Curriculum for Professional Bachelor Degree Programme in Web Development

2019

Professional Bachelor Degree Programme (PBA)
In Web development

August 2019

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1. Curriculum framework

The following acts and ministerial orders apply to the programme:

Danish (Consolidated) Act on Academies of Professional Higher Education

Danish (Consolidated) Act on Academy Profession Programmes and Professional Bachelor Programmes

Ministerial Order on Technical and Commercial Academy Profession Programmes and Professional Bachelor Programmes

Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes

Ministerial Order on Admission to and Enrolment on Academy Profession Programmes and Professional Bachelor Programmes (the Admissions Order).

Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science.

1.1.Effective date

1 August 2019

1.2.Transitional schemes

For students admitted to the programme up until the spring of 2019, the examination regulations of the 2015 curriculum will apply until 2020. For anyone admitted from August 2019, the present curriculum will apply.

1.3.The programme's goals for learning outcomes

Knowledge

The graduate will have knowledge about:

- standards in web development
- development environments for web development
- general development methods in web development and an ability to reflect on their practical use within the profession

The student will have an understanding of:

- the role of web applications in society

Skills

The graduate will have the skills to:

- use methods and tools in web development to plan and develop applications based on specific development demands
- master a suitable programming language for the implementation of development demands
- assess and justify the choice of a suitable system to secure data and application persistence
- use the theory and method of the domain to develop and assess user experiences adapted to relevant target groups
- use methods for the development of user interfaces that exploit the special, aesthetic potential of web technologies, and assess and justify their value as a solution
- use and master a suitable development environment to implement the development process
- communicate practice-orientated and professional issues and solution models to co-operation partners and users, be they professionals or laymen.

Competencies
The graduate will be able to:

- manage complex and development-orientated situations in web development
- independently engage in disciplinary and interdisciplinary collaboration on web development with a professional approach and assume responsibility within the framework of a professional code of ethics
- identify and structure their own learning requirements and develop their own skills and competencies in web development.

2.Admission

Admission to the programme is in accordance with the rules of the admission order.

3.National and local subject elements

3.1.Sequencing of subject elements, internship and exams

Overview of the sequencing of programme elements

	Fifth semester	Sixth semester	Seventh semester
National subject element Web Programming: Teaching module A: Web development	10 ECTS		
National subject element Web Programming: Teaching module B: Databases	10 ECTS		
National subject element: User Experiences	10 ECTS		
National subject element: Development Environments		10 ECTS	
Local subject element Web Programming: Electives		20 ECTS (in multiples of 5 ECTS)	
Internship			15 ECTS
Final exam project			15 ECTS

Overview of all exams and their sequencing
All subject elements complete with an exam.

Sequencing	**Exam**	**90 ECTS distributed on the exams**	**Internal/External**	**Assessment**
Fifth semester	National subject element Web Programming: Part-exam 1 of 2 Module Web Development	10	**External**	7-point grading scale
Fifth semester	National subject element Web Programming: Part-exam 2 of 2 Module Databases	10	Internal	7-point grading scale

Fifth semester	National subject element User Experiences and Development Environments: User Experiences: Part-exam 1 of 2 Module Interface Design	10	Internal	7-point grading scale
Sixth semester	National subject element User Experiences and Development Environments: Part-exam 2 of 2 Development Environments	10	**External**	7-point grading scale
Sixth semester	Local subject element Web Programming: Electives exam(s)	20	Internal	7-point grading scale
Seventh semester	Internship exam	15	Internal	7-point grading scale
Seventh semester	Final exam project	15	**External**	7-point grading scale

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

3.2.National subject elements

ECTS weight

The programme includes the following three national subject elements:

Web Programming	(40 ECTS)
Development Environments	(10 ECTS)
User Experiences	(10 ECTS)

Subject element Web Programming makes up 40 ECTS—20 ECTS for the national part and 20 ECTS for the local part. The programme's local subject elements are within the subject element Web Programming.

The national subject elements in the first year of study make up 40 ECTS. Two exams will be held in the national subject elements, as well as one exam in the bachelor project.

For information about the number of internship exams, please see section 5.

National and local subject elements can be tested in the same exam.

