

CURRICULUM FRAMEWORK

BA, MA and Professional MA in Design



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Curriculum Framework

Design School Kolding

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2. Introduction

This Curriculum Framework for the study programmes at Design School Kolding has been prepared pursuant to the guidelines in the Executive Order on Study Programmes at Higher Artistic Education Institutions under the Ministry of Higher Education and Science, no. 1410 of 12 December 2014. Unless otherwise stated, the Curriculum Framework regulations apply collectively to the Bachelor's Programme in Design, the Master's Programme in Design and the Professional Master's Programme in Design,

Specific to the Bachelor's Programme

The prescribed period of study for this programme is 3 years of full-time study. One year of full-time study represents the course load for a full-time student in 1 academic year. It corresponds to 60 European Credit Transfer System (ECTS) credits. The prescribed period of study for this programme is thus 180 ECTS credits.

Specific to the Master's Programme

The prescribed period of study for this programme is 2 years of full-time study. One year of full-time study represents the course load for a full-time student in 1 academic year. It corresponds to 60 European Credit Transfer System (ECTS) credits. The prescribed period of study for this programme is thus 120 ECTS credits.

Specific to the Professional Master's Programme

The prescribed period of study for this programme, which is a 4-year part-time programme, is 2 years of full-time study. One year of full-time study represents the course load for a full-time student in 1 academic year. It corresponds to 60 European Credit Transfer System (ECTS) credits. The prescribed period of study for this programme is thus 120 ECTS credits.

2.1 The programme curriculums are regulated pursuant to the following Acts and Executive Orders:

- Act no. 59 of 26 January 2015 on Institutions of Higher Artistic Education
- Act no. 583 of 1 June 2014 on Study Admission to Institutions of Higher Artistic Education
- Executive Order no. 1410 of 12 December 2014 on Institutions of Higher Artistic Education under the Ministry of Science, Innovation and Higher Education
- Executive Order no. 1526 of 16 December 2013 on Internal and External Examination at Higher Artistic Education Institutions under the Ministry of Science, Innovation and Higher Education
- Executive Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment of Study Programmes under the Ministry of Science, Innovation and Higher Education
- (the Grading Scale Order)
- Act no. 315 of 5 April 2017 on Open Education (Business-oriented Adult Education) etc.
- Executive Order no. 205 of 13 March 2018 on Accreditation of Institutions of Higher Education and Approval of Higher Educations

Specific to the Bachelor's Programme

- Executive Order no. 107 of 12 February 2018 on Study Admission to the Bachelor's Programme at the Institutions of Higher Artistic Education under the Ministry of Science, Innovation and Higher Education.

Specific to the Master's Programme

- Executive Order no. 106 of 12 February 2018 on study admission to the Master's Programme at the Institutions of Higher Artistic Education under the Ministry of Science, Innovation and Higher Education

Specific to the Professional Master's Programme

- Executive Order no. 1605 of 19 December 2017 on the Professional Master's Programme at the Universities and Institutions of Higher Artistic Education under the Ministry of Science, Innovation and Higher Education. (The Professional Master's Order).

Applicable acts and executive orders are always accessible on www.retsinfo.dk

2.2 Programme names and graduates' titles

Specific to the Bachelor's Programme

The name of the programme is Bachelor of Arts (BA) in Design with an indication of the line of study (e.g. BA in Fashion & Textile).

Specific to the Master's and the Professional Master's Programmes

The name of the programme is Master of Arts (MA) in Design with an indication of the line of study (e.g. MA in Industrial Design). In Denmark graduates are permitted to use the title cand.des. (candidatus/candidata designii).

3. The Overall Objective of the Programme

Specific to the Bachelor's Programme

The objective of the Bachelor's Programme in Design is to

- 1) introduce the student to scientific and artistic disciplines in one or more subject areas, including the theory and methodology of the subject area(s) in question, in order to provide the student with broad academic knowledge and skills,
- 2) provide the student with the required academic knowledge and theoretical and methodological qualifications and competencies to enable him or her to independently identify, formulate and solve complex issues within the relevant components of the subject area(s) and
- 3) provide the student with the required foundation for working in a professional capacity and qualifying for admission to a master's degree programme.

The objective of the learning outcome

The objective of the learning outcome comprises the knowledge, skills and competencies that a BA in Design is required to obtain in the course of the programme.

