

## Curriculum – general part

**Titel:** Joint provisions for the bachelor and Master’s degree programmes in the Humanities at the University of Southern Denmark

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<b>A. Structure and composition of programmes .....</b>	<b>3</b>
§ 1. MA programmes .....	3
§ 2. MSc programmes (information technology) .....	4
§ 3. MA programmes (Business, language and culture).....	4
§ 4. Vocational Bachelor Degree programme.....	5
§ 5. Individually planned minor subjects .....	5
<b>B. Offer of and registration for subjects and examinations .....</b>	<b>6</b>
§ 6. Language for teaching and examination purposes .....	6
§ 7. Registration for subjects and examinations .....	6
<b>C. General examination provisions .....</b>	<b>8</b>
C.1. Grading.....	8
§ 8. External/internal examinations.....	8
§ 9. Spelling and writing skills (written proficiency).....	8
§ 10. Written assignments .....	9
C.2. Types of examination .....	9
§ 11. Individual examinations and group examinations .....	9
C.3. Conducting examinations, etc. ....	10
§ 12. First year examination in Bachelor programmes .....	10
C.4. BA project and Masters’ thesis.....	10
§ 13. BA project .....	10
§ 14. Master’s thesis.....	12
§ 15. Abstract.....	17
C.5 Conducting examinations .....	17
§ 16. Examinations written on computers .....	17

§ 17. Irregularities during examinations.....	18
§ 18. Complaints about examinations.....	18
C.6 Exemptions and special examination conditions.....	18
§ 19. Exemptions.....	18
C.7 Credit transfers/exemptions.....	18
§ 20. Credit transfers/exemptions.....	18
§ 21. Pre-approval of credit transfer.....	18
<b>D. Academic Activity.....</b>	<b>19</b>
§ 22. Regulations regarding termination of enrolment due to lack of academic activity 19	
§ 23. Regulations regarding deadline for completion of academic studies.....	20
<b>E. Definitions.....</b>	<b>21</b>
§ 24. ECTS points.....	21
§ 25. standard page.....	21
§ 26. Typed characters.....	21
§ 27. Lessons.....	21
§ 28. Deadline for delivery of written assignments.....	21
<b>F. Other provisions.....</b>	<b>22</b>
§ 29. Validity.....	22
§ 30. Approval.....	22
§ 31. Later changes to the curriculum.....	22

## A. Structure and composition of programmes

### § 1. MA programmes

MA programmes are structured in accordance with one of the following models (but cf. Article 3):

#### Bachelor

- a) 180 ECTS points<sup>1</sup>, Bachelor programme in one subject
- b) 135 ECTS points, main subject including a Bachelor project (15 ECTS points),  
45 ECTS points minor subject

Unless anything to the contrary is decided, students may choose freely among the minor subjects offered (minor subjects are only offered if there are sufficient applicants and there may be a maximum number of admissions for some programmes). Students can also suggest individually planned minor subjects for Bachelor programmes if they can be approved by the Academic Study Board for the main subject (cf. Article 4).

BA-graduates with an individually planned minor subject can only be admitted to the Master's degree programme in one subject within the same area as the main subject from the BA-programme or be admitted to a Master's degree programme in another subject.

Students with a main subject in Spanish and Spanish-American studies can choose between a minor subject, which qualifies students to teach in the upper secondary school sector or an individually planned minor subject. Students choosing an individually planned minor subject will have legal entailment to be admitted to the Master's degree programme in International Business Communication.

#### Graduate

- a) 120 ECTS points, graduate programme in one subject.
- b) 120 ECTS points graduate programme in two subjects, of which 70 ECTS points<sup>2</sup> for the main subject and 50 ECTS for the minor subject in continuation of the chosen minor subject from the Bachelor programme. The programme has the aim of qualifying students to teach in the upper secondary school sector. It is not possible to suggest individually planned minor subjects for graduate programmes.

*Students who wish to read a minor subject and a main subject across faculties at the University of Southern Denmark, graduate programmes*

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<sup>1</sup> One student full-year's work equivalent constitutes 60 ECTS points

<sup>2</sup> This includes a thesis of 30 ECTS points.

