

The Curriculum for Master of Science (MSc) in Tourism Management

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Academic Study Board for Design, Tourism and Cross Border Studies

Programme titles:

- Master of Science (MSc) in Tourism Management
- Master of Science (MSc) in Tourism Management

ECTS value: 120

Cities: Kolding

Semesters: Autumnx

Effective date: 01-09-2023

Effective for students enrolled as of: 01-09-2018

Version: Approved - active

▼ § 1 - Description of the Programme

▼ § 1.1 - Programme

Language
English

▼ § 1.2 - Aim of Programme, including any professional profile and specialisations

The European Master's Degree Programme in Tourism Management (EMTM)

The European Master's degree programme in Tourism Management is a full-time course of study representing 120 ECTS.

The programme is an Erasmus Mundus programme, European Master in Tourism Management – EMTM, offered in cooperation with the University of Ljubljana, Slovenia and the University of Girona, Spain.

The aim of the European Master in Tourism Management (EMTM) is to provide students with a number of subject-specific and subject-related competences – including joint competences in the humanities, communication and business economics.

The European Master in Tourism Management (EMTM) builds on the skills acquired by students from their BA educations in areas such as economics, marketing, language, culture and communication. The students who specialise in the field of tourism will work with advanced understandings of communication, innovation, economics and management. These constituent subjects comprise in all 90 ECTS and the final thesis, which can be written in collaboration with a tourism business or organisation, accounts for 30 ECTS.

All master's degree programmes permit successful graduates to apply to a PhD programme.

Competence description

The aim of the European Master's degree programme in Tourism Management is to provide the student with qualifications through discipline-specific and discipline-related proficiency, knowledge and methodology.

The aim of the European Master in Tourism Management (EMTM) is:

- to ensure that graduates are able to carry out and create relevant jobs, especially in international tourism through collaboration with public and private sector organisations on the basis of advanced skills in business economics, innovation, culture, communication and design, in addition to a high level use of the English language.
- to qualify students to conduct and participate in academic work and to continue in a PhD programme.
- to educate students to become philosophic practitioners

The programme's competence objectives are divided into general and discipline-specific competences. The general competence objectives are the broad competences the newly graduated student has acquired following completion of the programme, while the discipline-specific competence objectives relate to the programme's core academic competences. With reference to the "New Danish Qualifications Framework for Higher Education", objectives are divided into knowledge, skills and competences:

General competence objectives:

The candidate must:

1. be able to delimit and define an academic issue at a high academic level
2. be able to exhaustively examine, analyse and resolve issues utilising relevant academic theories and methods, while incorporating current international research
3. be able to systematise complex knowledge and data as well as critically select and prioritize factors that are significant for the subject
4. critically master the subject's various theories and methodologies
5. demonstrate a precise and consistent application of concepts
6. be able to reason at a research level
7. be able to initiate and implement an academic dialogue
8. be able to focus and establish coherence in the resolution of tasks
9. take a critical stance on sources used and document these by using references, notes and bibliographies
10. employ language - in writing and/or verbally - that is topic-oriented, precise and correct
11. communicate research-based knowledge and discuss complex scientific issues in a way that is relevant to and comprehensible for various target groups
12. be able to manage work and development situations that are complex and that demand innovative approaches and be able to cooperate, including being able to receive and give constructive criticism
13. be able to work independently, disciplined, structured and targeted, including complying with deadlines and formal requirements
14. employ IT as a tool both information retrieval as well as verbal and written communication

The coherence between the qualifications framework for higher education, the competence objectives of the course of study and the individual subject element learning objectives are set out in appendix 1. The discipline-specific competence objectives are set out in the section *Course of study*.

▼ § 1.3 - Didactic, pedagogical basis and contact to research environment

Students' opportunities for contact with relevant research environments

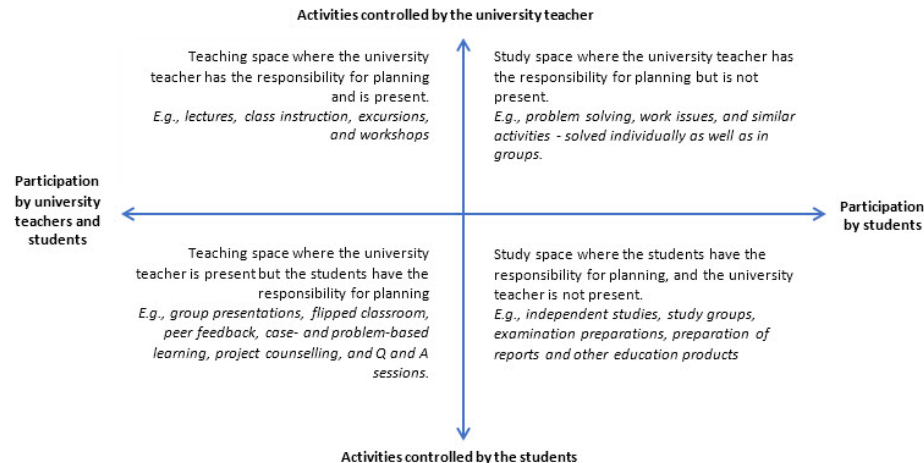
Students may engage with research activities at either partner university, the Centre for Tourism, Innovation and Culture, SDU Design, the BEST Education Network, any of the associated partners with the EMTM programme and relevant conference activities.

The humanities model for active learning and activating teaching

The humanities model is a platform for the development and design of activating teaching and active learning at the Faculty of Humanities. Hereby, the principles for education at University of Southern Denmark/SDU reflect the humanities model: Activating teaching and active learning. The model's starting point is that active learning is realised through participation in different kinds of teaching and activities. At the same time, it shows how teaching can be activating in different ways.

