

# CURRICULUM

For the Master’s programme in design at the Design School Kolding

Valid from the 31th of August 2020

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# 1. 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. 27 of 13 January 2020.

The curriculum will enter into force on 31 August 2020.

## 1.1 The programme is regulated by the following laws and regulations.

Act no. 787 of 08. August 2019 on higher artistic educational institutions.

Act no. 1035 of 30 August 2017 on access regulation in higher education.

Executive Order no. 27 of 13 January 2020 on educations at the higher artistic educational institutions in the area of the Ministry of Education and Research.

Executive Order no. 29 of 13 January 2020 on examinations and censorship at the higher artistic educations under the Ministry of Education and Research.

Executive Order no. 114 of 3 February 2015 on the grading scale and other assessment for educations in the area of the Ministry of Education and Research (the Executive Order on Grades).

Executive Order no. 853 of 12 August 2019 on accreditation of higher education institutions and approval of higher education.

Executive Order no. 154 of 26 February 2020 on access to higher artistic education organized full-time (Admission Order).

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

## 1.2 The name of the programme and the title of the graduates.

The name of the programme is Master of Arts (MA) in Design with an indication of the field of study.

In Denmark, graduates are permitted to use the title cand.des. (candidatus/candidata designii). In English, the title is Master of Arts (MA) in Design.

## 2. The purpose of the programme

The purpose of the MA in Design is:

- 1) to support and expand upon the student's knowledge, competencies and skills and develop the theoretical and methodological qualifications as well as independence compared to the BA level.
- 2) to 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) to qualify the student for further education, including a PhD programme.

### 2.1 Qualifications and objective of the learning outcome

A master's programme provides the following qualifications, cf. the Danish qualifications framework for higher education:

#### The objective of the learning outcome

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

#### Knowledge and understanding

A MA in Design must:

- possess knowledge of the subject, which in selected areas is based on internationally recognised artistic practices, 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

- 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 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 that individual 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 their own professional learning and specialisation.

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## 3. The structure of the 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 dispense with this rule if there are unusual circumstances.

The master's programme consists of three fields of study. The fields of study of the bachelor program underpin the program within the focus areas of the MA fields of study. (see graphic overview appendix 1)

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

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 workload of 825 hours or 27.5 hours per ECTS credit. Design School Kolding defines a course as a course with its own learning objective.

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## 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

Admission to the master's programme requires that the applicant has completed an admission-granting bachelor's programme or other relevant Danish or foreign education at the same level, cf. the Executive Order on Admission §24.

The bachelor's programme in design from Design School Kolding gives direct access to the master's programme in design, if education is continued directly after the completion of the bachelor's programme in accordance with section 23 of the Executive Order on Admission.

#### 4.1 Credit transfer

After admission to the Master's programme, the student has to apply for a credit transfer 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 § 31.

Study activities completed earlier than 5 years prior to admission are not eligible for transfer credits.

Only credits for courses from design programmes at Master's level can be transferred. Further assessment of design-related educational elements with a view to starting merit is made by those responsible for the field of study and approved by the Board of Studies.

A maximum of 60 ECTS credits from a previous education can be transferred. The master's project cannot be credited.

In the case of credit transfers, educational elements taken at other educational institutions at home and abroad must correspond to the educational elements at Designskolen Kolding that are replaced.

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## 5. 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 they have acquired the prerequisite qualifications in terms of knowledge and understanding as well as skills and competencies, cf. Section 3.

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.

Exchange and internship are not part of the master's programme.

### **5.1 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, individual guidance and e-learning.

### **5.2 Syllabus & 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.

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## **6. Exams**

Exams must give students the opportunity to demonstrate that they possess the qualifications of the programme in terms of knowledge, skills and competencies.

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.