Students who are reading a minor subject and a main subject across faculties are entitled to have their standard study period of the graduate programme prolonged with 30 ECTS points totalling 150 ECTS points<sup>3</sup>, of which 75 ECTS points for the main subject and 75 ECTS points for the minor subject in continuation of the chosen minor subject from the Bachelor programme. The graduate programme is established in accordance with one of the following models, unless anything to the contrary is laid down in the academic part of the curriculum:

- 1) Students from other faculties who wish to *read a minor subject at the Faculty of Humanities*.

For students with main subjects in social science, natural science or health science reading a minor subject at the Faculty of Humanities, the graduate programme is structured in accordance with the following model:

150 ECTS points graduate programme in two subjects, of which 75 ECTS points for the main subject and 75 ECTS points for the minor subject. The minor subject in the humanities is described in the academic part of the curriculum.

- 2) Students from the Faculty of Humanities who wish to read a minor subject at other faculties.

For students with a main subject in the humanities who wish to read a minor subject at another faculty at the University of Southern Denmark, the graduate programme is structured in accordance with the following model:

150 ECTS points graduate programme in two subjects, of which 75 ECTS points for the main subject and 75 ECTS points for the minor subject. The central humanities subject comprises 70 ECTS points for the main subject (as described in the academic part of the curriculum). To this an additional 5 ECTS points must be added for an elective subject of relevance to the main subject. The elective subject must be approved by the Academic Study Board for the main subject.

## **§ 2. MSc programmes (information technology)**

MA programmes in information technology are two-year, single subject graduate programmes.

## **§ 3. MA programmes (Business, language and culture)**

MA programmes in business, language and culture (cand.negot.) are structured in accordance with the following model:

A three-year Bachelor programme and a two-year graduate programme with subjects in the humanities and social science respectively.

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<sup>3</sup> However, the standard study period cannot be prolonged in connection with combination programmes where a central subject in Danish, philosophy or religion is combined with a minor subject in psychology.

#### **§ 4. Vocational Bachelor Degree programme**

The Bachelor programme in English for business and IT-based market communication is of 3.5 years duration and is offered in relation to the Ministerial Order on Bachelor's Degree Programme in Business Languages and IT-based Market Communication no. 902 of November 4<sup>th</sup> 2002.

#### **§ 5. Individually planned minor subjects**

An individually planned minor subject may be included in Bachelor programmes structured in pursuance of Article 1 section b (135 ECTS points, central subject including Bachelor project (15 ECTS points) 45 ECTS points minor subject).

A minor subject may be a subject at Bachelor level from SDU, other Danish or foreign universities and possibly in combination with a work placement-course. A minor subject may also be a subject from a previous programme.

The minor subject must comprise an academically cohesive course.

Disciplines must in total be rated at 45 ECTS points. At least 15 ECTS points of the overall minor subject must be assessed by an external examiner and 30 ECTS points must be assessed in accordance with the 7-point grading scale.

There must be no overlap between the main subject and the 45 ECTS points for the minor subject.

A work placement-course may be included in the first semester of the minor subject. It is rated at 15 ECTS points and assessed as pass/fail.

It is not possible to change a minor subject approved in advance if the course can be held as planned.

The combination of subjects may not prolong the standard study period.

Bachelors with an individually planned minor subject may only continue with a single subject graduate programme in the main subject or with a graduate programme in another subject area.

Students with a main subject in classical studies or Spanish and Spanish-American studies who choose an individually planned minor subject in a Bachelor programme cannot be admitted to the graduate programme in classical studies and Spanish and Spanish-American studies.

The main subject must have a Danish title and an English translation of the title.

The deadlines for applications for the separate planned optional subjects can be found on the specific subjects' study pages.

## **B. Offer of and registration for subjects and examinations**

Please refer to:

- § 7-9 Ministerial Order on Bachelor and Master's Degree Programmes at the Universities (uddannelsesbekendtgørelsen),
- § 14 Ministerial Order regarding examinations and marking of university education (eksamensbekendtgørelsen),
- § 14 Ministerial Order on Business school programmes and business Bachelor programmes (erhvervsakademiuddannelsesbekendtgørelsen).

### **§ 6. Language for teaching and examination purposes**

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, see the academic part of the curriculum. 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 study board can decide that the teaching and/or the language of the examination in certain circumstances can be English/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 examination conditions for the subject, see the academic part of the curriculum.

