

CURRICULUM

for the Master's Programme in Design at Kolding School of Design

valid from September 1st 2023, revised August 2024 and August 2025

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Course descriptions for the Master's programme are available on Kolding School of Design's website.

1. Introduction

The Master's programme in Design at Kolding School of Design is organized in accordance with the guidelines in the executive order no. 27 of January 13, 2020, on education at higher artistic educational institutions under the Ministry of Higher Education and Science.

The curriculum is effective from September 1, 2023.

1.1 The Master's programme is regulated by the following laws and regulations:

Law no. 787 of August 8, 2019, on higher artistic educational institutions.

(LBK) Executive Order no. 1689 of August 13, 2021, on admission regulations for higher education.

(BEK) Executive Order no. 27 of January 13, 2020, on education at higher artistic educational institutions under the Ministry of Higher Education and Science.

Executive Order no. 29 of January 13, 2020, on examinations and grading in higher artistic education under the Ministry of Higher Education and Science.

Executive Order no. 1128 of July 4, 2022, on grading scales and other assessments in maritime education and higher artistic education (Grading Order).

Executive Order no. 1558 of July 2, 2021, on accreditation of higher educational institutions and approval of higher education programmes.

Executive Order no. 120 of January 31, 2023, on access to full-time higher artistic education (Admission Order).

Current laws and executive orders are always available at <https://www.retsinformation.dk/>.

1.2 Name of the Programme and Graduates' Title

The name of the programme is "Master of Design" followed by the specific field of study.

Graduates from the programme are entitled to use the title "cand.des." (candidatus/candidata designii). In English, the title is "Master of Arts (MA) in Design."

2. Purpose of the Programme

The purpose of the Master's programme in Design is to:

- 1) expand the students' professional knowledge and skills, and increase their theoretical and methodological qualifications and competences, as well as to enhance their independence compared to the bachelor's level,
- 2) provide the student with specialized knowledge by incorporating advanced elements of the discipline(s) and methods of the field, including training in scientific and artistic work and methodology, further developing the student's competence to perform further specialized professional functions and participate in scientific and artistic development work, and
- 3) qualify the student for further education, including Ph.D. programmes.

2.1 Qualifications and Learning Outcomes

A Master's degree provides the following qualifications, according to the Danish Qualifications Framework for Higher Education:

Learning Outcomes

Learning outcomes encompass the knowledge and understanding, the skills and the competences that a graduate in Design will be able to achieve during the programme.

Knowledge and Understanding

- Must have knowledge within the design field, which in selected areas is based on internationally recognized artistic practice, artistic development and leading research within relevant fields of design.
- Must be able to understand and reflect on the knowledge within the subject area and identify artistic and scientific challenges.

Skills

- Must master the artistic methods, tools, and expressions of the subject area and be able to apply relevant scientific methods and tools, as well as possess general skills related to employment within the field of design.
- Must be able to assess and select among the artistic methods and tools and scientific theories of the field and, on an artistic or scientific basis, develop new expressions and solution models.
- Must be able to engage in artistic communication and discuss professional and relevant scientific issues with both peers and non-specialists.

Competences

- Must be able to manage work and development situations that are complex, unpredictable, and require new solutions or expressions.
- Should independently initiate and carry out disciplinary and interdisciplinary collaborations and take on professional responsibilities.
- Should independently take responsibility for their own professional development and specialization.

3. Programme Structure

The Master's programme in Design is a 2-year full-time programme, totalling 120 ECTS credits. The programme must be completed within 3 years from the start of studies, excluding periods with approved leave of absence.

Kolding School of Design may grant exceptions to this rule in case of exceptional circumstances.

The Master's programme is a matrix programme consisting of five subject areas, each put into perspective by three focus areas (see graphic overview in appendix 1). The subject area is determined by the student's specialization in their bachelor's degree. In addition, a focus area is chosen within sustainability, co-creation, or play and design.

The Master's project concludes the programme and is conducted during the 4th semester.

Each academic year comprises two semesters: the autumn semester and the spring semester. One semester of full-time studies is equivalent to 30 ECTS credits, corresponding to a workload of 825 hours or 27.5 hours per ECTS credit. At Kolding School of Design, an "educational element" refers to a course with its own learning objectives.