Knowledge and understanding

A BA in Design must

- possess artistically based knowledge of practices and methods as well as research-based knowledge of theories within the relevant subject area
- be able to understand and reflect on design-professional practices and methods as well as relevant scientific theories

Skills

A BA in Design must possess skills that enable him or her to

- apply artistic and relevant scientific methods, tools and forms of expression within the subject area as well as apply general skills related to work within the profession
- evaluate artistic challenges, practical and theoretical issues as well as explicate and choose relevant expressions and solution models
- communicate artistic expressions and design-professional issues and solution models to peers as well as non-specialists

Competencies

A BA in Design must possess competencies that enable him or her to

- handle complex and development-oriented situations in study or work contexts
- independently participate in discipline-specific and interdisciplinary collaboration with a professional approach
- identify his or her own learning needs and organise his or her own learning in different learning environments.

Specific to the Master's and the Professional Master's Programmes

The objective of the Master's Programme in Design is to

- 1) support and expand upon the student's knowledge, competencies and skills and develop the theoretical and methodological qualification as well as independence as compared to the BA level
- 2) offer the student the opportunity for professional immersion through the use of advanced elements within the methods of the discipline(s), including training in scientific and artistic work and methodology that further develops the student's ability to perform more specialised business functions and participate and collaborate in artistic and scientific design development projects.
- 3) qualify the student for further education, including a PhD programme

The objective of the learning outcome

The objective of the learning outcome comprises the knowledge, skills and competencies that an MA in Design is required to obtain in the course of the programme.

Knowledge and understanding

An MA in Design must

- possess knowledge of the subject, which in selected areas is based on internationally recognised artistic practice, artistic development work and leading research within the relevant subject areas
- be able to understand and reflect on design-professional knowledge as well as identify artistic challenges and scientific problems

Skills

An MA in Design must possess skills that enable her or him to

- master the artistic methodology, tools and forms of expression within the subject area as well as grasp and apply the general skills related to the work within the profession
- evaluate and choose between the artistic methods and tools and the theoretical theories of the discipline as well as create new expressions and solution models on an artistic or scientific basis
- communicate artistic expressions and discuss design-professional and relevant scientific issues with peers as well as non-specialists

Competencies

An MA in Design must possess competencies that enable him or her to

- handle work and development-oriented situations that are complex, unpredictable and require novel solution models or expressions
- independently initiate and participate in discipline-specific as well as interdisciplinary collaboration taking on professional responsibility
- independently take responsibility for his or her own professional learning and specialisation

4. Admission and Enrolment

On Design School Kolding's website <https://www.designskolenkolding.dk/en>, you will be able to find the current admission and enrolment requirements.

Specific to the Bachelor's Programme

Admission to the Bachelor's Programme is pursuant to the orders included in the Executive Order on Admission to Bachelor Programmes at Institutions of Higher Artistic Education, specifically § 2 and § 23.

Specific to the Master's Programme

Admission to the Master's Programme is pursuant to the orders included in the Executive Order on Admission to Master Programmes at Institutions of Higher Artistic Education, specifically § 2.

Specific to the Professional Master's Programme

Admission to the Professional Master's Programme is pursuant to the orders included in the Executive Order on Admission to Master's Programmes at Institutions of Higher Artistic Education, specifically § 2.

In addition, the applicant must fulfil one of two requirements, cf. The Professional Master's Order, § 10.

4.1 Legal rights

Specific to the Master's and the Professional Master's Programmes

A Bachelor's Degree qualifies the student for admission to the Master's Degree Programme – the natural extension of the line(s) of study of the Bachelor's Programme – at the same educational institution, provided it is in direct continuation of the completed Bachelor's Degree Programme, cf. the Admission Order, § 10.

4.2 Extended right

Students admitted to the Bachelor's Degree Programme at Design School Kolding in 2015 and 2016 are entitled to an extended 2-year right of admission to the Master's Programme. This means that students from the class of 2015 are entitled to enrol until 2020 and students from the class of 2016 are entitled to enrol until 2021.

Students admitted to the Bachelor's Degree Programme in 2017 and onwards are subject to the applicable legal requirements described in section 4.1.

5. The Structure of the Programme

An academic year consists of two semesters, the autumn and the spring semester. The prescribed period of full-time study in 1 semester (30 ECTS credits) is the equivalent of a work load of 825 hours or 27.5 hours per ECTS credit. One semester consists of a number of courses equal to 5, 10, 15, 20, 25 or 30 ECTS credits. One course can consist of one course or several courses. Design School Kolding defines a course as a course with its own learning objective.

Specific to the Bachelor's Programme

The Bachelor's Programme in Design is a 3-year full-time programme, corresponding to 180 ECTS credits. The programme must be completed no later than 4 years after the start of the studies, exclusive of any periods of leave of absence. DSKD may wave this rule in case of exceptional circumstances.

The Bachelor's Programme concludes with a graduation project completed in the third year of study.

