

Curriculum

for the Bachelor of Engineering programmes at the University of Southern Denmark

Applicable from 1 August 2018, Version 2.3.

General provisions (Chapters 1-8)

Please note that this version is a translation from Danish. In the event of discrepancies or ambiguity between this translation and the Danish version, the Danish version shall prevail.

The Curriculum is divided into general provisions (Chapters 1-8), a programme-specific part (Chapter 9), and descriptions of the programme's individual course modules. Students should familiarise themselves with all three parts in order to get a complete overview of the provisions regulating the programme.

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Chapter 1: General purpose and structure

Article 1 The Engineering Education Model of the University of Southern Denmark

The Bachelor of Engineering programme is a profession and development based programme of higher education which qualifies the student to carry out professional functions and independent work within the area of engineering. Another purpose of the programme is to qualify the student for further education.

All programmes at the University of Southern Denmark are structured in accordance with the university's leading principles for programmes. For engineering programmes, the principles are put into practice in the educational concept 'The Engineering Education Model of the University of Southern Denmark' or, in Danish, 'Den Syddanske Model for Ingeniøruddannelser', in the following referred to by its official abbreviation, DSMI.

By offering and implementing engineering programmes based on DSMI, the University ensures that engineers who have recently graduated from the university have a high professional standard, based on their mastery of a range of core skills which are in high demand on the labour market as well as in the research community.

The summary below shows the main points of the education concept – the complete description of DSMI is available in electronic form at the Faculty's website.

Content and skills

- Professional skills are at the centre of educational activities, and all engineering programmes at the University of Southern Denmark are therefore rooted in research and development environments of a high international standard. Research and development-based tuition is provided at all programme levels to accommodate both the needs of fundamental research and the requirements of practical applied science in close collaboration with business and industry.
- The programmes aim to foster modern, dyed-in-the-wool engineers. The learning and evaluation environment is therefore based on activating tuition and active learning that stimulates students to think and work in a problem-focused, project-oriented and cross-disciplinary manner. Assignments are accomplished both in teams and independently, and the focus is on innovation and reflection.
- The programmes aim to enable students to complete tasks in an international context. Throughout their studies, students work in an environment with international lecturers and scientists as well as international fellow students, and in the course of their studies, they are also required to participate in dedicated project groups working across linguistic and cultural boundaries. The programme structure is designed to support studies abroad, just as students will be required to attend certain courses conducted in English.
- To enhance graduates' labour market value immediately after graduation, the programmes incorporate a high level of business relevance, ensured mainly through students' participation in the integrated engineering practice and via project collaboration with external companies. These activities guarantee that students' professional skills are put to regular use in a concrete, contemporary context.
- All students are encouraged to think and practise entrepreneurship – specifically through the corporate and business understanding integrated in the programme – and more generally through a learning and evaluation environment designed to stimulate student enterprise, creativity and responsibility.
- In the course of their studies, all students will at least once collaborate with students from other engineering disciplines or other educational programmes on the solution of a complex,

interdisciplinary problem in close collaboration with an external organisation. This interdisciplinary collaboration is organised on the basis of a principle of 'experts in teams'.

Structure and learning environment

In overall terms, the interplay between programme structure, skills acquisition and the learning and evaluation environment of the engineering programmes at the University of Southern Denmark may be described as follows:

- In the practical planning of the programme content, significant emphasis has been placed on ensuring that the forms of tuition and examination are both relevant and contemporary and support the students' acquisition of core skills. In doing so, efforts are made to provide a highly dynamic study environment, where each individual student is expected to play an active role and assume responsibility for his or her own learning. The student will 'learn to learn' so that he or she will later be able to quickly embrace new and complex problems, just as the student will be encouraged throughout the programme to practise both independent and co-operative thinking.
- In order to strengthen both the professional contemplation and application of acquired skills as well as the individual's continued motivation for developing professionally and personally on a labour market characterised by rapid change, the educational concept deliberately seeks to integrate both specific technical and broader general engineering skills.
- With DSME, the University of Southern Denmark offers an attractive and relevant study programme with good immediate work prospects. The keywords are activating teaching and active learning put into practice through project-oriented collaboration and problem-based learning. The purpose is to foster dyed-in-the-wool engineers with a high level of professional skills and the optimum basis for continued personal and professional development.

Chapter 2: Content and structure of the Bachelor of Engineering programmes

Article 2 Purpose of the programme

2.1 The Bachelor of Engineering programme aims to qualify the student to perform vocational activities in both national and international settings, where he or she is required to:

- Translate technical research results and scientific and technical knowledge into practical application in development assignments and in the resolution of technical problems.
- Critically acquire new knowledge within relevant areas of engineering.
- Independently accomplish general engineering assignments.
- Plan, realise and manage technical and technological plants and systems, and in doing so be able to consider societal, financial, environmental and workplace safety and health implications in the resolution of technical problems.
- Take part in co-operative and managerial functions and contexts at a qualified level together with people with different educational, linguistic and cultural backgrounds.
- Furthermore, the programme aims to qualify the students to participate in further education.

