

STUDY PROGRAMME

PBA IN JEWELLERY, TECHNOLOGY AND BUSINESS

August 2013



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STUDY PROGRAMME FRAMEWORK

The Study Programme for the Professional Bachelor in Jewellery, Technology and Business has been prepared by the Copenhagen School of Design and Technology in accordance with the guidelines of Executive Order. 378 of 1 August 2012 on the Professional Bachelor course in Jewellery, Technology and Business.

The study programme takes effect from 28 August 2013.

You can see the legislation and executive order that cover the course in the section on the Study Programme laws and regulations on page 34.

The course will be taught at Guldbergsgade 29N, 2200 Copenhagen N.

Name of the course and graduate title

The Danish name of the course is:

Professionsbachelor (PBA) i smykker, teknologi & business.

The English title is:

Bachelor's Degree Programme in Jewellery, Technology and Business.

Completing the Bachelor's Degree Programme in Jewellery, Technology and Business entitles graduates to use the title: *Professionsbachelor i smykker*.

The English title is: *Bachelor in Jewellery, Technology and Business*.

Length and technical level of the course

The course is full-time, and the estimated normal duration is 3 ½ study years. A study year is equal to 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 is estimated as the equivalent of 210 ECTS points, and is at Level 6 in the qualification framework.

The course must be completed within a maximum period of the official duration of the programme plus two years.

The purpose of the course

The purpose of the course is to qualify the student through studies of theory and methods to be able to plan, lead and carry out complex processes independently, leading to innovative and creative proposals for solutions in the field of jewellery.

In addition, the course will provide the necessary prerequisites for a qualifying course of higher education nationally and internationally.

The commercial aim of the course is to qualify the student in the fashion and lifestyle industry to work

- professionally and responsibly in processes and with problems involving jewellery, technology and business.
- independently, analytically and in a market-oriented way with proposals for solutions.
- innovatively, creatively and to promote development at various levels in the profession.

Reading guidelines

The study programme for a PBA in jewellery, technology & business includes the fundamental rules for the programme and a description of the various elements of the course (modules and subjects) and the learning objectives of the programme.

First the general core areas of the course will be described, with the weighting of the different areas. This will be followed by a chronological review of each semester in relation to the various subjects and modules. After each semester is a short description of which assignments must be submitted and what requirements must be met before the student can be registered for the final examinations for that semester.

In the next section is a summary of the examinations and tests the student is required to take, when they are held, and the form of examination etc. You will also find a set of regulations about numbers of attempts at examinations, registration and sanctions for cheating or disruptive behaviour.

At the end of the study programme there is a review of the general regulations, e.g. on leave, merit and procedures in connection with complaints.

CORE AREAS OF THE COURSE

The programme covers three core areas: jewellery, technology & business. Learning objectives are set out for each area, under the headings "Knowledge and understanding", "Skills" and "Proficiencies".

Knowledge and understanding of a subject – both its theory and practice – are concerned with how knowledge can be placed in context and explained for others.

Skills are what a person can do or carry out. These may be practical skills, cognitive skills, creative skills or communicative skills.

Proficiencies are the ability to apply knowledge and skills in connection with work or study.

Jewellery 35 ECTS

This area includes understanding materials, understanding design, design processes, history of art and styles, sketching in connection with design processes. Design of jewellery. Innovation.

Knowledge and understanding

The student has:

- development-based knowledge of central concepts and can reflect on applied theory and methods in jewellery design and the application of its theory and methods.
- development-based knowledge of jewellery and design traditions, epochs and essential trends, and can reflect on application of its theory and methods.
- development-based knowledge of the influence of the surrounding society on the design of a product in contemporary and historic perspectives, and is able to reflect on the application of theory and method in this field.

Skills

The student is able:

- to apply and master the methods and tools used in the profession in practice.
- to apply methods and concepts and use and master tools in the professional areas associated with the profession.
- to apply methods and use and master tools in tool applications related to jewellery production.
- to use and master professional work methods independently, structure design processes and choose relevant methods in the profession.

- to use and master specific tools to promote goal-oriented generation of ideas and deciding priorities of innovative ideas.

