



The shared section of the BSc and MSc curricula for study programmes at the Faculty of Science, University of Copenhagen September 2017

The overall provisions on which this curriculum is based are set out in the following acts and orders as amended.

Danish Consolidation Act no. 261 of 18 March 2015 on Universities (the University Act) (*Universitetsloven*).

Ministerial Order no. 1328 of 15 November 2016 on Bachelor's and Master's Programmes (Candidatus) at Universities (the University Programme Order) (*Uddannelsesbekendtgørelsen*).

Ministerial Order no. 110 of 30 January 2017 on Admission and Enrolment on Bachelor's Programmes at Universities (*Bacheloradgangsbekendtgørelsen*).

Ministerial Order no. 111 of 30 January 2017 on Admission and Enrolment on Master's (Candidatus) Programmes at Universities (*Kandidatadgangsbekendtgørelsen*).

Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order) (*Eksamensbekendtgørelsen*).

Ministerial Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment of University Education (the Grading Scale Order) (*Karakterbekendtgørelsen*).

Guidelines no. 5 of 18 January 2006 on guidelines for university programmes targeted at teaching upper secondary education programmes (academic minimum requirements).

Ministerial Order no. 247 of 13 March 2015 on the International Education Activities of Universities (*International uddannelsesbekendtgørelse*).

Those parts of the curriculum not determined by the aforementioned acts and ministerial orders are governed by the rules laid down by the University of Copenhagen (the 'University') and the Faculty of Science at the University of Copenhagen (the 'Faculty'). Some of these rules are described in the teaching and examination rules for the Faculty of Science from September 2017 (teaching and examination rules) and in the University of Copenhagen's guidelines for the year and timetable structure for Bachelor's and Master's programmes from 15 December 2010 (year and timetable structure).

The curriculum has been prepared pursuant to Section 18(4) of the University Act. The curriculum contains regulations as stipulated in Section 30 of the University Programme Order, Section 29 of the Examination Order and Section 20 of the Grading Scale Order, as well as regulations laid down by the University and the Faculty.

The programmes covered by this curriculum fall under the study boards at the Faculty of Science, University of Copenhagen, in that a given programme is unambiguously linked to a given study board (the 'study board') (see Section 33(6) of the University Programme Order). The curriculum has been approved by the Dean of the Faculty of Science at the University of Copenhagen.

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1. Duration and scope

The scope of the programmes at the Faculty of Science is calculated in ECTS credits (European Credit Transfer and Accumulation System). One full-time equivalent constitutes 60 ECTS credits, which corresponds to a workload for the student of 1650 hours.

1.1 BSc programmes

The BSc programmes are set at 180 ECTS credits, corresponding to three years of full-time study.

For students taking the BSc programme in Food and Nutrition who complete the compulsory internship – which equals 30 ECTS credits – the programme is extended by half a year.

1.2 MSc programmes

The MSc programmes are set at 120 ECTS credits, corresponding to two years of full-time study.

MSc programmes with minor subjects, where the minor is outside the area covered by the major subject and is not academically linked to the major subject, are extended by half a year on account of the elective study. The programme duration is thus two and a half years, which equals 150 ECTS credits. The programme extension is linked to the minor subject.

For students taking the MSc programme in Food Science and Technology who complete the compulsory internship – which equals 30 ECTS credits – the programme is extended by half a year.

1.3 Credit limits

Students who are lacking fewer than 7.5 ECTS credits to complete their education may take up to 7 ECTS credits above the prescribed number of credits for the programme, if necessary for them to graduate from the programme.

2. Maximum duration of study

The duration of study is measured from the first enrolment onto the BSc or MSc programme in question at the Faculty. Programme extensions in connection with a possible maternity/paternity leave, corresponding to the maternity period allowed in state education grant legislation (SU)(12 months for women and 6 months for men), and approved leaves of absence due to extraordinary circumstances are not included in the calculation of maximum duration of study.

Periods of leave of absence without particular justification are included in the calculation of maximum duration of study.

In the event of multiple enrolment periods on the same programme, the maximum duration of study is calculated on the basis of the combined enrolment period.

If the programme has not been completed within the maximum duration of study, enrolment will be terminated, irrespective of whether the student has non-utilised exam attempts.

2.1 BSc programmes

The total period of study for BSc programmes must not exceed 4 years (48 months).

For students on the Food Science and Technology programme who complete the compulsory six-month internship during their period of study, the total period of study must not exceed 4½ years (54 months).

2.2 MSc programmes

The total period of study for MSc programmes must not exceed 3 years (36 months).

For MSc programmes that include a minor subject, which extends the programme by 6 months, the total period of study must not exceed three and a half years (42 months).

For MSc programmes that include an internship, which extends the standard MSc programme period by six months, the total period of study must not exceed three and a half years (42 months).

3. Continuous study activity requirement

Students must as minimum pass examinations equalling a total of 45 ECTS credits per academic year. The requirement is managed as an aggregate study activity requirement.