## Overview of CANDIDATE courses and examination forms

1. semester	<b>Field of Study specific 15 ECTS</b> Oral/product - 7-point scale - Intern censor	<b>Field of Study specific 15 ECTS</b> Oral/product - 7-point scale - Intern censor
Exams	Field of Study exam	
2. semester	<b>Field of Study specific 10 ECTS</b> Oral/product - 7-point scale - Intern censor	<b>Field of Study specific 10 ECTS</b> Oral/product - 7-point scale - Intern censor
	<b>Cross-disciplinary 5 ECTS</b> Class participation - Passed, failed - Internal censorship	<b>Cross-disciplinary 5 ECTS</b> Class participation - Passed, failed - Internal censorship
Exams	Field of Study exam	
3. semester	<b>Field of Study specific 15 ECTS</b> Oral/product - 7-point scale - Intern censor	
	<b>Cross-disciplinary 10 ECTS</b> Written - Passed, failed - Internal censorship	<b>Cross-disciplinary 5 ECTS</b> Class participation - Passed, failed - Internal censorship
Exams	Field of Study exam	
4. semester	<b>Master's project 30 ECTS</b> Combination test: Written / Oral / Product - 7-Step - External censorship	
Exams	Graduation project	

### 6.1 Group exams

All tests are basically individual tests, but can also be taken as group tests. Exceptions are tests that are passed during class participation, as they always are taken individually.

Groups may consist of up to four students. However, there may be a lower maximum on some courses. This will appear from the course description. For the master's project, however, the group can only be a maximum of three students.

In the case of both individual examinations and group examinations, an individual assessment of the students' performance must be made and individual grades given (cf. the Examination Order §11, subsection 2).

Therefore, in the case of group-produced written work, it must be stated which parts of the answer the individual members of the group have prepared. Introduction, problem formulation and conclusion must, however, be written as a group.

The course descriptions state how the number of group members affect the examination time for oral exams and the number of pages for group-produced written work.

## 6.2 Examination forms

The current examination forms for the individual courses appear from the course descriptions of the course.

### 6.2.1 Oral exams

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. However, the institution may decide that future examiners may attend a voting, cf. the Examination Order § 13 para. 5.

No audio or video recording is permitted during the exam and discussion.

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.

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

### 6.2.2 Written exams

The scope of the written work to be examined is indicated on the respective course descriptions.

The scope of the written work is always calculated in standard pages, one standard page being defined as 2,400 characters incl. spaces. Standard cover must be used by admission and the number of characters must be stated on the standard cover.

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.

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

For project descriptions that are submitted as a basic prerequisite or as part of a combination test, the number of characters must not be stated, nor can a standard cover be used.

### 6.2.3. Class participation

For courses with a requirement for class participation, the student must be present at a minimum of 75% of the teaching sessions and take an active part in the teaching, exercises, assignments and presentations. If this is not complied with, it will count as a failed exam and the student will be registered for a re-exam. The re-exam may have a different form of test.



#### **6.2.4 Productoriented exams**

In most courses includes the design of one or more design products (material/immaterial), which unfolds the objectives of the course. Both design products and sketches representing and documenting the process, which led to the final product must be showcased at the productoriented exam.

In addition to the design product and process implementing the course's learning objectives, the design itself will be included in the assessment. This means that the assessment also takes into account how the concept, functionality and the aesthetic design (material and / or intangible) are designed in relation to which use and context the design is intended for.

Design products can only be examined at the same exam and thereby cannot be included in other exams.

Productoriented exams do not stand alone but are included in combination exams.

#### **6.2.5 Combination exams**

Combination exams combine different exam forms into one overall assessment.

For combination exams with written work included, this must be handed in before the oral examination.

For combination exam with one or more design products, these are brought to the oral examination.

It will appear from the individual course descriptions for courses that are examined with a combination test how sub-elements are handed in.

#### **6.2.6. Required prerequisite in exams**

In some courses, handing in assignments may be a prerequisite for access to the associated exam. This is called the 'required prerequisite' and will appear from the course descriptions. An assignment submitted as a condition must be approved. It will not be included in the overall assessment, but is only a condition for being able to participate in the exam.

#### **6.3 Exam cheating**

Direct transcript without a clear source reference in a written exam is considered plagiarism and will be viewed as cheating. The use of previously prepared projects and parts thereof that have been assessed can only be included equally with other source material and with clear reference. Entire sections and analyses from previous exams cannot be included and assessed in a new exam.

If plagiarism is found in an exam, the assignment will be rejected and will count as a failed exam.

See Appendix 4 on disciplinary measures, rules of order and consequences.