Subject element Web Programming

Contents

Subject element Web Programming deals with the development and modelling of web applications, including architecture, robustness, Internet and web protocols, the use of techniques for troubleshooting, commissioning and maintenance. The subject area also includes data storage, data modelling, exchange of data sources based on recognised standards, and data security.

ECTS weight
40 ECTS

Learning objectives
Knowledge
The student will gain development-based knowledge about:

- practice, applied theory and development methods in:
  - relevant Internet and web protocols
  - data storage, data modelling, exchange of data and data security
  - quality assurance.

The student understands and is able to reflect on:

- methods in web development
- web architecture and design patterns

Skills
The student will get the skills to:

- master all phases of development, including planning, development and commissioning of web applications based on specific development demands; assess practice-orientated and theoretical issues; select and justify relevant solution models for the development of web applications
- assess and justify the choice of an appropriate programming language and relevant methods for the implementation of web applications
- master a suitable programming language for the development of web applications
- apply and model data sources; justify and communicate solution proposals
- implement and assess web user interfaces as well as justify and communicate solution proposals to partners and users
- apply relevant theories and methods to ensure a high quality in all phases of development.

Competencies
The student will learn to:

- handle complex web development, also in development-orientated situations
- independently engage in disciplinary and interdisciplinary collaboration on web programming with a professional approach and assume responsibility within the framework of a professional code of ethics

- identify and structure their own learning requirements and develop their own skills and competencies in web programming.

Subject element Development Environments

Contents

Subject element Development Environments includes tools and platforms for the development, selection and justification of web-based applications. The focus is on commonly used development tools (IDE and other platforms) as well as version control and quality assurance tools.

Number of ECTS credits

10 ECTS

Learning objectives

Knowledge

The student will gain development-based knowledge about:

- development environments
- practice, methods and systems for version control.

The student understands and is able to reflect on:

- types of and selection criteria for development platforms.

Skills

The student will get the skills to:

- master version control in a development context
- apply methods and tools for quality assurance in the development process and assess and justify the choice of tools
- apply methods and tools within development environments for the publication of web applications
- communicate the choice of method and tools to be used in the development process.

Competencies

The student will learn to:

- methodically handle development platforms and environments for a given task in complex, development-orientated situations
- manage development platforms and environments in the development process of advanced web applications
- independently engage in disciplinary and interdisciplinary collaboration on development environments with a professional approach and assume responsibility within the framework of a professional code of ethics
- identify and structure their own learning requirements and develop their own skills and competencies in relation to development environments.

Subject element User Experiences

Contents
Subject element User Experiences involves analysis, understanding of and reflection on the user's experience and needs in various user contexts.

The subject element includes design of user interfaces and usability. Considerations on information architecture and techniques, and utilisation of web media techniques.

Focus is on understanding and organising user experiences in relation to design and development.

Number of ECTS credits

10 ECTS

Learning objectives

Knowledge

The student will gain development-based knowledge about:

- practice, applied theory and method for the design of user experiences and an ability to reflect on the web developer's practice of designing user experiences
- information architecture
- aesthetics and trends in interaction design.

The student understands and is able to reflect on:
- the use of user survey methods.

Skills

The student will get the skills to:

- use methods and tools to design user experiences for target groups with the involvement of the users
- assess practice-orientated and theoretical issues when designing user interfaces and select and justify relevant solution models

- communicate practice-orientated and professional issues about the design of user experiences and communicate key issues to partners and users.

Competencies

The student will learn to:

- handle complex design processes based on analysis and planning
- design and organise user interfaces and user experiences for complex systems, independently and in groups
- identify and structure their own learning requirements and develop their own skills and competencies in relation to the design of user experiences.

3.3.Local subject elements

The local subject elements are worth 20 ECTS. The local subject elements are offered as electives at KEA. See section 3.4.

3.4.Electives

Prerequisites to taking the exam

The following requirements apply for the exam:
There is 1 mandatory activity for every 5 ECTS. Thus, a module of 10 ECTS contains 2 mandatory activities, while a module of 5 ECTS contains 1 mandatory activity. A more detailed description can be found on Fronter19 in the semester / team room. The mandatory activity must be submitted through Fronter19.