2.2 After successfully completing the programme, the student will be entitled to use the Danish title of 'Professionsbachelor som diplomingeniør', whose corresponding English title is Bachelor of Engineering (BEng).

Article 3 Structure of the programme

3.1 The Bachelor of Engineering programme is planned to comprise 3½ years of full-time equivalent work. A year of full-time equivalent work denotes a full-time student's work in the course of a year, corresponding to 60 ECTS points. Thus, the duration of the complete programme corresponds to 210 ECTS points. In addition, the student is required to participate in practical workshop training.

3.2 The Bachelor of Engineering programme includes

- mandatory technical courses
- elective courses
- practical workshop training
- engineering internship
- bachelor project (in the following referred to as final project).

3.3 As mentioned in the description of the DSME educational concept, the study programme is centred on coherent, thematic courses leading to the acquisition of professional, personal and learning skills. The goals, contents, preconditions and forms of examination for the individual modules and courses of the programme are described in the programme-specific part of the Curriculum. Furthermore, details of the practical training and internship components are given below.

Article 4 Practical workshop training

4.1 Practical workshop training aims to give students without the relevant technical qualifications a number of fundamental practical skills related to the Bachelor of Engineering programme and their later practice as qualified engineers. The syllabuses of the practical workshop training are drawn up by the University.

4.2 For each programme it may be decided that the evaluation of the student's efforts during the practical workshop training will be based on both his/her technical performance and registered attendance. If so, the student's participation in the practical workshop training will be approved when both of these elements have been approved.

4.3 For each programme it may be decided that students with a previous completed vocational education relevant to the area of enrolment in question, and students enrolled in the engineering programme on the basis of a successfully completed htx (General Upper Secondary School Leaving Certificate, Advanced Level, Higher Technical Examination) programme with a technical specialisation relevant to the chosen area of enrolment, will be eligible for credit transfer towards the practical workshop training and will thus not have to participate in the practical workshop training. Such students will receive written information on this from the University. Other students who wish to be exempted from the course are requested to approach the relevant programme co-ordinator.

Article 5 Engineering Internship

5.1 The purpose of the Engineering Internship is to provide the student with knowledge and understanding of the practical aspects and methods, processes and engineering functions in a company, to enable him or her to relate these to the engineering programme and to his or her later practice as a qualified engineer.

5.2 The venue for the engineering Internship will be a public or private organisation in Denmark or abroad. The Internship venue must be able to offer work assignments with a content which is relevant to the student's studies. In the course of the internship, the student works in accordance with the internship venue's usual working hours and other rules and policies applying to the venue's employees.

5.3 The Engineering Internship will be considered successfully completed when the university has received a declaration of completed internship from the Internship venue, the student's internship report has been approved, and the student has participated in the Internship Evaluation seminar. If the engineering internship is not approved, the university will decide which supplementary activities the student must complete in order to obtain approval of the engineering internship. Such supplementary activities must be completed no later than nine months after the start of the internship period.

5.4 The engineering internship constitutes an integral part of the Bachelor of Engineering programme, and as such, no exemption will usually be granted from taking the Internship. In quite extraordinary circumstances, however, an application for exemption from the engineering internship may be submitted to the Academic Study Board, which will make the final decision on the basis of an individual assessment.

5.5 Detailed information on the Engineering Internship is provided in the programme-specific part of the Curriculum (module descriptions) and in the publication 'University of Southern Denmark Internship Concept for the Bachelor of Engineering programmes', which is available in electronic form at the Faculty's website.

Article 6 Internationalisation

6.1 The 5th semester of the Bachelor of Engineering programme has been designed to give the programme an international aspect in the form of a student exchange abroad or participation in an internationalization course at the University of Southern Denmark.

6.2 The 5th semester can be taken as a pre-approved student exchange at one of the partner universities that SDU has agreements with or as an individually arranged student exchange. It is a requirement that the academic content of the courses taken and passed whilst studying abroad corresponds to the academic content of the 5th semester of the applicable study programme. Alternatively, the 5th semester can be taken

by participating in the educational activities included in 5th semester of the applicable Bachelor of Engineering programme (Internationalisation at Home). The courses included in the 5th semester have been adapted to include an international perspective, e.g., as an integral part of the academic content or as part of a project/group work, etc., in collaboration with international students.

Article 7 Local admission requirements and reading texts in a foreign language

7.1 As of 5th semester of the Bachelor of Engineering programmes, tuition is given mostly or wholly in English. In addition, literature in English and tuition conducted in English can be expected as early as in the 1st semester.

Article 8 Special enrolment provisions

8.1 Study start examination

8.1.1 Students accepted on the Bachelor of Engineering programme must take and pass a study start examination in order to continue on their programme. The purpose of the study start examination is to verify that students have commenced their programme.

