

Curriculum for Web Development

2015

Bachelor of Web Development

August 2015

Curriculum

The Bachelor's Degree Programme in
Web Development
National section

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This is the national section of the curriculum for the Bachelor's Degree Programme in Web Development ('Professionsbachelor i webudvikling'), under Ministerial Order no. 353 of 7 April 2015 on the Bachelor's Degree Programme in Web Development. Link to the Ministerial Order (in Danish):

<https://www.retsinformation.dk/forms/R0710.aspx?id=169171>

1. Programme structure

		<i>1st year of study</i>	<i>2nd year of study</i>
Core areas of study	Web development (bridging course)	10 ECTS	
	Back end programming (10 ECTS) or Front end programming (10 ECTS)		
	Development environments (10 ECTS)	10 ECTS	
	Databases (10 ECTS)	10 ECTS	
	Interface design (10 ECTS)	10 ECTS	
Elective educational components		20 ECTS	
Internship			15 ECTS
Bachelor's degree project			15 ECTS
Total ECTS credits		60 ECTS	30 ECTS

2. Core areas of study

The study programme covers the following core areas of study

- Web development (bridging course),
 - Back end programming (10 ECTS) or
 - Front end programming (10 ECTS)
- Development environments (10 ECTS)
- Databases (10 ECTS)
- Interface design (10 ECTS)

40 ECTS credits total

2.1 Core area: web programming (bridging course), back end programming

Contents

The purpose of this core area is to develop students' competencies to develop contemporary web applications using programming paradigms and taking advantage of current, standardised protocols and the possibilities of the client/server model.

ECTS credits

10 ECTS

Learning outcomes

Knowledge

Upon completion of the course, students should have acquired knowledge about:

- design patterns
- fundamental protocols of the World Wide Web
- the advantages and limitations of client/server architecture.

Skills

Upon completion of the course, students should have acquired the skills to:

- create web-based programs
- apply basic programming principles
- use web APIs
- document program structures.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- analyse a development request with a view to constructing a web-based application
- select and apply suitable programming technologies for developing web-based applications — mainly focusing on the server side.

2.2 Core area: Web development (bridging course), front end programming

Contents

The purpose of this core area is to develop students' competencies to develop contemporary web applications using programming paradigms and taking advantage of current, standardised protocols and the possibilities of the client/server model. Furthermore, students should develop an understanding of basic design and visual communication. This core area should also enable students to design simple user interfaces using aesthetic and communicative principles.

ECTS credits

10 ECTS

Learning outcomes**Knowledge**

Upon completion of the course, students should have acquired knowledge about:

- fundamental protocols of the World Wide Web
- advantages and limitations of client/server architecture
- particular characteristics, weaknesses and strengths of different media
- communication strategies.

Skills

Upon completion of the course, students should have acquired the skills to:

- program and implement a dynamic web application
- master basic design principles
- apply theories on user friendliness and the skills to plan and conduct user tests

- document program structures.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- analyse a development request with a view to constructing a web-based application
- select and apply suitable programming technologies for developing web-based applications — mainly focusing on the client side.

2.3 Core area: Development environments

Contents

The purpose of this core area is to develop students' competencies in making a qualified choice of and applying a given development environment.

ECTS credits

10 ECTS

Learning outcomes

Knowledge

Upon completion of the course, students should have acquired knowledge about:

- integrated development environments (IDE) and their advantages and limitations
- common programming languages in a web context
- quality assurance and version control of applications in a web context
- types of content management systems and frameworks and their suitability in a web context
- criteria for selection of Content Management Systems or frameworks
- selection of relevant database technology for developing applications in a web context.

Skills

Upon completion of the course, students should have acquired the skills to:

- apply Content Management Systems or frameworks for developing applications in a web context
- use an integrated development environment when developing applications in a web context.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- select a Content Management System or framework for developing applications for a given development assignment.

2.4 Core area: Databases

Contents

The purpose of this core area is to develop students' competencies in analysing and applying relevant data-processing models.

ECTS credits

10 ECTS

Learning outcomes

Knowledge

Upon completion of the course, students should have acquired knowledge about:

- at least one widely-used modelling language for data modelling
- distributed databases and their prevalence and use in web contexts
- describing problems concerning data exchange and the use of data formats in developing in web contexts.

Skills

Upon completion of the course, students should have acquired the skills to:

- apply data models for development and maintenance in web contexts
- apply complex database queries
- apply transactions
- embed business logic in the database layer
- use data formats for data integration.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- analyse and select the tasks that would be suitably placed in the database layer and those that should be placed in the application layer
- analyse and select a database technology/technologies that will resolve a given development task in a web context suitably.

2.5 Core area: Interface design

Contents

The purpose of this core area is to develop students' competencies to enter complex usage scenarios and independently take part in the design process concerning the design of complex user interfaces.