4. Admission Requirements

Admission to the Master's programme at Kolding School of Design requires that the applicant has completed a qualifying Bachelor's degree or other relevant Danish or foreign education at the same level, as specified in §25 of the Admission Order.

The following are accepted as qualifying degrees:

- Bachelor's degree in design from a Danish or foreign university or design school, Kolding School of Design and Danish Design School's basic education, under Executive Order No. 617 of 2003.
- Bachelor's degree from the Royal Danish Academy of Fine Arts and Aarhus School of Architecture.
- A professional bachelor's degree in design, for example:
 - Bachelor in Character Animation from The Animation Workshop, from (VIA)
 - Bachelor in Graphic Storytelling from The Animation Workshop (VIA)
 - Media and Sono Communication, from UC Syd
 - Jewellery, technology and business from KEA
 - Product development and technical integration from KEA
 - Graphic communication from UC Syd
 - Textile design, craftsmanship and communication from VIA
 - Visual communication from the Danish School of Media and Journalism
 - Craft – Glass and Ceramics from the Royal Academy Bornholm
 - Business academies' top-up courses, e.g., Digital Concept Development or Design and Business

For other undergraduate programmes, the applicant must describe the relevance of the education in an application for an exemption.

A Bachelor's degree in Design from Kolding School of Design qualifies for direct admission into the Master's programme in Design in the same year the bachelor's degree was obtained, in accordance with §23 of the Admission Order.

Language requirements

Applicants for the Master's Programme at Kolding School of Design must demonstrate English language proficiency equal to level B in Danish secondary school.

4.1 Credit Transfer

Upon admission into the programme, the student must apply for a transfer of credits obtained through prior studies on the same level at Danish or foreign higher education institutions in accordance with §32 of the Admission Order.

Only educational elements from design-related programmes are valid for credit transfer. Only courses that are equivalent to courses in the curriculum at Kolding School of Design can be transferred. The assessment of any educational elements from the field of design in regards to credit transfer, is conducted by the heads of subject and the Study Board.

It is not possible to transfer more than 60 ECTS from prior education. It is not possible to transfer credits for the Master's project.

5. Teaching

The teaching activities of the programme are organized to best support the learning outcome of the course descriptions. It is ensured that teaching and examinations for each course are conducted by teaching staff with relevant qualifications in research, artistic development, and practice, that are necessary in regards to the course's learning outcome.

The teaching should enable the student to demonstrate the achievement of the programme's qualifications in terms of knowledge and understanding, skills, and competences, as stated in section 3.

The teaching activities of the programme should support a progression in the education, so the student's qualifications are developed through the application and integration within the framework of increasingly independent design projects, with an expectation of increasing complexity and precision in execution and expression.

Examinations in the Master's programme can be conducted in Danish, Norwegian, Swedish, or English. In the case of group examinations, a language understood by all members of the group is chosen.

The choice of language for the examination must be communicated to the study administration before the deadline set by the study administration.

Exchange programmes are not part of the Master's programme.

The student must complete a relevant full-time internship with a duration of minimum 16 weeks. The internship is placed on the 3rd semester of the programme and amounts to 30 ECTS credits.

Precise requirements and guidelines are outlined in the course description for the internship.

5.1 Different forms of teaching

At Kolding School of Design, the student will experience a variety of different forms of teaching depending on, among other factors, learning outcomes, course length, and teaching staff. The student will encounter teaching in large and small groups, group work, project work, workshop teaching, individual guidance, and e-learning.

5.2 Syllabus and Work References

The term "syllabus" for a course refers to course-relevant literature within research, artistic development, and practice. The term "work references" for a course refers to course-relevant design and art works that have achieved reference status for the field of design. Work references may be indicated indirectly, for example, through reference to a filmography, an art or design historical work, etc.

6. Examinations

Examinations should allow students to demonstrate that they possess the programme's qualifications in terms of knowledge, skills, and competences.

As a result, the programme should include a variety of examination forms that reflect the content and work methods of the teaching. The examinations are organized based on design professional considerations and can be either oral, written, passed by participation, or a combination of different forms of examination.