The humanities model is based on different kinds of teaching activities in different "spaces" defined by the specific roles and responsibilities of teachers and students. The model highlights the different tasks and roles of the student during the education including participation in different activities and contributions of a variety of deliveries.

Study activities for the students are organised and framed in four spaces:



The university teacher plans and conducts activating teaching including

- involving all four spaces considering the learning objectives of the specific discipline
- highlighting the students' responsibility for participation in the different spaces
- supporting the students' acquisition of study competency to work in the different spaces

The university teacher will also reflect on the activities that may be carried out in the different spaces, and how the activities are related to the goals and examinations of the discipline. The management of the education programme secures that the students overall have activities in all four spaces each semester, and that the university teachers' specific competencies and strengths can be utilised in the best possible way in the implementation of the model.

The model highlights the different types of the students' responsibility, tasks, and roles in relation to the participation in the different study activities. It is expected that the student delivers different types of products and services in the different spaces. Thereby, the student will be aware of and confident with different study activities and types of tasks.

Teaching space where the university teacher has the responsibility for planning and is present

This teaching space will typically host lectures and provide classes with activating elements, excursions and workshops, in which the students will actively participate by asking questions, reflect, take notes, and contribute to discussions in groups and in class.

For example face-to-face discussions, reflection questions, quizzes, construction of concept maps, could be activating elements that the university teacher might want to use.

Study space where the university teacher has the responsibility for planning but is not present

This study space will typically host group work, practices, problem solving, and similar activities that are framed by the university teacher, in which the student actively participates.

Examples of activities may be working with issues for the examination syllabus, log books, contributions to blogs or wikies, collection of materials for individual or group portfolio, field work etc.

Teaching space where the university teacher is present but the students have the responsibility for planning specific sub-activities

This teaching space will typically host group presentations, counselling, Q and A sessions, and similar activities within the framework of the course. The student participates actively by making student presentations, respond to other students' presentations - perhaps taking on varying opponent roles - and take the initiative to and prepare counselling, etc. In all circumstances, there may be individually-based as well as group-based work.

As examples, this teaching space may host group presentations, counselling and Q and A sessions.

Study space where the students have the responsibility for planning, and the university teacher is not present

This study space encompasses the student's independent studies, active participation in self-organised study groups and collaborative examination preparation, preparation of assignments, and other study-related products.

The humanities model is a general model that is applicable to all studies at the Faculty of Humanities. The model is a description of existing practices in the humanities where activating pedagogy already plays a big part as well as a focus in relation to future developments for teaching practices at the faculty. The study board for each study programme will decide the details for how the model will find its expression in the specific programme.

▼ § 2 - Enrollment

▼ § 2.1 - Admission requirements to the Master's degree programme

To be admitted the student must have a bachelor's degree in tourism, economics, business administration, geography or another relevant field within the humanities or social sciences.

Language requirements

English language proficiency proved by TOEFL (Official / Institutional tests are not accepted) with at least 230 points (computer based) / 575 points (Paper-based test) / 88 points (Internet-based Test), IELTS (Academic) at grade minimum 6.5 or Cambridge Certificate in Advanced English (CAE) with minimum level C.

Exemption:

You are exempt from documenting your English skills if your first degree (bachelor/undergraduate degree) was taken in the USA, Canada (English speaking part), Australia, New Zealand, United Kingdom or Ireland. Please note that if your degree was only partly taught in one of the above countries, you are not exempted from documenting your English skills but must do so as indicated on this page. It is not sufficient to enclose a letter from your home university. Not even if the language of instruction at your home university is English.

▼ § 2.2 - Other grounds for admission to the Master's degree programme

General provisions

The university can admit applicants on a different basis from those set out in the sections

- Admission requirements to the Master's degree programme

if it is considered that the applicant has academic qualifications comparable with this, and the university estimates that the applicant can complete the programme.

▼ § 2.3 - Supplementary studies

General provisions

The university can decide, that the applicant must complete supplementary programme activities either before the commencement of studies or at latest during the first year after admission.

Reference is made to § 33 in the ministerial order on enrolment.

▼ § 3 - Structure and Progression

▼ § 3.1 - Overall construction and structure

The European Master's degree programme in Tourism Management (120 ECTS) consists of

- Constituent subject elements, 120 ECTS
- including Master's thesis, 30 ECTS

▼ § 3.2 - Course of study

▼ EMTM 120 ECTS Enrollment 2023

Name

EMTM 120 ECTS Enrollment 2023

Competence profile

Subject-specific competence objectives:

The subject-specific competence objectives relate to the course of study's core competences and are divided into knowledge, skills and competences with reference to the "New Danish Qualifications Framework for Higher Education".

Knowledge

The graduate

- must possess knowledge of one or more subject areas which, in selected fields, is based on the highest international research within tourism studies
- must be able to understand and, on a scientific basis, critically reflect on the knowledge of the subject area(s) as well as to identify scientific issues
- must be able to delimit and define a research or project task at a high scientific level within the field of tourism studies.

Skills

The graduate is able to

- master the scientific methodologies and tools relevant to tourism studies
- master general skills related to work within tourism and related areas
- use Participatory Inquiry as an inquiry based learning process that interweaves Knowing, Doing, Making and Relating and leverages the participatory nature of communicative interaction between people.
- understand and make use of academic texts in English
- formulate academic English

Competences

The graduate is able to

- manage work situations and developments that are complex, unpredictable, and require innovative models or solutions
- enter into collaborative partnerships in different learning environments, including being able to accept criticism of their own work, give constructive criticism to others and assume professional responsibility
- independently take responsibility for his/her own professional development, learning and specialisation in the field of tourism
- pursue an inquiry by moving from experiment to experiment as they open up and explore a range of perspectives on that inquiry.