Students must be given the opportunity to use three exam attempts in subjects taught in the academic year in question before they can be disenrolled from the programme. This means that students, who, after the end of the academic year, have not passed exams corresponding to the number of ECTS credits required according to the aggregate study activity requirement, will be notified of the date by which the students must comply with the study activity requirement in order to be able to continue on the programme.

In connection with maternity/paternity leave, the continuous study activity requirement is reduced corresponding to the maternity/paternity period allowed under the state education grant legislation (SU) (45 ECTS credits for women and 22.5 ECTS credits for men).

In case of leave of absence, the continuous study activity requirement applying to the study programme is put on hold during the period of leave.

4. Structure of the programmes

4.1 Subject elements

A subject element can be a course, a project or an internship

- A *course* has a course description, which is presented in the University of Copenhagen course catalogue.
- A *project* may, for example, be:
 - A Bachelor project (see Appendix 1).
 - A thesis (see Appendix 2).
 - A project in practice at Bachelor's level (see Appendix 3).
 - A project in practice at Master's level (see Appendix 4).
 - A project outside the course scope (see Appendix 5).

An *internship* can only be included in the BSc programme in Food and Nutrition and in the MSc programme in Food Science and Technology. See the programme-specific curriculum.

Programmes at the Faculty can be built up of three types of subject elements:

- *Compulsory*
Subject elements that all students must have completed to pass the programme.
- *Restricted elective*
Subject elements that may be chosen from within a restricted group of courses (restricted in the sense of specified courses and study activities).

- *Elective*
Completely elective subject elements at programme level.

The programme-specific curriculum will state whether and to what extent subject elements at a level other than that of the programme itself may be included in the elective part of the programme.

4.2 BSc programmes

Every BSc programme includes the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

A BSc programme consists of:

- A range of compulsory and, if applicable, restricted elective subject elements.
- A Bachelor project.
- A number of elective subject elements.

The elective part of the BSc programme is to consist of subject elements at Bachelor's level, which bring the scope of the programme up to 180 ECTS credits. Subject elements at Master's level may be included to an extent defined in the programme-specific curriculum.

4.2.1 Study-start test

In the first academic year, students enrolled in Bachelor programmes must sit and pass a study-start test to be allowed to continue on the programme. The purpose of the study-start test is to determine whether students have actually started their studies. The test is held with an internal examiner, and the grade 'Pass' or 'Fail' is awarded. The test is a 27-hour take-home assignment and is not included with ECTS credit weighting in the students' study programme.

Students have two attempts at passing the study-start test. The first attempt is held in week 37 and the second attempt in week 38. Students who do not pass the test before the end of September will be disenrolled from the study programme without further notice.

4.2.2 First-year exam

Students must pass the first-year exam to be allowed to continue on the programme. To do so, students must fulfil the following requirements:

- 1) No later than the end of August following the start of their studies, students must have taken exams worth 45 of the 60 ECTS credits from the compulsory subject elements positioned in the first year of the study programme.
- 2) No later than the end of August in the second year after the start of their studies, students must have passed exams worth 45 of the 60 ECTS credits from the compulsory subject elements positioned in the first year of the study programme.

Periods during which students have taken leaves of absence are not included in the calculation of the above deadlines.

In connection with maternity/paternity leave, the first-year exam is postponed corresponding to the maternity/paternity period allowed under the state education grant legislation (SU) (12 months for women and 6 months for men).

This requirement does not apply to students who have transferred to the University of Copenhagen after having passed their first-year exam on the same programme at a different university.

The requirements for sitting exams or passing subject elements may be fully or partially met through credit transfer.

4.2.3 Admission onto courses on the MSc programme before completing the BSc programme

Students may apply to enrol for subject elements and exams, which are to form part of the MSc programme for up to 30 ECTS credits before completing their BSc programme.

The subject elements and exams must be able to form part of a Master's programme to which the student has a legal right of admission.

4.3 MSc programmes

Every MSc programme includes the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

An MSc programme consists of:

- A range of compulsory and, if applicable, restricted elective subject elements.
- A thesis.
- A number of elective subject elements at Master's level.

Subject elements at Bachelor level may be included to an extent defined in the programme-specific curriculum.

4.3.1 Erasmus Mundus MSc programmes

All Erasmus Mundus MSc programmes at the Faculty of Science are designed in such a way that students complete one year at the Faculty of Science and one year at a different university on the basis of an agreement between the universities. The curriculum for the individual Erasmus Mundus MSc programme states where the years of study are to be completed.

4.3.3 Admission requirements for admission onto MSc programmes

The specific admission requirements applying to admission onto the relevant MSc programme appear from the programme-specific MSc curriculum. The curriculum may stipulate that only BSc programmes completed less than five years before the date of application are directly qualifying.