ECTS credits

10 ECTS

Learning outcomes

Knowledge

Upon completion of the course, students should have acquired knowledge about:

- common interface design development methods
- human-computer interaction
- communication theory.

Skills

Upon completion of the course, students should have acquired the skills to:

- create convenient user interfaces adapted to relevant target groups based on the theory and methods of the relevant subject area

- apply design methods pertaining to visual design, interaction design and information architecture when designing user interfaces, including prototyping
- work on the development of communications solutions across platforms and media.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- analyse choices of devices and effects in user interfaces and situate these choices in a context
- manage design processes based on analysis and planning
- take part in complex usage situations and independently manage
- the design process when designing complex user interfaces.

3. Compulsory educational components within the core areas of the study programme

The study programme's compulsory educational elements

1. Web development (bridging course),
 - a. Back end programming (10 ECTS) or
 - b. Front end programming (10 ECTS)
2. Development environments (10 ECTS)
3. Databases (10 ECTS)
4. Interface design (10 ECTS)

40 ECTS credits total

The four compulsory educational components are equivalent to the four core areas of study, have the same name, contents, are worth the same number of ECTS credits and have the same learning objectives.

The four compulsory educational components are all finalised by examination.

Assessment

Each examination is assessed and graded according to the 7-point grading scale and is worth 10 ECTS credits.

The learning objectives for the educational component are identical to the learning objectives for the examination.

For the examination type and exam procedure, please see the institutional section of this Curriculum.

4. Number of examinations for the compulsory educational components

The four compulsory educational components are each finalised by a single examination. See the examinations for the study programme in the "Examination schedule" section.

ECTS credits for the core areas and the compulsory educational components are shown in the schedule below.

<i>Compulsory educational components</i>	Web development (bridging course), Back end programming or back Front end programming	Development environments	Databases	Interface design	
Core areas of study					
Web development (bridging course), back end programming or front end programming	10 ECTS				10 ECTS
Development environments		10 ECTS			10 ECTS
Databases			10 ECTS		10 ECTS
Interface design				10 ECTS	10 ECTS
Total ECTS credits	10 ECTS	10 ECTS	10 ECTS	10 ECTS	40 ECTS

5. Internship

The internship is organised in order to contribute, in combination with the other elements of the study programme, to the student's development of practical competencies. The purpose of the internship is to enable the student to apply the methods, theories and tools acquired during the course of the study programme in the solution of specific, practical tasks in web development.

ECTS credits

15 ECTS

Learning outcomes

Knowledge

Upon completion of the course, students should have acquired knowledge about:

- daily operations in the whole of the internship host company.

Skills

Upon completion of the course, students should have acquired the skills to:

- apply versatile technical and analytical working methods related to the occupation
- evaluate practical problems and propose possible solutions
- structure and plan daily tasks relevant to the occupation
- communicate and convey practical problems and issues and well-argued solution proposals.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- manage the practical and discipline-related situations of the occupation
- acquire new knowledge, skills and competencies related to the occupation
- take a professional approach to professional and multidisciplinary collaboration with others.

The internship is finalised by examination.

The learning objectives for the educational component are identical to the learning objectives for the examination.

For the examination type and exam procedure, please see the institutional section of this Curriculum.

6. Bachelor's degree project

ECTS credits

15 ECTS

Requirements for the bachelor's degree project

In the bachelor's degree project, the student must demonstrate the ability to process a complex, practise-related problem related to a specific web development task in an analytical and methodical way. The problem statement, which must be central to the education and the profession, must be formulated by the student, in collaboration with a private or public company or business if possible. The educational institution must approve the problem statement.

The student must submit a project report and in some cases also a product.

The maximum allowed length of the report is 20 standard pages + 20 standard pages per student.

The cover page, table of contents, reference list and appendices are not included in the required number of pages. Appendices are not assessed.

One standard page is 2,400 characters including spaces and foot notes.

Writing and spelling skills

Writing and spelling skills will be assessed as part of the assessment and grading of the final degree project. The assessment is expressed as an overall assessment of the professional and academic content as well as the student's spelling and writing skills.

Students may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria if the application is supported by documentary evidence of a specific, relevant physical or mental impairment. The application should be submitted to the study programme and directed to the attention of the programme director not later than 4 weeks before the exam is to be held.

Learning outcomes

The bachelor's degree project is to demonstrate that the student has achieved the expected level of graduate competence, please see Schedule 1 to Ministerial Order no. 353 of 7 April 2015 on the Bachelor's Degree Programme in Web Development.

Knowledge

Upon completion of the course, graduates should have acquired knowledge of:

- 1) the formal and de facto standardisation of the World Wide Web
- 2) the World Wide Web's standards as a platform for applications
- 3) development environments for web development
- 4) Content Management Systems
- 5) the role of web applications in society and its development, and
- 6) common development methods in web development, and graduates should be able to reflect on the suitability of such methods for different development scenarios.

