

Curriculum

for the Master’s Programme in Design at Design School Kolding

Inhold

1.	Introduction	1
2.	Purpose of the Program	2
3.	Program Structure	3
4.	Admission Requirements	4
5.	Teaching	5
6.	Examinations	6
7.	Assessment	10
8.	Registration for Courses and Examinations	11
9.	Study Activity	13
10.	Leave of Absence	14
11.	Change of Focus or Subject Area	15
12.	Exemptions from Rules	15
13.	Copyrights	16
14.	Appeal Options	16
15.	Entry into force and transitional provisions	17

1. Introduction

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

The curriculum comes into effect on September 1, 2023.

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

- Law no. 787 of August 8, 2019, on higher artistic educational institutions.
- (LBK) Executive Order no. 1689 of August 13, 2021, on admission regulations for higher education.
- (BEK) Executive Order no. 27 of January 13, 2020, on education at higher artistic educational institutions under the Ministry of Higher Education and Science.
- Executive Order no. 29 of January 13, 2020, on examinations and grading in higher artistic education under the Ministry of Higher Education and Science.
- Executive Order no. 1128 of July 4, 2022, on grading scales and other assessments in maritime education and higher artistic education (Grading Order).
- Executive Order no. 1558 of July 2, 2021, on accreditation of higher educational institutions and approval of higher education programmes.
- Executive Order no. 120 of January 31, 2023, on access to full-time higher artistic education (Admission Order).

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

1.2 Name of the Program and Graduates' Title

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

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

2. Purpose of the Program

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

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

2.1 Qualifications and Learning Outcomes

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

Learning Outcomes

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

Knowledge and Understanding

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

Skills

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

Competences

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

3. Program Structure

The Master's degree program in Design is a 2-year full-time program, totaling 120 ECTS credits. The program must be completed within 3 years from the start of studies, excluding any leave periods that are not attributable by illness.

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

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

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

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

4. Admission Requirements

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

The following are accepted as qualifying degrees:

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

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

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

Language requirements

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

4.1 Credit Transfer

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

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

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

5. Teaching

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

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

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

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

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

Exchange programs are not part of the Master's program.

The student must complete a relevant full-time internship lasting a minimum of 12 weeks. The internship is placed on the 3rd semester of the program and amounts to 20 ECTS credits.

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

5.1 Different forms of teaching

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

5.2 Syllabus and Work References

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

6. Examinations

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

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

Overview of Courses and Types of Examination:

1st semester	Cross-disciplinary 10 ECTS Participation - Pass/Fail - internal assessment	Subject Area 7,5 ECTS Participation - Pass/Fail - internal assessment	Focus Area 15 ECTS Oral/Product - 7-grade scale - internal assessment	
Type of Examination	Course Exams			
2nd semester	Cross-disciplinary 2,5 ECTS Participation - Pass/Fail - internal assessment	Focus Area 15 ECTS Oral/Product - 7-grade scale - external assessment	Cross-disciplinary 2,5 ECTS Participation - Pass/Fail - internal assessment	Focus Area 7,5 ECTS Oral/Product - 7-grade scale - internal assessment
Type of Examination	Course Exams			
3rd semester	Internship 20 ECTS Oral - 7-grade scale - internal assessment		Cross-disciplinary 10 ECTS Written - Pass/Fail - internal assessment	
Type of Examination	Course Exams			
4th semester	Master's Project 30 ECTS Combined Examination: Written/Oral/Product - 7-grade scale - external assessment			
Type of Examination	Final Project			

6.1 Group Examinations

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

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

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

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

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

6.2 Forms of Examination

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

6.2.1 Oral Examinations

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

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

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

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

6.2.2 Written Examinations

The extent of written works to be examined is specified in the respective course descriptions.

The extent is measured in standard pages, where one standard page is defined as 2,400 characters including spaces. A standard cover page must be used for submission, and the number of characters is indicated on it. The cover page, notes, table of contents, illustrations, bibliography, and any annexed material are not included in the character count. The content of any annexed material is not considered in the assessment of the written exam.