Proficiencies

The student is able:

- to handle complex development-oriented work with tools and materials in independent production of jewellery.
- to handle generation of ideas as a development tool in relation to complex problems in the practice of the profession.
- to deal independently with material and function-related problems and requirements of the expression of the jewel in jewellery production in relation to the market and to participate individually in professional and inter-professional collaboration.
- to handle design methods in complex, development-oriented situations in connection with study and work.

Technology 25 ECTS

This area includes knowledge of materials, 3D-drawing and sketching, production of jewellery – development in technology, from traditional crafts to contemporary technology. Innovation.

Knowledge and understanding

The student has:

- development-based knowledge of the surrounding society's influence on product design (in contemporary and historic perspectives) and is able to reflect on the application of theory and method in this field.
- development-based knowledge of sourcing materials and can reflect on application of the related theory and methods.
- development-based knowledge of the technology used in design or production of jewellery and can reflect on the theory and methods in this field.
- development-based knowledge of materials used to produce jewellery, and can reflect on application of theory and methods in this field.

Skills

The student is able:

- to apply methods and concepts and use and master tools in the professional areas associated with the profession.

- to apply methods and use and master tools in tool applications related to jewellery production.
- to apply methods and use and master tools in the use of materials in jewellery production.
- to explain hands-on and technical problems and solutions through "Rapid prototyping" (mock-up, 3D).

Proficiencies

The student is able:

- to handle jewellery production by working with tools and materials.
- to handle jewellery production based on problems connected with materials and function.
- to handle the individual phases of the product development process (idea generation, screening, prototyping, production, pilot tests, launching, follow-up from the perspective of resources) and the ways the phases affect each other.

Business 30 ECTS

Trends in society, lifestyle and market analyses, consumer behaviour, understanding of the market and business sector analyses. Theory and methods in communications. The financial side of design and production of jewellery. Logistics. The value chain and supply chain.

Knowledge and understanding

The student has:

- development-based knowledge of national and global markets, and can reflect on application of theory and methods in this field.
- development-based knowledge of trend spotting, and can reflect on application of theory and methods in this field.
- development-based knowledge of materials sourcing, and can reflect on application of theory and methods in this field.
- understanding of practice, understanding of applied theory and method, and can reflect on theory and methods in market communications.
- understanding of practice, understanding of applied theory and method, and can reflect on brand equity, branding and the importance of identity for competitiveness of the product or concept as it is perceived.

Skills

The student is able:

- on the basis of a chosen tool to assess hands-on and theoretical problems as well as motivate and choose appropriate solution models.
- to assess, give reasons and select relevant solution models in connection with the financial context of the product.
- to use and master communicative effects, including rhetorical strategies.
- to explain hands-on and technical problems and solutions independently using various forms of presentation (including verbal and visual communications) to different stakeholders.
- independently to assess, explain and select relevant solution models for a sales process, and to develop sales materials.
- to use basic communications tools to explain hands-on problems.
- to make use of communicative media – including mastering rhetorical strategies (both visual and verbal) and argumentation theory.
- to use and master methods of market research and analysis for the purposes of differentiation.
- through understanding of structures of society, cultural and subcultural communities and discourses and semiotic meanings to select, give reasons and communicate proposals for commercial solutions.
- to prepare a business plan based on patent protection and design registration, royalties and legislation.
- to assess, explain and select relevant solution models for a sales process, and to develop sales materials.
- to explain hands-on and technical and solutions independently using various forms of presentation (including verbal and visual communications) to different stakeholders.

Proficiencies

The student is able:

- to handle complex problems in consumer behaviour and consumer trends against the background of lifestyle and differentiation, and independently to select and apply relevant segmentation methods.
- to deal independently with problems connected with materials and functions and requirements of the expression of the jewel in relation to the market in jewellery production and to participate individually in professional and inter-professional collaboration.

The structure and working methods of the course

The course is estimated as the equivalent of 210 ECTS points and extends over seven semesters. The three core areas are: jewellery, technology and business.

The mandatory parts are the equivalent of 90 ECTS points, and the elective parts are the equivalent of 75 ECTS points. There is additionally a mandatory period of work experience equivalent to 30 ECTS points and a mandatory concluding bachelor project, which is the equivalent of 15 ECTS points.

A large proportion of the course – the mandatory parts – are common to all the educational institutions offering the course. This ensures uniform content at all of them, and allows students to transfer with full merit to another institution offering the course.

The elective elements provide specialisation, and here the individual institution determines the content, and there are therefore differences in the elective elements from one institution to another.