Contents

The electives allow the student to qualify their study and professional skills through specialisation and perspective on subjects broadly related to the web area.
Each year, the programme offers a number of electives which appear from Fronter19.
According to prior agreement with the programme, a student may also arrange electives as a theoretical and / or practical course of study.

ECTS weight

The electives have a total weight of 20 ECTS, and each elective will be weighted in multiples of 5 ECTS.

Learning objectives

The specific electives are described in the electives catalogue which can be found on Fronter19.
The general learning objectives are as follows:

Knowledge

The student will gain knowledge about:

- the theory and practice of the chosen subject(s)

- the relevance of the chosen subject(s) in relation to the theory and practice of the IT subject.

Skills
The student will get the skill to:

- select, describe and search literature for an IT-related problem defined by the student
- discuss societal aspects related to the chosen subject(s)
- assess problems and list solutions to the chosen subject(s)
- communicate key results.

Competencies
The student will learn to:

- independently familiarise themselves with new subjects within the theory and / or practice of the subject area
- provide a perspective on and relate the chosen subject(s) to the programme's other subject areas.

Sequencing
The electives take place in the sixth semester of the programme.

Exams
Each elective includes an internal oral exam assessed in accordance with the 7-point grading scale. Unless otherwise explicitly stated for the elective in question, the exam is conducted as follows:

The student is given one grade as an overall assessment of the oral performance and the subsequent examination.

The exam starts with a 10-minute presentation. The student is then examined for 20 minutes incl. grading.

Exam language
English.

Materials and aids
None.

3.5.Internship

Contents

The internship is organised so as to contribute to the student's developing practical competencies in combination with the programme's other elements. The purpose of the internship is to enable the student to apply the methods, theories and tools acquired during the course of their study to carry out specific practical assignments within Web development.

Number of ECTS credits
15 ECTS

Learning objectives

Knowledge

The student will gain knowledge about:

- theories and methods and their use in practice.

Skills

The student will get the skills to:

- apply one of more of the methods and tools of the subject area as well as skills associated with employment within the subject area(s) or the profession
- assess the theoretical and practical issues and argue in favour of and select appropriate solutions
- communicate professional issues and solution models to peers and laymen or co-operation partners and users.

Competencies

The student will learn to:

- handle complex, development-orientated professional situations in relation to the profession
- identify their own learning requirements and structure their own learning in various learning environments
- independently participate in disciplinary and interdisciplinary cooperation with a professional approach.

The internship completes with an exam.
The learning objective for the programme element is identical to the learning objective for the exam.

3.6.Rules for the completion of the internship

Requirements for and expectations of the internship

During the internship, the student will be working with relevant issues within the subject areas of the programme and obtain knowledge of relevant business functions. The student will be working with one or more companies. The internship can be organised flexibly and may form the basis for the student's final exam project.

Based on the learning objectives for the internship, the student and the supervisor/contact person will jointly determine concrete outcomes for the internship which will then be the guidelines for the organisation of the student’s work during the internship period.

The internship period is considered a full-time job with the demands on working time, efforts, commitment and flexibility which a graduate in Web development is likely to encounter in their first job.

3.7.Teaching and learning methods

Teaching in Web development is a dynamic, interactive process that focuses on active student participation. Teaching is based on relevant business practices and relates practice to theory. Issues from the various types of business in the IT industry will be drawn upon. Students take responsibility for their own learning, and together with the teachers, they contribute constructively to the learning process.

Various teaching methods are employed in the Web development programme to ensure the best possible learning and personal development. The emphasis is on dialogues, discussions and project work.

Teaching is organised as a mix of classroom teaching, guest lectures, company visits, project work in groups and individual work— most often with interdisciplinary issues and always from an application-orientated starting point. The different types of learning, together with the academic content, will also help develop the student's ability to work independently and together with others.

The programme always seeks to set clear objectives for the learning activities.

Teaching can be organised so as to include teaching material and teaching in a foreign language.

3.8.Differentiated teaching

Teaching is organised as a mix of classroom teaching, guest lectures, company visits, project work in groups and individual work—most often with interdisciplinary issues and always from an application-orientated starting point. The different types of learning, together with the academic content, will also help develop the student's ability to work independently and together with others.

The programme always seeks to set clear objectives for the learning activities.

3.9.Reading texts in foreign languages

The teaching materials are in English. Teaching is conducted in English at a level equivalent to level B English.