Employment profile

A graduate in European Master in Tourism Management (EMTM) has in-depth knowledge of the field of tourism based on thorough, independent, and development-oriented study skills. During the programme, the graduate has acquired insight into the societal, environmental, economic, social and cultural relations that make up the basis for the tourism industry and its organisations at national and international levels at three different universities in three different countries. The graduate is able to demonstrate a broad theoretical knowledge foundation based on new research within areas such as in business economics, innovation, culture, communication and design, in addition to a high level use of the English language. In addition, the graduate has developed competences within tourism organisations and the industry. Based on the above, the graduate is able to critically reflect upon and generate relevant theoretical and methodological questions.

As a philosophic practitioner, the graduate is able to manage work situations and develop-ments that are complex, unpredictable, and require innovative models or solutions in the field of tourism. The graduate has gained international skills through the compulsory mobility scheme and collaboration with the international cohort of EMTM students

Project oriented course

Internationalisation

In accordance with the project, *Internationalisation of Degree Programmes*, as laid out in *Principles for the Implementation of, and Division of Responsibilities in Sub-Projects*, courses of study should be organised to provide the best possible conditions for achieving an international dimension in the programme. This must be done either in the form of a period of study abroad or, alternatively, an *Internationalisation at Home* course.

The programme is international in itself, so only includes activities with an international perspective. That is why no specific *Internationalisation at home* activities have been named.

Course of study

Semester 4 30 ECTS	<u>Master's Thesis</u> <u>H730000201</u> (30 erts)					
Semester 3 30 ECTS	<u>Collaboration Management in Tourism</u> (6 erts)	<u>Customer Relations in Tourism</u> (3 erts)	<u>Tourism Destination Management</u> (6 erts)	<u>Research Methods in Tourism</u> (6 erts)	<u>Tourism Business Management</u> (6 erts)	<u>Heritage Tourism Management</u> (3 erts)
Semester 2 30 ECTS	<u>Environmental Economics in Tourism</u> (6 erts)	<u>Tourism Policy</u> (6 erts)	<u>Tourism and the E.U.</u> (6 erts)	<u>Environmental Management in Tourism</u> (6 erts)	<u>Tourism Economics</u> (6 erts)	
Semester 1 30 ECTS	<u>Sustainable Tourism Design</u> <u>H720020201</u> (10 erts)		<u>Strategic Communication</u> <u>H720001201</u> (10 erts)		<u>Tourism Innovation</u> <u>H720002201</u> (5 erts)	<u>Project Management</u> <u>H720003201</u> (5 erts)

- = correlation between courses
- = correlation between courses
- = correlation between courses
- = correlation between courses
- = correlation between courses
- = correlation between courses
- = Master's thesis project

Remarks on Course of study

The first semester takes place at SDU.

The second semester takes place at the University of Ljubljana.

The third semester takes place at the University of Girona.

The fourth semester (Master thesis) takes place at one of the three participating universities, according to the choice of the student.

Cities

Kolding

Language

English

▼ EMTM 120 ECTS Enrollment 2022

Name

EMTM 120 ECTS Enrollment 2022

Competence profile

Subject-specific competence objectives:

The subject-specific competence objectives relate to the course of study's core competences and are divided into knowledge, skills and competences with reference to the "New Danish Qualifications Framework for Higher Education".

Knowledge

The graduate

- must possess knowledge of one or more subject areas which, in selected fields, is based on the highest international research within tourism studies
- must be able to understand and, on a scientific basis, critically reflect on the knowledge of the subject area(s) as well as to identify scientific issues
- must be able to delimit and define a research or project task at a high scientific level within the field of tourism studies.

Skills

The graduate is able to

- master the scientific methodologies and tools relevant to tourism studies
- master general skills related to work within tourism and related areas
- use Participatory Inquiry as an inquiry based learning process that interweaves Knowing, Doing, Making and Relating and leverages the participatory nature of communicative interaction between people.
- understand and make use of academic texts in English
- formulate academic English

Competences

The graduate is able to

- manage work situations and developments that are complex, unpredictable, and require innovative models or solutions
- enter into collaborative partnerships in different learning environments, including being able to accept criticism of their own work, give constructive criticism to others and assume professional responsibility
- independently take responsibility for his/her own professional development, learning and specialisation in the field of tourism
- pursue an inquiry by moving from experiment to experiment as they open up and explore a range of perspectives on that inquiry.

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30 ECTS						
Semester 2	<u>Environmental Economics in Tourism</u> (6 erts)	<u>Tourism Policy</u> (6 erts)	<u>Tourism and the E.U.</u> (6 erts)	<u>Environmental Management in Tourism</u> (6 erts)	<u>Tourism Economics</u> (6 erts)	
30 ECTS						
Semester 1	<u>Sustainable Tourism Design</u> H720020201 (10 erts)		<u>Strategic Communication</u> H720001201 (10 erts)		<u>Tourism Innovation</u> H720002201 (5 erts)	<u>Project Management</u> H720003201 (5 erts)
30 ECTS						

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The first semester takes place at SDU.

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The third semester takes place at the University of Girona.

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Cities

Kolding

Language

English

▼ EMTM 120 ECTS Enrollment 2021

Name

EMTM 120 ECTS Enrollment 2021

Competence profile

Subject-specific competence objectives:

The subject-specific competence objectives relate to the course of study's core competences and are divided into knowledge, skills and competences with reference to the "New Danish Qualifications Framework for Higher Education".

Knowledge

The graduate

- must possess knowledge of one or more subject areas which, in selected fields, is based on the highest international research within tourism studies
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- independently take responsibility for his/her own professional development, learning and specialisation in the field of tourism
- pursue an inquiry by moving from experiment to experiment as they open up and explore a range of perspectives on that inquiry.