■ Structure and content

■ Mandatory parts which are common to all providers of the course.

■ Elective parts offered by Copenhagen Technical Academy.

1st semester	Module 1: Jewellery and tools (15 ECTS)
	Module 2: Tools and materials (15 ECTS)
2nd semester	Module 3: Business and Market understanding (15 ECTS)
	Module 4: Jewellery concept (15 ECTS)
3rd semester	Module 5: Form and aesthetics (15 ECTS)
	Module 6: Method and communications (15 ECTS)
4th semester	Modules 7 and 8: Specialisation (30 ECTS)
5th semester	Modules 9 and 10: Specialisation (30 ECTS)
6th semester	Work experience (30 ECTS)
7th semester	Module 11: Specialisation (15 ECTS)
	Bachelor project (15 ECTS)

Working methods

It is important that the individual student is active during the course of study, and takes joint responsibility for learning.

Copenhagen Technical Academy ensures that the teaching is organised in such a way that students meet different methods of teaching and working, providing them with opportunities for in-depth study of the subjects, reflection and independent work, while at the same time supporting collaborative skills and ability to see connections.

The teaching is arranged as a series of modules, in which each module is designed to give an independent overall qualification that ensures continuity in what is learned. Methods alternate between lectures, interdisciplinary projects, class teaching, group work, supervision and individual work, and problem-oriented assignments.

Students work both individually and in groups, but in connection with individual learning students are encouraged to form study groups that can support individuals in the learning processes and carrying out assignments.

The teaching is arranged on the assumption that each student has his/her own computer available. It is therefore a prerequisite that new students have their own laptop computers when they start their studies.

During the course, texts and materials will be presented in languages other than Danish, and it is expected that the student can acquire the necessary knowledge and that it will not be necessary for KEA to allocate extra resources to help students.

The course includes a combination of theory and practice, and the approach to the teaching is strongly practically oriented. For instance, parts of the teaching may be arranged as visits to companies, or guest instructors may be employed, who have the latest knowledge of what is happening in a particular area. Many assignments and projects are also carried out in cooperation with a company, and the mandatory work experience also ensures that students gain insight into what it is like to work in one of the fields for which the course will qualify them.

THE MODULES AND SUBJECTS OF THE COURSE

1st semester – module 1: Jewellery and tools (15 ECTS)

Through understanding of materials and tools students gain knowledge of 3D product development. Through theory and understanding of methods in the disciplines of the subject areas, students acquire professional knowledge of up-to-date idea and product development.

Knowledge and understanding

The student has:

- development-based knowledge of the influence of the surrounding society on the design of a product (in contemporary and historic perspectives) and is able to reflect on the application of theory and method in this field.

Skills

The student is able:

- to apply methods and concepts and use and master tools in the professional areas associated with the profession.
- to apply methods and use and master tools in tool applications related to jewellery production.
- to apply methods and use and master tools in the use of materials related to jewellery production.

Proficiencies

The student is able:

- to handle generation of ideas as a development tool in relation to complex problems in the practice of the profession.
- to acquire independent proficiency in jewellery production, based on problems connected with materials and functions and requirements for the expression of the jewel in jewellery production in relation to the market – both individually and in professional and inter-professional collaboration.
- to handle design methods in complex, development-oriented situations in connection with study and work.

1st semester – module 2: Tools and materials (15 ECTS)

Through application of the methods and tools of the profession, the student gains understanding of form and the meaning of function. By means of experiments and analysis the student is enabled to select and give reasons for the choice of relevant materials and tools.

Knowledge and understanding

The student has:

- development-based knowledge of central concepts and can reflect on applied theory and methods in market communications.
- development-based knowledge of central concepts and can reflect on applied theory and methods in communication tools.

Skills

The student is able:

- to apply and master the methods and tools used in the profession in practice.

Proficiencies

The student is able:

- to acquire proficiency in independent jewellery production through work with tools and materials.
- to handle generation of ideas as a development tool in relation to complex problems in the practice of the profession.

1st semester – assignments and tests

The student must submit written assignments in different areas. It is a prerequisite for registration for examinations that all assignments are submitted.

At the end of the first semester there is an individual multiple-choice test, for which a mark is given. The test is assessed internally. In addition there is an 168-hour assignment, which is an internal written individual assignment, which is assessed as passed/not passed.

