any comment, the Copenhagen School of Design and Technology will reach a decision that must be substantiated in writing. The result may be to offer a new test or new assessment (for written tests) or that the School does not find in favour of the student. The student has two weeks to accept a new test or assessment or to appeal the decision if the School does not find in favour of the student.

### **APPEALS**

Students are able to appeal KEA's decisions on course-related issues to an appeals board. The work of the appeals board is governed by the Danish Administration Act. This Act also covers incompetence and confidentiality.

Students must send their appeal to the examinations secretary within two weeks after the student has received KEA's decision. Complaints must be made in writing and reasons given for the complaint. The appeals board comprises two censors appointed by the censor chairman, a teacher-examiner and a student in the subject area (course) who are both appointed by the course coordinator. The appeals board makes its decision on the basis of the material on which the institution based its decision and the student based his/her appeal.

The appeals board processes the appeal and must make a decision within two months (for winter examinations) or three months (for summer examinations) after the appeal has been submitted. The result must be in writing and may involve the offer of a new assessment (only for written tests) and a

new test or the appeal board may not find in favour of the student. The student has two weeks to accept a new test or assessment (only for written tests).

The decision of the appeals board is final which means that the case cannot be appealed to a higher administrative authority.

### **COMPLAINTS ABOUT LEGAL ISSUES**

Complaints about legal issues related to decisions taken according to the provisions of Executive Orders or the Study Programme (e.g. incompetence, hearing, interpretation of examination orders) must be sent to the course coordinator within two weeks after the student has received the decision. Complaints must be made in writing and reasons given for the complaint. KEA will issue a statement which the student will have one week to comment on. KEA then forwards the complaint, statement and the student's (complainant's) comments to the Danish Ministry of Education

## **STUDY PROGRAMME LAWS AND REGULATIONS**

The course is regulated by the following laws and regulations:

- Executive Order on the Professional Bachelor Degree Course in Design & Business. Executive Order no. 1143 of 7 December 2009.
- The Danish Business Academy Act: Law no. 882 of 8 August 2011 on Academic Business and Professional Bachelor Degree Courses.
- Executive Order on Academic Business Courses and Professional Bachelor Degree Courses: no. 636 of 29 June 2009.
- Executive Order on Quality Assurance of Vocational Higher Education: no. 1146 of 1 October 2010.
- Executive Order on Admissions: Executive Order no. 214 of 21 February 2012 on Access to Academic Business and Professional Bachelor Degree Courses.
- Executive Order on Examinations: Executive Order no. 714 of 27 June 2012 on Testing and Examinations for Vocational Courses
- Executive Order on Marking: Executive Order no. 262 of 20 March 2007 on Marking Scales and Other Assessments.
- Executive Order about Accreditation and Approval of Academic Business Courses and Executive Order no. 684 of 27 June 2008

All documents are available on the [retsinfo.dk](http://retsinfo.dk) website.