## 7. 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.

### 7.1 Forms of assessment

No less than 1/3 of the programme courses, expressed in ECTS credits, must be assessed by an external examiner, including the Master's Project, cf. the Examination Order §35, subsection 4.

No more than 1/3 of the programme courses, expressed in ECTS credits, must be assessed as "Pass" or "Fail". However, this is deducted from merit-transferred exams, cf. the Examination Order §38, subsection 2.

### 7.2 Deliberations

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 a disagreement between the examiner and the censor about the assessment, they each give a grade. The grade for the test is the average of these grades rounded to the nearest grade in the grade scale. If the average is in the middle between two grades, the final grade is the nearest higher grade, if the censorship has given the highest grade, and otherwise the nearest lower grade. If there is disagreement with the assessment "Passed" or "Failed", censorship is assessed as decisive, cf. the Executive Order on Grades § 11.

In case of disagreement in an examination with an internal censor, the internal censor has the same role as an external censor.

### 7.3 Achieving a passing grade

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.

#### **7.4 Special on the assessment of combination exams**

In the assessment of combined exams, an overall evaluation will be given based on an overall assessment. The weighting between the elements will appear from the respective course descriptions.

#### **7.5 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.

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## **8. Registration for courses and tests**

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.

### **8.1 Registration for group exam**

If a group of students wishes to take a group examination, this must be notified to the study administration before the deadline set by the institution. If the students do not announce this before the deadline, the students will be registered for the individual exam.

### **8.2 Required prerequisite**

In courses with submission of assignments as a required prerequisite for being able to participate in the associated exam, the assignments must be submitted at the deadline before the exam. It will appear from the course description what is to be handed in.

If a student, due to illness, documented by a medical certificate, is prevented from submitting the required prerequisite in time, a new deadline is set. If there is no medical certificate, the student does not have access to the associated exam and it will count as a failed exam.

### **8.3 Attempts**

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.

#### **8.4 Re-exam**

If a test is not passed, or the student is absent without documentation of illness, an exam attempt is lost. The student is then automatically re-registered for the same examination at the next re-examination period, cf. the Examination Order § 6, subsection. 2.

#### **8.5 Make-up exam**

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.

The student does not lose an exam attempt in this case.

No later than the day of the exam, before the exam, the student must report sick to the Study administration. 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.

#### **8.6 Holding re-examinations for make-up exams and sick exams**

Oral re-examinations for the autumn semester courses are held in the spring, while oral re-exams for the spring semester is held in the beginning of the new school year.

If the student does not pass the course during the make-up exam, he or she will be re-registered for the next re- exam.

Written re-exams are placed within 2-3 months from the first set submission deadline.

In the case of examinations placed in the last examination term of the programme, the student must, however, have the opportunity to take the examination in the same examination term or in immediate extension thereof (cf. the Executive Order on Examinations §7, subsection 1)

Other rules apply for re-examination and sick examination in the final year of the programme, as the master's project must complete the programme, cf. Executive Order on Education, section 13, subsection 4. Therefore, a possible third re- or sick exam of the courses from previous semesters will be planned so that it can be completed before the ordinary master's project examination.

However, Design School Kolding may dispense with the thesis completing the education when it is justified by unusual circumstances.

If the student does not submit the master's project within the deadline, a changed assignment formulation must be designed within the same subject area. This must be approved by the supervisor. At the same time, a new submission deadline of 3 months is set. If the student

does not submit the master's project within the new deadline, the student may receive a third attempt according to the same rules as apply to the second attempt.

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## 9. Study activity

The student should be aware that several different requirements for study activities are in place and 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).

### 9.1 Design school Kolding's study activities requirements

The study activities requirements indicates that students must pass at least 30 out of the 60 ECTS credits, which constitute a full academic year.

In exceptional circumstances, Design School Kolding can dispense with the above.

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

after the first year of study, the student must have earned 60 ECTS

after the second year of study, the student must have earned 90 ECTS

after the third year of study, the student must have earned 120 ECTS

Students who do not live up to the study activity requirement are barred from continuing on the programme. Design school Kolding then terminates the student's enrolment.