Read more about examinations on page 25.

2nd semester – module 3: Business and market (15 ECTS)

Through understanding of tools, understanding of market fluctuations, cultural understanding and insight into the spirit of the times, trends in society, tendencies and lifestyles, students acquire knowledge of adapting products and concepts to a specific market.

Knowledge and understanding

The student has:

- development-based knowledge of national and global markets, and can reflect on application of theory and methods in this field.
- development-based knowledge of trend spotting, and can reflect on application of theory and methods in this field.
- development-based knowledge of materials sourcing, and can reflect on application of theory and methods in this field.

Skills

The student is able:

- on the basis of a chosen tool to assess hands-on and theoretical problems and reflect over appropriate solution models.
- to assess, give reasons and select relevant solution models in connection with the financial context of the product.

Proficiencies

The student is able:

- to handle complex problems in consumer behaviour and consumer trends against the background of lifestyle and differentiation, and independently to select and apply relevant segmentation methods.

2nd semester – module 4: Jewellery concept (15 ECTS)

Through understanding of the distinctive features of a piece of jewellery or concept, its specific production and the meaning of communications, students acquire knowledge of how a piece of jewellery or a jewellery concept can be explained to relevant stakeholders.

Knowledge and understanding

The student has:

- development-based knowledge of national and global markets, and can reflect on application of theory and methods in this field.
- development-based knowledge of trend spotting, and can reflect on application of theory and methods in this field.

- development-based knowledge of practice and centrally applied theory and method, and can reflect on theory and methods in market communications.
- development-based knowledge of brand equity, branding and the importance of identity for the perception of the product or concept and competitiveness.

Skills

The student is able:

- to use and master communicative effects, including rhetorical strategies.
- to explain hands-on and technical problems and solutions independently using various forms of presentation (including verbal and visual communications) to different stakeholders.
- independently to assess, explain and select relevant solution models for a sales process, and to develop sales materials.

Proficiencies

The student is able:

- to acquire independent proficiency in jewellery production, based on problems connected with materials and functions and requirements for the expression of the jewel in jewellery production in relation to the market (individually and in professional and inter-professional collaboration).

2nd semester – assignments and tests

After the second semester a project must be carried out in the area of jewellery concepts. The project includes a written and a practical part, to be defended at an individual oral examination. The examination is external, and a mark will be given.

Read more about examinations on page 25.

3rd semester – module 5: Form and aesthetics (15 ECTS)

Through theory and method students are given tools to organise and structure the process in their work. By working with form and aesthetics students obtain a common frame of reference as a basis for theoretical argumentation.

Knowledge and understanding

The student has:

- development-based knowledge of jewellery and design traditions, epochs and essential trends, and can reflect on application of its theory and methods.
- development-based knowledge of the influence of the surrounding society on the design of a product in contemporary and historic perspectives, and is able to reflect on the application of theory and method in this field.

Skills

The student is able:

- to use and master professional work methods independently, structure design processes and choose relevant methods in the profession.
- independently to apply and master theoretical argumentation to discuss form and expression to justify the selection of solution models.

Proficiencies

The student is able:

- to handle complex development-oriented assignments independently in planning a work process in study and work contexts.
- to handle design methods in complex, development-oriented situations in connection with study and work.
- based on knowledge of working with form and aesthetics to participate independently in professional and inter-professional collaboration and assume responsibility within the framework of professional ethics.

3rd semester – module 6: Method and communications (15 ECTS)

Communicative and rhetorical methods form the basis for explaining problems, models for solutions and products. Through specialisation in a selected area from earlier modules, the student will acquire skills in selecting solutions in an aesthetic, financial or production-technical framework.

Knowledge and understanding

The student has:

- development-based knowledge of practical testing, and can reflect on the use of materials and techniques in the selected area.

Skills

The student is able:

- to master communications and presentation for explaining problems, models for solutions and products.

Proficiencies

The student is able:

- based on knowledge of theory and methods in the profession to identify their own needs for learning and develop their own knowledge, skills and proficiencies.
- to handle methods in complex, development-oriented situations in connection with study and work.

3rd semester – assignments and tests

At the end of the 3rd semester a ten-page written assignment must be submitted. The student must defend the written assignment at an external oral examination, for which a mark is given.