8.1.2 The study start examination consists of a test that is organised no later than one month after the start of the programme. The evaluation form is described in the course description

8.1.3 A re-examination is held no later than three months after the start of the programme. Students have two attempts to pass the study start examination.

8.1.4 The evaluation form, content and scheduling of the study start examination is stated in the applicable course description for the study start examination.

8.1.5 If warranted by special circumstances, the Academic Study Board may grant dispensation from the rules on the study start examination.

8.2 First-year examination

8.2.1 Before the end of the first year of study, the student must take the test(s) which according to the programme-specific part of the Curriculum are constituent components of the first-year examination. The first-year examination must be passed in its entirety before the end of the first year of study after the commencement of studies, in order for the student to qualify for continuing his or her studies. This applies irrespective of whether or not the student has used the third examination attempt.

8.2.2 The first-year examination in the Bachelor of Engineering programme at the University of Southern Denmark comprises the modules of the first semester of the programme in its entirety and the project module in the second semester. The detailed content of the first-year examination can be found in the programme-specific part of the Curriculum and the module descriptions.

8.2.3 There is offered an examination in the 1st semester courses in the spring semester, before the ordinary examination in the project module in the 2nd semester. Students who have not passed the 1st semester courses in connection with the ordinary examination and/or the re-examination, can register for this examination with the aim of passing the first-year examination.

8.2.4 If warranted by extraordinary circumstances, the Academic Study Board may grant individual dispensation from the rules of the first-year examination. It is a prerequisite for the participation in the 3rd semester courses on the bachelor programmes, that the student has passed the first year examination in its entirety.

8.3 Maximum period of study: The Bachelor of engineering programme must be completed within four-and-a-half years after the commencement of studies. See SDU's rules on completion times for Bachelor,

Professional Bachelor and Master's (Candidatus) programmes. Granted leave of absence is not included in this time period.

8.3. If warranted by special circumstances, or the student is elite athlete, entrepreneur or a chairman for an organisation under the Danish Youth Council (DUF), the Academic Study Board may grant dispensation from the rules on the maximum study period.

8.4 Minimum Pass Requirement: The student must pass at least one ECTS qualifying examination within a coherent period of one year. Should this requirement not be fulfilled, the student's enrolment will be cancelled.

8.4.1 If warranted by special circumstances, the Academic Study Board can grant dispensation from the minimum pass grade requirement.

8.5 Activity requirement: See, SDU'S rules on student activity.

8.5.1 If warranted by special circumstances, or the student is elite athlete, entrepreneur or a chairman for an organisation under the Danish Youth Council (DUF), the Academic Study Board can grant dispensation from SDU's rules on student activity.

Chapter 3: General examination provisions

The general provisions of the forms of examination and assessment are summarised below. Additional information on the forms of examination and assessment in the individual modules of the programme is given in the programme-specific part of the Curriculum (module descriptions).

Article 9 Purpose

The purpose of the examination is to document whether and to which extent the student's qualifications match the learning goals specified in the Ministerial Order concerning Bachelor of Engineering programmes, the Curriculum and the respective semester plans. The final examination provides the basis for issuing a diploma.

Article 10 Forms of examination

10.1 The programme includes a variety of examination forms to reflect the content and working methods of the tuition provided.

Examination must accommodate the purpose of the individual subject/subject element, and may include:

- oral, written and practical examinations, project-oriented courses and combinations of the different forms of testing.

10.2 Any requirements on mandatory attendance or completion of written assignments, etc., during the study period which must be met in order for the student to be allowed to take an examination at the end of the course or course element are specified in the relevant module description.

10.3 All written campus-based examinations must be completed using a computer in accordance with [the University of Southern Denmark's rule set for written examinations](#).

Article 11 Individual examinations and group examinations

11.1 Examinations are arranged as individual or group examinations.

11.2 The basis for assessment is always individual, and individual grades are given.

11.3 The Curriculum specifies the maximum number of students who can participate in a group examination. It will not be possible to choose an individual examination instead of a group examination.

Article 12 External/Internal examination

12.1 Examinations are either external or internal. External examinations are evaluated by the teacher(s) and one or more external censors appointed by the Danish Agency for Higher Education. Internal examinations are evaluated by one or more teachers appointed by the university.

12.2 At least $\frac{1}{3}$ of the programme's total number of ECTS points must be documented by external evaluation. This part includes the most important areas of the programme, including the final project. However, this does not apply to credit transfers from other examinations.

Article 13 Assessment by grade, by 'passed/failed' or by 'approved/non-approved'

13.1 An examination is either graded in accordance with the Danish 7-point grading scale, or is assessed as 'passed/failed' (bestået/ikke-bestået), or as 'approved/non-approved' (godkendt/ikke-godkendt). The final project is always graded in accordance with the 7-point grading scale.