Specific to the Master's Programme

The Master's Programme in Design is a 2-year full-time programme, corresponding to 120 ECTS credits. The programme must be completed no later than 3 years after the start of the studies, exclusive of any periods of leave of absence. DSKD may wave this rule in case of exceptional circumstances.

The Master's Programme concludes with a graduation project completed in the fourth semester.

Specific to the Professional Master's Programme

The Professional Master's Programme in Design is a 4-year part-time programme, corresponding to 120 ECTS credits. The programme must be completed no later than 5 years after the start of the studies, exclusive of any periods of leave of absence. DSKD may wave this rule in case of exceptional circumstances.

The Master's Programme concludes with a graduation project completed in the fourth year of study.

6. Instruction

The instruction activities must be planned with the aim of supporting the learning objectives of the course descriptions in the best possible fashion. Measures must be adopted to ensure that instruction, tests and exams in each course are undertaken by teachers who possess relevant qualifications within research, artistic development and practice required to fulfil the learning objectives of the course.

The instruction should enable the student to demonstrate, through tests and exams, that he or she has acquired the prerequisite qualifications in terms of knowledge and understanding as well as skills and competencies, cf. Section 3.

Specific to the Bachelor's Programme

The instruction activities must provide a progression in the programme ensuring that the student's qualifications are initially developed separately through different instruction processes. Later, these qualifications will be gradually applied and integrated into the framework of increasingly more independent design projects with the expectation of increasing complexity and precision in the execution and expression.

Instruction, tests and exams at the Bachelor's Programme are typically conducted in Danish. Some instruction activities, as well as some course material, may, however, be in English.

Due to the presence of exchange students, instruction, tests and exams are generally conducted in English during the 4th semester of the programme.

Specific to the Master's Programme and Professional Master's Programme

The instruction activities must provide a progression in the programme ensuring that the student's qualifications are initially developed through application and integration within the framework of increasingly more independent design projects with the expectation of increasing complexity and precision in the execution and expression.

Instruction, tests and exams at the Master's Programme are generally conducted in English accompanied by English-language study material.

Danish-speaking students are entitled to take their oral exams in Danish and submit written assignments in Danish unless the student is part of a group of non-Danish-speaking students.

6.1 Types of instruction

At DSKD, the student will experience a variety of different types of instruction depending on both learning objectives, the length of the course and the instructor. For example, the student will be taught in large and small teams and participate in group work, project work, workshop instruction and e-learning.

6.2 Syllabus and work references

A course syllabus is defined as course-relevant literature within the areas of research, artistic development and practice. Work references for a course signify course-relevant design and artwork that has attained the status of reference for the design profession. Work references may be designated indirectly, for example by reference to a filmography or a work of art or design history, etc.

7. Registration for Courses and Exams

The student is automatically registered for the courses of the relevant semester and for the associated exams. The registration is effective regardless of whether the student has yet to pass courses from previous semesters, and students can only withdraw their registration for courses in the case of exceptional circumstances, cf. the Executive Order on Institutions of Higher Artistic Education § 6, section 4.

The student is allowed a total of 3 attempts to pass an exam, cf. the Executive Order on Internal and External Examinations for Higher Education § 6, section 3. DSKD may allow an additional attempt in the case of exceptional circumstances.

7.1 Examination attempts

If a student does not pass an exam, he or she is automatically re-registered for the same exam, cf. the Executive Order on Internal and External Examinations for Higher Education § 6, section 2. Re-taking of the exams pertaining to the autumn semester courses are held in February; re-taking of exams pertaining to the spring courses are held in August. If the student does not pass the course during the re-taking of the exam, he or she will be re-registered for the subsequent regular exam.

There are other rules pertaining to the Bachelor's and Master's projects, cf. the Executive Order on Internal and External Examinations for Higher Education § 7, and sections 10.2 and 10.3 of this document.

7.2 Make-up exams

If a student due to illness documented by a medical certificate is forced to be absent from an exam or is prevented from handing in projects, assignments, etc. in a timely

fashion, the student will be registered for a make-up exam. Make-up exams for the autumn semester courses are held in February; make-up exams for the spring courses are held in August. If the student does not pass the course during the make-up exam, he or she will be re-registered for the next regular exam.

There are additional rules and regulations pertaining to Bachelor's and Master's projects, cf. the Executive Order on Internal and External Examinations for Higher Education § 7 and sections 10.2 and 10.3 of this document.

A medical certificate must be submitted to DSKD no later than two weekdays after the student's medical condition was reported. Any medical expenses incurred in connection with procuring the medical certificate are borne by the student.

8. Overview of Examinations

Please refer to Appendix 01-13 for an overview of examinations and their placement within the programmes, including examination format and assessment.