Skills

Upon completion of the course, students should have acquired the skills to:

- 1) plan and develop applications based on specific development requests
- 2) evaluate and select a suitable programming language for the performance of development requests
- 3) evaluate and select a suitable database system to ensure data and application persistence
- 4) create user interfaces adapted to relevant target groups based on the theory and methods of the relevant subject area
- 5) create user interfaces that make use of the World Wide Web's particular possibilities in terms of design and aesthetics
- 6) prepare documentation – adapted to the target audience and to the extent of the project – of the functionality and development process of a project, and
- 7) use a suitable development environment to perform the development process.

Competencies

Upon completion of the course, students should have acquired the competencies to:

- 1) handle complex situations aimed for progression in web development
- 2) take a professional approach to disciplinary and multidisciplinary collaboration with others.
- 3) identify their learning needs and structure their learning in different learning environments.

Assessment

The examination is externally assessed and will be graded according to the 7-point grading scale.

The exam is made up of a project and an oral examination. The student will receive a single, joint grade for the written project and the oral examination. The exam cannot take place until the internship exam and the other exams of the study programme have been passed.

For the examination type and exam procedure, please see the institutional section of this Curriculum.

7. Examination schedule

Overview of all examinations and their scheduled semesters

Examination	90 ECTS credits distributed across exams	Assessment
1) Possible academic aptitude examination ¹	–	Pass/fail
2) Web development (bridging course), Back end programming (10 ECTS) or Front end programming (10 ECTS)	10	7-point grading scale
3) Development environments (10 ECTS)	10	7-point grading scale
4) Databases (10 ECTS)	10	7-point grading scale

1. If an academic aptitude examination is held, the examination will be described in the institutional section of this Curriculum.

5) Interface design (10 ECTS)	10	7-point grading scale
6) Elective component examination(s) ²	20	7-point grading scale
7) Internship examination	15	7-point grading scale
8) Bachelor's degree project	15	7-point grading scale

8. Credit transfer

Passed educational components are equivalent to corresponding educational components offered by other educational institutions providing the programme.

The student has a duty to inform the educational institution about educational components that were studied and passed at other Danish or foreign higher education institutions and to inform about occupations that can be assumed to earn the student transfer credit. The educational institution will grant transfer credit in each individual case based on completed/passed educational components and occupations that match course units, parts of the study programme or parts of the internship. The decision to award transfer credit is based on an assessment of academic elements.

8.1 Pre-approved credit transfer

The student can apply for pre-approval of credit transfer. In cases of pre-approved credit transfer of studies in Denmark or abroad, the student is under a duty to document completion of the pre-approved educational components, upon completion of the study-abroad period. When applying for pre-approval, the student must consent to allow the educational institution to collect any required information upon the student's completion of the study-abroad period.

For the final approval of pre-approved credit transfer, the educational component is considered completed if it is passed in accordance with the regulations applying to the study programme.

8.2 Credit transfer agreements

None

9. Admission

If all applicants applying for the education cannot be admitted for reasons of capacity, one or more of the following criteria will be considered important (not listed in order of priority):

- the grade average from the completed education that allows the applicant to apply for admission to the study programme
- the applicant's previous experience relevant to the study programme
- a personal talk where the applicant's motivation and academic ability will be identified.

2. The elective component(s) and the related examination(s) are described in the institutional section of this Curriculum.

10. Exemption

The educational institution may grant exemption from those rules in the national section of this Curriculum that were laid down solely by the educational institutions, when exemption is substantiated by exceptional circumstances. The educational institutions co-operate on a uniform exemption practice.

11. Effective date and transition regulations

This institutional section of this Curriculum comes into effect on 01 August 2015 and applies to all students who are and will be registered for the programme and to all examinations commenced on said date or thereafter.

Any transition regulations applying to students registered for studies prior to August 2015 can be found in the institutional section of this Curriculum.

Part 2 Institution's part.

11. Scheduling of the examinations

Overview of all of the examinations and their scheduling

Scheduling	Examination	The examinations total 150 ECTS points	Internal/external	Assessment
First semester	Web development	10	Internal	7-grade scale
First semester	Interface Design	10	External	7-grade scale
First semester	Databases	10	External	7-grade scale
Second semester	Development Environments	10	External	7-grade scale
Second semester	Elective	10	Internal	7-grade scale
Second semester	Elective	10	Internal	7-grade scale
Third semester	Internship	15	Internal	7-grade scale
Third semester	Bachelor Report	15	External	7-grade scale

Information about time and location for the examinations are available on the student intranet, Fronter

12. Frameworks and criteria for the course of study examinations

For all examinations, the student must stay informed by referring to the examination folder, which is available on the student intranet, Fronter. It is the responsibility of the student to check that the examination registration is correct and that he or she is informed of submission deadlines and examination dates and other relevant factors concerning the examination. All submissions must be made electronically in the student intranet, Fronter.