Termination of enrolment can only take place if Design School Kolding has ensured that the student has had the opportunity to take three attempts in the exams that belong to the different study years.

### 9.2 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).

## 10. 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.

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

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 cannot participate in class 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.

Applications for leave are processed by the Study Administration and decided by the head of education.

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).

## 11. Transfer in the Line of Study

The exemption application must be professionally justified and include a portfolio. The application is reviewed by the Director of Education in consultation with the relevant Programme Manager.

The application can be submitted on an ongoing basis, however no later than 15th December if you wish to change to the spring semester and no later than 1st August if you wish to change to the autumn semester. It is a prerequisite that there is space on the receiving programme.

When changing programmes, all existing modules are automatically transferred to the new programme. You can be granted a change of programme once during a master's programme.

Only in special circumstances can the master's student be granted a change in academic discipline, as it is assumed that this represents a basic subject obtained at bachelor level.

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## 12. Exemptions

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.

As a general rule, an unusual matter must have a scope and a temporal location that prevents the student from following a given rule, just as the unusual matter must be documented. An unusual matter will typically be external and independent of the student's will. It is also characterized by targeting the individual.

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## 13. 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.

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## 14. Complaints and Appeals

When a 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 Dean at [dk@designskolenkolding.dk](mailto: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 Dean.

If the determination stands, the Study Administration will issue an opinion on behalf of the Dean, 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.

For more about exam complaints, we refer to Appendix 3

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## 15. Entry into Force and Transitional Provisions

The present Curriculum Framework will enter into force as of September 1st 2020 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. Exceptions are students who in the autumn of 2020 are enrolled in the second year of the master's programme. These complete the master's programme according to the rules in the framework study scheme. For all other students, the framework curriculum with associated appendices of 31 August 2018 is repealed with effect from 31 August 2020 and is replaced by this curriculum with associated appendices.

Examinations and study programmes commenced before August 31st 2020 shall be conducted in accordance with the previous curriculum

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## Appendix overview

Appendix 1 Programme overview

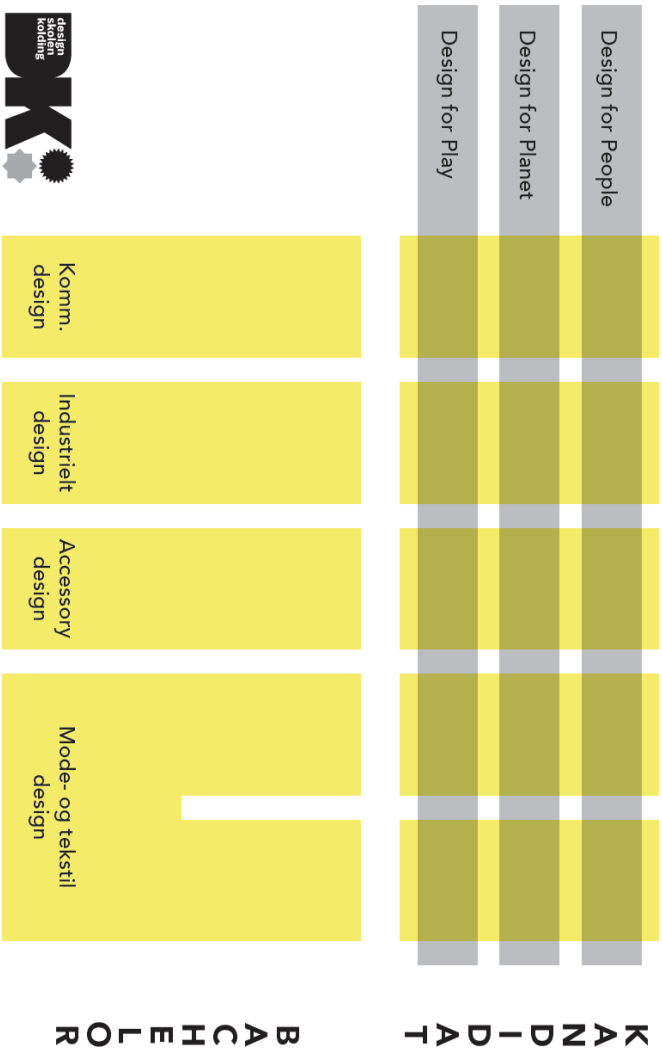
Appendix 2 Exam0072

Appendix 3 Exam complaints

Appendix 4 Disciplinary measures

Appendix 5 Course descriptions

## Appendix 1 Programme overview



## Appendix 2 Exams

*Under construction*

## Appendix 3 Exam complaints

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, DSKD 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 DSKD 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 4 Disciplinary measures