9. Examination Regulations

9.1 Examination formats

The programme shall include a variety of examination formats that must reflect the content and the working methods of the instruction. The examination format shall consider the learning objective and may, for example, be oral, written, practical, project-oriented or a combination of different examination formats.

The exams are designed based on professional considerations, either as individual exams or as group exams. Groups may consist of 2-4 students for programme-specific exams on the Master's Programme and 2-3 students for the final exams (the BA and MA projects).

For courses where active participation is the exam form, students must attend at least 75 % of the scheduled activities. Furthermore, there may be specific requirements about oral presentations and written assignment. Requirements are described in the curriculum.

Regardless of the examination format, the examiner will ensure that the student, in addition to the examination grade, is given specific professional feedback on his or her performance. Feedback must be based on the relevant learning objectives and can be given orally and/or in writing.

The examination format is included in the individual course description and can be found in Appendix 01-13. For courses on the first year of the master programmes please also see Appendix 14 for the examination regulations.

9.2 Assessment

The objective of the examination is to assess the extent to which the student has fulfilled the academic goals set for the education elements of the study programme, cf. the Executive Order on Internal and External Examinations for Higher Education § 2.

The tests must be devised so as to document the degree of achievement compared to the main objectives and requirements, cf. the Executive Order on Internal and External Examinations for Higher Education § 3.

No less than 1/3 of the programme courses, expressed in ECTS credits, must be assessed by an external examiner according to the 7-point scale – including the Bachelor's Project and the Master's Project.

No less than 1/3 of the programme courses, expressed in ECTS credits, must be assessed by an internal examiner according to the 7-point scale.

No more than 1/3 of the programme courses, expressed in ECTS credits, must be assessed internally as "Pass" or "Fail."

In the case of examinations with an external examiner, the assessment is done by the examiner and a designated external examiner from among the corps of external examiners affiliated with the design programme. Assessments are given after a discussion between the examiner and the external examiner. If there is disagreement between the examiner and the external examiner regarding the assessment, the grade is awarded pursuant to the rules described in § 11 and § 12 of the Ministerial Order on the Danish Grading System.

An exam has been passed when the grade 02 or above or the assessment "passed" has been obtained. A passed test cannot be re-taken.

9.3 Special examination circumstances

Design School Kolding offers special assistance in connection with examinations to students with physical or psychological disabilities, to students with similar disadvantages, as well as to students whose mother tongue is not Danish; an evaluation is made ahead of time that such assistance is warranted in order to equate these students with others in the examination situation. This special arrangement may not in any way change the level of the exam, cf. the Executive Order on Internal and External Examinations for Higher Education § 18.

Applications and affiliated documentation for special examination circumstances must be submitted in writing to the Study Administration no later than 10 working days prior to the examination; it will be reviewed by the Director of Education in consultation with the Director of Studies.

9.4 Oral examinations

Oral examinations are public. Design School Kolding may, however, order a closed-door examination under exceptional circumstances, including concerns about the welfare of the student. The discussion is closed, cf. the Executive Order on Internal and External Examinations for Higher Education § 13, section 5. No audio or video recor-

ding is permitted. In the case of oral examinations, the discussion must follow directly after the completion of the examination and the student will be notified of his or her grade promptly after the discussion. The student is entitled to receive his or her grade in private.

9.5 Written examinations

Written work can be assessed either independently or as part of a project depending on the exam. The scope is outlined in the course description.

The scope of the written work is always calculated in standard pages, one standard page being defined as 2,400 characters incl. spaces. Front page, notes, table of contents, illustrations, references and potential appendices are not included in the calculation of the number of standard pages. The content of any appendices is not included in the assessment.

When submitting written work, the number of characters must be stated on the front page.

In the case of independently assessed written assignments, group responses must indicate which parts of the answer have been prepared by the individual member of the group.

A group-produced product/solution/written work that forms the basis of an oral exam can be included in the assessment basis without specifying what elements the individual student has prepared, provided each student sits for an individual oral exam, cf. the Executive Order on Internal and External Examinations for Higher Education section § 12, section 4 and § 13, section 3.

10. Compulsory Examinations

10.1 First year exam

Specific to the Bachelor's Programme

At the conclusion of the first academic year, a bachelor student must meet the learning objectives pertaining to knowledge, skills and competencies for their study line as stated in the course descriptions for the first academic year, cf. Appendix 01-05.

Specific requirements and guidelines can be found in the description of the first year examination, cf. Appendix 17.

In order to continue his or her studies, the student must have passed the exams affiliated with the first year courses no later than at the end of the second year of study.