The 'passed/failed' and 'approved/non-approved' forms of assessment can account for no more than $\frac{1}{3}$ of the programme's total number of ECTS points and cannot be used for the final project.

13.2 If a study activity's basis of assessment is 'tuition attendance', the assessment will be made by the teacher on the basis of criteria given at the start of the course. The condition for attaining an 'approved' assessment is that the student has accomplished the goals set for the course to such an extent that in an examination the student would attain the assessment 'passed' or the grade of 2, as a minimum.

13.3 The basis for approval may be one or more of the following:

- attendance at lectures and exercises
- completed laboratory work, portfolios and reports and completed assignments or other practical or theoretical work
- participation in guiding internal examinations
- participation in seminars.

13.4 The student must be notified whether the programme course has been approved/non-approved before the end of the semester.

Article 14 Assessment of group assignments

14.1 Projects are normally completed by groups of students. As a rule, these groups consist of six students. The programme co-ordinator may allow a group to consist of fewer or more students, based on an individual professional assessment. However, these provisions do not apply to the final project.

14.2 The student is required to participate actively in group assignments. For this reason, the work will be supervised by the academic supervisor. If a student fails to meet the requirement on active participation, the relevant programme administrator, following the academic supervisor's or programme co-ordinator's recommendation, may decide that the student be excluded from the group. The applicable criteria for assessing whether the group assignment work has been performed satisfactorily will be laid down for the assignment at the start of the supervision.

Article 15 Spelling and wording (written presentation)

15.1 The assessment of the final project and the semester projects must also, in addition to the technical content, address the student's spelling and language proficiency regardless of the language in which the project is written.

15.2 The projects must be written in a clear, easily understandable language. The wording of the written presentations may have a positive or negative impact on the overall grade. Additional information on the language requirements is specified in the programme-specific part of the Curriculum (module descriptions).

15.3 The Academic Study Board may grant dispensations from the above-mentioned spelling and wording requirements for students who can document that they suffer from a relevant, specific impairment (such as dyslexia).

Article 16 Examinations abroad

16.1 The Academic Study Board can grant dispensation to take examinations at a Danish representation or other site abroad, when there are exceptional circumstances that prevent the student from taking the examination(s) in Denmark. The examination can be set up as a video conference or by using other technical aids.

16.2 The student is responsible for all practical arrangements related to the examination.

16.3 All costs linked to holding the examination, cancellation of the examination due to illness (if applicable) and problems with connecting to the system, etc., for which SDU cannot be held liable, shall be paid by the student.

Article 17 Passed examinations and approved courses

17.1 An examination is considered to be passed and a course is considered to be approved when the student has attained the assessment 'passed', 'approved' or the grade of 2 or higher. 14.2 The study programme has been successfully completed when the student has attained

- the grade of 2 or higher in all examinations graded in accordance with the 7-point grading scale
- the assessment 'passed' in all examinations assessed as either 'passed' or 'failed'
- the assessment 'approved' for all tests assessed 'approved/non-approved'
- approval of the practical workshop training, and
- approval of the engineering Internship.

Article 18 Three ordinary examination attempts

18.1 A passed examination cannot be retaken.

18.2 A student has three attempts to pass an examination. If warranted by extraordinary circumstances, the Academic Study Board may grant additional examination attempts. The question of academic ability cannot be considered in assessing whether or not such extraordinary circumstances exist. The first-year examination constitutes an exception to this rule.

18.3 A student who has used 3 examination attempts in a specific course on a previous study programme, cannot be enrolled on a study programme, where an identical course is a part of the obligatory courses. The Academic Study Board can grant a dispensation from this rule.

A student whose tuition attendance is to be assessed for the second time may demand an examination instead. Tuition attendance associated with practical exercises, however, cannot be replaced by an examination. This rule does not apply to the study start examination.

Article 19 Special examination conditions

19.1 Students with physical or mental impairments, a native language other than Danish (on study programmes offered in Danish only) or similar difficulties may apply to the Academic Study Board to be granted special examination conditions. The Academic Study Board will accommodate the request if this is found necessary in order to place such students on an equal footing with others during the examination. It is a condition that the alteration does not imply a change in the level of the examination.

The application deadline for special examination conditions is 1 September for the winter examination term and 1 February for the summer examination term.

19.2 The diploma will not include any information on special examination conditions.

Chapter 4: Examinations, etc.

Article 20 Failure to fulfil examination requirements

20.1 If a student fails to fulfil the examination requirements, this will count as an examination attempt unless the Academic Study Board grants dispensation from this rule due to extraordinary circumstances.

20.2 If the student is absent from an examination, this leads to the student losing an examination attempt. If the evaluation a course is based on an overall evaluation of two or more examination activities, absence from one or more activities leads to the student being registered as absent from the entire examination. The Academic Study Board can grant dispensation from this rule, if there are extraordinary circumstances.

Article 21 Language of examination

21.1 For study programmes offered in Danish up to and including 2nd semester: The tuition and examination language is, as a basic rule, Danish. Examinations may be taken in Swedish or Norwegian instead of Danish.