Read more about examinations on page 25.

4th semester – module 7: Business and innovation (15 ECTS)

Through analysis of the market and product development in cooperation with a company, the student gains understanding of development opportunities, differentiation, positioning and financial consensus.

Knowledge and understanding

The student has:

- understanding of and can reflect on brand equity, branding and the importance for competitiveness of identity for the product or concept as it is perceived.

Skills

The student is able:

- to use and master methods of market research and analysis for the purposes of differentiation.

Proficiencies

The student is able:

- to handle the individual phases of the product development process (idea generation, screening, prototyping, production, pilot tests, launching, follow-up from the perspective of resources) and the ways the phases affect each other.
- independently to handle complex development-oriented problems related to brand management.

4th semester – module 8: Jewellery, concept and identity (15 ECTS)

Through understanding of the basic assumptions of jewellery and design history, and societal and culture-historical backgrounds, students gain knowledge of the essential connections that influence the form language, concept and competitiveness of jewellery.

Knowledge and understanding

The student has:

- development-based knowledge of jewellery and design traditions, epochs and essential trends, and can reflect on application of its theory and methods.

Skills

The student is able:

- through understanding of structures of society, cultural and subcultural communities and discourses and semiotic meanings to select, give reasons and communicate proposals for commercial solutions.
- to plan a production process from an ethical and environment-friendly perspective.

Proficiencies

The student is able:

- independently to develop and/or maintain and manage a competitive and credible identity for the individual piece of jewellery or concept.

4th semester – assignments and tests

At the end of the fourth semester there is an individual portfolio examination, for which a mark is given. The examination is assessed externally.

Read more about examinations on page 25.

5th semester – module 9: Business and customers (15 ECTS)

Through understanding of the company's value chain, strategy, tactics and business planning, students gain knowledge of business activities and how to start and run their own businesses.

Knowledge and understanding

The student has:

- knowledge of patents, design registration and royalties, and can reflect on application of theory and methods in this field.

Skills

The student is able:

- to draw up a business plan.
- to assess, select and give reasons for practical problems in relation to supply chain management and quality management.
- to explain hands-on and technical problems and solutions through "Rapid prototyping" (mock-up, 3D).

Proficiencies

The student is able:

- independently to observe, decode and code an effective or latent customer as the starting point for targeted timing and penetration of the market, and for product and concept development, determination, development and management of sales concepts, customer care and loyalty programmes.

5th semester – module 10: Jewellery and innovation (15 ECTS)

Through understanding of processes and tools for promoting and structuring generation of ideas, students acquire knowledge of innovative and competitive product and concept development.

Knowledge and understanding

The student has:

- development-based knowledge of practice and applied theory and method, and can reflect on the use of materials and techniques in the specialist area.
- development-based knowledge of practice in the profession and subject field and can reflect on the practice and applied theory and methods in the profession.

Skills

The student is able:

- to use and master specific tools to promote goal-oriented generation of ideas and deciding priorities of innovative ideas.

Proficiencies

The student is able:

- independently to manage networking and professional and inter-professional collaboration to develop innovative products and concepts.
- independently to set priorities, and to manage and convert complex ideas into specific, targeted and competitive jewellery concepts.

5th semester – assignments and tests

At the end of the fifth semester there is an individual portfolio examination, for which a mark is given. The examination is assessed internally.

Read more about examinations on page 25.

6TH SEMESTER – WORK EXPERIENCE (30 ECTS)

The purpose of work experience is to enable the student to apply the methods and tools of the training course through specific and practical work on assignments in a particular company, either nationally or internationally. The work experience module is intended to develop the student's independence, ability to cooperate, reflection and skills in the profession. If the student so wishes, the work experience may be included in the bachelor project.

The objective of the work experience is to link up theoretical and practical knowledge and thus ensure secure grounding in the profession, hands-on experience and development of professional skills. Students must to a large extent be able to combine industry experience and acquired theories and methods. Work experience is of central importance to the professionally-oriented and practical nature of the course, and helps the student to develop professional skills.

Knowledge and understanding

The student has:

- knowledge of the company's subject field in practice and of applied theory and methods.