Prerequisites for being able to take the examination

The following prerequisites for being able to take the examination apply:

There are two compulsory participations associated with the examination. These are described on the student intranet, Fronter, in the semester's/class's module document. Compulsory participations must be submitted on the student intranet, Fronter.

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.

Examination Preparation

The examination is an individual oral examination based on a written report and a product. The assessment is based on the 7-grade scale.

Each examination comprises of 10 ECTS points.

A single overall grade is given on the basis of an overall evaluation of the written and oral presentation.

Activity	Minutes
Presentation	max 10
Examination	min 15
Grading	5
Total	30

Formal requirements for the written project

A project report and a product must be submitted.

The project report, which constitutes the written part of the examination, must contain as a minimum:

- Front page with title, given name and date of birth, class designation and date
- Table of contents with page numbers
- Introduction, incl. problem formulation
- Main section
- Conclusion
- Bibliography (incl. all sources that the project references to)
- Appendix (includes just the appendix that is central to the report)
- All pages must be numbered

The written project must contain anywhere between a minimum of 10 normal pages and a maximum of 30 normal pages.

Total number of students	Minimum total number of pages	Maximum total number of pages
1	10	15
2	15	20
3	20	25
4	20	30

Front page, table of contents, bibliography and appendix are not included in the required total number of pages. Appendixes are not part of the assessment.

A normal page is 2,400 characters incl. spaces and footnotes. Front page, table of contents, bibliography and appendix are not included in the count. Appendixes are not part of the assessment.

Every single figure or diagram counts as 800 characters.

Assessment criteria

The assessment criterion for the examination is the learning objectives for the compulsory course of study element.

The learning objectives are stated in the joint curriculum.

Scheduling

The examination takes place at the end of each module. Further details about time and location and about submission of the project are available on the student intranet, Fronter.

Examination Language

English

The course of study may exempt the individual student from the fixed times set for passing the examination because of illness, maternity leave or if there are exceptional circumstances.

13. The elective course of study elements

Contents

The elective course of study elements provide the student with the opportunity to gain academic and business competencies through specialization and gaining perspectives on subject matter that is broadly related to the field of IT.

Every year, the course of study offers a number of specialization courses, which are shown on the student intranet, Fronter.

The student may also on agreement, personally organize the elective course of study elements as a theoretical and/or practical training course, which must be approved by the course of study beforehand.

Prerequisites for being able to take the examination

The following prerequisites for being able to take the examination apply:

There is a compulsory participation per 5 ECTS. This is described on the student intranet, Fronter, in the semester's/class's module document. Compulsory participations must be submitted on the student intranet, Fronter.

Scope of ECTS

The elective course of study elements make up a total of 20 ECTS points, and will be offered during the course in varying sizes, in multiples of 5 ECTS points.

Learning objectives

The specific specialisation courses are described in the elective subject catalogue, which is available in the student intranet, Fronter.

The general learning objectives are as follows:

Knowledge

The student becomes knowledgeable in

- The selected subject matter's theory and practice.
- The selected subject matter's relevance in relation to the IT subject's theory and practice.

Skills

The student can

- Select, describe and carry out literature searches of a self-selected specialist IT issue.
- Discuss societal aspects associated with the selected subject matter.
- Assess issues and put forward potential solutions in relation to the selected subject matter.
- Communicate key results.

Competencies

The student can

- Independently study new subject matter within the academic field's theory and/or practice.
- Put into perspective and relate to the selected subject matter in relation to the course of study's other subject fields.

Scheduling

The elective course of study elements take place in the course of study's fourth semester.

14. Practical

Requirements and expectations for the completion of the field practice

During the field practice, the student will work on academically-relevant issues within the course of study's key area³, and acquire knowledge of the relevant business functions. During the field practice, the student will be attached to one or several companies. The field practice course can be organised to be flexible and differentiated, and it may form the basis for the student's bachelor project.

On the basis of the learning objectives for the field practice, cf. the joint part of the curriculum, the student and the academic supervisor/contact person together determine the concrete objectives for the student's field practice period.

This is subsequently the guide for the organisation of the student's work during the field practice period.

The field practice period equates to a fulltime job with the requirements for fulltime work, effort, engagement and flexibility.

1.1. Field practice examination

The following prerequisites for being able to take the examination apply:

- The field of practice report which constitutes the basis for both the examination/test, must satisfy the formal requirements, cf. below, and must be submitted promptly, cf. the examination schedule, which is available on the intranet.

Incorrect submission of the field practice report means that an examination attempt has been used.

Examination Preparation

The examination is an internal individual written examination in the form of a field practice report and the assessment is based on the 7-grade scale.

The examination comprises 15 ECTS points.