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

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

6.2.3 Participation-Based Examinations

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

6.2.4 Product-Oriented Examinations

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

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

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

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

6.2.5 Combined Examinations

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

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

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

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

6.2.6 Prerequisites in Examinations

For some courses, the submission of different types of tasks may be a prerequisite for accessing the associated examination. This is referred to as a "binding prerequisite," which

is specified in the respective course descriptions. A prerequisite submitted as a binding prerequisite must be approved. It will not be included in the overall assessment but is solely a condition for participating in the examination.

6.3 Examination Fraud

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

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

7. Assessment

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

7.1 Forms of Assessment

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

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

7.2 Grading

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

If there is no agreement between the examiner and the censor on the grading, they each give a grade. The grade for the examination is the average of these grades, rounded to the

nearest grade in the grading scale. If the average lies in between two grades, the final grade will be the nearest higher grade if the censor has given the highest grade, and otherwise the nearest lower grade. In the case of disagreement between "Passed" or "Not Passed," the censor's assessment is decisive, according to the Grading Order § 11.

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

7.3 Achievement of a Passed Mark

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

7.4 Specific Rules about the Assessment of Combined Examinations

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

7.5 Special Conditions

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

8. Registration for Courses and Examinations

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

8.1 Registration for Group Examinations

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

8.2 Binding Prerequisite

In courses where the submission of assignments is a binding prerequisite for participation in the associated examination, the assignments must be submitted by the specified

deadline before the examination. The respective course description will specify what needs to be submitted.

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

8.3 Attempts

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

8.4 Re-examination

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

8.5 Re-examination due to illness

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

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

8.6 Organisation of Re-examinations

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

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

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

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

Design School Kolding may, however, grant exceptions to the requirement that the master's project concludes the education, when it is justified by exceptional circumstances.

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

9. Study Activity

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

9.1 Design School Kolding's Study Activity Requirement

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

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

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

- After the 1st academic year, the student must have earned 60 ECTS.
- After the 2nd academic year, the student must have earned at least 90 ECTS.

Students who do not meet the study activity requirement are not allowed to continue their education. Design School Kolding will subsequently terminate the student's enrollment.

Unenrollment can only take place if Design School Kolding has ensured that the student has had the opportunity to take three examination attempts in the various courses.

9.2 SU and Study Activity Requirement

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

Self-study is not eligible for SU.

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

10. Leave of Absence

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

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

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

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

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

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

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

11. Change of Focus or Subject Area

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

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

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

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

12. Exemptions from Rules

Design School Kolding can, when justified by exceptional circumstances, grant exceptions to the rules in the study program that are solely established by Design School Kolding, according to the Education Order § 15, subsection 5.

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

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

13. Copyrights

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

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

14. Appeal Options

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

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

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

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

15. Entry into force and transitional provisions

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

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

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

Appendix overview

Appendix 1 Overview over the Study Programme

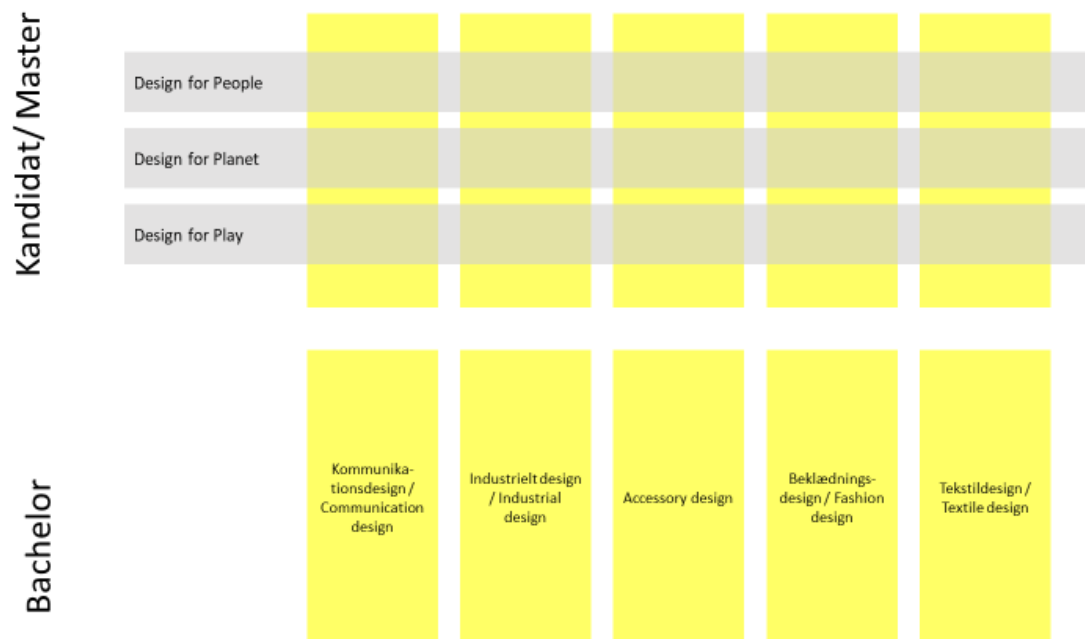
Appendix 2 Complaints about Examinations