Skills

The student is able:

- to understand practice and reflect on it, and to identify the company's identity in relation to the chosen specialisation.
- to make use of and master the area in which the company offering work experience operates with regard to methods and tools, and to collect knowledge in connection with performing tasks in the company.
- to analyse and assess practical problems in relation to practice, to select and give reasons for models for solutions and demonstrate analytical ability in carrying out assignments in the company offering work experience.
- to communicate practical and technical problems and 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

Proficiencies

The student is able:

- to handle complex and development-oriented situations in connection with work experience and work innovatively and creatively.
- to enter independently into professional and inter-professional cooperation with the company offering work experience nationally and internationally.
- to handle complex and development-oriented situations related to the problem.
- to identify own learning needs in relation to the problem.

6th semester - procedure for work placement

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. 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. In addition, the work experience tutor will visit the company during the period of work experience. The work experience may be placed in the fifth or sixth semester, and will be a continuous period of one semester's duration.

6th semester – assignments and tests

The work experience period will be concluded with a written examination, to be defended at an internal oral examination. It will be assessed as passed or not passed.

Read more about examinations on page 25.

7th semester – module 11: From idea to finished product (15 ECTS)

Through field research and study of a specific company's concept and actual internal and external problems the student will have the opportunity to realise and test theory in practice.

Knowledge and understanding

The student has:

- development-based knowledge of practice in the profession and can reflect on this practice and applied theory and methods.

Skills

The student is able:

- to identify, assess and communicate about relevant problems on the basis of an actual company and market analysis, and can generate ideas and develop specific, reasoned proposals for solutions and communicate solutions at a planned and arranged exhibition.

Proficiencies

The student is able:

- independently to manage and clarify personal and professional abilities and individual identity in connection with jewellery and jewellery concepts.
- independently to manage professional and inter-professional cooperation and exploit relevant networks in connection with field work and problem solving.

7th semester – Bachelor project (15 ECTS)

In the field of jewellery, business and technology an independent project must be carried out by the student. The purpose of the professional bachelor project is to give the student the opportunity to carry out a project independently, and to perform work including experimental, empirical, theoretical and practical treatment of a specific problem within the areas of the course. The project must demonstrate independent, critical reflection in the approved subject area and be documented in a project report and in one or more products.

The project must be planned within the framework of the fixed distribution of ECTS points to accommodate the three main core areas of the training:

- Jewellery
- Business
- Technology

The project must be planned jointly with a company or with a company as its point of departure.

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. When the course is offered in English, all tests and examinations set by Copenhagen Technical Academy will be held in English.

There are eight examinations – four internal and four external examinations. For an external examination the assessment is made by an examiner (normally the teacher) and a censor who is not employed by KEA. For an internal examination the assessment is made by an examiner (normally the teacher) and another teacher from KEA with insight in the subject area.

The basis for an assessment is the student's individual performance. In a group effort (a written or practical presentation carried out by several students) which is not followed by an oral examination, students are required to individualise the project and/or 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 and/or product. The written and oral performances are given equal weight.

In the final Bachelor project, a group effort must be individualised so that it is clear who has produced what. An overall mark is given for the written and oral performance. The submitted project and/or product carries the greatest weight in the overall assessment.

Students' writing and spelling abilities will be included in 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.

Summary of tests

Semester	Examination	Examination format	Group/individual	Internal/external	Aids & resources	Mark
1st semester	Jewellery and tools Tools and materials	Individual multiple choice	Individual	Internal	None	Passed/ not passed
1st semester	Jewellery and tools Tools and materials	168-hour assignments. Submission of a project and a product	Individual	Internal	All	Passed/ not passed
2nd semester	The jewellery concept	Submission of a project and an oral defence	Individually or in groups of maximum two people in the project Individual oral examination	External	All	7-mark scale
3rd semester	Methods and communications	Written assignment Oral defence of the project	Individual	External	All	7-mark scale
4th semester	Jewellery concept	Portfolio – oral presentation of a case	Individual	External	All	7-mark scale
5th semester	Business and customers	Portfolio – oral presentation of a case	Individual	internal	All	7-mark scale
6th semester	Work experience	Oral presentation of work experience report	May be group or individual	Internal	All	Passed/ not passed
7th semester	Bachelor project	Project content is defended at an oral examination	Group or individual for the project – max 3 students Individual oral examination	External	All	7-mark scale

Content of examinations

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

1st semester

Multiple choice examination: The examination lasts two hours and is an individual written examination with questions in the two subject areas: Jewellery and tools // Tools and materials. The student may not take aids to the examination. The examination is internal and is assessed as passed or not passed. The results can be found on Fronter, at the latest a week after the examination was completed.