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 academic part of the curriculum, unless it is an aim of the examination to test the student's ability in Danish. The study board can make an alternative decision regarding this, see the academic part of the curriculum.

The study board 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.

### **§ 7. Registration for subjects 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:

Bachelor students are automatically enrolled on subjects for the first semester, see § 3 point 2 of the Regulations for applying for subjects and examinations at SDU.

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 § 13 regarding the Master's dissertation.

Master's students on a Master's course standardised to 150 ECTS points are automatically enrolled on a dissertation worth 30 ECTS points. This takes place over the 4th and 5th semester when they have passed 70 ECTS 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 § 13 regarding the Master's dissertation.

The subject matter offered is always in relation to the most recent study board. 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 academic part of the curriculum.

Following § 8 in *Regulations regarding enrolment on subjects and examinations at SDU* regulations are established for 2<sup>nd</sup> and 3<sup>rd</sup> attempts at subjects that are being phased out or are no longer offered. Students who do not pass the common examination must apply to take the re-examination (2<sup>nd</sup> 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 3<sup>rd</sup> 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 2<sup>nd</sup> and 3<sup>rd</sup> attempts apply unless otherwise stated in the academic part of the curriculum. When the separate examinations take place will be stated in the subject description under *offered subjects (udbudte fag)*.

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 1<sup>st</sup> and 2<sup>nd</sup> attempts, has the option of enrolling for a re-examination in the same examination term (3<sup>rd</sup> attempt). The University must ensure that the 3<sup>rd</sup> attempt in the required subject is examined before the common examination in the later subject.

## C. General examination provisions

The reader is referred to:

- The Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen)
- The Ministerial Order on Grading Scales and other Assessments in Programmes under the Ministry of Education and Research (Karakterbekendtgørelsen)
- The Ministerial Order on Enrolment in Bachelor Programmes at Universities (Bacheloradgangsbekendtgørelsen)
- The Ministerial Order on Enrolment to Business Studies and Business Bachelor Programmes
- The Ministerial Order on Enrolment in Graduate Programmes at Universities (Kandidatadgangsbekendtgørelsen)
- The Ministerial Order on University Study Programmes (Uddannelsesbekendtgørelsen)
- The Ministerial Order on Business Studies and Business Bachelor Programmes

### C.1. Grading

#### § 8. External/internal 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 Universities and Internationalisation.

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

Written examinations held at the university and written home assignments with the grade pass/fail will only require one co-examiner if a teacher has graded the assignment as failed, or if the teacher is in doubt about the grade given. This applies irrespective of the fact that it is stated in the academic part of the curriculum that it is an "internal examination with two examiners".

#### § 9. Spelling and writing skills (written proficiency)

When grading bachelor projects, Master's theses, professional Master's projects 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, bachelor projects, theses and thesis resumes must be included in the overall assessment of the assignment in question, but academic content must be given the greater emphasis.

### **§ 10. Written assignments**

It is stated in the academic part of the curriculum 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 § 25.

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 academic part of the curriculum) the written assignment is rejected and the student will have used one attempt, see § 24 point 3 in the Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen).

## **C.2. Types of examination**

### **§ 11. 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 academic part of the curriculum 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.

Written assignments completed by several students may only be assessed if the contribution of the individual student can be ascertained. Requirements relating to individualisation are laid down in the academic part of the curriculum.

The reader is referred to Article 4 of the Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen) in the academic part of the curriculum.

### **C.3. Conducting examinations, etc.**

#### **§ 12. First year examination in Bachelor programmes**

According to the Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen), students must participate in the examination(s) which, according to the academic part of the curriculum are included in the first-year examination, before the end of the first academic year in order to continue with their programmes.

On programmes offered at the Faculty of Humanities the student must pass the first-year examination before the end of the first academic year in order to continue their study programme.

The 1<sup>st</sup> and 2<sup>nd</sup> examination attempts on the first semester for the programmes are offered in the winter examination term. The 3<sup>rd</sup> examination attempt is offered in the summer examination term. The 1<sup>st</sup> and 2<sup>nd</sup> examination attempts on the second semester for the programmes are offered in the summer examination term.