5. Subject elements offered

5.1 Content of the subject elements

The individual subject elements offered by the Faculty are described in the University of Copenhagen course catalogue, at www.kurser.ku.dk and in Appendixes 1-5. They may be amended as of 1 September.

All amendments to the description in the University of Copenhagen course catalogue must be approved by the relevant study board.

5.2 Establishment of subject elements

All new subject elements must be approved by the relevant study board, to come into effect once a year on 1 September.

5.3 Cancellation of subject elements

Compulsory and restricted elective subject elements may only be cancelled with the approval of the relevant study board.

5.4 Discontinuation of subject elements

Subject elements may only be discontinued with the approval of the relevant study board, and only once a year to come into effect on 1 September.

6. Examination basis

6.1 Content

For each subject element, an examination basis is laid down consisting of a description of the objectives for the subject element, supplemented with a syllabus, if necessary. A syllabus is a detailed list of textbook materials, assignments and the like.

6.2 Examination

Exam questions must be answerable on the basis of the framework constituted by the examination basis. For subject elements that involve building on competencies it is assumed the student learned previously, exam questions may incorporate these competencies as background knowledge.

For subject elements that involve part-examinations, it must be clearly indicated in the course description which sections of the examination basis are being tested in each individual part-examination.

In the event of major changes to the examination basis, exams are to be held in both new and old versions so that the student can be examined in three consecutive examinations on the same examination basis. If there are any doubts, the study board will decide whether major changes exist.

6.3 Accessibility

The examination basis is prepared by the course coordinators.

If the examination basis includes a syllabus, this must – for subject elements with a single final exam in the exam period – be available no later than three weeks prior to the exam.

If the examination basis includes a syllabus, this must – for subject elements involving part-examinations outside the examination period – be available from the start of the teaching period.

Individual syllabuses prepared in projects, for example, must be approved by the course coordinator or the project supervisor before the project is completed.

6.4 Exam language

On both Danish and English-language subject elements, all written assignments in connection with the teaching must be prepared in the language of the subject element.

The language at the exam must always be the same as the subject element language. On a Danish-language course, however, a student and the course coordinator are permitted to agree that the student may submit a paper in English.

Subject to agreement with the course coordinator, students may instead of Danish speak and write Swedish or Norwegian, both in the classroom and at the exam.

7. Examination

For the Faculty's subject elements, an exam may be a single test or may consist of multiple part-examinations.

7.1 Part-examinations – weighting and validity

The course description indicates whether an exam consists of several part-examinations. If an exam consists of several part-examinations, one total grade is given.

Exams that consist of part-examinations may be assessed in the following ways:

- Part-examinations are not weighted, and an overall assessment is provided for part-examinations.
- Each part-examination is weighted and assessed individually, and the final grade is established on the basis of the set weighting of the part-examinations. Only the overall grade is registered on the exam certificate.

The department is responsible for keeping the grades for the part-examinations for use in a re-examination, if any. Results must be kept during the entire period in which the course is offered and until the last exam attempt has been offered.

The course description is to state the form of assessment that applies to the individual courses.

If part-examinations are weighted and assessed individually, the following must be stated in the course description:

- How each part-examination is weighted.
- Whether students can pass the exam without passing all part-examinations if the total grade is 'passed'. Alternatively, it must be stated whether students must pass all part-examinations individually to pass the overall exam.
- Whether specific grade requirements apply to the part-examinations.
- Whether all part-examinations must be passed in the same exam period, or whether previously passed part-examinations may be reused in a re-examination, if any.

A written exam assignment may consist of several exam questions. Unless otherwise stated, the questions will be weighted equally, and an overall assessment will be applied.

If a separate grade is not awarded for a written assignment, the assignment answer may still be included in the evaluation at a subsequent individual oral exam or other test of the individual student.

7.2 Re-examinations

Unless otherwise stated in the course description, the re-examination is identical with the ordinary exam.

The examiner setup and the form of assessment are to be the same for ordinary exams and re-examinations.

7.2.1 Re-examinations and part-examinations

If a re-examination contains a written component that is not a separately assessed part-examination, the student may choose to resubmit a previously submitted version or to submit a new version of the component for assessment.

Unless otherwise stated in the course description, all part-examinations in a subject element must be passed in the same exam period. For courses for which it appears that part-examinations may be passed in different exam periods, previously passed part-examinations must not be retaken. They will be included in the assessment of the re-examination with the result obtained when they were taken the first time. In this case, part-examinations not passed may be submitted in a revised version or resubmitted in the previously submitted version for re-examination.

If a 'Fail' grade has been awarded on the basis of several part-examinations which are not individually weighted, all part-examinations must be taken again.

In the event of documented illness occurring between part-examinations, the previously taken part-examinations will be included in the assessment at the re-examination with the result obtained when they were originally taken, unless otherwise stated in the course description.