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The programme is international in itself, so only includes activities with an international perspective. That is why no specific *Internationalisation at home* activities have been named.

Course of study

Remarks on Course of study

The first semester takes place at SDU.

The second semester takes place at the University of Ljubljana.

The third semester takes place at the University of Girona.

The fourth semester (Master thesis) takes place at one of the three participating universities, according to the choice of the student.

Cities

Kolding

Language

English

Semester 4 30 ECTS	Master's Thesis H730000201 (30 ects)					
Semester 3 30 ECTS	Collaboration Management in Tourism (6 ects)	Customer Relations in Tourism (3 ects)	Tourism Destination Management (6 ects)	Research Methods in Tourism (6 ects)	Tourism Business Management (6 ects)	Heritage Tourism Management (3 ects)
Semester 2 30 ECTS	Environmental Economics in Tourism (6 ects)	Tourism Policy (6 ects)	Tourism and the E.U. (6 ects)	Environmental Management in Tourism (6 ects)	Tourism Economics (6 ects)	
Semester 1 30 ECTS	Sustainable Tourism Development H720000201 (10 ects)		Strategic Communication H720001201 (10 ects)		Tourism Innovation H720002201 (5 ects)	Project Management H720003201 (5 ects)

- = correlation between courses
- = correlation between courses
- = correlation between courses
- = correlation between courses
- = correlation between courses
- = Master's thesis project

▼ § 3.3 - Connection between admission requirements and the first year of the programme

The European Master in Tourism Management (EMTM) builds on the skills acquired by students from their BA educations in areas such as economics, marketing, language, culture and communication.

The first semester takes place at the University of Southern Denmark and consists of subjects in sustainable tourism development, strategic communication, tourism innovation and project management. Students are exposed to different collaborative methods of group work, including participatory inquiry, field trips and guest lecturers, which support the overarching programme aim of educating philosophic practitioners.

The second semester takes place at the University of Ljubljana. Students, with the knowledge acquired on sustainable tourism development and management, are involved in courses regarding tourism economics, indicators and management tools available for governmental sustainable policy making in tourism development. In addition students are introduced to the research methods they will use in the completion of the Master thesis in the fourth semester.

The third semester takes place at the University of Girona. After having gathered an advanced knowledge on sustainable tourism concepts and policy strategies, the third semester is devoted to fully analyse the actual and effective implementation by private businesses, public administrations and public-private partnerships and networks of processes of competitive and sustainable tourism product and destination development and management. Focus will be on contemporary issues of strategic importance like, local destination tourism planning, partnership and network tourism policy, urban and cultural tourism management, relational and contractual arrangements in tourism management.

The final semester is dedicated to thesis writing based on delimitation and definition of a subject area, and clear, scientific problem that is productive in relation to the chosen area. Each student is assigned a supervisor from one of the three partner universities. Students can choose to spend the fourth semester at one of the EMTM associated partners' and seek extra academic assistance from the local professors.

▼ § 4 - Course descriptions

▼ § 4.1 - Course Descriptions

Profile divided course descriptions

EMTM 120 ECTS Enrollment 2023

EMTM 120 ECTS Enrollment 2022

EMTM 120 ECTS Enrollment 2021

▼ § 5 - Examination provisions

▼ § 5.1 - Spelling and writing skills (major written assignments)

When grading Master's theses and other major written assignments, in addition to their academic content, emphasis must also be placed on students' spelling and formulation skills, irrespective of the language the assignment is written in.

The spelling and formulation skills applied in examinations, theses and thesis summary must be included in the overall assessment of the assignment in question, but academic content must be given the greater emphasis.

▼ § 5.2 - Internal and external examinations

Examinations can be either internal or external.

External examinations are graded by one or more examiners and by one or more external examiners appointed by the Danish Agency for Science and Higher Education.

Internal examinations are graded by one or more teachers (examiners) appointed by the university from among teachers at the university.

▼ § 5.3 - Teaching and examination language

For subjects that are offered in Danish, the language used for teaching and examination purposes will be Danish, unless another language is mentioned in the examination requirements for that discipline. If the teaching of the course requires it, or it is necessary to take account of the participation of international students in the teaching programme, the Board of Studies can decide that the teaching and/or the language of the examination in certain circumstances can be a foreign language.

The language of teaching and examination is English for those courses that are offered in English, unless another language is named in the individual course description.

In subjects offered in Danish, the examination will be in Danish, unless the objective of the examination is to document the student's ability in a foreign language. The examination can take place in Swedish or Norwegian instead of Danish, unless it is an aim of the examination to document ability in Danish.

If subject teaching has taken place in a foreign language, the examination will be held in that language, see the examination requirements for the specific discipline, unless it is an aim of the examination to test the student's ability in Danish. The Board of Studies can make an alternative decision regarding this, see the examination requirements for the specific discipline.

The Board of Studies can, where possible, allow a student, to take an examination in a foreign language. This does not apply if the aim of the examination is to document the student's ability in Danish or a specific foreign language.

▼ § 5.4 - Forms of teaching and examination

Principles for choice of teaching and examination forms

Learning process philosophy

As our principal aim for the programme is to educate today's students to become philosophic practitioners of tomorrow, it is important to create a learning environment that takes the challenges of that future practice into account from both research and practice perspectives. As such we have developed, and will continue to develop, a unique approach to learning that we choose to call Participatory Inquiry. The approach is a specific implementation of The humanities model, see below.