Overview of Courses and Types of Examination

1st semester	Cross-disciplinary 10 ECTS participation pass/fail internal assessment	Subject Area 7,5 ECTS Participation pass/fail internal assessment	Focus Area 15 ECTS oral/product 7-point grading scale internal assessment	
2nd semester	Cross-disciplinary 2,5 ECTS Participation pass/fail internal assessment	Focus Area 15 ECTS oral/product 7-point grading scale external assessment	Cross-disciplinary 2,5 ECTS participation pass/fail internal assessment	Focus Area 7,5 ECTS oral/product 7-point grading scale internal assessment
3rd semester	Internship 30 ECTS written - 7-point grading scale - internal assessment			
4th semester	Master's Project 30 ECTS combined examination: written/oral/product - 7-point grading scale - external assessment			

6.1 Group Examinations

All examinations are, in principle, individual examinations but can also be conducted as group examinations. Exceptions are examinations passed by participation, which are always individual.

Groups may consist of up to four students, although there may be a lower maximum for some courses, as specified in the course descriptions. However, for the Master's project, the group can consist of a maximum of 3 students.

For both individual and group examinations, individual assessments of the students' performance are required, and individual grades must be given (according to §11, subsection 2 of the Examination Order).

Therefore, in the case of group-produced written work, it must be indicated which parts of the submission each group member has produced. However, the introduction, problem formulation, and conclusion may be written as a group.

The respective course descriptions will specify how the number of group members affects examination time for oral examinations and the number of characters for group-produced written works.

6.2 Forms of Examination

The form of examination for each course is outlined in the respective course description.

6.2.1 Oral Examinations

Oral examinations are public. However, Kolding School of Design may close the examination to the public in case of exceptional circumstances, including situations where the student's interests require it. The deliberation is closed. The institution can, however, decide that future examiners may attend the deliberation according to §13, subsection 5 of the Examination Order.

Audio and video recording during the examination and the deliberation is not allowed, except if the recordings are part of the examination process. In that case, the recordings are made by Kolding School of Design according to §13, subsection 4 of the Examination Order.

In oral examinations, deliberation should take place immediately after the individual student's examination, and the student should be informed of their grade immediately after the deliberation. The student has the right to receive their grade in private.

In the case of an individual oral examination where the student is examined based on a group-produced product, the other group members may not be present in the examination room until they have been examined themselves, according to §13, subsection 3 of the Examination Order.

6.2.2 Written Examinations

The extent of written assignments to be examined is specified in the respective course descriptions. The extent is calculated in characters including spaces.

The cover page, notes, table of contents, illustrations and other picture material, bibliography, and any annexed material are not included in the character count. Captions are included in the character count, though.

The content of any annexed material is not considered in the assessment of the written exam.

When submitting the written assignment, the number of characters must be indicated.

If formalities and extent are not adhered to, the submission can be rejected, and the student will lose an examination attempt.

For project descriptions submitted as a prerequisite or as part of a combined examination, the extent does not need to be indicated, and a standard cover page is not used.

6.2.3 Participation-Based Examinations

For courses with a requirement for participation to pass the course, the student must participate in a minimum of 75% of the teaching activities and actively participate in any exercises, assignments, and presentations. Failure to meet this requirement will result in the student using an examination attempt and being registered for a re-examination. The re-examination will typically have a different form of examination.

6.2.4 Product-Oriented Examinations

In most courses, the design of one or several design products (material/immaterial) is included, which unfolds the course's learning outcomes. Both the design products and sketch material that presents and documents the process leading to the final result must be presented at the product-oriented examination.

In addition to the design product and process, which fulfil the course's learning outcome, the design itself is also part of the evaluation. This means that the assessment also considers how the concept, functionality, and aesthetic design (material and/or immaterial) are designed in relation to the intended use and context of the design.

Design products can only be examined in the same examination and, therefore, cannot be included in the examination of other courses.

Product-oriented examinations do not stand alone but are part of combined examinations.

6.2.5 Combined Examinations

Combined examinations integrate various forms of examination formats into one overall assessment.

For combined examinations that include written work, this must be submitted before the oral examination.

For combined examinations that include one or several design products, these must be presented during the oral examination.

The respective course descriptions for courses examined through combined examinations will specify how sub-elements should be submitted.

6.2.6 Prerequisites in Examinations

For some courses, the submission of different types of assignments may be a prerequisite for accessing the associated examination. This is referred to as a "mandatory prerequisite," which is specified in the respective course descriptions. A prerequisite submitted as a mandatory prerequisite must be approved. It will not be included in the overall assessment but is solely a condition for participating in the examination.

