

# **Curriculum – general part:** joint provisions for Master's programmes at the Faculty of Humanities, University of Southern Denmark

## A. General examination provisions

The reader is referred to

- the ministerial order on examinations and grading in connection with university programmes (ministerial order on examinations)
  - ministerial order no. 666 af 24.06.2012.
- the ministerial order on grading scales and other assessments in connection with university programmes (ministerial order on grading scales)
  - ministerial order no. 250 of 15/3/2007
- the ministerial order on Master's programmes at universities (ministerial order on Master's programmes)  
ministerial order no. 1187 of 7/12/2009.

### **Grading**

#### **Article 1. *External/internal examinations***

Examinations can be either external or internal.

*External examinations* are graded by one or more examiners and by one or more external examiners appointed by the 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.

If the academic part of the curriculum requires the examination to be held using "internal grading", this is understood as an internal examination that is graded by several teachers (examiners). Written examinations held at the university and written home assignments with the grade passed/failed 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.

## **Article 2. 7-point grading scale, approved/not approved**

Examinations are graded in accordance with the 7-point grading scale or graded as “approved/not approved”.

## **Article 3. Examinations passed**

An examination, etc., has been passed if it has been given the grade "passed" or a grade of 02 or more. Each examination must be passed individually. Examinations that have been passed cannot be retaken.

It may be laid down in the academic part of the curriculum that examinations must be passed during the same examination period, that they must be passed in the form of an overall grade average, or that they comprise a number of part examinations. The reader is referred to Sections 13-17 of the ministerial order on grading scales.

## **Article 4. Spelling and writing skills (written formulation)**

When grading Master's projects and other major written assignments, in addition to their academic contents, emphasis must also be placed on students' spelling and formulation skills, irrespective of the language the assignment is written in. The academic part of the curriculum specifies what is understood by “other major written assignments”.

The style in which examinations, Master's projects, and Master's project resumes are written is included in the overall assessment of the assignment in question, but content must be given the greatest emphasis.

## **Types of examination**

### **Article 5. Types of examination**

### **Article 10. Individual examinations and group examinations**

Examinations must be arranged individually or as group examinations. Both for the individual and for the group examination an individual assessment of the student's performance must be carried out and an individual grade should be given.

If an examination is to be arranged as a group examination, this will be apparent from the academic part of the curriculum. If a test is arranged as a

group examination, the academic part of the curriculum will also make clear what the maximum number of students participating in the group may be and whether students have the option of choosing an individual examination.

In the case of a written assignment completed by several students, individual grades or other assessment can only be given if the contribution of an individual student can be ascertained. Requirements relating to individualisation are laid down in the academic part of the curriculum.

The reader is referred to Section 3 of the executive order on examinations and to the examination provisions in the academic part of the curriculum.

### ***Article 6. Examination language***

#### ***Examination language***

Examinations in connection with programmes offered in Danish must be taken in Danish unless their purpose is to document students' proficiency in a foreign language. However, examinations can be taken in Swedish or Norwegian instead of Danish unless their purpose is partly to document Danish skills.

If teaching in a given subject is offered in a foreign language, examinations must be taken in that language unless their purpose is to document students' proficiency in another language. But the Academic Study Board can make other decisions in this connection, cf. the academic part of the curriculum.

In certain cases, the Academic Study Board can permit students to take examinations in a foreign language if they so wish, but this does not apply if their purpose is partly to document Danish skills or skills in another foreign language.

### **Conducting examinations, etc.**

#### ***Article 7. Sound and/or video recordings***

Making sound and/or video recordings during an examination is not permitted, unless such recordings are part of the examination. In this case, recordings will be made by university staff.

#### ***Article 8. Re-examinations and make-up examinations***

Students who have taken ordinary examinations during the examination period at the end of the autumn term are entitled to take a re-examination during the same examination period or in immediate continuation of this, but no later than February.

Students who have taken ordinary examinations during the examination period at the end of the spring term are entitled to take a re-examination during the same examination period or in immediate continuation of this, but no later than August.

Similar rules apply to students who have been prevented from taking an ordinary examination due to illness.

A student who does not pass a re-examination is entitled to take the next ordinary examination.

An option may be established in the academic part of the curriculum in connection with re-examinations and make-up examinations to take a type of examination that differs from ordinary examinations, but this does not apply to Master's projects.

### **Article 9. *Master's projects***

The Master's project must be a major, independent assignment that comprises 15 ECTS points with a suggested length of 30-50 pages.