21.2 For study programmes offered in Danish up to and including 4th semester: The tuition and examination language is, as a basic rule, Danish. Examinations may be taken in Swedish or Norwegian instead of Danish.

If individual courses are offered in Danish but taught in English by a lecturer, who speaks Danish, the examination language is the student's preferred language.

If individual courses are offered in Danish but taught in English by a lecturer, who does not speak Danish, the examination language is English.

21.3 For study programmes offered in Danish, 5th-6th semesters: The courses are offered and taught in English. The examination language is English. The Academic Study Board may grant dispensation from this rule.

21.4 For study programmes offered or taught in English: The examination language is English. The Academic Study Board may grant dispensations from this rule.

Article 22 Sound and/or image recordings

22.1 The use of sound and image recordings during an examination is not allowed, unless such recordings are part of the examination procedure. If so, such recordings will be made by the university.

Article 23 Public examinations

23.1 As a rule, oral examinations are public.

23.2 The rule that oral examinations are public may, however, be disregarded if warranted by extraordinary circumstances.

Article 24 Examination aids

24.1 The use of examination aids is specified in the individual course descriptions and semester plans.

Article 25 Irregularities in connection with and during an examination

25.1 Disciplinary action will be taken against a student who

- unlawfully seeks or offers help with the completion of an examination paper, or
- brings non-allowed examination aids to an examination, or
- passes the work of another off as his/her own, or

- cites his/her own previously evaluated work without adding proper references, or
- is otherwise found guilty of cheating at the examination

cf. the relevant regulations of the University of Southern Denmark.

25.2 Disciplinary action may also be taken against a student who acts in an interruptive manner during an examination.

25.3 If a student discovers errors or defects in an examination, he or she must contact the evaluators (for oral examinations) or the invigilators (for written examinations).

25.4 In cases of errors or defects of a particularly serious character, or where this must be considered the most appropriate way to remedy the error or defect, the university may cancel the examination and make arrangements to conduct an extraordinary examination. Re-examination due to cancellation of the original examination may result in a lower mark.

25.5 The university may offer an extraordinary examination in connection with other errors or defects. The offer must apply to all students whose examinations are affected by the error or defect in question. A student who has taken the extraordinary examination may choose to retain the original assessment given.

Chapter 5: Final project

Article 26 Final project

26.1 The final project is usually completed during the seventh semester of the programme. The final project must contain an independent, experimental or theoretical discussion of a practical problem related to the core subjects of the study programme.

26.2 The project is normally completed jointly by two students. The relevant programme co-ordinator may permit completion of a final project by a single student or jointly by a maximum of three students.

26.3 The final project concludes the study programme. In special circumstances, the Academic Study Board may dispense with the rule that the final project concludes the Bachelor of Engineering programme.

26.4 The choice of a subject for the final project must have been made by the start of the seventh semester.

26.5 The final project must be completed in the course of a semester. As a rule, the starting date and delivery deadline for a final project to be completed in the course of the autumn semester are the first workday in September, and the month of January, respectively, and for a project to be completed in the course of the spring semester, the starting date and delivery deadline are the first workday in February, and the month of June, respectively. In extraordinary circumstances, the Academic Study Board may grant dispensation from the established deadlines.

26.6 The Contract for the Final Project is approved by the relevant programme co-ordinator and the supervisor. An approved Contract for the Final Project may be amended only if a dispensation to do so has been granted by the Academic Study Board.

26.7 The deadline for delivery specified in the Contract for the Final Project is binding, and failure to observe the deadline will mean that the project will be considered failed, and the student must register for tuition in the following semester, sign a new final project contract and prepare a new final project. A new project is defined as a new project description with a new title. In extraordinary circumstances, the Academic Study Board may grant dispensation from this provision.

26.8 The Final project must include an abstract written in a foreign language. The programme-specific part of the Curriculum (module description) specifies which language the abstract must be written in. If the Bachelor project is written in a foreign language other than Norwegian or Swedish, the abstract may be written in Danish. The abstract forms part of the assessment of the Bachelor project.

26.9 The specific requirements on and the assessment of the final project are described in detail in the programme-specific part of the Curriculum.

Chapter 6: Tuition and examination procedure

Article 27 Registration

27.1 Registration for tuition and examinations shall be conducted in compliance with SDU's rules on registering for courses and examinations.

27.2 The prerequisite for participating in tuition and examinations during each semester is that the student registers for the semester's activities within the deadlines.

27.3 Admission to the study programme also implies admission to the first and second semester tuition and examination. Admission to tuition and examinations in the other semesters takes place electronically on Student Services Online at <https://sso.sdu.dk>.

27.4 The application periods are May for tuition during the autumn semester and November for tuition during the spring semester. The registration period is published on the website and is sent by e-mail to students' SDU e-mail addresses. It is the student's responsibility to keep abreast of the time limits for registration.

