

# Curriculum

for Master of Science in Engineering programmes at the University of Southern Denmark

Applicable from September 2018, Version 3.3

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 and Master programmes within the scientific area of engineering are research-based full-degree programmes which qualify the students to independently perform vocational functions on the basis of knowledge and methodical skills within their professional area.

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.

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

#### **Content and competences**

- Professional skills are at the centre of the 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 are designed to mature students to perform assignments in an international context. During the course of their studies, students experience an environment characterised by international teachers and researchers and fellow students from many countries. The programme framework is organised in such a way as to provide good opportunities to study abroad and students will be required to attend courses conducted in English.
- Bachelors from the University of Southern Denmark will have worked in project groups across language and cultural differences.
- To enhance the graduates' labour market value immediately after graduation, the study programmes incorporate a high level of business relevance. Collaboration with private organisations guarantees that the students' professional competences are put to regular use in a concrete, contemporary context.
- In the course of their studies, Bachelors from the University of Southern Denmark will have performed project work in collaboration with external organisations.
- All students are encouraged to think and practise entrepreneurship via a learning and evaluation environment designed to stimulate student enterprise, creativity and responsibility.
- Corporate and business understanding are integral elements of the teaching of the bachelor programme at the University of Southern Denmark.
- Bachelors from the University of Southern Denmark have participated in interdisciplinary collaboration projects organised on the basis of a principle of 'experts in teams'. This means that the student collaborates with students from other engineering disciplines or other study programmes on the solution of a complex, interdisciplinary problem in close collaboration with an external organisation.

## 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 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 DSMI, the University of Southern Denmark offers an attractive and relevant study programme with good immediate work prospects. The keywords are activating tuition 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: The content and structure of the Master's programme

### **Article 2 Purpose**

2.1 The purpose of the Master's programmes is to

- extend students' professional knowledge and competences and increase their theoretical and methodical qualifications and level of independent work beyond the level attained at the Bachelor level.
- provide students with the opportunity for in-depth academic study via the use of advanced elements of the disciplines and methods of the academic area, including training in scientific work and methodology to develop the student's competences to perform more specialised vocational functions and participate in scientific development work, and
- to qualify the student for further education, including PhD programmes cf. the Danish Ministerial Order on the PhD Programme at Universities.

2.2 The Master's programmes are independent, complete educational programmes, which extend the competences and insights acquired by the student during the bachelor programme.

2.3 The Master's programme aims to qualify the student to solve complex technical problems, design and implement complex technological products and systems in a social context. The contents of the Master's programme aim to provide the student with advanced professional competences within the chosen discipline of engineering and options for further specialisation.

2.4 The Master's programme is a full-time programme which is rated at 120 ECTS points, corresponding to the work of a full-time student for 22 months; for programmes starting in the spring semester, however, the duration is 24 months. The programme consists of constituent course elements related to the programme's specific professional competences and identity, elective courses and a Master's thesis. The specific course elements are listed in the programme-specific part of the Curriculum (module descriptions). The Master's thesis concludes the programme.

2.5 Graduates with a bachelor degree that includes knowledge and competences similar to those acquired via a bachelor programme in technical science or engineering are entitled to use the Danish title of *civilingeniør, cand.polyt.*, followed by the title of the specific profile. The English version of the title is Master of Science (MSc) in Engineering – followed by the title of the specific profile.

### **Article 3 Internationalisation**

3.1 The 3<sup>rd</sup> semester of the Master's programme has been adapted to give the programme an international aspect in the form of a student exchange abroad.

3.2 The 3<sup>rd</sup> 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 3<sup>rd</sup> semester of the applicable study programme. Alternatively, the 3<sup>rd</sup> semester can be taken by participation in the educational activities of the third semester of the applicable Master's programme.

### **Article 4 Admission to the Master's programme**

4.1 In order to be admitted to a Master's programme, the student must have successfully completed a relevant qualifying Bachelor programme in technical science, a Bachelor of Engineering programme or other relevant Bachelor programme in natural sciences. The qualifying programmes entitling students to be admitted to the individual Master's programmes are listed in the programme-specific part of the Curriculum.

4.2 As a rule, a student must apply for admission to a Master's programme at the University of Southern Denmark within five years after completing the Bachelor programme.

4.3 The deadlines for applications for admission to the Master's programme are listed at the university's website.

#### 4.4 Supplementary courses

4.4.1 Should the applicant's degree fail to meet the entry requirements, it is possible to acquire the necessary skills through supplementary courses offered at the University of Southern Denmark. The extent of supplementary courses cannot exceed 5 ECTS.