6.3 Examination Fraud

Direct copying without clear referencing of sources in a written examination is considered plagiarism and examination fraud. Clear referencing of sources also applies to the use of AI in various forms, as it would otherwise be considered plagiarism. The use of previously produced projects and parts thereof that have been assessed can only be included on an equal footing with other source materials and with clear references. Whole sections and analyses from previous exams cannot be included and evaluated in new written exams.

If plagiarism is found in a written exam, the exam will be rejected, and the student will have used an examination attempt.

See Appendix 3 about Conduct and Disciplinary Measures.

7. Assessment

The purpose of examinations is to assess the extent to which the student meets the learning outcomes defined for the course modules of the education in the curriculum, according to the Examination Order § 2. Therefore, examinations are organized to document the degree of goal fulfilment in relation to essential outcomes and requirements, according to the Examination Order § 3.

When assessing the Master's project, the student's writing and spelling skills are also assessed in addition to the academic content. However, most weight is put on the academic content, cf. the examination order § 36 subsection 2.

7.1 Forms of Assessment

At least 1/3 of the education measured in ECTS credits must be with external grading, including the Master's project, according to the Examination Order § 35, subsection 4.

Furthermore, a maximum of 1/3 of the education measured in ECTS credits can be marked as "Passed" or "Not Passed." However, this excludes transferred credits, according to the Examination Order § 38, subsection 2.

7.2 Deliberation

For examinations with an external censor, the assessment is conducted by the examiner and an appointed censor from the design education's censor corps. The grades or pass/fail marks are given after deliberation between the examiner and the censor.

If there is no agreement between the examiner and the censor on the grading, they each give a grade. The grade for the examination is the average of these grades, rounded to the nearest grade in the grading scale. If the average lies in between two grades, the final grade will be the nearest higher grade if the censor has given the highest grade, and otherwise the nearest lower grade. In the case of disagreement between "Passed" or "Not Passed," the censor's assessment is decisive, according to the Grading Order § 11.

In the case of disagreements in examinations with internal grading, the internal assessor has the same role as the censor in external grading.

7.3 Passed Exams

An examination is passed when the grade is 02 or higher or when the mark is "Passed." A passed examination cannot be retaken.

7.4 Specific Rules on the Assessment of Combined Examinations

In the assessment of combined examinations, an overall grade or pass/fail mark is given based on an overall evaluation. The weighting between the elements will be specified in the respective course descriptions.

7.5 Special Conditions

Kolding School of Design offers special examination conditions for students with physical or mental impairment, students with equivalent difficulties, and students with a mother tongue other than Danish, when it is deemed necessary to provide equal treatment for these students in examination situations. It is a condition that such an offer does not result in a change in the level of the examination, according to the Examination Order § 18.

8. Registration for Courses and Examinations

The student is automatically registered for the courses in the relevant semester, including associated examinations. Registration takes place regardless of whether the student still needs to pass courses from previous semesters. Students can only withdraw from courses if there are exceptional circumstances, according to the Education Order § 6, subsection 4.

8.1 Registration for Group Examinations

If a group of students wishes to take a group examination, this must be communicated to the study administration before the deadline set by the institution. If the student does not notify this before the deadline, the student will be registered for an individual examination.

8.2 Mandatory Prerequisite

In courses where the submission of assignments is a mandatory prerequisite for participation in the associated examination, the assignments must be submitted by the specified deadline before the examination. The respective course description will specify what needs to be submitted.

If a student is prevented from submitting the mandatory prerequisite on time due to illness, documented by a medical certificate, a new deadline will be set. If there is no medical certificate, the student will not have access to the associated examination and will have used an examination attempt.

8.3 Attempts

The student has a total of three attempts to pass an examination, according to the Examination Order § 6, subsection 3. The study board may allow an additional attempt if there are exceptional circumstances.

8.4 Re-examination

If an examination is not passed, or if the student is absent without documentation of illness, an examination attempt is lost. The student will automatically be registered for the same examination again in the next re-examination period, according to the Examination Order § 6, subsection 2.

8.5 Re-examination due to illness

If a student is unable to attend an examination or submit projects, assignments, etc., due to illness, documented by a medical certificate, the student will be registered for a re-examination due to illness. The student does not lose an examination attempt in this case.