Participatory Inquiry is an inquiry based learning process that interweaves Knowing, Doing, Making and Relating, and leverages the participatory nature of communicative interaction between people. Learning emerges as thematic patterns of meaning or Knowing in the ongoing relating between those involved in such an inquiry: Relating. Participatory Inquiry brings co-design processes, methods, tools and interventions into play in order to explore and expand the inquiry. In this regard learning is also considered as understanding in practice and as situated in that practice: Doing and Making.

Participatory Inquiry is a collaborative, project oriented, task and practice-based process of inquiry, driven by action research that engages both faculty and students in a co-generative and co-learning research and development endeavour. A process of inquiry that enables the students to bring theory acquired from their lectures or analysis based learning into play with the theory and skills they discover through their own practice. Students are encouraged to identify tasks and opportunities that are open ended or "wicked," in that a number of resolutions can apply.

Students pursue their inquiry by moving from experiment to experiment as they open up a range of perspectives on that inquiry. In the process they engage, direct and critically reflect on their learning and on the social dimensions of working with others as they navigate the highly contingent, dynamic and emergent flux of a tourism design, innovation or research task, or simply a field of inquiry. A field of inquiry that can either be used to explore the analysis of research phenomena or to enable the development of concepts and solutions for tourism design or participatory innovation tasks.

▼ § 5.5 - Specific regulations regarding examinations

General provisions

Reexamination takes place in the same way as the ordinary examination unless specific requirements concerning the re-examination are stated.

Transfer of spent examination attempts upon enrollment at SDU

Upon re-enrollment at a programme at SDU, previously spent examination attempts will be transferred to the resumed enrollment if courses are identical. If the allowed number of examination attempts have been exhausted enrollment cannot be granted unless the relevant academic study board grants a new examination attempt.

▼ § 5.6 - Irregularities during examinations

Disciplinary measures may be taken in cases of examination cheating or disruptive behaviour during exams, cf. Rules regarding disciplinary measures for students at the University of Southern Denmark.

▼ § 5.7 - Special examination conditions

The university may offer special examination conditions to students with physical or mental disabilities and to students with a mother tongue other than Danish when the university finds it is necessary to equate these students with others in the examination situation. It is a prerequisite that the offer does not change the examination level. Reference is made to § 6 in the ministerial order on examinations and grading.

▼ § 5.8 - Conditions for participation in classes and examinations

There are no conditions for participation in classes or examinations unless otherwise stated in the description of the individual discipline.

If a given course description states that a prerequisite exam is included in the subject in question, the following applies:

A prerequisite exam is a condition for being able to take the final exam in the subject in question. The student must therefore pass the prerequisite exam before being allowed to take the final exam in the subject. Students who do not pass their prerequisite exam will have used an exam attempt in the final exam.

The same applies to the re-examination:

The replacement (re-examination) for the prerequisite exam must have been passed in order to be able to participate in the re-examination in the final exam. If the student has registered for the re-examination in the final exam without having passed the replacement for the prerequisite exam, the student has used an exam attempt for the re-examination in the final exam.

Please refer to Rules for registration for classes and examinations at SDU.

▼ § 5.9 - Digital examinations and aids during examinations

In general, you are not allowed to interact with others during the examination, either physically or digitally, including via file sharing services e.g. Google Docs

Oral examinations:

It is stated in the examination regulations in the subject description for the individual subject which aids may be used. It is also stated whether the aids may be used during the preparation time and / or during the examination.

If no detailed provisions on aids appear in the subject description, the following applies:

- *No aids:* You are allowed to bring writing materials and a calculator.
- *All written aids* as well as *All aids minus the internet:* You are allowed to bring books, articles, compendia, notes, assignments, dictionaries and calculator in printed or online format. Use of internet is not allowed.
- *All aids:* You are allowed to bring books, articles, compendiums, notes, assignments, dictionaries and calculator in print or online format. Use of internet for information retrieval is allowed.

Written in situ examinations:

All written in situ examinations at the university are digital. Written in situ examination are thus conducted on a computer, unless otherwise stated in the course descriptions. For written in situ examinations that are conducted on a computer, the University of Southern Denmark's set of rules for written campus-based examinations applies. The use of headphones is not permitted unless stated as part of the test or a waiver has been granted. Note that other rules may apply to online exams.

It is stated in the examination regulations in the subject description for the individual subject which aids may be used. If no detailed provisions on aids appear in the subject description, the following applies:

- *No aids:* You are allowed to bring writing materials and a calculator
- *All aids minus the internet:* You are allowed to bring writing materials as well as in printed or online format books, articles, compendiums, notes, assignments, dictionaries, calculator. Use of internet is not allowed.
- *All aids:* You are allowed to bring writing materials as well as printed or online format books, articles, compendiums, notes, assignments, dictionaries, calculator. Use of internet for information retrieval is allowed

▼ § 5.10 - Individual examinations and group examinations

Examinations are arranged individually or as group examinations. Notwithstanding the arrangement of the examination, an assessment of the student's individual performance must be given, and an individual grade must be given.

It will be apparent from the academic part of the curriculum, if an examination is arranged as a group examination. If an examination is arranged as a group examination, the examination requirements for the specific disciplines will also clearly state what the maximum number of students participating in the group may be and whether students have the option of choosing an individual examination.

If a written assignment does not meet the requirements relating to individualisation or other formal requirements laid down in the individual course descriptions, the assignment can be rejected. In case of an assignment is rejected, an assessment will not be given and the student has used an examination attempt, reference is made to § 22 in the ministerial order on examinations and grading.

The reader is referred to §§ 13 - 15 in the ministerial order on examinations and grading and to the examination requirements for the specific disciplines.

▼ § 5.11 - General regulations concerning form

Written assignments

It is stated in the examination requirements of the specific discipline how long the individual written answers to the examination questions should be. The length is given in number of pages or in the number of characters: One normal page is equivalent to 2400 characters, see below.