No further knowledge of foreign languages is required.

4.Internationalisation

4.1.Education abroad

Upon approval by the programme of an application for a pre-approved credit transfer, each individual programme element may be completed abroad.

In case of pre-approval of a period of study abroad, the student is obliged, after completing the period of study, to document the programme elements completed during the approved period of study. Upon obtaining the pre-approval, the student must consent to the institution requesting the necessary information after the student has completed the period of study.
If a credit transfer is granted, programme elements are deemed to have been completed if they have been passed in accordance with the rules applicable to the programme.

4.2.Agreements with foreign educational institutions on parallel courses

No Double Degree agreements exist

5.Exams in the programme

5.1.Programme exams

All programme elements complete with an exam. For an overview of the exams, see the table in section 3.1.

On the diploma, the individual part-exams appear with their number of ECTS out of the total number of ECTS for the exam.

The student must make themselves familiar with all the exam formalities in the exam folder in Fronter19. It is the responsibility of the student to ensure that registration for an exam is correct and to be informed of the deadlines, exam dates and other relevant information. Submission is electronic via Wiseflow.

If a student has been prevented from sitting an exam and subsequent re-exams, for reasons which have been documented, they will not be able to take the exam until the next ordinary exam period.

Commencement of a semester is automatic registration for its associated exams. It is not possible to unregister programme exams, cf. the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes, section 5(4). For more information on exams, see section 5.1.3.

The programme may grant an exemption from the time frames for when an exam must be passed on the grounds of documented illness, leave or exceptional circumstances.

5.1.1. Exam forms

The exams are usually individual overall assessments of the quality and degree to which the learning objectives have been achieved.

The oral exams may be one of the following:

- Oral presentation by the student based on a question related to the syllabus
- Oral presentation by the student based on a report and/or product prepared in a group
- Oral presentation by the student based on a product prepared on the basis of an assignment given 24 hours before the presentation.

The student is awarded one aggregate grade as an overall assessment of their written and oral performance.

Sequencing	**Exam**	**ECTS**	**Exam form**	**Assessment**
Fifth semester	National subject element Web Programming: Part-exam 1 of 2: Web development	10	Individual oral exam based on a product and a report 5 to 10-minute presentation 15 to 20-minute examination 5-minute grading	7-point grading scale
Fifth semester	National subject element Web Programming: Part-exam 2 of 2: Databases	10	Individual oral exam based on a product and a report 5 to 10-minute presentation 15 to 20-minute examination 5-minute grading	7-point grading scale
Fifth semester	National subject elements User Experience and Development Environments: Part-exam 1 of 2 User experience	10	Individual oral exam based on a product and a report 5 to 10-minute presentation 15 to 20-minute examination 5-minute grading	7-point grading scale
Sixth semester	National subject elements User Experience and Development Environments: Part-exam 2 of 2 Development Environments	10	Individual oral exam based on a product and a report 5 to 10-minute presentation 15 to 20-minute examination 5-minute grading	7-point grading scale
Sixth semester	Local subject element Web Programming: May consist of 1 exam (20 ECTS) or up to 4 single exams of 5 ECTS each. Electives	20 (in multiples of 5)	Oral exam based on a product and a report	7-point grading scale
Seventh semester	Internship exam	15	Report	7-point grading scale
Seventh semester	Final exam project	15	Individual oral exam based on a product and a report 5 to 10-minute presentation 15 to 20-minute examination 5-minute grading	7-point grading scale

5.1.2.Mandatory activities - attendance and submission

In addition to the submission of a report and/or a product, certain mandatory activities may have to be completed before the student can take part in an exam. In general, there is one mandatory activity for every 5 ECTS, except for the internship and the final exam project. Submission of an assignment, a presentation, active participation in the teaching, etc. are all examples of mandatory activities.

Failure to perform a mandatory activity means that the student cannot take part in the exam and that one exam attempt will have been used.

The mandatory activities for a given subject will appear from the description of the subject at the beginning of each semester.

Mandatory semester activities must be submitted via Fronter19. Reports and products for a given exam must be submitted via Wiseflow.