4.4.2 Supplementary courses have to be taken after admission to the programme. The supplementary activities must be passed within the examination period of the ordinary examination and students will have only two examination attempts.

### **Article 5 Project-oriented in-company period**

5.1. On the third semester of the Master's programme, students may choose to follow the Curriculum with the prescribed number of elective courses or to perform the 'In-company Project' period rated at 15 ECTS points. However, there may be deviations in some programmes.

5.2 The contract for the 'In-company Project' must be approved by the Academic Study Board before the period begins.

5.3 Students undertaking the 'In-company Project' cannot write a thesis of 40 ECTS points.

5.4 Participation in the 'In-company Project' may not lead to an extension of the student's study period.

5.5 [Detailed provisions regarding the 'In-Company Project' can be found in the course description.](#)

### **Article 6 Special enrolment provisions**

6.1 Maximum duration of programme: A student must have completed the Master's programme within two-and-a-half years of commencing the programme in compliance with SDU's Rules on Completion Times for Bachelor, Profession Bachelor or Master's Programmes. These periods do not include any periods of granted leave.

6.1.1 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 may grant dispensation from the rules on the maximum study period.

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

6.2.1 If warranted by special circumstances, the Academic Study Board may grant dispensation from the rules on the maximum study period.

6.3 Changing profile/specialisation course: Students are not permitted to extend their total standard study period if they change profile/specialisation course.

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



6.4.1 If warranted by special circumstances, the Academic Study Board can grant dispensation from SDU's rules on student activity.

### ***Article 7 The Master's Degree part of the 4+4 PhD programme***

7.1 Prior to the enrolment on the PhD programme, the student must be enrolled under a Master of Engineering study programme at the University of Southern Denmark and have passed 60 ECTS (the first two semesters) of the Master's programme. The remaining 60 ECTS consist of:

- constituent (obligatory) courses on the 3rd semester of the relevant Master's study programme corresponding to 15 ECTS points
- Master's Thesis on 45 ECTS points (see 7.6 for further information about the Thesis).

7.2 The student must have completed the Master's programme within three years of commencing the Master's programme.

## 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 8 Purpose**

The purpose of the examination is to assess whether and to which extent the student's qualifications match the learning objectives laid down in the Danish Ministerial Order on Bachelor and Master's (Candidatus) Programmes at Universities (the University Programme Order, Uddannelsesbekendtgørelsen), the Curriculum and the respective semester planning. The final examination provides the basis for issuing a diploma.

### **Article 9 Forms of examination**

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

The examination forms must accommodate the purpose of the individual course/course element, and may include:

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

9.2 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.

9.3 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 10 Individual examinations and group examinations**

10.1 Examinations are arranged as individual or group examinations.

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

10.3 The module description 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 11 External/Internal examination**

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

11.2 At least one-third of the programme's total number of ECTS points must be documented by external assessment. This includes the most important components of the programme, including the Master's thesis, but does not apply to credits transferred from other examinations.

## **Article 12 Assessment by grade, by 'passed/failed' or by 'approved/non-approved'**

12.1 An examination is either graded in accordance with the 7-point grading scale, (cf. Article 26) or is assessed as 'passed/failed' (bestået/ikke-bestået) or 'approved/non-approved' (godkendt/ikke-godkendt). The Master's thesis 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 one-third of the programme's total number of ECTS points. This does not apply to credit transfers from previous examinations.

12.2 When the basis for assessing a study activity is 'tuition attendance' – this assessment is made by a teacher based on criteria students are informed of at the beginning of the course. The condition for awarding the assessment 'approved' is that the student must have achieved the objectives established for the course to such an extent that it would result in the assessment 'approved' or a grade of 2 at minimum at an examination.

12.3 The basis for assessment in connection with tuition attendance 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.

12.4 The student must be notified whether or not his/her participation in the course activities has been approved before the end of the semester.

## **Article 13 Assessment of group assignments**

13.1 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 Master's thesis.

13.2 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 Academic Study Board, following the academic supervisor's or programme co-ordinator's recommendation, may decide that the student does not fulfil the requirements for taking an examination in the module. This will result in the student being registered as 'absent' and will count as a failed examination attempt. The applicable criteria for assessing whether the project work has been satisfactory will be laid down for the project in question at the start of the supervision.

## **Article 14 Spelling and wording (written presentation)**

14.1 The assessment of the Master's thesis and other major written assignments 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.

14.2 The projects must be written in a concise and easily understandable language. The wording of the written presentations or the Master's thesis may have a positive or negative impact on the overall grade. Additional information on the language requirements is provided in the programme-specific part of the Curriculum (module descriptions).