10.2 The Bachelor's Project

The Bachelor's Project is placed in the third year of study and must demonstrate the stu-

dent's understanding of and ability to reflect on the primary topics of the programme. The assignment of the Bachelor's Project is formulated by DSKD or the student. DSKD must approve the formulation of the assignment and determines a deadline for submission of the project, cf. the Executive Order on Institutions of Higher Artistic Education § 10, section 4.

In addition to the academic content, the Bachelor's Project will be assessed on the student's spelling and fluency. However, the academic content is weighted more heavily, cf. the Executive Order on Internal and External Examination at Higher Artistic Education Institutions § 36, section 2.

One overall grade is awarded according to the 7-point scale and the assessment is subject to external examination. The specific requirements and guidelines can be found in the course description for the Bachelor's Project attached in Appendix 01-05 and the exam regulations found in Appendix 15.

10.3 The Master's Project

The Master's Project concludes the study programme and must demonstrate the student's skills in applying artistic and/or scientific theories and methods during the work on a subject-specific topic. DSKD may grant an exemption from the requirement that the Project constitutes the conclusion of the studies in the case of exceptional circumstances, cf. the Executive Order on Study Programmes at Higher Artistic Education Institutions § 13.

The assignment of the Master's Project is formulated by the student. The supervisor must approve the formulation of the assignment of the Master's Project and determines a deadline for submission of the project, as well as a plan for project supervision of the student, cf. the Executive Order on Study Programmes at Higher Artistic Education Institutions § 13, section 5.

If the student fails to submit the project within the stipulated deadline, DSKD will approve a modified formulation of the assignment, which must be within the same subject area; a 3 months' extension of the deadline is also granted. If the student fails to submit the project within the new deadline, he or she may be granted a third attempt in accordance with the same regulations that apply to the second attempt, cf. the Executive Order on Study Programmes at Higher Artistic Education Institutions § 13, section 6.

In addition to the academic content, the Master's Project will be assessed on the student's spelling and fluency. However, the academic content is weighted more heavily, cf. the Executive Order on Internal and External Examination at Higher Artistic Education Institutions § 36, section 2.

One overall grade is awarded according to the 7-point scale, and the assessment is subject to external examination. The specific requirements and guidelines can be found in the course description for the Master's Project attached in Appendix 06-13.

11. Academic Transfer Credits

After admission to the study programme (and prior to the start of the academic year) the student may apply to the Study Board to receive academic transfer credits for activities and courses that have previously been completed at an institution of higher education in Denmark or abroad, cf. the Executive Order on Admission to the Bachelor's Programme § 17 and to the Master's Programme § 4.

Study activities completed earlier than 10 years prior to admission are not eligible for transfer credits.

An application for pre-merit by exchange students must be submitted to the Study Board, cf. the Guidelines for Exchange available on DSKD's LMS.

Specific to the Bachelor's Programme

A maximum of 120 ECTS credits from a prior study programme can be credited. The Bachelor's Project is ineligible for transfer credits.

Specific to the Master's Programme

A maximum of 60 ECTS credits from a prior study programme can be credited. The Master's Project is ineligible for transfer credits.

12. Internship

Specific to the Bachelor's Programme

The student must complete a relevant full-time internship with a minimum duration of 9 weeks. The internship is placed in the 3rd year of the programme and is assessed at 15 ECTS credits.

Exact requirements and guidelines can be found in the course description for Internship attached as Appendix 01-05.

The process is described in the document "Procedure for Praktik" available in Danish on DSKD's LMS.

13. Exchange Programmes

Specific to the Bachelor's Programme

The student has the option to participate in an exchange stay at a Danish or foreign educational institution for the duration of one semester. The exchange may occur in the 4th semester of the studies and is assessed at 30 ECTS credits. A prerequisite for participation in the exchange programme is that the student has passed the exams for the first year courses.

The process is described in the document "Procedure for International Mobilitet" available in Danish on DSKD's LMS.

14. Leave of Absence

The student has the option to apply for leave of absence for up to one full academic year. Leave of absence is only granted for one full year and is not given retroactively. Students who have been delayed one semester may apply for a leave of absence for one semester provided no previous leave of absence has been granted.

Maternity/paternity leave as well as leave related to adoption, military service or service under the auspices of the United Nations must be granted.

Leave to study at other educational institutions will not be granted.

During the leave period students may not participate in instruction or exams.

Students returning to the programme from a leave of absence are not entitled to complete the programme according to the curriculum that was effective at the start of the leave of absence.

Specific to the Bachelor's Programme

Students who have passed the first 5 semesters' exams may apply for a leave of absence for one semester provided no previous leave of absence has been granted earlier in the programme.

The student may apply for a leave of absence no earlier than after he or she has passed the exam for the 1st year's courses (60 ECTS credits).