The reader is referred to Sections 15-17 of the Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen).

### **C.4. BA project and Masters' thesis**

#### **§ 13. BA project**

The bachelor project must be written during the third year of the programme and must demonstrate the student's ability to formulate, analyse and process an academic subject within a defined subject area in a qualified manner.

The subject of the bachelor project must be approved by an academic supervisor.

The workload of the Bachelor project is equivalent to 15 ECTS points. The Bachelor project is conducted according to the academic part of the curriculum. See § 10 for further information about what is included in the project.

Where the Bachelor project is placed during the course of study depends on the structure of the programme and takes place in accordance with the following models:

#### **Bachelor programmes with 135 ECTS points main subject and 45 ECTS points minor subject**

The Bachelor project must be written during the fifth semester of the study programme.

Students must have chosen a subject and an academic supervisor by the end of the fourth semester. Project subjects must be approved by the academic supervisor and the plan for supervision must be arranged in detail.

If BA project seminars are offered, these appear in the subject description for the Bachelor project in the academic part of the curriculum.

Two deadlines for submitting the Bachelor project is offered. The deadlines are 1 December for the winter examination term and 15 May for the summer examination term. A re-examination is offered for each examination term: February 1 for the winter examination term and August 15 for the summer examination term.

The time allowed for assessing a Bachelor project is five weeks so that students who submit projects on 1 December receive the result no later than 5 January. One week is added for Bachelor projects with oral defence.

The curriculum contains information on when Bachelor projects must be written for programmes that include propaedeutic courses.

#### **Other Bachelor programmes:**

Regarding other Bachelor programmes, i.e. Bachelor programmes that are not structured with a main and a minor subject, the Bachelor project is completed during the sixth semester.

If BA project seminars are offered, these appear in the subject description for the Bachelor project in the academic part of the curriculum.

Two deadlines for submitting the Bachelor project is offered. The deadlines are 15 May at the latest for the summer examination term and December 1 for the winter examination term. A re-examination is offered for each examination term: August 15 for the summer examination term and February 1 for the winter examination term.

The time allowed for assessing a Bachelor project is five weeks. One week is added for Bachelor projects with oral defence.

The curriculum contains information on when Bachelor projects must be written for programmes that include preparatory language instruction.

#### **Guidance in connection with the BA project**

In the Humanities, 6 hours of tutoring are given before delivery of the project.

These 6 hours include the actual tutoring and the time that the supervisor requires for preparation.

When and how the tutoring is given is agreed between the student and the supervisor. The supervisor should ensure that the offer of tutoring is spread throughout the course.

In the situation where the student does not hand in a BA project or does not pass the BA project, the student has a right to one meeting with the supervisor.

If the BA project in the academic part of the curriculum can be worked on as a group, 6 hours of tutorials can be given to the individual student.

An example of a group of two students:

When two students work on a Bachelor project together they still have 6 hours of tutorials each (6+6). If one student receives a tutorial lasting one hour, one hour has been used. If two students receive tuition together for one hour, they have each used one hour (1+1). Preparation for tuition does not count as double. If the supervisor prepares for one hour for a tutorial, this counts as 1 hour whether there is one student or several in the tutorial.

In the situation where a group of students does not hand in a BA project or does not pass the BA project, the group has the right to one meeting with the supervisor.

Examples of how tutorials can be planned:

- Either 3 meetings of one hour's duration spread throughout the course
- Or 1 meeting of one hour's duration before approval of the subject, 2 tutorials of one hour spread across the course after approval of the subject.
- Or 2 meetings of 30 minute's duration before approval of the subject, 2 meetings of one hour duration after approval of the subject.

#### **§ 14. Master's 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 60-80 standard pages. See § 10 for closer stipulation regarding what is included in the project.

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 Section 22 subsections 7 and 8 of the Ministerial Order on University Study Programmes (Uddannelsesbekendtgørelsen) and Article 14 of the Ministerial Order on University Examinations and Grading (Eksamensbekendtgørelsen).