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

### **Article 15 Examinations abroad**

15.1 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.

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

15.3 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 16 Passed examinations and approved courses**

16.1 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.

16.2 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' in all examinations assessed as either 'approved' or 'non-approved'.

### **Article 17 Three ordinary examination attempts**

17.1 A passed examination cannot be retaken.

17.2 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. Supplementary courses in connection with Master's programmes constitute an exception to this rule as the student has only one examination attempt where supplementary activities are concerned.

17.3 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.

17.4 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.

### **Article 18 Special examination conditions**

18.1 Students with physical or mental impairments, a native language other than Danish 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 of the level of examination. The application deadline for special examination conditions is 1 October for the winter examination term and 1 March for the summer examination term.

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

## Chapter 4: Examinations, etc.

### ***Article 19 Failure to meet examination requirements***

19.1 If students do not meet examination requirements, this will be regarded as one examination attempt unless the Academic Study Board grants dispensation from this rule due to extraordinary circumstances.

19.2 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 20 Language of examination***

20.1 For study programmes offered in Danish, examinations will be conducted in Danish, unless part of the purpose of an examination is to document the student's foreign language proficiency. Examinations may be taken in Swedish or Norwegian instead of Danish, unless the purpose of the examination is to document the student's proficiency in Danish.

20.2 For study programmes or individual courses offered in English or other foreign language, examinations will be conducted in that language, unless part of the purpose of an examination is to document the student's proficiency in a different language. The same applies if a course has been taught in a foreign language. The Academic Study Board may grant dispensation from this rule.

20.3 In addition, circumstances permitting, the Academic Study Board may allow students wishing to take an examination in a foreign language, to do so. This, however, does not apply to examinations which require presentations to be given in Danish. The Academic Study Board may grant dispensation from this rule.

### ***Article 21 Sound and/or image recordings***

21.1 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 22 Public examinations***

22.1 As a rule, oral examinations are public.

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

### ***Article 23 Examination aids***

23.1 The use of examination aids is specified in the individual module descriptions and semester plans.

### ***Article 24 Irregularities in connection with and during an examination***

24.1 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.

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

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

24.4 In case of aggravated errors or defects, 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.

24.5 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: Master's Thesis

### **Article 25 Master's Thesis**

25.1 The Master's thesis accounts for 30 ECTS or 40 ECTS points and is a major independent written assignment which is included in the final year of a Master's programme. For students admitted on the 4+4 Ph.D programme, the thesis constitutes 45 ECTS points

The thesis may be written individually or jointly by two students. The relevant programme co-ordinator may permit joint completion of a Master's Thesis project by up to three students.

25.2 The thesis must document the student's competences in using scientific theory and methodology in the work with a clearly defined academic subject. The subject of the thesis must be agreed with an academic supervisor.

25.3 A 30 ECTS thesis must be completed in the course of four months, whereas a 40 ECTS thesis must be completed in the course of two full semesters. The starting date and deadline for submission of the thesis are the first workday in September, and the month of January, respectively, for theses to be completed in the autumn semester, and the first workday in February, and the month of June, respectively for theses to be completed in the spring semester. In extraordinary circumstances, the Academic Study Board may grant dispensation from the above dates/deadlines.

25.4 The Contract for the Master's thesis must be approved by the academic supervisor, the programme co-ordinator and the director of studies. A Contract for the Master's Thesis project approved by all the instances mentioned above, may be amended only if dispensation to do so has been granted by the Academic Study Board.

25.5 The deadline for submission of the thesis is binding. If the student fails to submit the thesis report within the set deadline, the student loses one examination attempt and the student must enter into a supplementary contract within two weeks of the original submission date. The deadline will be extended by three months from this date, and the formulation of the assignment will be extended by additional deliverables corresponding to three months' work within the original subject area. The deadline can be extended by a further three months, subject to the same conditions. Every time a deadline for submission is exceeded, this will be registered as a used examination attempt.

25.6 A Master's thesis contract which has been approved by the Head of Studies cannot be cancelled. If a student does not pass his or her thesis examination, the student is under obligation to enter into a supplementary contract within two weeks of the original examination date. The supplementary contract means that the student shall extend the formulation of the assignment by additional deliverables corresponding to three months' work within the original subject area. The student is given three months to prepare the thesis after which a new examination will be held.

25.7 If warranted by extraordinary circumstances, the Academic Study Board may grant dispensation from the deadline for submission of the thesis.