Specific to the Master's Programme

Students who have passed the first 3 semesters' exams may apply for a leave of absence for one semester provided no previous leave of absence has been granted earlier in the programme.

The student may apply for a leave of absence no earlier than after he or she has passed the exam for the 1st year's courses (30 ECTS credits).

Specific to the Professional Master's Programme

Students who have passed the first 6 semesters' exams may apply for a leave of absence for one semester provided no previous leave of absence has been granted earlier in the programme.

The student may apply for a leave of absence no earlier than after he or she has passed the exam for the 1st year's courses (30 ECTS credits).

15. Transfer in the Line of Study

Transferring to a different line of study within the Bachelor's or Master's programmes is generally not permitted.

However, under exceptional circumstances the student has the option to apply for an exemption. The exemption application must be professionally justified and include a portfolio. Bachelor students must have passed the exams related to the 1st year's courses (60 ECTS credits); master's students must have passed the exams for the 1st semester's courses (30 ECTS credits) in order to apply for an exemption.

The deadline for application for a fall semester transfer is 15 June and for a spring semester transfer 15 December. Any transfer will take effect from the start of a semester, and a prerequisite is that there is a vacant slot in the receiving Bachelor's or Master's Programme.

The application is reviewed by the Director of Education in consultation with the pertinent Programme Manager.

16. Exemption

When justified by exceptional circumstances, DSKD may grant an exemption to those rules in the curriculum that are specifically laid down by DSKD, cf. the Executive Order on Study Programmes at Higher Artistic Education Institutions § 15, section 5.

The application for exemption must be submitted in writing to the Study Administration at DSKD and will be reviewed by the Study Board.

16.1 Typical exceptional circumstances

- They occur only occasionally
- They are beyond the student's control

Circumstances that could have been avoided by using ordinary common sense, situations that could have been predicted or which are, in some way, "your own fault" will not be considered.

16.2 Examples of exceptional circumstances

- Illness
- Birth of a child
- Illness or death in your immediate family
- Disability, e.g. dyslexia
- Public duty as a lay assessor or juror

16.3 Examples of non-exceptional circumstances

- Planned vacation on the day of the examination
- Your job alongside your studies prevents you from attending all the prescribed courses in the curriculum
- The bus is delayed on the day of your exam
- Claiming expulsion from the study programme due to exam cheating as an exceptional circumstance

17. Copyright

With all due respect for the students' copyright, DSKD does possess the rights to the results or products created from solutions to problems cf. the Examination Order § 54.

If the project includes parties from outside Design School Kolding, such as companies, institutions etc., the school, the student and the third party must, prior to the start of the project, come to an agreement about the extent to which the school, the student and the third party are entitled to make use of the results obtained in the course of the project in respect of existing copyright rules. The agreement must state whether information regarding the business of the third party, which appears in the finished project, can be published," cf. Examination Order § 54, section 2.

18. Disciplinary Measures

The disciplinary measures stated below pertain to the conduct and behaviour of students at DSKD:

- § 10, section 5, in Act no. 59, of 26 January 2015 on Study Programmes at Higher Artistic Education Institutions
- § 19 in Executive Order no. 1526 of 16 December 2013 on Internal and External Examination at Higher Artistic Education Institutions
- § 17, section 2 in Executive Order no 107 of 12 February 2018 on Study Admission to Institutions of Higher Artistic Education and
- § 4, section. 2 of Executive Order no. 106 of 12 February 2018 on Study Programmes at Higher Artistic Education Institutions

18.1 The scope of the regulations

The present regulations on disciplinary measures relate to the behaviour (acts as well as omissions) displayed by the student

- 1) within the framework of Design School Kolding
- 2) In equivalent situations and
- 3) in cases where the student is or should be aware that the behaviour may impact the function of Design School Kolding

All individuals enrolled in a study programme or parts thereof at Design School Kolding, including regularly enrolled students, PhD students, visiting students, etc., single subject students and part-time students are considered students. The regulations listed in sections 18.4 and 18.5 of this document also apply to applicants for the Bachelor's and Master's programmes at DSKD.

18.2 Rules and regulations

Students must behave respectfully and properly towards fellow students and DSKD employees so that no harm is caused to other people or their belongings. Students are also required to behave in such a way that the Institution can function undisturbed, and also be considerate towards DSKD's property, buildings and possessions.

Students must refrain from disturbing behaviour during an exam and from committing acts or omissions that constitute exam cheating or which contribute to cheating. Any kind of test is equivalent to an exam in this regard.

Students must stay informed about and comply with the rules and regulations stipulated by DSKD or that apply to the specific programme or its students, including legal and safety regulations, rules regarding information security, examination regulations and guidelines about appropriate practice in academic and scientific matters. Students are also required to comply with instructions and directions issued by DSKD employees and administrators regarding compliance with such rules, etc.