27.5 Registration for a subject or optional subject involves automatic registration for tuition and the associated ordinary examination. Registration for both compulsory and optional subjects is binding. However, electives can be changed. See 27.6. If students register for subjects additional to the 30 new ECTS points per semester, this registration will also be binding and cannot be cancelled.

27.6 Students may change an optional subject if they have not attempted an examination in the subject for a different optional subject, within the first three weeks of the start of the semester.

27.7 The student must register for tuition and examination when the subject is offered for the final time.

27.8 It is the responsibility of students to check their registrations at the start of the semester.

27.9 The university may introduce restrictions on the choice of modules and on the choice of subjects for the project assignments. The university applies academic criteria as selection criteria if there is a limited number of places on a subject. If setting academic criteria is not possible, the university may use a draw as a selection criterion.

27.10 The university is not obliged to let a student attend courses beyond the level required to complete the study programme.

Article 28 Withdrawal from examination

28.1 Withdrawal is not permitted and absence from an examination will be considered a failed examination attempt, unless the Academic Study Board grants dispensation for withdrawal from one or more courses. A dispensation requires that there are special circumstances. The student must have applied for a dispensation for withdrawal before the exam in question is held.

Article 29 Illness and examination

29.1 If a student becomes ill and the illness prevents him or her taking an examination, he or she must immediately consult a doctor no later than the date of the examination. The student must send a medical certificate documenting the illness to Registration & Legality office as soon as possible. The student must pay for the medical certificate. The student must have applied for a dispensation for withdrawal before the exam in question is held.

29.2 If the student falls ill during the examination, he or she must personally consult a physician immediately after leaving the examination room – i.e. on the same day. The student must send a medical certificate documenting the illness to the examination office as soon as possible. The student must pay for the medical

certificate. The student's performance at the examination will not be assessed, and the examination will not count as an examination attempt.

29.3 If the student is unable to attend to tuition and hence an examination due to long-term illness or an illness prevents the student from participating in exams for a longer period of time (more than three days), the student can apply for dispensation for withdrawing from a course. The illness must be documented with a medical certificate/other medical documentation that proves the reason is connected to the illness and dispensation for which the student is applying. The student is responsible for any costs linked to obtaining such documentation.

Article 30 Ordinary examination, re-examination and makeup examination

30.1 Ordinary examinations will be held immediately at the end of the course leading up to the examination.

30.2 Make-up examinations are held at the same time as re-examinations.

30.3 Re-examinations will be held during the same examination term as the ordinary examination. The examination period for the autumn semester is 2 January – 28/29 February and for the spring semester 1 June – 31 August. However, examinations are not held in July, unless warranted by special circumstances.

30.4 The student must be prepared to sit examinations throughout the examination period, but not in July. This also applies in situations when a planned examination is moved due to *force majeure*.

30.5 Students who did not pass the ordinary examination and students who have been prevented from attending the examination due to illness or other unforeseen circumstances can register for a re-examination.

30.6 The student shall register for a re-examination within eight days after publication of the results of the ordinary examination. Students who have been absent from the ordinary examination, shall register for a re-examination within 8 days from the date the ordinary examination was held.

30.7 Students cannot withdraw from the registration for re-examination and it will count as a failed examination attempt, if the student is absent from the re-examination, unless the Academic Study Board has granted dispensation from this rule due to extraordinary circumstances.

30.8 Re-examination may take a different form of examination or assessment than the ordinary examination. Students will be notified of any change in the form of examination or assessment before the examination. The form of examination for the final project, however, cannot be changed.

30.9 If a student fails or does not attend to the ordinary examination and/or the relevant re-examination the student can register for the examination when the course is offered next time. The student must comply with the registration period.

30.10 If the student failed an examination on the second attempt, the student must participate in the course and re-submit all assignments prior to the next ordinary examination, unless the course is no longer offered. The Academic Study Board can grant a dispensation from this rule.

Chapter 7: Dispensations, credit transfers, individual study activities and complaints procedure

Article 31 General information on dispensations

31.1 When warranted by extraordinary circumstances, the Academic Study Board may grant dispensations from those provisions of the Curriculum which have been laid down exclusively by the institution. In certain situations, where the student is an elite athlete, entrepreneur or a chairman for an organisation under the Danish Youth Council (DUF), the Academic Study Board may grant a dispensation from the curriculum or the rules of SDU. The Academic Study Board may in all cases of dispensation, apart from when deciding upon extra examination attempts, consider the academic ability of the student in question.

31.2 Any application for dispensation from the rules of the Curriculum must be made in writing, must be reasoned, and must be accompanied by relevant documentation. Costs related to acquiring such documentation shall be borne by the student. The Academic Study Board must receive the complete application no later than eight days prior to the meeting during which the application is to be discussed.

Article 32 Credit transfers/exemptions

32.1 Based on an assessment of the academic qualifications of a student, the Academic Study Board may allow credits to be transferred from a previous higher education programme in Denmark or abroad.