25.8 In situations when it has not been possible to carry out lab experiments or when collaboration with a company fails, a company goes bankrupt or there are serious problems with empirical data or method selections, etc., the Academic Study Board can decide that the student shall write a new thesis with a new topic and deadline corresponding to the scope of the thesis. See 25.3.

25.9 The Master's thesis must include an abstract in a foreign language. The programme-specific part of the Curriculum (module description) specifies which language the abstract must be written in. If the thesis is written in a foreign language, the abstract may be written in Danish. The abstract forms part of the assessment of the thesis.

25.10 The specific provisions on the Master's thesis are laid down in the programme-specific part of the Curriculum (course description).



## Chapter 6: Tuition and examination procedure

### **Article 26 Registration**

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

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

26.3 Registration for tuition and examination takes place electronically on Student Services Online at <https://sso.sdu.dk>.

26.4 The registration periods are May for tuition during the autumn semester and December 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.

26.5 Registration for a course (obligatory or elective) involves automatic registration for tuition and the associated ordinary examination and a second examination attempt (re-examination), if applicable. Registration for both compulsory and elective courses is binding. However, electives can be changed. See 26.6. If the student registers for courses additional to the 30 new ECTS points per semester, this registration will also be binding and cannot be cancelled.

26.6 Students may swap electives within the first two weeks of the start of each semester, provided they have not used examination attempts in the electives in question.

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

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

26.9 The university may introduce restrictions on the choice of courses and on the choice of courses for the project assignments. The university applies academic criteria as selection criteria, if there is a limited number of participants on a course. If setting academic criteria is not possible, the university may use a draw as a selection criterion.

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

### **Article 27 Withdrawal from examination**

26.1 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. The student must apply for withdrawal before the exam in the course in question is held.

### **Article 28 Illness and examination**

28.1 If the student falls ill after the expiry of the withdrawal deadline, and the illness prevents the student from attending the examination, the student must personally consult a physician immediately and no later than on the date of the examination. The student must submit a medical certificate documenting the illness as soon as possible to the examination office. Any charges of acquiring the medical certificate must be borne by the student. The student will be withdrawn from the examination, and the examination will not count as an examination attempt.

28.2 If the student falls ill during the examination, the student must personally consult a physician immediately after leaving the examination room – i.e. on the same day. The student must submit a medical certificate documenting the illness to the examination office as soon as possible. Any charges of acquiring the medical certificate must be borne by the student. The student's performance at the examination will not be assessed, and the examination will not count as an examination attempt.

28.3 If the student is unable to attend to tuition and hence pass 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 29 Ordinary examination, re-examination and makeup examination**

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

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

29.3 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*.

29.4 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.

29.5 The student shall register for a re-examination within eight days after publication of the results of the ordinary examination.

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

29.7 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.

29.8 If the student does not attend or pass the ordinary examination and the relevant re-exam, the student can register to take the examination the next time the ordinary examination is held. The student must comply with the registration period.

29.9 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.

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

### ***Article 30 General information on dispensations***

30.1 When warranted by extraordinary circumstances, the Academic Study Board may grant dispensation from those provisions of the Curriculum which have been laid down exclusively by the institution. In certain situations, where the student is 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, apart from when deciding upon extra examination attempts, consider the academic ability of the student in question.

30.2 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. Any such application must be sent from the student's SDU e-mail address to [studienaevn@tek.sdu.dk](mailto:studienaevn@tek.sdu.dk) and the Academic Study Board must have received the complete application no later than eight days prior to the meeting during which the application is to be processed.

### ***Article 31 Credit transfers/exemptions***

31.1 Based on an academic assessment, the Academic Study Board may allow credit transfers for courses passed in a previous higher education programme in Denmark or abroad.

31.2 In order for a student to be entitled to a Danish diploma and a Danish title, no more than two-thirds of the Master's programme can be completed abroad.

31.3 It will not be possible to transfer credits from a Master's thesis forming the basis of a title under one Master's programme to a different title under a different Master's programme.

31.4 The possibilities of credit transfers will always depend on the Academic Study Board's assessment of the level of equivalence between the relevant programme components.

31.5 Previously passed programme components can only entitle credit transfers if they are at Master's level.

31.6 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 cannot be approved as elective courses or entitle to credit transfers to the study programme. Elective courses include all course elements which have been approved by the Academic Study Board and which are not mandatory for the programme in which the student is enrolled.

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

31.8 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.

31.9 Students enrolled as of 1 September 2014 and after must apply for credit transfers from all previously completed study programmes at Master's level immediately after enrolling in the programme in question at the Faculty of Engineering.

### **Article 32 Pre-approved credit transfers**

32.1 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.