In the calculation of the number of standard pages in an examination answer, the characters are counted from the first character in the introduction up to and including the last character in the conclusion. Footnotes are included. Tables are also included in the number of characters.

The following are not included:

- The front page
- Table of contents
- Abstract (summary)
- References
- Appendices

If the minimum number of characters is not reached, or the maximum number of characters is exceeded, (see the examination requirements of the specific discipline) the written assignment is rejected and the student will have used one attempt, see § 22 in the ministerial order on examinations and grading.

Standard cover page for examination assignments

Standard cover pages must be used for all written assignments (including written home assignments). The cover page is available at SDU's e-learn platform in connection with delivery of the assignment. Failure to use the standard cover page leads to rejection of the assignment and the student will have used one examination attempt, see § 22 in the ministerial order on examinations and grading.

▼ § 6 - Credit transfer and exemptions

▼ § 6.1 - Pre-approval of credit transfer prior to enrollment

As part of the enrolment process, the Board of Studies must consider applications for credit transfers cf. § 37 of the ministerial order on enrollment.

▼ § 6.2 - Pre-approval of credit transfer

The Board of Studies shall examine applications for credit transfer in advance if a student, as part of his/her education, wishes to:

1. take courses at a foreign institution of higher education,
2. take courses at other Danish universities or
3. take other courses at SDU than those included in the programme regulations in which the student is enrolled and which have not already been approved by the Board of Studies as part of the elective offer.

Reference is made to § 55 in the ministerial order on degree programmes at universities.

▼ § 6.3 - Credit transfer

In individual cases, the Board of Studies can grant credit transfers for subjects taken, for instance, at another university. General provisions regarding credit transfers must be submitted to the Dean.

A credit transfer for a Master's thesis that constitutes the foundation for a designation in a graduate programme cannot be granted for a new designation in another graduate programme.

The reader is referred to § 54 in the ministerial order on degree programmes at universities.

▼ § 7 - Provisions on the organisation of the programme

▼ § 7.1 - Registration and examinations

The rules for application to subjects and examinations at SDU apply to Bachelor, Master's and vocational Bachelor students at the Faculty of Humanities.

In addition to this the following applies:

Master's students on a Master's course standardised to 120 ECTS points are automatically enrolled on a dissertation of 30 ECTS which takes place over the 3rd and 4th semester, when they have passed 40 ECTS points of their Master's programme, see § 3 point 4 in the Regulations for applying to subjects and examinations at SDU. It is not possible to withdraw. Furthermore, see *Master's Thesis*.

The subject matter offered is always in relation to the most recent curriculum. A common examination is offered and a re-examination in direct relation to the subject matter taught. The third examination attempt is offered after the next usual taught course. The examination is always based on the most recent curriculum, including the most recent syllabus.

Following § 8 in Regulations regarding enrolment on subjects and examinations at SDU regulations are established for 2nd and 3rd attempts at subjects that are being phased out or are no longer offered. Students who do not pass the common examination must register to take the re-examination (2nd attempt) in the same examination term, or in immediate continuation of this. Withdrawal cannot take place. Students who do not enrol themselves will be enrolled by the university. Students who do not pass the subject at the re-examination must enrol for the 3rd attempt in the next examination term after the last common offer of teaching (e.g., if the last offer of teaching was spring 2016, the third examination attempt is offered in the examination term winter 2016/2017.) It is not possible to withdraw. Examination always takes place in relation to the most recent curriculum, including the most recent syllabus.

The regulations regarding the withdrawal of subjects and the enrolment onto the 2nd and 3rd attempts apply unless otherwise stated in the specific course description or in the interim provisions of the study programme. See *Interim provisions*.

In the case where enrolment on a subject requires that a previous subject has been completed and passed, the student who has not passed at the 1st and 2nd attempts, has the option of enrolling for a re-examination in the same examination term (3rd attempt). The University must ensure that the 3rd attempt in the required subject is examined before the common examination in the later subject.

▼ § 7.2 - Permission to take courses at postgraduate level

▼ § 7.3 - Deadline for completion of the study

Please refer to § 9 in the ministerial order on degree programmes at universities.

For Bachelor students at the Faculty of Humanities, the SDU's Rules for latest completion of bachelor, professional bachelor and Master's programmes apply.

Students admitted to a Master's degree must finish their degree within the timeframe of the programme plus 6 months.

The university may grant exemption from the above, if the student is a professional athlete, president of a society approved by Danmarks Ungdoms Fællesråd or entrepreneur or in the case of unusual circumstances, incl. disabilities or functional impairment.

▼ § 7.4 - Requirements for study activity

Please refer to § 59 in the ministerial order on degree programmes at universities.

For Bachelor students and Master's students admitted to the Faculty of Humanities on September 1st 2015 or later, the SDU's regulations regarding Student activity apply.

It follows that the university will end the enrolment for students who have not passed at least one examination for an uninterrupted period of at least one year. The Study Start test does not meet this requirement for study activity. The Board of Studies may grant exemption from the above-mentioned requirement for study activity if extraordinary circumstances exist. If it is ascertained that there has been a lack of study activity after the first study-year, the student will be contacted with offers of guidance and possible support measures for resuming study activity.

▼ § 7.5 - Master's (candidatus) thesis

The Master's thesis is a major, independent home assignment that must document the student's competences in the application of scientific theories and methods when working with a defined academic subject.

The thesis comprises 30 ECTS points and has a length of 60-100 standard pages. See *General regulations concerning form* for closer stipulation regarding what is included in the project.

The thesis must include an abstract in a foreign language. Reference is made to § 61 in the ministerial order on degree programmes at universities. Length and language of the abstract, see the discipline description for the Master's Thesis.