³. LEP-BEK (The Business Academy Profession Programme and Professional Bachelor Programme Act), Section 10 (2) 1st part, Section 11(2) 1st part and Section 12(2) 1st part.

Formal requirements for the written project

A field practice report must be submitted.

The field practice report must contain as a minimum

- Front page with given name, date of birth, field of practice company, school, field of practice period and class designation and date
- Table of contents
- Introduction, incl. problem formulation
- Main section
- Conclusion
- Bibliography (incl. all sources that the project references to)
- Appendix (includes just the appendix that is central to the report)
- All pages must be numbered
- Appendix: The company's statement and log book

The field of practice report must as a minimum contain a minimum of five and a maximum of ten normal pages.

A normal page is 2,400 characters incl. spaces and footnotes. Front page, table of contents, bibliography and appendix are not included in the count. Appendixes are not part of the assessment.

Every single figure or diagram counts as 800 characters.

If the prerequisites are not satisfied, this means that the student may not participate in the examination, and that an examination attempt has been used.

Assessment criteria

The assessment criteria for the examination are related to the learning objectives for the field practice.

Scheduling

The examination takes place after the end of the field practice. Further details about time and location and about the submission of the field practice report are available on the student intranet, Fronter.

Examination Language

English.

15. The Bachelor project

For the requirements for the bachelor project, refer to the learning objectives for the joint part of the curriculum for the web development course of study.

Students are allowed to work in groups of a maximum of three students, as long as it is approved by their supervisor, and it is possible to distinguish the students individual contribution in the project. Each section of the report must contain the names of the students who contributed to that section. The students will be responsible for the report and project as a whole.

The bachelor project should relate to minimum two subjects from the curriculum.

Total number of students	Maximum total number of pages
1	40
2	60
3	80

1.1. Examination in the Bachelor Project

Prerequisites for being able to take the examination

The project report, which makes up the written element of the examination, must adhere to the following requirements:

- Front page with given name, date of birth, field of practice company, school, field of practice period and class designation and date
- Table of contents
- Introduction, incl. problem formulation
- Main section
- Conclusion
- Bibliography (incl. all sources that the project references to)
- Appendix (includes just the appendix that is central to the report)
- All pages must be numbered
- Be submitted promptly, cf. the examination schedule, which is available on the student intranet, Fronter

If the written project is not correctly submitted, which constitutes the written part of the examination, this means that the student may not participate in the examination, and that an examination attempt has been used.

The examination may only be taken after the field practice examination and the course of study's other examinations have been passed.

Examination Preparation

The examination is an oral examination based on a written project.

A single overall grade is given on the basis of an overall evaluation of the written and oral presentation. The assessment is based on the 7-grade scale.

The examination consists of the following elements:

Activity	Minutes
Presentation	max 10
Examination	min 15
Grading	5
Total	30

The examination comprises 15 ECTS points.

Assessment criteria

The assessment criteria for the examination are related to the learning objectives for the bachelor project.

Scheduling

The examination takes place at the end of the third semester. Further details about time and location are available on the student intranet, Fronter.

Examination Language

English.

16. Course of study elements that can be taken abroad

The student can after a requested credit transfer in advance has been agreed by the course of study, complete each individual course of study element abroad.

In the case of pre-approval of a study period in Denmark or abroad, the student is obligated to document the approved study period's completed course of study elements after the study period is finished. In relation to the pre-approval, the student must give his or her consent that the institution can obtain the necessary information after the study period has ended.

In the case of credit transferred in advance, the course of study element is considered passed if it has been passed in accordance with the course of study rules.

17. Applied teaching formats

The teaching in the Web Development Programme is a dynamic, interactive process, where the main emphasis is on student participation. The teaching is based on relevant business practice, and links theory and practice. Issues are included from the different types of companies in the IT sector. The student takes responsibility for his or her own learning, and the teachers constructively contribute to the learning process.

To ensure the optimal academic learning and personal development for each individual student, the Web Development Programme uses varied pedagogy with the main emphasis on dialogue, discussion and projects.

The teaching is organised so that it is varied, among other things, through class teaching, guest lectures, company visits, project work in groups and individual work – often using interdisciplinary issues and always with an application-orientated basis. The different learning formats will, in addition to the academic content, also develop the student's ability to work both independently and in collaboration with others.

In general for all of these activities, the course of study always tries to set clear objectives for the learning activities.

18. Compulsory Participation

To ensure that the teaching formats can function, there is compulsory participation, including submission/presentation of assignments/projects.

Compulsory participation may also be part of the requirements for participation in the course of study's examinations.

In addition, there may be compulsory attendance for certain study elements.

Compulsory participation and compulsory attendance that is a prerequisite requirement for participation in examinations, is stated under the description of the individual examination.

Retaking the semester is the only form of exemption. Any exemption given to retake a semester is taken on the basis of an individual assessment carried out by the student adviser and the head of the course of study, and only under exceptional personal circumstances.