168-hour examination: Students must carry out this assignment individually. At 12 noon on the first day students will be given a description of the assignment, which must be carried out in a week. A written report must be submitted, which must fill ten pages (approx. 2400 keystrokes per page). A product must also be submitted. The report and product will be assessed internally as passed or not passed. Verbal feedback will be given to the individual student approx. one week after the assignment was submitted.

2nd semester

Defence of a project: Students must form groups of maximum two people. A project must be written on the subject of the concept of jewellery. The project must fill approx. 15 pages divided over several part-assignments (approx. 2400 keystrokes per page). The project will be defended at an oral examination lasting 30 minutes including discussion of examinee's performance and marking. In addition to the project there will be questions about the course syllabus work. The examination is external and an overall mark will be given for the oral performance and the submitted project. The weighting of each area will be stated at the beginning of the examination.

3rd semester

Defence of a project: An individual written project of approx. ten pages (approx. 2400 keystrokes per page) must be submitted in the selected subject area. The project will be defended at an oral examination lasting 30 minutes including discussion of examinee's performance and marking. In addition to the project there will be questions about the course syllabus work. The examination is external and an overall mark will be given for the oral performance and the submitted project. The written and oral performances are given equal weight.

4th semester

Portfolio: Based on a self-chosen case, the student must give an oral presentation of the work and procedure of the case. The presentation may take ten minutes for the individual oral examination. In addition to the presentation, questions will be asked about the syllabus work, and the examination lasts 30 minutes including discussion of examinee's performance. The examination is external, and a mark will be given.

5th semester

Portfolio: Based on a self-chosen case, the student must give an oral presentation of the work and procedure of the case. The presentation may take ten minutes for the individual oral examination. In addition to the presentation, questions will be asked about the syllabus work, and the examination lasts 30 minutes including discussion of examinee's performance. The examination is external, and a mark will be given.

6th semester

Work experience: The students must write an individual assignment dealing with the course of the work experience. The assignment may be maximum 15 pages (approx. 2400 keystrokes per page). There will be an oral presentation of 30 minutes for the work experience tutor and an internal member of the teaching staff. The project and the oral presentation will be assessed as passed or not passed.

7th semester

Bachelor project: A written project must be submitted for the concluding examination. The project must be planned out in cooperation with a company, and KEA approves the problem formulation before the project is written. It is possible to write alone or in a group of maximum three people. If one person carries out the project alone, it may fill a maximum of 40 pages; with two people maximum 50 pages and with three people 60 pages (approx. 2400 keystrokes per page).

The project is defended at an individual oral examination. The duration of the examination is 45 minutes including discussion of the examinee's performance and marking. The examination is external and an overall mark will be given for the oral performance and the submitted project. The written examination carries the greatest weight in the assessment.

REGULATIONS FOR EXAMINATIONS

Prerequisites – required levels of activity

KEA emphasises students' personal responsibility for their education and their own professional and personal development through course participation and collaborative work with other students.

Before students may progress to their examinations, all the assignments set during the semester must be passed or approved.

If a student has not fulfilled the activity level requirements, one examination attempt will have been used unless the student has deregistered within the time limit – please see the next section.

A student who does not pass at the first or second attempt may continue to the next semester. The examination 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 examination an additional time.

Once passed, an examination cannot be retaken.

There are three variants of retakes:

1. A retake may be necessary because the student has not passed the test at the previous attempt, or because the student did not attend, or has not met the activity requirements.
2. A retake due to the fact that a student has complained about a test or has appealed and 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, an attempt at the examination is not used up.

Should the student fail to attend at an examination or be excluded during the examination, this will count as one attempt. An attempt will also be used if the student has not met the fixed requirements for activity before the examination.

In cases of illness the student must provide documentation from a doctor.

Registration and deregistration

A student who is registered for a semester is also automatically registered for the associated examinations. To deregister from an examination, students must notify KEA five weekdays before the examination is held. Should students fail to notify KEA within the fixed time limit, this will count as one attempt. The rule on notification in time does not apply to documented illness.

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

Students must bring their study cards to all examinations, as they are used as proof of identity.