The Master's project must include a resume in a language other than Danish. If the Master's project is written in a language other than Danish, with the exception of Norwegian and Swedish, the resume can be written in Danish. The languages that the resume can or must be written in can be found in the academic part of the curriculum. The resume is included in the overall assessment of the examination.

## **Conducting examinations**

### **Article 10. *Examination registration***

When registering for a class that includes one or more examinations, students are automatically registered for such examinations.

More detailed information can be found at [www.sdu.dk/hum/ex](http://www.sdu.dk/hum/ex)

### **Article 11. *Examination deregistration***

Where applicable, Deregistering for an examination can be carried out electronically at <http://www.student.sdu.dk/> no later than 14 days before the first examination day for the subject in question. What is understood by "the first examination day" may be defined more precisely in the academic part of the curriculum. Deregistering at a later date will result in the exam-

ination in question being graded as failed and it will therefore be included in the three times students are entitled to register for an examination. In very special circumstances, particularly in connection with illness occurring during an examination or between the expiry of the deadline and the first examination day, exemption may possibly be granted on submission of a written application (accompanied by a medical certificate in cases of illness).

#### **Article 12. *Irregularities during examinations***

Disciplinary measures can be taken with regard to students who, during superintended examinations, illicitly obtain help from or provide another student with help to perform a written assignment or take with them aids that are not permitted, or who pass off another's work as their own, cf. the rules on disciplinary measures with regard to students at the University of Southern Denmark.

#### **Article 13. *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 announced. Complaints must be submitted in writing and substantiated.

### **Exemptions and special examination conditions**

#### **Article 14. *Exemptions***

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

A student is entitled to three attempts to pass an examination, etc., but cf. Article 14. The Academic Study Board can permit additional attempts in extraordinary circumstances. If an examination is to be arranged as a group examination, this will be apparent from the academic part of the curriculum. If a test is arranged as a group examination, the academic part of the curriculum will also make clear what the maximum number of students

participating in the group may be and whether students have the option of choosing an individual examination.

In the case of a written assignment completed by several students, individual grades or other assessment can only be given if the contribution of an individual student can be ascertained. Requirements relating to individualisation are laid down in the academic part of the curriculum. cf. Section 13 (2) of the executive order on examinations.

#### **Article 15. *Special examination conditions***

Special examination conditions can be offered to students with functional disabilities of a physical or mental nature and to students with a native language other than Danish, if the Academic Study Board finds this necessary in order to place such students on an equal footing with others at an examination. It is a precondition that this offer does not lower the academic level of the examination. Examination certificates must not contain information on special examination conditions.

#### **Credit transfers/exemptions**

#### **Article 16. *Credit transfers/exemptions***

In individual cases, at the discretion of the university or in accordance with rules established at the university, programme elements that have been passed in another Danish or foreign Master's programme can replace programme elements in the Master's programme (credit transfer). The decision will be made on the basis of an academic evaluation of the equivalence between the programme elements in question. A credit transfer for a Master's project from a completed Master's programme cannot be granted for a new Master's programme. The reader is referred to Section 16 of the ministerial order on Master's programmes at universities (executive order on Master's programmes).

## B. Definitions

### **Article 17. *ECTS***

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's fulltime study, 30 ECTS points correspond to 0.5 of one year's full-time study, etc.

### **Article 18. *Standard page***

One standard page = 2,100 typed characters.

### **Article 19. *Typed characters***

By this is understood every typographical element, i.e. not only letters and numerals, but also punctuation marks and blanks.

## C. Other provisions

### **Article 20. *The Academic Study Boards and the external examiners***

The table below shows which Academic Study Boards and which external examiners are attached to the individual Master's programmes.

<b>Study programme</b>	<b>Academic Study Board for</b>	<b>External examiners for</b>
Master's in child and youth culture, aesthetic learning processes and multimedia	– Educational theory	Cultural studies
Master's in globalisation and integration	– Middle Eastern studies	Middle Eastern studies
Master's in upper secondary school educational theory	– Educational theory	Upper secondary school educational theory
Master's in international business communication	International business communication	Business language programmes
Master's in language acquisition	– Danish, literature, culture and media	Speech and hearing therapy and language psychology
Master's in modern Germanic studies	– Foreign languages	German and Spanish

Approved by the Dean, 1 September 2010.

Alterations approved by the dean, 25<sup>th</sup>.October 2012