19. Criteria for assessment of active study

Enrolment may be terminated if students have been inactive for a continuous period of at least one year.

Active study is defined as the student within the last 12 calendar months, having:

- Participated in at least two different examinations
- Passed at least one examination
- Satisfied his or her obligations to participate in any form of activity that is included as part of the course of study, including group work, joint projects, distance learning, etc., which is stated in the curriculum
- Submitted, as is stated in the curriculum, the assignments, reports (learnings), portfolios, etc., which are prerequisite requirements for participation in the examinations and with trustworthy content, including not submitting material that others have copyright over.
- Has attended activities where there is compulsory attendance, which is stated in the curriculum

If one or more of the criteria in the definition of active study are not satisfied, it may give grounds for termination of enrolment.

Periods where the student has not been in active study because of leave of absence, maternity leave, adoption, documented illness or military conscription are not included. On request, the student must obtain documentation for these circumstances.

The course of study may grant an exception to these provisions under exceptional circumstances. The application for an exemption must be submitted to the course of study leader.

Prior to termination of enrolment, the student will be advised of this in writing. In this regard, the student must pay attention to the above-mentioned rules. The letter to the student will state that the student has 14 days to submit documentation demonstrating that periods of missing active study for the course of study shall not be included, and a deadline for the application for exemption.

If the student does not react within the set deadline, his or her enrolment will be terminated.

If the student requests that the enrolment is not terminated, it has a suspensory effect until the case is settled by the course of study leader.

The student may lodge a complaint to the leader of the course of study regarding the adjudication up to two weeks after the decision has been received. The complaint has a suspensory effect. If the leader stands by the adjudication, the student may complain to the Ministry up to two weeks after the receipt of the decision, as far as regards legal issues.

The rules concerning the examinations, which the student in accordance with the executive order on examinations, must have participated in before the end of the second semester and passed within the end of the second semester, and where in the executive order for this course of study there are set deadlines for the completion of the course of study, apply regardless of the rules.

20. Foreign languages

The course of study's educational materials is in English and the teaching is in English. No further knowledge of foreign languages are required other than what is stated in the Admission Order.

1.1. Examination Language

The examinations must be presented in comprehensible English.

21. Illness-delayed examinations and re-examinations

1.1. Illness-delayed examinations

A student who has been prevented from participating in an examination because of documented illness or due to unforeseen circumstances, has the opportunity to take the illness-delayed examination as soon as possible. If the examination takes place in the course of study's last examination period, the student has the opportunity to take the examination in the same examination period or as an direct extension of this.

The illness-delayed examination may be identical with the next ordinary examination. The student must personally stay informed as to when the (illness-delayed) examination will be held.

Information about time and location for illness-delayed examinations are available on the student intranet, Fronter.

Illness must be documented with a doctor's note. The institution must have received the doctor's note three working days at the latest after the examination was held. Students who become acutely unwell during an examination, must document that they have been ill on the day in question.

If the illness is not documented in accordance with the above rules, this means that an examination attempt has been used.

The student is personally responsible for the cost of a doctor's note.

1.2. Re-examinations

In the case of failed examinations or missed examinations, the student is automatically allocated a re-examination as long as there are examination attempts remaining. The re-examination may be identical with the next ordinary examination.

The student must personally stay informed as to when the re-examination will be held.

Information about time and location for re-examinations are available on the student intranet, Fronter

The course of study may grant exemption for the continuing registration under exceptional circumstances, including a documented handicap.

23. Special Examination Conditions

Where there is a physical or mental disability, the student may apply for special examination conditions. The application must be submitted to the course of study at least four weeks before the date of the examination. An exemption to the application deadline may be granted should unexpected ill health occur. The application must include a doctor's medical note, statement from e.g. an institute for dyslexia, speech or hearing disorders, or an institute for the blind or other documentation of ill health or relevant to specific functional disability.

The application for bringing other aids must be submitted to the course of study at least four weeks before the date of the examination.

24. Examination Cheating

1.1. Use of own and others work - plagiarism

Examination cheating in the case of plagiarism includes a written assignment that in whole or in part is presented as the examinee or examinees' own work, even though the assignment

- Covers identical or nearly identical reproduction of another's wording or works without said reproduction being marked with quotation marks, written in italics, formatted with indentations or other clear formatting with the use of the source material, cf. the institution's requirements for written work
- Covers larger passages with a choice of words that are very close to another work or which is so similar in phrasing etc., that it is possible by comparison to show that passages could not have been written without the use of the other work.