On request the student must present his or her student identity card or other photo ID.

18.3 Examination cheating

Examination cheating includes:

- 1) Plagiarism in connection with exams or plagiarism regarding activities leading to an exam
- 2) Instances where a student, before or during an exam, improperly requests assistance in answering an examination question
- 3) Falsification of data for use in an examination situation
- 4) Instances where a student makes post-exam attempts to influence the assessment or change the basis of the assessment including continuing with his or her answer once an exam is over
- 5) Unauthorized cooperation, including cooperation in solving individual tasks
- 6) Use of unauthorized aids, including use of mobile phones and Internet access

7) Disregard of guidelines for use of electronic exam devices, such as surveillance systems

8) Instances where a student lets someone else show up and pretend to be the candidate thus participating in that particular exam on the student's behalf

Plagiarism includes instances where a written assignment appears in whole or in part to be produced by the candidate or candidates, even though the assignment:

1) includes an identical or virtually identical representation of other people's formulations or works, without any indication of quotes, italics, indentation or other clear markings indicating the source,

2) includes large passages with a choice of words that is so close to another work or similar formulations, for example, that by comparison it is evident that the passages could not have been written without use of the other work,

3) includes the use of other people's words or ideas without proper accreditation, or

4) re-uses text and/or key ideas from own previously reviewed or published work without observing the provisions in no. 1 and 3.

If a written assignment is submitted by a group, each member of the group is responsible for ensuring that the assignment as a whole does not contain plagiarism.

With the prerequisite changes, these directions also apply to other types of assignments and sources other than written answers and written sources.

18.4 Disclosure obligation in connection with application

Applicants for Bachelor's and Master's Programmes are required to disclose all academically relevant information that forms the basis for admission, including the submission of documentation for passed exams and study elements from all previous study programmes.

18.5 Other violations

Students are obligated to use IT and technical aids responsibly taking into account good practice and abiding by the rules for responsible IT usage. Misuse of IT, data hijacking, improper use of computer programmes, illegal file sharing, breach of IT security or use of student email for private purposes that may affect DSKD's reputation are all considered violations.

18.6 Procedure and authority

If there is reason to believe that a student has violated the provisions of sections 18.2–18.5, the matter will be reported to the person responsible for the relevant location, activity or programme, etc.

If the problem relates to an ongoing exam, and if exam cheating or disturbing behavi-

or is undoubtedly involved, the course director, the person assigned by the course director or the examiners may collectively expel the student from the exam while it is still in progress. In that case, a subsequent decision will determine the justification for the action.

If the report relates to cheating in an assignment to be used during an exam, the Director of Education may defer the exam unless the matter can be clarified prior to the stipulated examination date.

After receiving a report, the person in charge summons the student for an interview to discuss the incident. The student has the right to bring an assessor. If summoning the student for a personal interview is not feasible, written communication can be used instead.

If the circumstances of the case prove to be extraordinary, the Rector or the person authorized by the Rector may, upon request, decide that the consideration of the case should be reassigned to the Rector.

If the person in charge, having been briefed on the matter, determines that the report is warranted, the matter must be reported to the Rector in cases of repeated or gross violations, or attempts at violations, of the regulations stated in sections 18.2–18.5 and the violations therefore could or should lead to expulsion of the student from DSKD.

The report must be submitted without undue delay. A written presentation of the case must accompany the report, which includes information that unequivocally identifies the reported persons, as well as a brief statement and the relevant documentation pertaining to the matter. In case of reporting of exam cheating or violation of other examination rules, it must be stated which exam the case refers to. If one or more of the reported persons have committed repeat violations, that information should be disclosed.

When reporting plagiarism, the plagiarized sections must be marked with clear reference to the sources that have been plagiarized. The plagiarized text must also be marked in the source text.

The Rector makes a decision on the matter in consultation with the pertinent leader(s) in charge.

The case will be settled under observation of the provisions of the Public Administration Act concerning e.g. evidence from one of the parties, justification and complaints procedures. If a reported student is not familiar with Danish, and the programme is offered as an English-language course letters and other communication to a reported student must be drawn up in English.

18.7 Sanctions and other penalties

On behalf of the institution the Rector may report criminal matters and may, as part of the decision making process in a case, apply one or more of the following sanctions in accordance with the provisions in sections 18.7.1–18.7.3:

- 1) Issuance of a written or oral warning against repeated violations of the regulations
- 2) Dismissal from an exam

3) Full or partial suspension of the student's right to use DSKD's IT systems in the case of abuse

In addition to the above sanctions, the Rector has the authority to expel a student from DSKD in accordance with the applicable provisions.