Sequencing	**Exam**	**ECTS**	**Number of mandatory assignments**	**Report**	**Group size**	**Report – no. of pages**	**Product**
Fifth semester	National subject element Web Programming: Part-exam 1 of 2: Web development	10	2	Yes	-	Max 8 pages	Yes
Fifth semester	National subject element Web Programming: Part-exam 2 of 2: Databases	10	2	Yes	1-4 stud.	1 stud.: Max 8 pages 2 stud.: Max 12 pages 3 stud.: Max 16 pages 4 stud.: Max 20 pages	Yes
Fifth semester	National subject elements User Experience and Development Environments: Part-exam 1 of 2 User experience	10	**2**	Yes	1-4 stud.	1 stud.: Max 8 pages 2 stud.: Max 12 pages 3 stud.: Max 16 pages 4 stud.: Max 20 pages	Yes
Sixth semester	National subject element User Experience and Development Environments: Part-exam 2 of 2 Development Environments	10	**2**	Yes	1-4 stud.	1 stud.: Max 8 pages 2 stud.: Max 12 pages 3 stud.: Max 16 pages 4 stud.: Max 20 pages	Yes

Sixth semester	National subject element Web Programming: May consist of 1 exam (20 ECTS) or up to 4 single exams of 5 ECTS each. Electives	20 (in multiples of 5)	4 (1 per 5 ECTS)	Yes	2-4 stud.	1-2 stud.: Max 12 pages 3 stud.: Max 16 pages 4 stud.: Max 20 pages	Yes
Seventh semester	Internship exam	15	0	Yes	-	Max 8 pages	No
Seventh semester	Final exam project	15	**0**	Yes	1-3 stud.	1 stud.: Max 40 pages 2 stud.: Max 60 pages 3 stud.: Max 80 pages	Yes

5.1.3.Exam organisation

For information on the use of materials and aids and duration of an exam, see the following table

Sequencing	**Exam**	**ECTS**	**Materials and aids**	**Duration of the exam** **(per student)**
Fifth semester	National subject element Web Programming: Part-exam 1 of 2: Web Development	10	None	30 min
Fifth semester	National subject element Web Programming: Part-exam 2 of 2: Databases	10	None	30 min
Fifth semester	National subject elements User Experience and Development Environments Part-exam 1 of 2: User experience	10	None	30 min
Sixth semester	National subject elements User Experience and Development Environments: Part-exam 2 of 2: Development Environments	10	None	30 min
Sixth semester	National subject element Web Programming: May consist of 1 exam (20 ECTS) or up to 4 single	20 (in multiples of 5)	None	30 min

	exams of 5 ECTS each. Electives			
Seventh semester	Internship exam	15	None	-
Seventh semester	Final exam project	15	None	30 min

5.2.Exams with external co-examiner

See table in 3.1

5.3.Programme exams and their placement

See table in 3.1

5.4.Requirements for written assignments and projects

Project reports which constitute the written part of an exam must, as a minimum, contain

- Cover page with title, student name and date of birth, name of class and date
- Table of contents
- Problem formulation/statement
- Main chapters
- Conclusion
- Bibliography (including all sources referenced in the project)
- Appendices (only appendices essential to the report)
- All pages must be paginated
- When a product is also to be handed in (in the form of a code): Attach source code, and specify path to version control server, if any, where source code and executable code for the product can be retrieved.

A standard page contains 2,400 characters including spaces and footnotes. Cover page, table of contents, bibliography and appendices are not included in the number of pages submitted. Appendices are not subject to assessment.
Each individual figure or diagram counts 800 characters.

For the maximum number of pages for each project, see 5.1.2.

Formal requirements for the internship report

One internship report must be submitted.
The internship report must, as a minimum, contain

- Cover page with name, date of birth, internship company, institution, internship period and class name and date
- Table of contents
- Problem formulation/statement
- Main chapters
- Conclusion
- Bibliography (including all sources referenced in the project)
- Appendices (only appendices essential to the report)

- All pages must be paginated
- Company reference and logbook

The internship report can make up no more than eight standard pages.

A standard page contains 2,400 characters including spaces and footnotes. Cover page, table of contents, bibliography, log and appendices are not included in the number of pages submitted. Appendices are not subject to assessment.
Each individual figure or diagram counts 800 characters.