7.3 Requirements for sitting exams

Course descriptions may lay down requirements for eligibility to sit exams. These requirements are not a part of the exam and are not included in the assessment. The course coordinator registers whether students comply with the requirements and informs SCIENCE Study Administration of any students who do not comply with the requirements. The students affected are informed that they will not be allowed to sit the exam.

Requirements for sitting exams are not permitted on subject elements that involve continuous assessment. However, it is permitted to state attendance requirements for subject elements that involve continuous assessment.

Unless otherwise stated in the course description, compliance with requirements for sitting exams (including take-home assignments, attendance etc.) applies for the first four exam opportunities after the end of the subject element: ordinary exam, re-examination, ordinary exam the following year and re-examination after this. The validity period will not be extended, even though the exam or re-examination is not held on account of insufficient registrations or discontinuation of the subject element. However, the course coordinator may allow the validity period to extend to cover additional exams held.

If the requirements for sitting exams are not met, the student will have used an exam attempt. It will appear from the course description whether and how the student can meet the criteria for sitting exams prior to re-examination.

7.4 Group examinations and group assignments

7.4.1 Written assignments

Written assignments may be conducted as individual or group assignments.

In the case of group assignments, the specific contribution of each student must be reported so as to allow application of an individual assessment. This means that individual grades cannot be awarded for a written group assignment unless the assignment clearly specifies the contributions of each student.

Group assignments that do not specify the contributions of the individual students cannot be weighted independently in the assessment. Group assignments may, however, be indirectly included in the assessment through an oral examination based on the group assignment.

7.4.2 Oral examinations

An examination may be conducted as an individual or group exam.

In the case of individual exams, students are examined one at a time. In the case of group exams, students are examined in groups. No more than six students may be examined as a group.

In both individual and group examinations, an individual assessment is to be made of the performance of each student and used as the basis for awarding an individual grade.

In the case of individual oral examinations for students who have participated in the preparation of a group assignment, the other members of the group must not enter the examination room until they have completed the individual oral exam.

7.5 Duration of the oral exam

Oral exams are to last a minimum of 12 minutes, excluding evaluation. This applies regardless of whether the oral exam is an independent examination or is based on a project or similar. If several students participate in a group exam, each student is to be examined for a minimum of 12 minutes.

7.6 Assessment of communication

If the quality of the student's spelling, writing proficiency and communication skills makes it difficult to assess his/her work, one grading point may be deducted in the overall assessment. If it makes it impossible to assess the student's work, the student will receive the lowest grade on the grading scale or a 'Fail' grade.

7.7 Grading method

Only one grading method is to be registered for each subject element. For an exam to be registered as an external exam (i.e. assessed by an external examiner), all part-examinations must be 'external'. If an exam consists of both internal and external part-examinations, the overall examination will be registered as an internal exam.

8. Academic integrity and exam cheating

During the study programme, students are to abide by the regulations on academic integrity laid down in the guidelines on 'Disciplinary actions towards students at the University of Copenhagen' (*Disciplinære foranstaltninger over for studerende ved København Universitet*).

Academic misconduct is deemed to exist, for example, when falsification, plagiarism, non-disclosure or any similar conduct is used to misrepresent the student's own work or results, or to assist another student in such behaviour.

Failure to cite a source in a written assignment is considered non-disclosure. Attempts to cheat in exams will be treated in the same way as actual exam cheating.

Breach of the disciplinary regulations may result in expulsion from the exam or expulsion from the university. Depending on the circumstances, the expulsion may be permanent or for a given period.

9. Corps of external examiners

External examiners must be members of a nationwide corps of external examiners and must not be employed, nor have been employed within the past two years, at the university where they are to work as external examiners.

The programme-specific curricula define the corps of external examiners linked to the programmes.

10. Pre-approvals and credit

10.1 Pre-approval

Students at the Faculty of Science who complete subject elements on other programmes within the Faculty of Science as part of their elective study need not apply for pre-approval from the study board.

Students who wish to take subject elements at another faculty or another educational institution in Denmark or abroad must submit an application for pre-approval to the study board.

10.1.1 Pre-approval of domestic subject element

Students are obliged to transfer credits from the subject elements which are passed on the basis of pre-approval.

Pre-approval is binding when the late-registration period for the relevant teaching period has ended, provided that the student has secured a place on the course for which the student has applied for pre-approval.

10.1.2 Pre-approval of international subject element

Students are obliged to transfer credits from the subject elements for which pre-approval has been granted, provided that the subject elements are passed.

If the pre-approved subject elements are not offered as planned, students must as soon as possible apply for new pre-approval for other subject elements corresponding to the ECTS workload of the original pre-approval.

10.1.3 Students following inter-faculty and inter-university study programmes

Students following inter-faculty and inter-university study programmes do not need to apply for pre-approval for the courses defined in the programme-specific curricula as being compulsory or restricted elective subject elements.

10.2 Credit

Students enrolled on or after 1 September 2014 must provide information about and apply for credit transfer of subject elements passed on all previous non-completed study programmes at the same level.