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

- a) The student must in the enrolment period for the autumn semester (May) enrol themselves for the project with a deadline of June 1<sup>st</sup> of the following year. If the student has not enrolled themselves, the institution will ensure that they are enrolled, see § 6 of the current curriculum. This applies irrespective of whether a contract has been agreed or not.
- b) The student must apply for subject not later than November 15<sup>th</sup>, 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 1<sup>st</sup>, 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 1<sup>st</sup> is the student informed on which supervisor he/she has been assigned. The subject, must, in this context be approved by a supervisor.
- d) Not later than January 15<sup>th</sup> the student must submit The Master's thesis project contract appended the supervision plan and project description. In case the student omits to submit the contract, the student is contacted and is informed of the consequences of his/her choice: the thesis period runs from February 1<sup>st</sup>, 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.

#### **1b. 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 themselves on the Thesis project with a deadline of January 2<sup>nd</sup> of the following year (for example, enrolment in Spring 2017 leads

to a deadline of January 2<sup>nd</sup> 2018). If the student has not enrolled themselves, the institution will ensure that the student is enrolled, see § 6 of the current curriculum. This applies irrespective of whether a contract has been agreed or not.

- b) On June 1<sup>st</sup> at the latest, the student must find a subject and express a choice of supervisor in relation to the nature of the field of study. If this choice is not sent in before the deadline, the student will be contacted and given the consequences of their choice – including the possibility that this may prevent them getting the supervisor of their choice, that the project deadline runs automatically from September 1<sup>st</sup> irrespective of whether the contract has been agreed or not, and that automatically an exam attempt has been used up if the thesis project is not handed in punctually.
- c) As soon as possible after choosing a subject, and by June 15<sup>th</sup> at the latest, the student will be given a supervisor. The subject must be approved by the supervisor.
- d) On August 15<sup>th</sup> 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 their choice – that the deadline runs automatically from September 1<sup>st</sup>, and that one examination attempt has automatically been used up if the project is not delivered punctually.

## 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<sup>4</sup> includes the following elements:

1. Working title
2. Problem statement
3. Disposition
4. Outline of theories and literature
5. Outline of empirical data
6. Reflection over methods
7. Work plan

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<sup>4</sup> At the Faculty of the Humanities a thesis statement is understood as a project description

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 the digital general platform <http://blanket.sdu.dk>.

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 inform the study board.

### **3. Supervision**

In accordance with Section 22 subsection 7 of the Ministerial Order on University Study Programmes (Uddannelsesbekendtgørelsen) 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 is entitled to one meeting with the supervisor in order to draw up a revised project description.

Regarding the project, (see the academic part of the curriculum), subject matter that can be worked on in a group, there is 10 hours of tutoring for the individual student.

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 have a right to a meeting with the supervisor.

#### **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 prescribed period 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 director 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:

2<sup>nd</sup> attempt: The number of pages are increased to between 90 and 110 pages

3<sup>rd</sup> 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. Name, name of supervisor and the total number of characters should be stated on the front page. Once submitted, a thesis cannot be withdrawn from assessment.

It has been decided at the Faculty of Humanities that there will be no thesis grading report drawn up for theses submitted after 1 September 2015.

### **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
- The process. Methods of working good/unsuitable, use of supervision, organisation of the work
- The linguistic of the thesis, the quality and scope of the language in relation to the target group
- The potential of the thesis. Possibilities for publication of articles, job opportunities etc.

### **§ 15. Abstract**

Bachelor projects, Master's theses and Professional Master's projects must include an abstract in a foreign language. If Bachelor projects, Master's theses and Professional Master's projects are written in a foreign language, with the exception of Norwegian and Swedish, the abstract may be written in Danish. The abstract is included in the overall assessment of the examination. The languages that the abstract can or must be written in can be found in the academic part of the curriculum.

## **C.5 Conducting examinations**

### **§ 16. Examinations written on computers**

All written examinations held at the university are digital, i.e. are written on computers, unless anything to the contrary is indicated in the descriptions of the academic

disciplines. The University of Southern Denmark's code of practice is applicable to examinations held at the university and written on computers.

[http://www.sdu.dk/Information\\_til/Studerende\\_ved\\_SDU/Eksamen/generelt\\_om\\_eksamen/under\\_eksamen/Skriftlig\\_proeve\\_digital](http://www.sdu.dk/Information_til/Studerende_ved_SDU/Eksamen/generelt_om_eksamen/under_eksamen/Skriftlig_proeve_digital)

#### **§ 17. Irregularities during examinations**

Disciplinary measures may be taken in cases of examination cheating or disruptive behaviour during exams, cf. the rules on disciplinary measures with regard to students at the University of Southern Denmark.