The thesis must be begun and submitted within the following time frames:

- The thesis time frame runs from the beginning of the semester (1 September/1 February), even though the thesis statement and supervision plan have not yet been approved.
- If a student fails to submit a thesis within the deadline established, he/she will have used one examination attempt. Deregistration is not permitted.
- If the student's thesis cannot be approved or he/she fails to submit it within the deadline established, a new deadline of three months will be established. At the same time, a new thesis formulation within the same subject area must be approved. This is described in detail below. If the thesis is not submitted within this deadline, the student will have used another examination attempt.
- The student may then make a third examination attempt in accordance with the same rules that apply to the second examination attempt.
- The Academic Study Board can grant exemption from the deadlines mentioned above when unexpected circumstances occur.

The reader is referred to § 30 subsections 6 - 9 in the ministerial order on degree programmes at universities.

According to the rules, the head of studies must approve the thesis statement, the deadline and the supervision plan.

Implementing the rules at the Faculty of Humanities

1. Deadlines

1a. Spring semester

The following deadlines apply to students who are writing theses in the spring semester:

a) During the enrolment period for the autumn semester (May), the student must enrol himself/herself for the thesis project with a deadline of June 1st of the following year (for example, enrolment in Autumn 2017 leads to a deadline of June 1st 2018). If the student has not enrolled himself/herself, the institution will ensure that the student is enrolled, see *Registration for and withdrawal from subjects and examinations*. This applies irrespective of whether a contract has been agreed or not.

b) The student must apply for subject not later than November 15th, and according to the local rules of the programme state the name of a supervisor. In case the student omits to apply for a subject, the student is contacted and is informed of the consequences of his/her choice: the possibilities of getting the requested supervisor assigned is reduced, the thesis period runs from February 1st, regardless of whether the contract is signed or not, and that the student will use up one examination attempt if the thesis is not submitted on time.

c) As soon as possible after applying for subject and not later than December 1st the student is informed on which supervisor he/she has been assigned. The subject, must, in this context be approved by a supervisor.

d) On January 15th at the latest a thesis project contract must be agreed. If the contract is not agreed by the deadline, the student will be contacted and be informed of the consequences of his/her choice: the thesis period runs automatically from February 1st, and the student will automatically use up one examination attempt if the thesis is not submitted on time.

1b. Autumn semester

The following deadlines apply to students who are writing theses in the autumn semester:

a) During the enrolment period for the spring semester (November), the student must enrol himself/herself for the thesis project with a deadline of January 2nd of the following year (for example, enrolment in Spring 2017 leads to a deadline of January 2nd 2018). If the student has not enrolled himself/herself, the institution will ensure that the student is enrolled, see *Registration for and withdrawal from subjects and examinations*. This applies irrespective of whether a contract has been agreed or not.

b) The student must apply for subject not later than June 1st, and according to the local rules of the programme state the name of a supervisor. In case the student omits to apply for a subject, the student is contacted and is informed of the consequences of his/her choice: the possibilities of getting the requested supervisor assigned is reduced, the thesis period runs from September 1st, regardless of whether the contract is signed or not, and that the student will use up one examination attempt if the thesis is not submitted on time.

c) As soon as possible after applying for subject and not later than June 15th the student is informed on which supervisor he/she has been assigned. The subject must in this context be approved by a supervisor.

d) On August 15th at the latest a thesis project contract must be agreed. If the contract is not agreed by the deadline, the student will be contacted and be informed of the consequences of his/her choice: the thesis period runs automatically from September 1st, and the student will automatically use one examination attempt if the thesis is not submitted on time.

2. The thesis process

The thesis process is divided into three stages.

Stage 1 Information and supervision before the thesis semester

During the third semester of graduate studies, students are offered a course/workshop that provides general advice on writing a thesis and supervision on the options for specific subject selection.

Stage 2 Establishing the subject area of the thesis and contact with the thesis supervisor

A project description and a supervision plan are established together with the thesis supervisor with the aim of entering into a Masters' thesis contract.

In general terms, a project description includes the following elements:

- Working title
- Problem statement
- Disposition
- Outline of theories and literature
- Outline of empirical data

- Reflection over methods
- Work plan

Based on the work plan, the student and the thesis supervisor draw up a supervision plan containing the dates of supervision meetings and milestones for the thesis project.

Stage 3 The Masters' thesis contract

The Masters' thesis contract includes the following elements

- Contract cover page
- Supervision plan
- Project description

The dissertation contract must be submitted via SDU's digital platform.

When approving the contract, the thesis supervisor certifies that the project description lives up to the requirements in the curriculum. The thesis supervisor is also obliged to ensure that the project description and the supervision plan are not so comprehensive as to make it impossible for the thesis to be written within the stipulated time frame.

The head of studies approves the project description, the submission date and the supervision plan.

By agreement, the student and the thesis supervisor can make minor adjustments to the project description and the supervision plan on condition that the thesis can still be completed within the stipulated time frame. If there are more substantial changes to the project description or a change of supervisor, the student must apply to the study board.

3. Supervision
In accordance with § 30 point 7 in the ministerial order on degree programmes at universities a supervision plan must be approved. When writing a thesis in the humanities the student is entitled to 10 hours of supervision. The drawing up of the project description and the supervision plan, the supervision itself and the preparation time of the supervisor are included in the 10 hours.

How and when the supervision is given is established in the supervision plan. The supervisor and the students must jointly ensure that the supervision is spread across the entire thesis process.

In the event that the thesis is not submitted or if the thesis does not receive a passing grade the student must contact the supervisor in order to draw up a revised project description.