If it is found that plagiarism has been committed or attempted, the student is denied supervision in connection with the rewriting of the plagiarized text. However, the Director of Education may grant an exemption in the case of exceptional circumstances. In the case of a violation of the duty to disclose information, cf. section 18.4, the Rector has the following penalty options:

- 1) Issuance of a warning
- 2) Cancellation of grades for courses in which the student has been unlawfully enrolled
- 3) Cancellation of admission or enrolment in which case the Rector may also decide whether the student, after a certain period of time, may reapply for admission or enrolment in the same or a different study programme at Design School Kolding.

18.7.1 Warning

A written or oral warning may be issued in specific cases where less serious violations of the rules have been detected.

18.7.2 Expulsion from an examination

A student may be expelled from an examination if he or she has cheated or otherwise violated the rules and regulations of the examination.

Expulsion may take effect proactively or retroactively, with the implication that one examination attempt has been forfeited; in addition, the student's examination performance will not be assessed and a previously assigned grade may be voided.

For the subsequent examination in the same study activity, the student must prepare a completely new answer. The Director of Education may grant an exemption from this stipulation.

18.7.3 Expulsion from the educational institution

A student may be expelled from the institution in the case of gross or repeated violations of the regulations in sections 18.2–18.5.

The expulsion may be temporary or permanent and may, depending on the nature of the violation, take place with immediate effect.

During the expulsion period, the student is excluded from all activities at DSKD, inclu-

ding any and all participation in courses and examinations.

An expelled student's study fees covering the expulsion period will not be refunded or credited.

During the expulsion period, the student cannot obtain pre-merit or final academic transfer credits for any potential study activities or activities completed at other educational institutions.

In determining whether a specific sanction or penalty should be handed out to a student and, if so, to what extent, emphasis must be placed on the actual harmful effects of the violation on DSKD, including the confidence of the outside world in the examinations conducted by DSKD, as well as consideration regarding maintaining the respect for the work at DSKD. In addition, issuance of prior warnings, the risk of repeat offences and considerations whether DSKD's interests can be adequately addressed by a less intrusive penalty should all be part of the determination.

19. Special Case Considerations

In general, applications for academic transfer credits and exemptions are reviewed by the Study Board, while applications for leave of absence are reviewed by the Director of Education and the Director of Studies.

20. Complaints and Appeals

When the complaint concerns legal issues, determinations made in accordance with the rules of the present Curriculum Framework may be submitted to the Agency for Science and Higher Education. The complaint must be submitted to the Rector at dk@designskolenkolding.dk no later than two weeks from the date the determination was announced to the student. The Study Administration reviews the case on behalf of the Rector. If the determination stands, the Study Administration will issue an opinion on behalf of the Rector, which can be appealed by the student within a period of at least one week. The complaint, with the determination and the appellant's comments attached, is then forwarded to the Agency for Science and Higher Education.

21. Study Activities

The student should be aware that several different requirements for study activities are in force that are subject to different regulations. One set of rules is laid down by Design School Kolding and applies to all students enrolled in either the Bachelor's or the Master's Degree Programmes. The second set of rules is laid down by the Agency for Institutions and Educational Grants and applies to students who also receive support from The Danish Students' Grants and Loans Scheme (State Grant or SU).

21.1 Design School Kolding's study activities requirements

The study activities requirement indicates that students must pass at least 30 out of the 60 ECTS credits which constitute a full academic year. The requirement is accumulated, which means that after the first year of study the student must have earned at least 30 ECTS credits, after the second year of study at least 60 ECTS credits, etc.

See also section 10.1 pertaining to the First-Year Exam of the Bachelor's Degree Program.

21.2 State Grant (SU) and study activities requirements

Only active students are entitled to receive financial aid from the State Grant (SU). Different rules apply for whether or not you are considered an active student, depending on the start of your studies. If you commenced your studies on 1 July 2016 or later, you are considered an active student as long as you are delayed no more than 6 months (the equivalent of 30 ECTS credits/1 semester) in your studies.

Independent studies do not qualify for financial aid from the State Grant (SU).

22. Entry into Force and Transitional Provisions

The present Curriculum Framework will enter into force as of September 1st 2018 and shall apply to all students who are currently, or will at a later date be, enrolled in the programmes and examinations that will be instituted on or after the date mentioned above. The curricula pertaining to the Bachelor's and Master's Degree Programmes with affiliated appendices dated September 1st 2016 shall be repealed effective from August 31st 2018 and shall be replaced by the present Curriculum Framework with affiliated appendices.

Examinations and study programmes commenced between September 1st 2016 and August 31st 2018 shall be conducted in accordance with the previous curriculum.