On the day of the examination, before the examination, the student must report sick to the Study Administration. The medical certificate must be submitted to the Study Administration within two weekdays after the examination. Any expenses for the medical certificate are covered by the student.

8.6 Organisation of Re-examinations

Oral re-examinations for courses in the autumn semester are scheduled to take place in spring, while oral re-examinations for courses in the spring semester are scheduled to take place before the start of the new academic year. If the student does not pass the course in the re-examination, the student will be registered for the same examination again in the next possible re-examination period.

Written re-examinations are scheduled with a 2-3 months interval from the initially set deadline for submission.

For examinations scheduled to be in the final examination period of the education, the student must have the opportunity to take the examination in the same examination period or immediately thereafter (according to the Examination Order § 7, subsection 1).

Different rules apply for re-examinations in the final year of the education since the Master's project must conclude the education, according to the Education Order § 13, subsection 4. Therefore, a possible third retake or sick examination of courses from previous semesters will be scheduled so that it can be completed before the regular Master's project examination.

Kolding School of Design may, however, grant exemption from the requirement that the Master's project concludes the education, when it is justified by exceptional circumstances.

If the student does not submit the Master's project within the specified deadline, a revised problem statement within the same subject area must be handed in. This must be approved by the supervisor, and a new deadline of 3 months will be set. If the student does not submit the Master's project within the new deadline, the student can have a third attempt under the same rules that apply to the second attempt.

9. Study Activity

The student must be aware that there are several different requirements for study activity, determined by different sets of rules. One set of rules is established by Kolding School of Design and applies to all students enrolled in either the Bachelor's or Master's programme. Another set of rules is established by the Danish Agency for Institutions and Educational Support and applies to students who also receive state educational support (SU).

9.1 Kolding School of Design's Study Activity Requirement

The study activity requirement means that the student must pass a minimum of 30 ECTS of the 60 ECTS that make up a complete academic year.

Kolding School of Design may grant exceptions to the above in exceptional circumstances.

The student must have earned the following ECTS per academic year:

After the 1st academic year, the student must have earned 60 ECTS.

After the 2nd academic year, the student must have earned at least 90 ECTS.

Students who do not meet the study activity requirement are not allowed to continue their education. Kolding School of Design will subsequently terminate the student's enrolment. Unenrolment can only take place if Kolding School of Design has ensured that the student has had the opportunity to take three examination attempts in the various courses.

9.2 SU and Study Activity Requirement

The student can only receive state educational support (SU) if they are studying actively. There are different rules for when one is considered a not-active student, depending on when the student's education started. If the student started their education on or after July 1, 2016, they are considered an active student as long as they are not more than 6 months (equivalent to 30 ECTS/one semester) behind.

Self-study is not eligible for SU.

Only Danish students and students who can be equated with Danish citizens under Danish rules or EU law can receive SU.

10. Leave of Absence

The student has the option to apply for a leave of absence. Leave of absence is only granted for a full year and not with retroactive effect. Students who are delayed by one semester in their education can apply for a leave of absence for one semester if they have not previously been granted leave of absence.

Students who have passed the first 3 semesters of the education can apply for a leave of absence for one semester if they have not previously been granted leave of absence.

Leave of absence must be granted if it is justified by maternity/paternity leave, adoption, military service, or UN service.

Leave of absence is not granted for studies at other educational institutions. Students on leave of absence cannot participate in classes or examinations.

Students who return to the education after a leave of absence are not entitled to complete the education according to the curriculum that was in effect when the leave of absence began.

Applications for leave of absence are processed by the Study Administration and decided by the Head of Education.

Leave of absence can be applied for at the earliest when the courses on the 1st semester are passed (30 ECTS credits).

11. Change of Focus or Subject Area

The application for a change of focus area must be academically justified and include a portfolio. The application is processed by the Head of Education in consultation with the members of staff responsible for the relevant focus and/or subject areas.

The application can be submitted continuously, but no later than December 15th for the spring semester and no later than August 1st for the autumn semester. It is a condition that there are free seats available in the receiving focus area.

In the case of a focus area change, all passed modules are automatically transferred to the new focus area. A change can only be granted once during a Master's degree.

Only under special circumstances can the Master's student be granted a change of subject area, as it is assumed that it represents a basic academic knowledge obtained by the student at bachelor's level. The same rules and procedures apply as for a change of focus area.