32.2 Credit transfers will always depend on the Academic Study Board's assessment of the equivalence between the relevant course elements.

32.3 Course elements whose contents coincide in part or in full with the contents of constituent course elements of the study programme in question or with any already passed course elements in the present study programme cannot be approved as elective courses or entitle to credit transfers as elective courses in the study programme. Elective courses include all course elements approved by the Academic Study Board and which are not compulsory in the study programme in which the student is enrolled.

32.4 Credit transfers are only given upon production of an original, official transcript of records (hard copy) showing the passed study activities.

32.5 Transfer of study credits with grades is possible only when the previously passed study activity was graded in accordance with the 7-point grading scale, and when there is equivalence between the previously passed study activity and the study activity being substituted. Such equivalence must exist both in terms of the technical contents and in terms of the scope of the activity, as measured in ECTS points.

32.6 The student must apply for credit transfer for course elements passed from all earlier study programmes at the same educational level immediately after enrolling in the study programme in question at the Faculty of Engineering.

Article 33 Pre-approved credit transfers

33.1 Students who wish to take course elements from a different study programme or at another institute of higher education in Denmark or abroad as part of their study programme can apply to the Academic Study Board for pre-approved credit transfers for planned course elements.

33.2 Students who wish to take on student exchange abroad for at least for a semester, must have passed courses corresponding to at least 90 ECTS points on the respective bachelor of engineering study programme. Furthermore, the student exchange abroad may not lead to an extension of the student's study period.

33.3 The Academic Study Board must have pre-approved credits for courses offered in the autumn semester and which form part of the student's pool of electives no later than at the Study Board's meeting in August.

Likewise the Academic Study Board must have pre-approved credits for courses offered in the spring semester and which form part of the student's pool of electives no later than at the Study Board's meeting in January.

33.4 The Academic Study Board must have pre-approved credits for courses offered in the autumn semester and which are to replace constituent courses in the curriculum no later than at the Study Board's meeting in April. Likewise, The Academic Study Board must have pre-approved credit transfer for courses offered in the spring semester and which are to replace constituent subjects in the curriculum no later than at the Study Board's meeting in October.

33.5 A decision of pre-approval of credit transfer puts a student under the obligation of sending documentation for passed study activities to the Academic Study Board.

33.6 Students must re-apply for pre-approved credit transfers if they cannot attend one or more of the course elements for which they have obtained pre-approved credit transfers.

Article 34 Individual study activities

34.1 Students may in agreement with a supervisor apply to the Academic Study Board for an individual study activity.

34.2 Individual study activities shall include a description of the learning outcomes in terms of knowledge, skills, competencies and assessment method.

34.3 An individual study activity may not be used to reduce the scope of the study programme, and it may not overlap with the contents of the final project.

34.4 As a general rule, the extent of an individual study activity may not exceed 5 ECTS points. The Academic Study Board can, under special circumstances, make an exception to this rule

34.5 Individual study activities completed in the autumn semester and which do not form part of the curriculum and which are to be included in the student's pool of electives must have been approved by the Academic Study Board no later than at the Study Board's meeting in August. Likewise individual study activities completed in the spring semester and which do not form part of the curriculum and which are to be included in the student's pool of electives must have been approved by the Academic Study Board no later than at the Study Board's meeting in January.

34.6 Individual study activities completed in the autumn semester and which do not form part of the curriculum and which are to be included in the student's constituent courses must have been approved by the Academic Study Board no later than at the Study Board's meeting in April. Likewise individual study activities completed in the spring semester and which do not form part of the curriculum and which are to be included in the student's constituent courses must have been approved by the Academic Study Board no later than at the Study Board's meeting in October. As a general rule, individual study activities can only substitute obligatory courses in situations, where the obligatory course no longer is offered, and it is not possible to take an equivalent course (pre-approval of credit transfer).

Article 35 Filing complaints

35.1 Complaints regarding examinations: is entitled to complain about an examination or other evaluation that is a constituent part of the examination. Complaints may be procedural (i.e. concerning whether the matter has been handled in accordance with applicable law and general principles of administrative law), or may relate to the basis of examination, the procedure and/or the assessment of the examination and must be submitted by the student to the university no later than 14 days after publication of the examination result. The complaint must be in writing and must be reasoned. The complaint must be addressed to the Faculty of Engineering's Secretariat and sent to tek@tek.sdu.dk. The university will decide on the complaint based on the assessors' professional opinion and the complainant's comments on the result. The decision may offer a reassessment or a re-examination, or may find against the complainant. A re-assessment or re-examination

could result in a lower grade. Complaints cannot be made about examination basis, examination procedures or assessment related to the study start examination.

35.2 Complaints regarding procedural matters: The student is entitled to file a procedural complaint (i.e. concerning whether the matter has been handled in accordance with applicable law and general principles of administrative law) against the university's decisions, including decisions made by the Academic Study Board. Procedural complaints may be submitted to the Danish Agency for Science and Higher Education.