- Covers the use of other person or persons' words or ideas without these being appropriately credited
- Re-uses text and/or central ideas from own previously assessed work without observing the provisions in point 1 and 3

1.2. Disciplinary measures in the case of exam cheating and distracting behaviour during an examination

During an examination

Should an examinee who during an examination, indisputably

- Illicitly gains help or
- Helps another examinee to answer an assignment, or
- Uses aids that are not permitted

and

An examinee who during the examination

- Exhibits distracting behaviour

The course leader or the person acting as the course leader or examiners in agreement are authorised to remove the examinee from the examination while it is still underway. The justification of any such case will be assessed in the subsequent adjudication.

In less serious cases of distracting behaviour, a warning will be given first.

1.3. Assumption of examination cheating, including plagiarism during and after the examination

Should an assumption arise, during or after the examination, that an examinee

- Has illicitly gained help or given help,
- Has published another's work as his or her own (plagiarism)
- Has used an earlier assessed work or parts of such work without reference to this (plagiarism)

It must be reported to the course of study.

1.4. The process of clarification of examination cheating, including plagiarism

Postponement of the examination

With regard to the reporting of examination cheating such as plagiarism in a written assignment, which is the foundation for the assessment of the later oral examination, the leader of the course of study shall postpone the examination if it is not possible to clarify the situation before the fixed date of the examination.

Reporting form and content

Reporting must take place without any unnecessary delay. Reporting must include a written presentation of the case, which covers information that can identify the reported persons and a short account and the available documentation of the situation. It must be stated if this is a repeated case for one or more of the reported persons.

In the case of reported plagiarism, the parts that are plagiarised must be marked with clear cross-reference to the sources that have been plagiarised. The plagiarised text must also be marked in the source text.

Reporting of examination cheating – hearing of parties

The leader of the course of study determines whether the student's hearing should take place orally, in writing or as a combination of the two.

In the case of an oral hearing of parties, the examinee will be summoned to an interview to provide more information about the case's circumstances for the purpose of presenting the documentation for the assumption of examination cheating and to hear the examinee's opinion.

The examinee is entitled to be accompanied with a companion.

In the case of a written hearing of parties, the documentation of an assumption of examination cheating is forwarded for the purpose of requesting the student's written opinion.

Sanctions for examination cheating and distracting behaviour during the examination

In the light of the case's circumstances, if the leader of the course of study is confirmed in the assumption of examination cheating, and the action has had or could have an impact on the assessment, the leader of the course of study shall expel the examinee from the examination.

In less serious cases, a warning will be given first.

In more serious circumstances, the leader of the course of study may expel the examinee for shorter or longer periods. In such cases, a written warning will be given stating that any repetitions may lead to permanent expulsion.

An expulsion means that any eventual grade for the applicable examination is void, and that the examinee has used an examination attempt.

The examinee may not participate in an illness-delayed examination or re-examination, but may first participate in the next ordinary version of the examination.

In the case of more serious circumstances, the course of study leader may decide that the examinee must be expelled from the institution for a shorter or longer period of time. In such cases, a written warning will be given stating that any repetitions may lead to permanent expulsion.

The student cannot participate in the teaching or examinations during the period of expulsion.

Complaints

The adjudication on the examinee having used an examination attempt and the expulsion of the examinee on the basis of examination cheating is final and cannot be brought to a higher administrative authority.

Complaints about legal issues (e.g. disqualification, hearing, complaint guidance, on whether the executive order on examinations has been correctly interpreted, etc.) may be brought before the Danish Agency for Higher Education. Complaints are submitted to the institution and made to the course of study leader, who will issue a statement, which the complainant shall have the opportunity to comment on within a period of normally one week. The institution sends the complaint statement and any comments made by the complainant to the Danish Agency for Higher Education. The complaint made to the institution must be made within two weeks from the day the complainant received the adjudication, cf. executive order on examinations Section 51.

25. Complaints about examinations and appeals lodged against adjudications⁴

1.1. Complaints about examinations

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

The rules about complaints about examinations are stated in chapter 10 in the executive order on examinations.

The executive order on examinations makes a distinction between complaints about

1. The basis for the examination etc., the examination process and/or the assessment and
2. Complaints about legal issues

The two forms of complaint are handled differently.

1.1.1. Complaints about the basis for the examination etc., the examination process and/or the assessment

An examinee may, up to two weeks after the examination assessment has been announced in the usual way, submit a written and justified complaint about:

1. The basis for the examination, including the examination question, assignments and similar, and its relationship to the course of study's objectives and requirements
2. The examination process
3. The assessment

The complaint can concern all of the examinations, including written and oral examinations and a combination of the two, including the practical or clinical examinations.

The complaint must be submitted to the course of study leader.

The complaint must be immediately presented to the original examiners, i.e. the examiners and external examiners of the examination in question. The statement from the examiners must form the basis for the institution's adjudication with regard to the academic question. The institution normally sets a limited period of two weeks for the submission of the statements.

Immediately after the examiners' statements are received, the complainant has the opportunity to comment on the statements within a period of normally one week.

The adjudication is made by the institution on the basis of the examiners' academic statement and on any comments to the statement made by the complainant.