5.5.Requirements for the Bachelor project

The learning objectives for the Final Exam Project are identical to the learning objectives for the degree programme. Please see 1.3 above.
The final exam project, together with the other exams in the programme and the internship exam, documents that the programme's goals for learning outcomes have been achieved.

In the Bachelor project, the student must demonstrate their ability to manage a complex and practical problem in relation to a specific task in the field of Web development based on an analytical and methodical approach. The problem statement must be central to the programme and the profession and be prepared by the student, possibly in cooperation with a public or private company. The educational institution must approve the problem statement.

The final exam project completes the last semester of the degree programme after the student has passed all previous exams.

The student must submit a project report and, possibly, a product.
The project report constitutes the written part of the exam. As a minimum the report must comprise:

- Cover page and title
- Table of contents
- Introduction and problem statement
- Main chapters
- Conclusion
- Bibliography (including all sources referenced in the project)
- Appendices (only appendices essential to the report)

The project report can have a maximum scope of 20 standard pages + 20 standard pages per student.
Cover page, table of contents, bibliography and appendices are not included in the required number of pages.
Appendices are not subject to assessment.
A standard page contains 2,400 characters including spaces and footnotes. Cover page, table of contents, bibliography and appendices are not included. Appendices are not subject to assessment.

5.5.1.How important are writing and spelling skills in terms of the assessment?

Students' spelling and writing skills are assessed in the final exam project. The assessment is an overall assessment of the academic content and students' spelling and writing skills.

Students who can demonstrate a relevant specific impairment may apply for exemption from the requirement that spelling and writing should be included in the assessment. The application must be sent to the Head of the Programme at the relevant school no later than four weeks before the exam takes place.

5.6.Use of materials and aids

Any restriction on the use of materials and aids will appear from the description of the individual exam. See 5.1.3.

5.7.Special exam conditions

Examinees with physical or mental impairments and examinees with corresponding difficulties may be granted specific exam conditions where this is necessary to give them equal status to other examinees in the exam situation.

Special exam conditions must, however, not change the standard level of the exam.

Examinees with a non-Danish background are allowed to bring a dictionary to exams where materials and aids are not allowed.

The granting of special exam conditions, including extra time, will be decided by the Head of the Programme on the basis of a specific assessment. An application for the granting of special exam conditions must be in writing and submitted to the Head of Programme no later than three months before the exam is to be held. Documentation of impairment must be attached to the application.

5.8.Make-up exams

Re-exam: Students who fail an exam have another two attempts.

The re-exam will be held immediately after the first exam attempt.

A student is entitled to sit a re-exam based on the same project, a reworked project or a completely new project. KEA offers advice on the pros and cons of the three methods in relation to the individual student's assignment. The re-exam has the same purpose as the ordinary exam.

A re-exam due to documented illness or other documented reason(s), will be held as soon as possible.

5.9.Examination language

The exams must be conducted in English.
Students with a mother tongue other than Danish / English may apply for an exemption from the requirement that spelling and writing skills should be included in the assessment of the final exam project. The application must be sent to the programme no later than four weeks before the exam takes place.

5.10.Use of own and others' written work (plagiarism)

Projects and other material in connection with exams must be drawn up by the students themselves.

If students unlawfully use other people's work as their own (plagiarism) or use their own previously assessed work without references, they will be expelled from the exam.

Students may also be expelled after the exam.

Expulsion from an exam due to cheating means that any grade already awarded will be withdrawn, and the student will have used one exam attempt.

For information about plagiarism, see www.stopplagiat.nu

5.11.Exam cheating and disruptive behaviour during exams

Cheating at exams will be handled in accordance with the rules set out in the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes (the Examination Order).

Students who cheat at an exam will be expelled from the exam.

If cheating occurs under aggravating circumstances, the student can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to permanent expulsion from the programme.

Cheating includes:

– Obtaining unlawful help during the exam

– Providing unlawful help to other students during the exam

– Using other people's work as one's own (plagiarism – see www.stopplagiat.nu), see also section 5.10

– Using own previously assessed work without references, see also section 5.10

– Using materials and aids not permitted for the exam in question

Expulsion from an exam due to cheating means that the awarded grade will be withdrawn, and the student will have used one exam attempt.