Students who fail to provide information about all subject elements passed may be subject to sanctions pursuant to the University's disciplinary regulations.

Students may also apply to the study board to credit transfer other passed subject elements to their study programme. On the basis of an academic evaluation, the study board determines whether a given subject element entitles the student to a credit transfer.

Students may apply for credit transfer for the whole or parts of previously completed study programmes. Credit transferred subject elements accorded an ECTS workload by the institution where they were originally offered cannot have their ECTS workload up or downgraded.

10.2.1 Credit from foreign universities

Credit from foreign universities can only be transferred with pass/fail designation.

11. Leave of absence

11.1 BSc students who have completed the first year of study on the BSc programme and have passed the exams in the first year of study (60 ECTS credits) may be granted leave of absence in up to two blocks on the BSc programme without particular justification.

11.2 An application for leave of absence in accordance with Clause 10.1 must be received by the Faculty before block or term start and in accordance with the applicable deadlines.

11.3 MSc students cannot be granted leave of absence; see, however, Clauses 10.4 and 10.9.

11.4 Leave of absence due to maternity or paternity leave, adoption, military service, UN service and the like will be granted irrespective of any previous periods of leave taken in the

course of the study programme and irrespective of whether or not the first year of study on the BSc programme has been passed.

11.5 Leave of absence entails that the continuous study activity requirement applying to the study programme, see Clause 3.2.2, is put on hold during the period of leave.

11.6 Leave of absence without particular justification in accordance with Clause 10.1 does not entail that the deadlines for completing the study programme are suspended during the period of leave. Leave of absence in accordance with Clauses 10.4 and 10.9 entails that the deadlines for completing the study programme are suspended.

11.7 During the leave of absence, students may not attend courses on the relevant study programme. Students may not participate in exams under the programme in the block in which they are or have been on leave.

11.8 Leave of absence without particular justification in accordance with Clause 10.1 cannot be interrupted.

11.9 The University may grant exemptions from Clauses 10.1-10.3 in exceptional circumstances. MSc students who have started their thesis period cannot be granted leave of absence due to exceptional circumstances, but may be granted an extension of their thesis period.

12. Exemptions

In exceptional circumstances, the study board may grant exemptions from the rules in the curriculum specified solely by the Faculty of Science.

13. Commencement etc.

13.1 Validity

The present curriculum applies to all students at the Faculty of Science.

For students enrolled on an inter-faculty study programme at the Faculty of Science, a number of inter-faculty partnership agreements have been entered into to regulate these areas in parallel with the applicable rules at SCIENCE.

13.2 Amendments

The curriculum may be amended once a year so that any changes enter into force on the start of the academic year. Amendments must be proposed by the study boards and approved by the Dean.

If amendments are made to this curriculum, an interim arrangement may be added if necessary to allow students to complete their programme according to the amended curriculum.

Appendix 1 – Bachelor project

1. Scope

The Bachelor project equals 15 ECTS credits.

2. Scheduling and duration

The table diagram in Appendix 1 in the programme-specific curriculum indicates when the Bachelor project can be prepared by the individual student.

The Bachelor project is placed in the third year of study and follows the Faculty's block structure. This means that the project is initiated at block start or upon registration via Self Service and that the project is prepared on a full-time basis in one block or on a part-time basis in two blocks:

- full time in one block (block 1, 2, 3, 4 or 5)
- Part-time in two blocks (block 1+2, 2+3, 3+4, 4+5 or 5+1)

3. Language

The Bachelor project may be written in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor. Where the Bachelor project is written in English, the oral exam may be held in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor.

The Bachelor project must be accompanied by a summary/abstract in English. If the Bachelor project is written in Danish, it may also be accompanied by an abstract in Danish.

The language used in supervision contexts is to be agreed on internally between the parties.

4. Registration:

Students must register for their Bachelor project during the registration period. Registration is carried out using the Self Service function.

5. Bachelor project contract

Before the Bachelor project is initiated, the student and the main supervisor must enter into a written Bachelor project contract.

The contract must be approved by the student, the main supervisor, the head of studies and the head of department.

This agreement must have been approved by all parties before the scheduled start of the Bachelor project.

The agreement sets out the framework for and content of the Bachelor project and also serves to balance expectations regarding the collaboration between the student(s) and the main supervisor.

6. Purpose

The purpose of the Bachelor project is to allow the student to demonstrate his/her skills in formulating, analysing and processing issues within a defined academic topic, which is determined in collaboration with the project supervisor(s).

7. Description of objectives for Bachelor projects

The description of objectives for Bachelor projects is presented as an appendix to the programme-specific curriculum.

8. Supervisor

The main supervisor is to be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question is to meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Teaching assistant professors
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

On inter-faculty programmes and programmes for which there is a formalised partnership with other universities, the main supervisor may come from these other faculties/universities. This will be stated in the programme-specific curriculum.