The adjudication must be made in writing and be justified, and may:

1. Make an offer of a new assessment (re-assessment) – however, only in the case of written examinations.
2. Make an offer of a new examination (re-examination).
3. State that the student has not succeeded in his or her complaint.

If it is decided to offer a re-assessment or re-examination, the course of study leader appoints new examiners. The re-assessment may only be offered for written examinations, where there is material for assessment, since new examiners cannot (re)assess an oral examination that has

⁴. See the executive order on examinations, chapter 10:
<https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

already taken place, and because the original examiners' notes are personal and cannot be submitted.

If the adjudication offers a re-assessment or re-examination, the complainant must be informed that the re-assessment or re-examination may result in a lower grade. The student must formally accept the offer within a period of two weeks from the issue of the adjudication. The student cannot cancel his or her acceptance. If the student does not formally accept the offer within the notice period, the re-assessment or re-examination will not take place.

The re-assessment or re-examination must take place as quickly as possible.

In the case of re-assessment, the examiners must have submitted the case documents: The assignment, response, complaint, the original examiners' statements with the complainant's remarks about this, and the institution's adjudications.

The examiners will inform the institution of the result of the re-examination with enclosed written justification and assessment. The re-examination and re-assessment may result in a lower grade. If it is decided that a new assessment should be made or that an offer for re-examination may be made, the decision applies to all of the examinees if the examination has the same shortcoming that the complaint is about.

The complaint must be sent to the course of study leader two weeks at the latest (14 calendar days) after the assessment of the examination in question has been issued. If the last day of this complaint period falls on a public holiday, the next immediate weekday becomes the last day of the complaint period.

The course of study may grant an exception to this complaint period under exceptional circumstances.

1.2. Appeal

With regard to academic questions, the complainant may take the institution's adjudication to a board of appeal. The board of appeal's work is covered by the Public Administration Act, including in regard to disqualification and confidentiality.

The appeal must be submitted to the course of study leader.

The appeal must be submitted up to two weeks at the latest after the examinee has been informed of the adjudication. The same requirements as named above for complaints (writing, justification, etc.) also apply to the appeal.

The board of appeal consists of two appointed examiners who are appointed by the examiner chairman, a qualified examination teacher and a student from the field of study (the course of study), who are both appointed by the course of study leader.

The board of appeal makes the adjudication on the basis of the material that was the foundation for the institution's adjudication and the examinee's justification for appeal.

The board of appeal examines the appeal, and the adjudication may:

1. Make an offer for a new examination with new examiners, however only with written examinations.
2. Make an offer for a new examination (re-examination) with new examiners or
3. State that the student has not succeeded in his or her appeal.

If the adjudication offers a re-assessment or re-examination, the complainant must be informed that the re-assessment or re-examination may result in a lower grade. The student must formally

accept the offer within a period of two weeks from the issue of the adjudication. The student cannot cancel his or her acceptance.

If the student does not formally accept the offer within the notice period, the re-assessment or re-examination will not take place.

The re-assessment or re-examination must take place as quickly as possible.

In the case of re-assessment, the examiners must have submitted the case documents: The assignment, response, complaint, the original examiners' statements with the complainant's remarks about this, and the institution's adjudications.

The board of appeal must have made its adjudication two months at the latest – with summer examinations three months – after the appeal has been lodged.

The board of appeal's adjudication is final, which means that the case cannot be brought before a higher administrative authority as regards the academic part of the complaint.

1.3. Complaints about legal issues

Complaints about legal issues to do with adjudications made by the examiners in connection with re-assessment or re-examination or the board of appeal's adjudication, may be submitted to KEA within a period of two weeks from the day the complainant was informed of the adjudication.

Complaints about legal issues to do with adjudications that are made by the institution in accordance with the rules in the executive order on examinations (e.g. disqualification, hearing, on whether the executive order on examinations has been correctly interpreted etc.), may be submitted to the institution, which then issues a statement, which the complainant has the opportunity to comment on within a period of normally one week. The institution sends the complaint, statement and any comments made by the complainant to the Danish Agency for Higher Education. The institution sends the complaint, statement and any comments made by the complainant to the Administration. The submission of the complaint to the institution must be made within two weeks (14 calendar days) from the day the complainant was informed of the adjudication.

26. Exemption

The institution may grant an exception to this institutional part of the curriculum's rules when justified by exceptional circumstances. The institutions collaborate on a uniform exemption practice.

27. Commencement and transitional provisions

This institutional part of the curriculum commences on 10 of August 2015 and applies to all students who sooner or later are enrolled on the course of study and for examinations, which commence on the named date or at a later date.



The curriculum (joint and institutional in same curriculum) from January 2012 continues to apply to students who are enrolled in this. The curriculum is terminated when the last student who is enrolled in it graduates, however by 30 June 2016 at the latest.