If students exhibit **disruptive behaviour** during an exam, the educational institution may expel them from the exam.
In less serious cases, the institution will give the student a warning.

6.Other rules governing the programme

6.1.Rules on compulsory attendance

The teaching methods of the study require that students should perform all the mandatory activities, including submission/presentation of assignments/projects.
The mandatory activity may also be a precondition for taking the exams in the programme.
In addition, attendance may be mandatory for some of the programme elements.
Mandatory activities and mandatory attendance as prerequisites for an exam will appear from the description of the individual exam.

To retake an entire semester, a student must be granted an exemption. Exemption to re-take a semester is based on an individual assessment by the student counsellor and the Head of Programme and only when there are compelling personal reasons.

6.2.Credit transfer

On a case-by-case basis or by recourse to the rules of the curriculum, KEA approves credit transfers based on completed programme elements and job experience comparable to subjects, programme elements and internships. The decision is based on an academic evaluation.

Successfully completed programme elements are equivalent to the corresponding programme elements at other educational institutions offering the programme.
Students are obliged to provide information on completed programme elements from other Danish or foreign higher education programmes and on any employment for which credit transfer may be granted.
On a case-by-case basis, the educational institution approves credit transfers based on completed programme elements and job experience comparable to subjects, programme elements and internships.
The decision is based on an academic evaluation.

In case of pre-approval of a period of study in Denmark or abroad, the student is obliged, after completing the period of study, to document the programme elements completed during the approved period of study.
Upon obtaining the pre-approval, the student must consent to the institution requesting the necessary information after the student has completed the period of study.
If a credit transfer is granted as described above, programme elements are deemed to have been completed if they have been passed in accordance with the rules applicable to the programme in question.

6.3.Credit transfer of subjects covered by the national part of the curriculum

There are no such agreements.

6.4.Credit transfer of subjects covered by the institution-specific part of the curriculum

There are no such agreements.

6.5.Criteria for the assessment of active enrolment

The student must take part in student activities, compulsory projects and tasks (mandatory activities), tests and exams in accordance with the conditions described in this curriculum and in applicable laws and regulations. KEA evaluates active enrolment on an ongoing basis.

Active enrolment requires that the student participates in:

- Project start-up meetings
- Mandatory meetings with supervisor/teacher
- Project work, including submissions via Fronter19 or Wiseflow
- Project presentations and assessments
- Tests and exams as described in this curriculum
- A number of assignments for each semester. These assignments—mandatory activities—must be approved before the student can sign up for the exams in the semester in question.

Students who cannot participate in study activities due to documented illness or other acceptable reasons, must immediately contact the Administration for Web development. The Administration will inform the student about the necessary procedures, including the provision of a medical certificate. The student must pay all the costs.

6.6.Disenrolment due to insufficient study activity

Enrolment on the programme can be terminated for students who have not passed at least one exam within a consecutive period of at least one year.

6.7.Exemption rules

KEA may, due to exceptional circumstances, grant exemptions from the rules in this curriculum laid down solely by KEA or together with the educational institutions offering the programme.

6.8.Complaints

Complaints regarding exams will be handled in accordance with the rules set out in Chapter 10 of the Ministerial Order no. 1519 of 16 December 2013 on Examinations on Professionally Oriented Higher Education Programmes (the Examination Order).

When should a complaint be submitted? Complaints relating to examinations and grading must be submitted within two weeks of the assessment (grade) being announced.

How should a complaint be submitted? Complaints must be submitted individually and in writing to KEA at kvalitet@kea.dk stating the reasons for the complaint. Complaints submitted jointly by several students may be rejected.

What may the complaint concern? A complaint may concern the basis for examination, the examination process or the assessment (grade).

What may the complaint result in? If a student complaint is successful, they will be offered a new assessment (for written exams) or a re-exam (for oral exam). A student's grade *cannot* be changed administratively. The grade will only be changed if the new examiners award the student a different grade according to their professional assessment. The new grade may be higher or lower than the original grade.

Who handles the complaint? Complaints are normally handled by KEA Quality Assessment. This does not, however, apply to complaints concerning the basis for examination if the exam is organised by the Danish Agency for Higher Education. In such cases, the complaint is forwarded to the Danish Agency for Higher Education together with KEA's opinion.