12. Exemptions from Rules

Kolding School of Design can, when justified by exceptional circumstances, grant exemption from the rules in the curriculum that are solely established by Kolding School of Design, according to the Education Order § 15, subsection 5.

An application for dispensation must be submitted in writing to the study administration at Kolding School of Design and will be processed by the Study Board.

An exceptional circumstance must typically have an extent and timing that prevents the student from complying with a given rule, and the exceptional circumstance must be documented. An exceptional circumstance will typically be external and beyond the student's control. It is also characterized by affecting the individual.

13. Copyrights

With respect for the student's copyrights, Kolding School of Design holds ownership of the results or products that arise in connection with an assignment, according to the Examination Order § 54.

If the project or assignment involves parties outside of Kolding School of Design, including companies, institutions, etc., the extent to which all three parties, while respecting applicable copyright rules, are entitled to use the results that arise as part of the assignment process, including whether any information regarding the third party's affairs appearing in the assignments, may be published, will be agreed in advance between Kolding School of Design, the student, and the third party, according to the Examination Order § 54, subsection 2.

14. Appeal Options

Decisions made based on rules in this curriculum can be appealed to the Danish Agency for Higher Education and Science, if the appeal concerns legal issues.

The appeal must be submitted to the Rector at dk@designskolenkolding.dk within two weeks from the day the decision was notified to the student. The Study Administration handles the case on behalf of the Rector.

If the decision is upheld, the Study Administration will provide a statement on behalf of the Rector, and the student will have the opportunity to comment within a deadline of at least one week. The appeal is then sent to the Danish Agency for Higher Education and Science along with the statement and any comments from the complainant.

More specific information about examination complaints can be found in appendix 2.

15. Entry into force and transitional provisions

This study programme comes into effect on September 1, 2023, and applies to all students who are and become enrolled into the study programme and for examinations commencing on or after that date.

An exception is made for students who are enrolled in the 2nd year of the Master's programme in the autumn of 2023. They will complete the Master's degree according to the rules of the Master's programme from August 31, 2020.

However, courses that have started before August 31, 2023, must still be assessed according to the previous study programme for all students.

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Appendix 1: Overview over the Study Programme

Kandidat/ Master					
	Design for People				
	Design for Planet				
	Design for Play				
Bachelor		Kommunikationsdesign / Communication design	Industrielt design / Industrial design	Accessory design	Beklædningsdesign / Fashion design

Appendix 2: Complaints about Examinations

In the event that a student is dissatisfied with an exam, there are various appeal options.

According to section 45 of the Executive Order on Examinations (BEK no. 29 of 13 January 2020), students have the opportunity to complain about the following within two weeks after the assessment:

1. Legal issues.
2. The basis of the examination, including exam questions, assignments and the like.
3. The exam course.
4. The assessment.

The complaint must be in writing and substantiated.

Complaint processing

The complaint must be sent to the Study Administration. The complaint is forwarded to the examiner / examiners, who has two weeks to submit an opinion. The assessors must comment on the professional issues in the complaint (if the complaint is about the assessment). The complainant will then have the opportunity to comment on the statements within a period of 1 week. The head of education makes the final decision based on the overall statements.

Access to examination notes

In connection with an appeal case, a student may request that the censor's and examiner's notes be handed out in accordance with the rules on access to documents in the Public Administration Act.

Upon written request for access to documents, Kolding School of Design must hand out the notes within seven working days, in accordance with the rules in the Public Administration Act. If access to examination notes is requested in connection with an intended appeal and before the two-week appeal deadline has expired, the time it takes for Kolding School of Design to send the documents to the student must be added to the appeal deadline, so that he or she has more time to submit the complaint.

Requests for access to documents are submitted to the Study Administration.

Appendix 3: Conduct and Disciplinary Measures

Kolding School of Design is an inclusive and welcoming institution that is open to all individuals regardless of gender, race, color, religion or belief, political views, sexual orientation, age, disability, or national, social, or ethnic origin. The institution also upholds freedom of expression for both students and staff within the framework of the criminal law.

Students at Kolding School of Design include all those enrolled in a programme or part thereof, as well as applicants to Bachelor's and Master's programmes, where the relevant provisions pertain to admission.