The following governs disciplinary action regarding conduct (acts as well as omissions), as a student at DSKD exhibits under the auspices of Designskolen Kolding, in situations that can be equated with this, as well as in cases where the student is or should be aware that the behaviour may influence the Design School Kolding's function.

These disciplinary measures are regulated cf.

§ 10 pcs. 6 of Statutory Order no. 787 of 08 August 2019, on higher artistic educational institutions.

§ 19 of Executive Order no. 29 of 13 January 2020, on examinations and censorship at the higher artistic educations,

§ 31 of Executive Order no. 154 of 26 February 2020, on access to higher artistic education organized full-time.

All persons who are enrolled in an education or parts thereof at the Design School Kolding are considered students, including ordinary enrolled students, PhD students, guest students, single-subject students and students in part-time education. The regulations also apply to applicants for DESIGNSKOLEN KOLDING's bachelor's and master's programmes, if the regulations relate to admission.

### Rules of order

Students have a duty to behave considerately and properly towards fellow students and DSKD's employees, so that students are not a nuisance to others or cause damage to others or their property. Students also have a duty to behave in such a way that the function of the institution is not disturbed and to take into account DSKD's property, buildings and belongings.

Students have a duty to refrain from exhibiting disruptive behaviour during an examination as well as from committing acts or omissions which constitute examination fraud or which contribute to it. Equated with an exam in this regard is any kind of test.

Students have a duty to stay informed about and comply with the rules laid down by DESIGNSKOLEN KOLDING, or which applies to this or its students, including rules of order and security, information security rules, examination rules and guidelines on good practice in academic and scientific ethics matters. Students are also obliged to comply with instructions and orders from DESIGNSKOLEN KOLDING's employees and managers regarding compliance with such rules.

Upon request, the student must present a student card or other identification card with a picture.

### Exam cheating

Exam cheating includes:

Plagiarism in connection with exams or plagiarism regarding activities leading to an exam.

- 1) Instances where a student, before or during an exam, improperly requests assistance in answering an examination question
- 2) Falsification of data for use in an examination situation
- 3) 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
- 4) Unauthorized cooperation, including cooperation in solving individual tasks.
- 5) Use of unauthorized aids, including use of mobile phones and Internet access
- 6) Disregard of guidelines for use of electronic exam devices, such as surveillance systems.
- 7) 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 group submits a written assignment, each individual member of the group is responsible for ensuring that the assignment does not contain plagiarism in its entirety.

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

### **Other violations**

Students are required to use IT and technical measures, taking into account good practice and in accordance with the rules for responsible IT use. Violations of good practice includes the misuse of IT, data hacking, unauthorized use of computer programmes, illegal file sharing, breaches of IT security or the use of student e-mail for private purposes that may affect DESIGNSKOLEN KOLDING's reputation.

### **Procedure and authority**

If there is reason to believe that a student has violated the provisions of the above, 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 behaviour 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 Head 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 Dean or the person authorized by the Dean may, upon request, decide that the consideration of the case should be reassigned to the Dean.

If the person in charge, having been briefed on the matter, determines that the report is warranted, the matter must be reported to the Dean. In cases of repeated or gross violations, or attempts at violations, of the regulations above 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 Dean makes a decision on the matter in consultation with the relevant 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.

### **Sanctions and other penalties**

On behalf of the institution, the Dean 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 above.

- 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 Head of Education may grant an exemption in the case of exceptional circumstances.

In the case of a violation of the duty to disclose information, the Dean 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 Dean 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.

#### **Warning**

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

#### **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 Head of Education may grant an exemption from this stipulation.

#### **Expulsion from the educational institution**

A student may be expelled from the institution in the case of gross or repeated violations of the regulations above.



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, including 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.

## Appendix 5 Course descriptions