Appendix 3 Disciplinary Measures

Appendix 4 The Danish Qualifications Framework for Higher Education

Appendix 5 Course Descriptions The corresponding course descriptions are available on Design School Kolding's website <https://www.designskolenkolding.dk/regler-og-bekendtgorelser>

Appendix 1 Overview over the Study Programme



Appendix 2 Complaints about Examinations

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

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

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

The complaint must be in writing and substantiated.

Complaint processing

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

based on the overall statements.

Access to examination notes

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

Upon written request for access to documents, Design School Kolding 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 Design School Kolding to send the documents to the student must be added to the appeal deadline, so that he or she has more time to submit the complaint.

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

Appendix 3 Disciplinary Measures

The following governs disciplinary action regarding conduct (acts as well as omissions), as a student at Design School Kolding exhibits under the auspices of Design School 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 Design School 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 Design School Kolding'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 Design School Kolding'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 Design School 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 Design School 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 Design School 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 Design School Kolding.

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 Design School Kolding's IT systems in the case of abuse

In addition to the above sanctions, the Rector has the authority to expel a student from Design School Kolding 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 Design School Kolding, 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 Design School Kolding, including the confidence of the outside world in the examinations conducted by Design School Kolding, as well as consideration regarding maintaining the respect for the work at Design School Kolding. In addition, issuance of prior warnings, the risk of repeat offences and considerations whether Design School Kolding's interests can be adequately addressed by a less intrusive penalty should all be part of the determination.

Addendum to Appendix 3 – Disciplinary measures Behavior and mutual respect in the classroom

Background

The curriculum describes a number of circumstances that can lead to disciplinary measures, including exam cheating and plagiarism. The student's duty to behave considerately and properly towards fellow students and staff is also mentioned, but not elaborated. This supplement makes up for that.

In general

Design School Kolding is an inclusive institution that is open to everyone regardless of gender, race, skin colour, religion or belief, political opinion, sexual orientation, age, disability or national, social or ethnic origin. At the institution, there is also freedom of expression for students, as well as employees, only limited by the frames of criminal law.

Behavior and dialogue

The curriculum (cf. appendix 3) emphasizes that students are expected to behave 'considerately and properly' towards other students and staff. This means, among other things, that Design School Kolding wants open, curious and respectful dialogue with room for different attitudes and opinions among students and staff, as it promotes critical thinking and creativity and creates an enriching learning environment that prepares students for the diverse society they will be meeting after graduation.

A curious, considerate and respectful dialogue means that you:

- participate in discussions with openness, curiosity and a willingness to consider different points of view
- that you show care and empathy in the discussion – even when the views diverge
- avoid derogatory language and other forms of communication that aim to demean the other party
- actively listen to others and ensures that everyone has the opportunity to express their thoughts.

Teaching activities

It is the teacher's responsibility to plan and carry out the teaching, including protecting the learning environment in the teaching activities broadly (at the student work spaces, in the workshop, the teaching room, on the field trip, etc.).

It is therefore the teacher's right and duty at all times to facilitate that dialogues in the classroom between teacher and student - but also between students - take place respectfully. In addition, the teacher also has the option to end a dialogue if it is considered irrelevant to the teaching, or if the teacher considers that it exceeds the limit of what can be considered to be open and respectful dialogue. Students are obliged to follow the instructions given by the teacher.

Appendix 4 The Danish Qualifications Framework for Higher Education

Find the Danish Qualifications Framework for Higher Education here:

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

Appendix 5 Course Descriptions

The corresponding course descriptions are available on Design School Kolding's website <https://www.designskolenkolding.dk/en/rules-and-executive-orders>