#### **§ 18. 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.

### **C.6 Exemptions and special examination conditions**

#### **§ 19. Exemptions**

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

### **C.7 Credit transfers/exemptions**

#### **§ 20. Credit transfers/exemptions**

In individual cases, the Academic Study Board 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 Section 34 of the Ministerial Order on University Study Programmes (Uddannelsesbekendtgørelsen).

#### **§ 21. Pre-approval of credit transfer**

As part of the enrolment process, the Academic Study Board must consider applications for credit transfers cf. Section 17 of the Ministerial Order on Enrolment in Bachelor Programmes at Universities (Bacheloradgangsbekendtgørelse) and Section 4 of the Ministerial Order on Enrolment in Graduate Programmes at Universities (Kandidatadgangsbekendtgørelsen).

## D. Academic Activity

### § 22. Regulations regarding termination of enrolment due to lack of academic activity

#### Students admitted on September 1<sup>st</sup> 2015 or later:

Please refer to

- § 20 Ministerial Order regarding the Examination and Marking of University Education (eksamensbekendtgørelsen)

For Bachelor students and Master's students admitted to the Faculty of Humanities on September 1<sup>st</sup> 2015 or later, the SDU regulations regarding study activity apply. Students must have passed examinations in a total of 45 ECTS points every academic year. The demand is administered as an accumulation of study activity.

#### Students admitted before September 1<sup>st</sup> 2015.

Please refer to:

- § 34 Ministerial Order regarding Access to Bachelor Degrees at Universities (bacheloradgangsbekendtgørelsen)
- § 20 Ministerial Order regarding Access to Master's Degrees at Universities (kandidatadgangsbekendtgørelsen)
- § 37point 1 para 5 Ministerial Order regarding Access to Business School Education and Business Bachelor Education.

For students admitted before September 1<sup>st</sup> 2015, the following applies:

Registration will be cancelled when a student has not been academically active for a consecutive period of at least one year, unless there is a written agreement between the student and the study board/director of studies. Periods of leave will not be included in that period.

Lack of academic activity is understood to mean that the student has not in the past 12 months passed a subject either through examinations or due to approval of credit transfers

Before the one year deadline passes, the student will be contacted with an offer of guidance and possible support with regard to resuming their academic studies. Before registration is revoked, the student will be advised of this and given a date for the revocation of the registration.

If the student on the background of the referrals cannot realistically resume their studies, the registration will be terminated.

The study board can grant an exemption on points 2-4 if there are unusual circumstances.

These rules do not apply to registration for part-time courses.

**§ 23. Regulations regarding deadline for completion of academic studies**

Please refer to:

- § 5point 2 Ministerial Order regarding Bachelor and Master's Education at the Universities (uddannelsesbekendtgørelsen)

For Bachelor and Master's students at the Faculty of Humanities, the SDU regulations regarding the latest completion dates of Bachelor, Vocational Bachelor and Master's courses apply.

## **E. Definitions**

### **§ 24. 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.

### **§ 25. standard page**

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

### **§ 26. Typed characters**

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

### **§ 27. Lessons**

One lesson corresponds to 45 minutes.

### **§ 28. Deadline for delivery of written assignments**

All delivery deadlines for examination work, theses, dissertations and BA projects are published in the course 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.

## **F. Other provisions**

### **§ 29. Validity**

The current curriculum is constructed according to Ministerial Order no. 1328 of November 15<sup>th</sup> 2016 regard Bachelor and Master's Education at the Universities and applies to all academically active students engaged on courses at the Faculty of Humanities regardless of date of admission.

### **§ 30. Approval.**

Approved by the Dean of the Faculty of Humanities August 15<sup>th</sup> 2017.

### **§ 31. Later changes to the curriculum**

§6: New regulation added regarding language used in Teaching and Examinations. The decision applies to all teaching conducted after September 1<sup>st</sup> 2017.

§ 10: New regulation added regarding written assignments – the decision applies to all exam questions delivered after September 1st 2017.