Code of Conduct and Legal Basis

Students are expected to behave considerately and appropriately towards both fellow students and staff, to avoid disrupting the functioning of the institution, and to treat the school's property with respect. Furthermore, students must avoid cheating during exams and refrain from disruptive behaviour during examinations. They must also stay informed of and adhere to the school's rules, including those concerning conduct, safety, information security, and examination procedures. Students are required to follow the instructions of school staff and present a student ID or other identification upon request.

This document outlines the expected behaviour of students, both on campus and in situations that may be comparable. It also applies when students should be aware that their behaviour may affect the functioning of the school. Additionally, this document describes the disciplinary measures that Kolding School of Design may employ when rules are not followed.

These rules are based on:

§ 10, subsection 6 of Act No. 787 of August 8, 2019, on higher artistic educational institutions.

§ 19 of Executive Order No. 29 of January 13, 2020, on examinations and grading in higher artistic education.

§ 32 of Executive Order No. 57 of January 10, 2024, on admission to full-time higher artistic education programs.

Behaviour and Dialogue

'Considerate and appropriate' behaviour towards other students and staff implies that Kolding School of Design values open, curious, and respectful dialogue that accommodates diverse opinions and perspectives among students and staff, as this fosters critical thinking and creativity and creates an enriching learning environment that prepares students for the diverse society they will encounter after graduation.

A curious, considerate, and respectful dialogue means:

- Participating in discussions with openness, curiosity, and a willingness to consider different viewpoints.
- Demonstrating care and empathy in discussions, even when opinions differ.
- Avoiding derogatory language and other forms of communication intended to demean the other party.
- Actively listening to others and ensuring that everyone has the opportunity to express their thoughts.

Behaviour in Relation to Educational Activities

It is the teacher's responsibility to plan and conduct teaching, including safeguarding the learning environment in educational activities (in study spaces, workshops, classrooms, on field trips, etc.). Therefore, it is always the teacher's right and duty to ensure that dialogues in the educational setting between teachers and students, as well as between students, are conducted respectfully. Furthermore, the teacher has the authority to end a dialogue if it is deemed irrelevant to the teaching or if the instructor considers it to have crossed the boundary of what can be regarded as open and respectful dialogue.

Students must conduct themselves in a manner that allows the teaching to proceed smoothly. They are also obliged to follow the instructions given by teachers during educational activities.

Behaviour in Relation to Examinations

Students must also behave considerately during examinations, as described above. Cheating during exams is strictly prohibited. Exam cheating includes, but is not limited to, plagiarism¹, unauthorized assistance in completing assignments, data falsification, attempts to influence grading (including after the exam), unauthorized collaboration, use of prohibited aids, disregard of rules for electronic aids, and allowing another person to take an exam on one's behalf.

Responsible Use of IT

Students must use IT and technical aids responsibly and in accordance with good practice and the rules for responsible IT use. This means that students must follow the institution's guidelines to avoid misuse such as hacking, unauthorized use of software, illegal file sharing, and breaches of IT security. Furthermore, students must not use their school email for private purposes that could affect the reputation of Kolding School of Design.

Procedure for Rule Violations

The procedure for dealing with rule violations depends on the nature and severity of the violation. As a general rule, any suspicion of a rule violation should be reported to the Head of Education, who is responsible for educational or examination activities at Kolding School of Design. Violations of IT security rules and house rules should be reported to the Head of Administration. Suspicion of criminal activity should be reported to the Rector.

Rule Violations in Relation to Examinations

If there is clear evidence of exam ***cheating or disruptive behaviour during an ongoing exam***, the Head of Education or the examiners, in agreement, may expel the student from the exam while it is still in progress. In such cases, the justification for this action will be assessed in the subsequent decision. The decision, including a justification and appeal instructions, must then be sent to the student.

If the report concerns ***cheating in an assignment*** intended for use during an exam, the Head of Education may postpone the exam if it is not possible to resolve the matter before the scheduled exam date.

When reporting ***plagiarism***, the plagiarized sections must be marked with clear references to the sources that have been plagiarized. The plagiarized text should also be marked in the source text. Upon confirmed plagiarism, the Rector is informed and, in consultation with the responsible leader(s), decides on the consequences.

¹ Plagiarism includes copying others' work without proper citation, closely imitating others' phrasing, using others' ideas without crediting them, and reusing one's own previous works without proper referencing.