New examination

A new examination must be held as soon as possible and no later than the next time the examination in question is held at KEA or examinations for sick absentees are held.

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

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

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

Students must be given the result of the first attempt in sufficiently good time to allow a retake in the same examination term.

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

KEA may exempt a student from the examination date(s) if the student is on maternity leave or other exceptional circumstances apply.

Special test conditions

KEA offers special examination 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 obtain improper help from another student during an examination or provide another student with improper help in the completion of an assignment, or who use non-permitted aids will be excluded from the examination. This 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.

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

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

When submitting a written examination paper, students must sign a declaration 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 examination. 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 longer or shorter period of time. In such cases, a written warning is issued, stating that repeat behaviour may result in permanent exclusion.

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

GENERAL RULES

Attendance requirements – KEA Week

Students at KEA are required to attend the annual KEA Week, which has an agenda relevant for all students at KEA.

Students that do not attend the entire program of KEA Week will be obliged to attend a learning activity followed by a quiz. The results of this quiz do not appear on the diploma, but attendance is mandatory.

The quiz will be administered within 2 weeks after KEA Week.

Students who do not attend KEA Week, and who does not participate in the learning activity and take the quiz, will not be allowed to take the next regular exam at his/her education before the learning activity and quiz are completed.

The rules above do not apply to students who are doing their internship, are writing their final project, are documented ill (requires a note from a doctor), or are on leave due to pregnancy.

Leave

Students may take leave after the first year if they have passed their examinations. During the period of leave, a student may not participate in classes 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 yet passed their examinations after the first year of study. However, students on maternity leave, adoption leave or military service are 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.

Merits

The PBA in Jewellery, Technology and Business carries full merits for modules completed and passed on the same course at another educational institution. KEA is the only institution currently offering the course.

At present there are no agreements on merit transfer to other courses of education.

If a student wishes to take a subject and its associated examinations on another course and wishes to obtain merits, the student must apply for an advance merit from the Copenhagen Technical Academy. Attached to the application, the student must send the study programme in which the course and associated examinations are described as well as subject description and estimations of ECTS points etc.

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

Should the student wish to change to another course within the same educational establishment or at a different one, the transfer 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 in another country.

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

KEA has already approved agreements with the following educational institutions in other countries, where parallel courses of study can be followed:

- Purchase College, New York State University, USA
- Fachschule Trier, Germany
- Oslo Academy of the Arts, Norway
- School of Design and Crafts, Gothenburg University, Sweden.

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 any complaint in writing and giving reasons within two weeks after their examination. The complaint must be submitted to the course coordinator of the PBA in Jewellery, technology & business.

The content of the complaint will be 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.

Taking into consideration 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 uphold the student's complaint. The student has two weeks to accept a new test or assessment or to appeal the decision if the student's complaint was not upheld.

Appeals

Students may 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.

The student must send the appeal to the management secretariat at kea@kea.dk within two weeks after the student has received KEA's decision. The complaint must be made in writing, giving reasons.

The appeals board comprises two censors appointed by the censor chairman,

and 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 any 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, consultation procedure, interpretation of examination orders) must be sent to the course coordinator within two weeks after the student has received the decision.

The complaint must be made in writing, giving reasons. 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 Agency for higher Education.

Dispensation

KEA is entitled to grant exemption from the rules in the study programme if it is justified by exceptional circumstances.

Study Programme legislation and regulations

The course is regulated by the following legislation and regulations:

- The Danish Business Academy Act: Act no. 207 of 31 March 2008 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. 331 of 1 August 2012 on the Professional Bachelor course in Jewellery, Technology and Business.
- Executive Order on Quality Assurance of Vocational Higher Education: no. 1146 of 1 October 2010.
- Executive Order on Admissions: Executive Order no. 106 of 9 February 2009 on Access, Registration and Leave, etc. on Certain Further Education Courses
- Executive Order on Examinations: Executive order no. 1016 of 24 August 2010 on Testing and Examinations for Vocational Courses
- Executive Order on Marking: Executive Order no. 262 of 20 March 2007 on Marking Scale and Other Assessment.
- Executive Order about Accreditation and Approval of Academic Business Courses and Professional Bachelor Degree Courses etc. Executive Order no. 684 of 27 June 2008.

All documents are available on the retsinfo.dk website (in Danish).