32.2 Students who wish to take on student exchange abroad for at least a semester, must have passed courses corresponding to at least 30 ECTS points on the respective Master's study programme. Furthermore, the student exchange may not lead to an extension of the student's study period.

32.3 The Academic Study Board must have pre-approved credit transfer for courses offered in the autumn semester and which are to be included in 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 credit transfer for courses offered in the spring semester and which are to be included in the student's pool of optional electives no later than at the Study Board's meeting in January.

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

32.5 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.

32.6 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 33 Individual study activities**

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

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

33.3 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 Master's Thesis.

33.4 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.

33.5 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.

33.6 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 November. As a general rule, individual study activities can only substitute obligatory courses in situations, where the obligatory course in question no longer is offered, and it is not possible to take an equivalent course (pre-approval of credit transfer).

### **Article 34 Filing complaints**

34.1 Complaints regarding examination: The student 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.

34.2 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.

#### 34.3 Complaints about credit transfers and pre-approved credit transfers

34.3.1 Complaints about the refusal or partial refusal of credit transfers and pre-approved credit transfers for Danish or foreign course elements that have been passed can be submitted to a credit transfer complaints board in accordance with the rules in the Danish ministerial order on credit transfers in connection with university programmes (Meritankenævnsbekendtgørelsen).

34.3.2 Complaints about the refusal or partial refusal of credit transfers for foreign course elements that have been passed can be submitted to the Qualifications Board in accordance with the Act on the Danish Assessment of Foreign Qualifications, etc.

## Chapter 8: Other provisions

### ***Article 35 Areas of enrolment and specialisation***

At the University of Southern Denmark, Engineering and Master of Science in Engineering programmes are offered within the following areas of enrolment:

- Master of Science in Engineering, Electronics
- Master of Science in Engineering, Energy Technology
- Master of Science in Engineering, Physics and Technology
- Master of Science in Engineering, Innovation and Business
- Master of Science in Engineering, Chemistry
- Master of Science in Engineering, Structural Engineering
- Master of Science in Engineering, Learning and Experience Technology
- Master of Science in Engineering, Mechatronics
- Master of Science in Engineering, Operations Management (from 1 February 2016)
- Master of Science in Engineering, Environmental Technology
- Master of Science in Engineering, Product Development and Innovation
- Master of Science in Engineering, Robot Systems Engineering
- Master of Science in Engineering, Software Engineering
- Master of Science in Engineering, Welfare Technology

### ***Article 36 Authority***

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

- Danish Ministerial Order no. 172 of 27 February 2018 concerning the Danish Act on Universities (Universitetsloven)
- Danish Ministerial Order no. 1497 of 12 March 2018 on Admission and Enrolment on Master's Programmes at Universities and Institutions in Architecture and Art within the area of Ministry of Higher Education and Science (Kandidatebekendtgørelsen)
- Danish Ministerial Order no. 1328 of 15 November 2016 on bachelor and master's programmes (candidatus) at universities (Uddannelsesbekendtgørelsen)
- Danish Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading (Eksamensbekendtgørelsen)
- Danish Ministerial Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment under the Danish Ministry of Higher Education and Science (Karakterbekendtgørelsen)
- Danish Ministerial Order no 1517 of 16 December 2013 on Credit Transfer Appeals Boards (Meritankenævnsbekendtgørelsen)
- Danish Ministerial Order no 597 of 8 March 2015 on Talent Initiatives on Higher Education within the area of Ministry of Higher Education and Science (Talentbekendtgørelsen)

### ***Article 37 Transitory provisions***

37.1 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 Master's study programme before 1 September 2015. I.e. these students must have completed the study programme within 3 years from the commencement of studies.

37.2 The rules concerning the study start examination and SDU's activity requirement do not apply on students admitted and enrolled on the Master's study programme before 1 September 2015.

### **Article 38 Effect and amendments**

38.1 The Curriculum was approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering with effect from 1 September 2007.

38.2 The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 9 April 2008.

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 20 August 2009.

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

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 28 August 2011 (Version 1.1).

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

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 28 August 2013 (Version 1.3).

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 22 January 2014 (Version 2.0).

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 19 August 2014 (Version 2.1).

The amendments were approved by the Director of Studies on behalf of the Dean of the Faculty of Engineering and the Academic Study Board at the Faculty of Engineering on 25 August 2015 (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 for programmes at the Faculty of Engineering on 31 August 2016 (Version 3.1).

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 for programmes at the Faculty of Engineering on 22 August 2017 (Version 3.2).

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 for programmes at the Faculty of Engineering on 21 June 2016 (Version 3.3).