If the Bachelor project is carried out at an external institution (e.g. a company), the student must be assigned an internal main supervisor from one of the Faculty's departments and a supervisor from the external institution. The internal main supervisor has formal responsibility for the quality of the supervision vis-à-vis the head of department and functions as the internal examiner. The supervisor from the external institution participates in the planning of the project in collaboration with the internal main supervisor.

If the student carries out his/her Bachelor project at another Danish or foreign university and has the project assessed there as well, the student is not required to have a main supervisor from SCIENCE (see the section entitled 'Bachelor project outside SCIENCE and credit transfer').

9. Type of instruction

The Bachelor project can be carried out individually or by groups of up to four students.

Information about good scientific practice and plagiarism must be included in the supervision process.

10. Deadline for submission

The main supervisor is responsible for ensuring that the scope of the Bachelor project is such that it can be completed within the specified timeframe.

The Bachelor project follows the Faculty's block structure, which means that the project is commenced on block start and must be submitted before the end of the last block of the project. However, the exam may be held either in the exam period of the last block or in the week following this. The deadline for submission is two weeks prior to the exam week for the last block of the project at the earliest.

Failure to meet the deadline for submission counts as an exam attempt

11. Examination

11.1. Requirements for sitting the exam

In order to be allowed to sit the exam for the Bachelor project, the student(s) must have submitted a project report by the agreed deadline. The project report must be submitted to the main supervisor in accordance with the agreement regarding the number of paper copies and/or electronic submission.

11.2 Exam form - individual projects

The Bachelor project is concluded with an oral exam without preparation time. The exam takes 30-60 minutes, including a 10-20 minute presentation. In connection with a group exam, if any, the duration of the oral defence must be extended to allow for individual assessments. After the presentation, the

examiner and the external examiner may ask questions and make comments. A supervisor from an external institution, if any, may not act as external examiner in respect of the BSc project.

The oral exam is public, and the main supervisor announces the time and place for the exam.

If the Bachelor project includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s), internal examiner and external examiner participate.

11.3 Exam form - group projects

Bachelor projects may be completed by groups of no more than four students. Before the Bachelor project is initiated, students must agree with the main supervisor whether their project is to be carried out as group work.

When a group of students work together on a Bachelor project, the project report may take the form of either a joint report or a report stating the contributions of each individual student. Irrespective of the report type prepared, the report must be included in the oral exam and thus form the basis of the individual assessment.

If the group has prepared a project report stating the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam, taking into account the academic capabilities of the individual student. The assessment will be based on the individual student's contribution to the report and the oral presentation.

If a group has prepared a project report which does not state the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam. The assessment will be based on the individual student's oral presentation.

When the Bachelor project is prepared by a group, the group members may sit the oral exam either as a group or as individual students. The group must agree the exam type with the main supervisor before initiating the Bachelor project.

In connection with a group exam the duration of the oral defence must be extended to allow for individual assessments.

If the oral exam is held individually, only students who have already sat the exam may be present at the exams of the other students in the group.

Irrespective of report form and exam type, the students will always be assessed individually, and differentiated grades may therefore be given to the members of the same group.

11.4 Assessment

The Bachelor project is assessed by an external examiner, and a grade is given. A single grade is given for the project report and the oral exam. In addition to assessing the academic content of the Bachelor project, where the abstract is included on a par with the other components, the examiners will also assess the student's spelling and writing proficiency, see Clause 6.6. This applies regardless of which language the project is written in, as capacity to communicate the subject matter is included in the overall assessment.

12. Re-examination

Failure to pass the exam or exceeding the deadline for submission counts as an exam attempt, and the student must retake the exam in the next re-examination period. Two weeks at latest the student may submit a revised project report before retaking the exam.

The re-examination may be placed in all the following exam and re-examination weeks after the date of the first exam held.

13. Bachelor project outside SCIENCE and credit transfer

Students have the option of completing their Bachelor projects at another faculty at the University of Copenhagen, or at another Danish or foreign university, and subsequently having the credits for the

project transferred to their BSc programme at SCIENCE. To do so, they must apply for pre-approval from the study board for the programme. The programme-specific curriculum states whether general pre-approval exists for completing Bachelor projects at another faculty or university.

Credits for a previously completed Bachelor project may be transferred if the academic content is deemed to correspond to the requirements for a Bachelor project on the relevant programme.

Appendix 2 – Thesis

1. Scope

Theses may equal 30, 45 or 60 ECTS credits. The programme-specific curricula lay down the sizes of the theses which may form part of the programme. Theses equalling 45 and 60 ECTS credits must be of an experimental nature, i.e. they must contain the student's own production of academic work in the form of the generation of original data/original material.

2. Placement

The thesis may either be prepared as a full-time project at the end of the study programme or concurrently with other subject elements. The table diagram in Appendix 1 in the programme-specific curriculum indicates when the thesis may be prepared. If the student chooses to write the thesis at a time other than what is indicated in the table diagram, the thesis must be commenced after the first year.