The complaint must be submitted to the University no later than 14 days after the student has been notified of the contested result.

The complaint must be in writing and must be reasoned. The complaint must be addressed to the secretariat of the Academic Study Board at the Faculty of Engineering and sent to studienaevn@tek.sdu.dk.

35.3 Complaints about credit transfers and pre-approved credit transfers

35.3.1 Complaints about the refusal or partial refusal of pre-approved credit transfers or credit transfers for Danish or foreign course elements that have been passed can be submitted to the Qualifications Board when they related to academic issues in accordance with the Act on the Danish Assessment of Foreign Qualifications, etc.

Chapter 8: Other provisions

Article 36 Areas of enrolment and specialisation

At the University of Southern Denmark, Bachelor of Engineering programmes are offered within the following areas of enrolment:

- Civil Engineering
- Electronics
- Electronics (Previously: Electronics and Computer Engineering)
- Electrical Energy Technology
- Global Management and Manufacturing
- Integrated Design
- Chemistry and Biotechnology
- Mechanical Engineering
- Mechatronics
- Manufacturing Engineering and Management
- Robot Systems
- Software Technology

Article 37 Authority

This Curriculum was prepared on the basis of the authority granted by the provisions of:

- Danish Consolidated Act no. 172 of 27. February 2017 concerning the Danish Act on Universities (Universitetsloven) as amended by Danish Consolidated Act no. 737 of 8 June 2018
- Danish Consolidation Act no. 986 of 18. August 2017 on Academy Profession Programmes and Professional Bachelor Degree Programmes (LEP-loven)
- Danish Ministerial Order no 841 of 24 June 2018 on Academy Profession Programmes and Professional Bachelor Degree Programmes (LEP-bekendtgørelsen), (only chapter 1 – section 5(1-2) excluded – and chapters 3-4 and 6-7)
- Danish Ministerial Order no. 1495 of 11 December January 2017 on the admission to academy profession programmes and professional bachelor degree programmes
- Danish Ministerial Order no. 1160 of 7 September 2016 Bachelor of Engineering programmes
- Danish Ministerial Order, no. 1062 of 30 June 2016 on examinations and examiners related to university programmes (Eksamensbekendtgørelsen) , as amended by the Ministerial Order no 1503 of 28 November 2017
- Danish Ministerial Order no. 1046 of 30 June 2016 on examinations in advanced vocational programmes (Chapter 6 only)
- Danish Ministerial Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment of University Education falling under the Danish Ministry of Higher Education and Science (Karakterbekendtgørelsen)

Article 38 Transitory provisions

38.1 Students studying under older curricula may apply to the Academic Study Board for a transfer to this Curriculum. The decision by the Academic Study Board will be based on an individual academic assessment.

38.2 The rules concerning the first year examination, which were valid at the time of admission and enrolment, apply on students admitted and enrolled on a Bachelor of Engineering study programme before 1 September 2015.

38.3 The rules concerning the study start examination and SDU's activity requirement do not apply on students admitted and enrolled on a Bachelor of Engineering study programme before 1 September 2015.

38.4 The rules concerning maximum period of study, which were valid at the time of admission and enrolment, apply on students admitted and enrolled on a Bachelor of Engineering study programme before 1 September 2016. I.e. these students must have completed the study programme within 7 years after the commencement of studies.

Article 39 Effect and amendments

39.1 The Curriculum was approved on 28 August 2006 by the Director of Studies and the Boards of Studies for the Bachelor of Engineering programmes at the Faculty of Engineering, University of Southern Denmark.

39.2 The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering with effect from 1 September 2007.

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 27 January 2010.

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 14 September 2010 (Version 1.0).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 26 August 2011 (Version 1.1).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 17 August 2012 (Version 1.2).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 22 August 2013 (Version 1.3).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 22 January 2014 (Version 1.4).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 19 August 2014 (Version 1.6).

The amendments were approved by the Director of Studies and the Academic Study Board for the programmes at the Faculty of Engineering on 25 August 2015 (Version 1.7).

The amendments were approved by the Director of Studies on behalf of the Dean at the Faculty of Engineering, and by the Academic Study Board at the Faculty of Engineering, on 28 January 2016 (Version 1.8).

The amendments were approved by the Director of Studies on behalf of the Dean at the Faculty of Engineering, and by the Academic Study Board at the Faculty of Engineering, on 31 August 2016 (Version 2.1).

The amendments were approved by the Director of Studies on behalf of the Dean at the Faculty of Engineering, and by the Academic Study Board at the Faculty of Engineering, on 22 August 2017 (Version 2.2).

The amendments were approved by the Director of Studies on behalf of the Dean at the Faculty of Engineering, and by the Academic Study Board at the Faculty of Engineering, on 21 June 2018 (Version 2.3).