Rule Violations in Relation to Examination or Educational Activities

If management receives a report of a student's *disruptive behaviour or inconsiderate behaviour* during an exam or educational activity, the responsible leader will summon the student for a meeting to further investigate the matter. The student has the right to bring someone to the meeting. If it is not possible to summon the student for a meeting, the case will be handled in writing.

Rule Violations in Relation to Behaviour on Campus or in Connection with School-Organized Activities Outside of Campus

If management receives a report of a student's *disruptive behaviour or inconsiderate conduct* on campus or in connection with school-organized activities outside of campus, the responsible leader will summon the student for a meeting to further investigate the matter. The student has the right to bring a companion to the meeting. If it is not possible to summon the student for a meeting, the case will be handled in writing.

Rule Violations in Relation to Disclosure Obligations During Admission

Should applicants fail to disclose previously completed educational elements, the Rector may issue a warning, annul grades for courses in which the student has unlawfully participated, or annul the student's admission or enrollment. In this context, the Rector may also decide whether the individual may reapply for admission or enrollment in the same or another programme at Kolding School of Design after a specified period.

Reporting Rule Violations and Decisions

Reports must be made without undue delay. The report must include a written account of the case, containing information that clearly identifies the reported persons, as well as a brief description and the existing documentation of the incident. When reporting exam cheating or other violations of exam rules, the specific exam in question must be identified. If there are repeated offenses by one or more of the reported individuals, this must be disclosed.

The case will be decided in accordance with the rules of the Danish Public Administration Act concerning, among other things, the right to a hearing, justification, and the right to appeal. In this context, any correspondence to a reported student must be in English if the reported individual is not proficient in Danish.

Consequences and Sanctions for Rule Violations

Consequences of rule violations may include warnings, temporary or permanent expulsion from exams or the educational institution, and/or reporting to the police. The various consequences are described below:

In deciding whether a particular sanction should be applied to a student and, if so, to what extent, consideration must be given to the specific harm caused to Kolding School of Design, including the public's trust in the exams conducted at Kolding School of Design. Additional factors include whether prior warnings have been given, the risk of recurrence, and whether the interests of Kolding School of Design can be adequately served by a less intrusive sanction.

Warnings

A verbal warning may be issued where a minor violation of the rules is found in a specific case. If the case is deemed to be of a serious or repeated nature, a written warning will be sent to the student. If disruptive behaviour/inconsiderate conduct continues thereafter, or if disruptive behaviour/inconsiderate conduct of a particularly serious nature occurs, the Rector will be informed and will make a decision on the consequences.

Expulsion from Examinations

Expulsion from an examination may occur in cases where exam cheating or other violations of exam rules are found. Expulsion may be applied retroactively or prospectively and means that the student has used an examination attempt but will not have their exam performance assessed or will have an already awarded grade annulled. For the subsequent exam in the same activity, the student must produce an entirely new submission. The Head of Education may grant an exemption from this requirement.

If it is found that plagiarism has been committed or attempted, the student cannot receive guidance in connection with the rewriting of the plagiarized work. However, the Head of Education may grant an exemption if there are mitigating circumstances. It is the Head of Education, on behalf of the Rector, who decides on expulsion from an exam.

Expulsion from the Educational Institution

Expulsion from the institution may occur in cases of serious or repeated violations of the rules described in this curriculum. The expulsion may be temporary or permanent and may, depending on the nature of the offense, take effect immediately.

During the period of expulsion, the student is excluded from all activities at Kolding School of Design, including participation in teaching and exams. An expelled student cannot have their tuition fees refunded or credited for the expulsion period.

The student cannot receive preliminary or final credit for any academic activities they wish to undertake or have undertaken at other educational institutions during the expulsion period.

For permanent expulsion, the student will be disenrolled from the institution and may only be re-enrolled with the explicit permission of the Rector.

Police Report in Case of Criminal Offenses

All forms of document forgery are punishable under Section 171 of the Penal Code and can be reported to the police.

The principal can report criminal offenses on behalf of the institution.

Appendix 4 The Danish Qualifications Framework for Higher Education

Find the Danish Qualifications Framework for Higher Education here:

https://ufm.dk/en/education/recognition-and-transparency/transparency-tools/qualifications-frameworks/other-qualifications-frameworks/danish-qf-for-higher-education/?set_language=en

Course Descriptions

Course descriptions for the Master's programme are available on Kolding School of Design's website.