The thesis is always commenced at block start, and the student must always register for the thesis.

The deadlines for submission of theses equalling 30, 45 and 60 ECTS credits (full time) are six, nine and twelve months, respectively, after the start date.

The deadline for submission of a thesis written on a part-time basis is the same as specified above with the possibility of adding one and a half months for each 7.5 ECTS credit course which must be attended concurrently with the thesis.

3. Language

The thesis is to be written and examined in the same language as the programme is taught. The thesis is thus to be written – and the examination will be held – in English for English language MSc programmes.

The language used in the thesis defence must be the same as the subject element language.

4. Registration

Students must register for their thesis during the thesis registration period. Registration is carried out using the Self Service.

5. Thesis contract

A thesis contract is completed before the start of the thesis work, which sets out the thesis framework content. The thesis contract must be approved by the student, the main supervisor, the head of studies and the head of the department at which the supervisor is employed. The head of studies is responsible for approving the academic part of the thesis contract, including the research question and plan for supervision.

The approval of the head of studies is not required on inter-faculty programmes where the student chooses to write his/her thesis at a faculty other than SCIENCE.

Before completing the thesis contract, the student(s) and the main supervisor are to agree on a plan for the thesis supervision that covers issues including the following: how often and how supervision is to be carried out, what is expected of the supervisor and the student(s) at supervision meetings, conditions concerning the collection of primary data/experimental work, and general mutual expectations to the working relationship.

6. Purpose

The purpose of the thesis is to allow students to demonstrate their ability to work independently with an academic topic which is key to the academic profile of the individual MSc programme.

7. Description of objectives for the thesis

The description of objectives for the thesis is presented as an appendix to the programme-specific curriculum.

8. Supervisor

The main supervisor is to be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question is to meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Undervisningsadjunkter
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

On inter-faculty programmes and programmes for which there is a formalised partnership with other universities, the main supervisor may come from these other faculties/universities. This will be stated in the programme-specific curriculum.

If the thesis is completed at an external institution (e.g. a company), the student must be assigned an internal main supervisor from SCIENCE and a supervisor from the external institution. The internal main supervisor acts as the internal examiner and has formal responsibility for the quality of the thesis supervision vis-à-vis the university. The supervisor from the external institution participates in the planning of the thesis studies in collaboration with the internal main supervisor.

When approving the thesis contract, the head of studies ensures that the main supervisor has the requisite academic qualifications.

Special rules apply to supervision if the student completes his/her thesis and has it assessed at another Danish or foreign university. See the section entitled 'Thesis outside SCIENCE' below.

On study programmes where a formalised partnership exists with one or more other faculties or universities, the main supervisor may also be from these faculties/universities. This will be stated in the programme-specific curriculum.

9. Type of instruction

The thesis can be carried out individually or by groups of up to four students.

Information about good scientific practice and plagiarism must be included in the supervision process.

A midway seminar may be held during the thesis period with a view to preparing the student for the oral defence. The thesis contract must specify whether a midway seminar is to be held

10. Submission

The thesis report is to be submitted to the department in accordance with the agreement regarding the number of paper copies and/or electronic submission.

When submitting his/her thesis to the department, the student must also submit a copy in electronic format. The student is responsible for uploading the electronic copy to CURIS, where it will be accepted as submitted. Here, the student is to specify conditions such as whether or not the thesis may

be published for general access in DISKURS. Students can check their study programme website for information about the practical aspects of the uploading process.

10.1 Thesis and articles

Manuscripts for articles and finished articles may only be attached to the thesis report as appendixes. However, this does not apply to manuscripts for articles or finished articles where the individual student or the thesis students who are to take the group thesis exam together are exclusively responsible for the production of the articles in question.

11. Deadline for submission

The main supervisor is responsible for ensuring that the scope of the thesis is such that it can be completed within the set timeframe, and that the student receives regular feedback as to whether his/her work is progressing at a pace that will allow him/her to comply with the timeframe.

The following applies to the placement and deadline for submission of the thesis:

- The deadline for submitting the thesis must follow the time frame which corresponds to the ECTS workload of the thesis, i.e. six months for a 30 ECTS credit thesis, nine months for a 45 ECTS credit thesis and twelve months for a 60 ECTS credit thesis.
- If the contract specifies that the student is to take other subject elements concurrently with working on the thesis, the deadline for submission may be extended by a period corresponding to the total ECTS credit workload for the subject elements, i.e. the deadline for submission may be extended by one and a half months for each study activity equalling 7.5 ECTS credits. However, the thesis must never comprise less than 7.5 ECTS credits per block.

The deadline for submission set out in the thesis contract is binding, and exceeding the deadline counts as an exam attempt. In exceptional circumstances, the student may, however, apply to the study board for the programme for an extension of the deadline for submission.