Example of a group with 2 students:

When two students are working on a dissertation together, they have 10 hours of tutorials each (10+10). If one student receives one hour of tutoring, one hour is used. If two students receive tutoring together in one session, they have each used one hour (1+1). Preparation for the tutorial does not count as double. If a supervisor prepares for one hour for a tutorial, this counts as one hour, whether one student or several participate.

In the situation where a group of students do not hand in a dissertation, or do not pass, the group must contact the supervisor in order to draw up a revised project description.

Examples on how to schedule the supervision

- 5 one-hour meetings spread across the period
- 1 one-hour meeting before signing the contract, 4 one-hour meeting spread across the period after signing the contract.
- 2 30-minutes meetings before signing the contract, 4 one-hour meeting spread across the period after signing the contract.

4. If the thesis is not submitted within the deadline or is not approved

If the thesis is not submitted within the deadline or is not approved, the student will have used up one examination attempt.

A new contract with a term of three months must be entered into not later than 14 days after the expiry of the deadline or no later than 14 days after the publication of the assessment.

Regardless of whether or not the student enters into a new contract, the three-month time limit begins no later than the date when the new contract should have been signed.

According to the ministerial order, the university must approve a changed thesis statement that lies within the same subject area.

In a letter dated 13 July 2007, the Ministry stated that a »changed thesis statement« should be understood as follows: "the student need not restart his/her thesis from the beginning if he/she fails to meet the deadline but, on the basis of an academic evaluation, the university must change the thesis statement in such a way that it corresponds to a workload of a further three months. This shall apply irrespective of the ECTS weighting for the thesis. The changed thesis formulation must thus be adjusted in the light of the contents of the individual thesis. It may, for instance, comprise a longer or shorter addition, just as (in principle) it is not the intention that the student shall begin from the beginning with new, experimental trials."

The student must thus enter into a new Master's thesis contract and revise his/her project description in accordance with the above.

If the student at the first attempt has received approval for a contract and a project description the subject area equal to an amount of work of 3 months' further work is established on the basis of an evaluation by the supervisor and the Head of Studies together.

If the student has not at the first attempt, got approval for a contract and a project description, the subject area of work equal to 3 months' further work is established according to the following:

- 2nd attempt: The number of pages are increased to between 90 and 110 pages
- 3rd attempt: The number of pages are increased to between 120 and 130 pages

5. Submitting a thesis:

A thesis must be submitted in digital form. Standardised cover page for the Master's thesis has to be used. Once submitted, a thesis cannot be withdrawn from assessment.

Feedback after submitting:

The graduate can get 30 minutes oral feedback on his/her thesis.

The feedback can be

- on the academic quality, the strengths and weaknesses of the thesis and an explanation of the grade given
- a discussion of specific themes and arguments of the thesis
- on the process. Methods of working good/unsuitable, use of supervision, organisation of the work
- on the linguistic of the thesis, the quality and scope of the language in relation to the target group
- on the potential of the thesis. Possibilities for publication of articles, job opportunities etc.

▼ § 7.6 - Switching between lines/profiles

▼ § 7.7 - Individually planned activities

▼ § 7.8 - Electives

▼ § 8 - Exemptions and complaints procedures

▼ § 8.1 - Exemption from rules established by the university

If justified by extraordinary circumstances, the Board of Studies can grant exemption from rules in the curriculum that are established solely by the university.

▼ § 8.2 - Complaints about examinations

Complaints about examinations or other assessments included in examinations must be brought before the Dean no later than two weeks after the result of an examination has been published. Complaints must be submitted in writing and substantiated.

▼ § 8.3 - Complaints about decisions made by the university

Pursuant to § 64 in the ministerial order on degree programmes at universities, the university's decisions, according to this Ministerial Order, may be brought to the Danish Agency for Science and Higher Education when the complaint concerns legal questions. The deadline for lodging a complaint is 2 weeks from the date on which the decision is notified to the complainant. The complaint is submitted to the university, who gives their opinion on the matter. The complainant must have the opportunity to comment on the university's opinion within a period of at least 1 week. The university sends the complaint to the Agency enclosing the opinion and any comments from the complainant.

▼ § 9 - The affiliation of the programme

▼ § 9.1 - Legal basis

▼ § 9.2 - Academic Study Board

Academic Study Board for Design, Tourism and Cross Border Studies

▼ § 9.3 - External examiners

▼ § 9.4 - Effective date

01-09-2023

▼ § 9.5 - Effective for students enrolled as of

01-09-2018

▼ § 9.6 - Date of Study Board Approval

19-04-2023

▼ § 9.7 - Date for Dean\'s approval

20-04-2023

▼ § 9.8 - Interim provisions

Valid interim provisions of the study programme are set out in the section *Interim Provisions* in the relevant Course Descriptions.

▼ § 10 - Terminology

▼ § 10.1 - Terminology of the programme

Deadline for delivery of written assignments

All delivery deadlines for examination work, theses, dissertations and BA projects are published in the course's combined examination timetable. If the deadline falls on a Saturday, Sunday or a Bank Holiday, the deadline will be deemed to be the next working day.

ECTS points

ECTS, the European Credit Transfer System, was introduced under the Erasmus programme. ECTS points are values that are ascribed to a course unit with the aim of describing the overall work required from students in order to complete the course in the form of attending instruction, preparation, writing assignments, where applicable, and preparing for examinations, etc. 60 ECTS points corresponds to one year of full-time study and to 1,680 hours of work. A subject studied at 10 ECTS points therefore corresponds to 280 hours of work.

Standard page

One standard page = 2,400 characters incl. blank spaces.

Lessons

One lesson corresponds to 45 minutes.

Typed characters

This is understood as every typographical element, i.e. not only letters and numbers, but also punctuation marks and blank spaces.