12. Examination

12.1 Requirements for sitting the exam

For the oral thesis defence to be held, a thesis report must have been handed in by the agreed deadline.

Participation in the oral thesis defence may be made conditional upon a midway seminar being held in the thesis period with a view to preparing the student for the oral defence. The date for the midway seminar, if any, is to be stated in the thesis contract.

12.2 Exam form - individual thesis

The thesis is concluded with an oral defence lasting approx. 60-90 minutes, including a presentation lasting approx. 30 minutes. In connection with a group exam, if any, the duration of the oral defence must be extended to allow for individual assessments. The oral defence is to take place no more than four weeks after submission of the thesis report; however, the month of July is not included in the calculation of the four-week deadline.

An exam date must be fixed and an external examiner appointed at least three weeks before the deadline of submission of the thesis. A supervisor from an external institution, if any, may not act as external examiner in respect of the thesis.

The oral defence is public, and the supervisor announces the time and place for the defence. If the thesis includes a confidential component, this part of the thesis may be considered behind closed doors in connection with the oral defence. Only the student(s), internal examiner and external examiner participate.

The entire thesis may not be considered behind closed doors. In exceptional cases, however, the dean may grant an exemption from this provision.

12.3 Exam form - group thesis

Theses may be completed by groups of no more than four students. The thesis contract must specify whether the thesis is to be completed as group work.

When the thesis is prepared by a group, the thesis report may either be a joint report or a report stating the contribution of each student. Irrespective of the type of report prepared, the report must be included in the oral exam and thus form the basis of the individual assessment. The report type must be specified in the thesis contract.

If the group has prepared a report stating the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam, taking into account the academic capabilities of the individual student. The assessment will be based on the individual student's contribution to the report and the oral presentation

If a group has prepared a report which does not state the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam. The assessment will be based on the individual student's oral presentation.

When the thesis is written by a group, the oral defence may either take the form of a group exam or an individual exam. The exam type must be specified in the thesis contract.

If the oral exam is held individually, only students who have already sat the exam may be present at the exams of the other students in the group.

Irrespective of report form and exam type, the students will always be assessed individually, and differentiated grades may therefore be given to the members of the same group.

12.4 Assessment

The thesis is assessed by an external examiner, and a grade is given. A single grade is given for the thesis report and the oral defence. In addition to assessing the academic content of the thesis, where the abstract is included on a par with the other components, the examiners will also assess the student's spelling and writing proficiency, see Clause 7.6. This applies regardless of which language the thesis is written in, as capacity to communicate the subject matter is included in the overall assessment.

The grade must be awarded on the same day as the thesis defence is held.

If the student requests such, the main supervisor and the external examiner are, in connection with the assessment, to prepare a written academic and methodical evaluation, which is to be presented to the student no more than seven working days after publication of the grade.

13 Re-exam

13.1 Failure to submit thesis

If the student fails to submit the thesis within the set deadline for submission and the student has not obtained approval for an extension of the deadline, a new contract must be entered into no later than two weeks after the original deadline for submission.

The new deadline for submission set out in the contract is three months after the approval of the new thesis contract; however, no later than three and a half months after the original deadline for submission. This deadline applies regardless of whether the students is attending courses concurrently with the thesis.

The contract must be approved by the head of studies and the head of department. The new contract is required to contain a revised thesis outline which falls within the same subject area.

If the student fails to submit the thesis within the new deadline for submission, the student may be granted a third exam attempt according to the same rules as those applying to the second exam attempt.

13.2 Failure to pass thesis exam

Failure to pass the exam counts as an exam attempt. The student must enter into a new contract which takes into account that the student must have the opportunity to submit a revised thesis within three months. The three-month deadline applies regardless of whether the student is attending courses concurrently with the thesis. The new contract is required to contain a revised thesis outline which falls within the same subject area.

14. Thesis outside SCIENCE and credit transfer

Under special conditions, the student has the option of completing his/her thesis at another faculty at the University of Copenhagen, or at another Danish or foreign university, and subsequently having the credits for the thesis transferred to his/her MSc programme at SCIENCE. This requires pre-approval, for which the student may apply to the study board.

The programme-specific curriculum states whether general pre-approval exists for completing theses at other faculties or universities.

Students who write their thesis at another Danish or foreign university – and have it assessed there as well – are not required to have a main supervisor from SCIENCE.

Appendix 3 – Projects in practice on BSc programmes

1. Title

1.1 Danish title

Virksomhedsprojekt på bachelorniveau i [uddannelsens titel]

1.2 English title

Project in Practice at Bachelor's level in [English name of the programme]

2. Workload and scope

A project in practice at Bachelor's level may have the following sizes and workloads:

- 15 ECTS credits, corresponding to a workload for the student of 412 hours.
- 30 ECTS credits, corresponding to a workload for the student of 824 hours.

The workloads and scopes permitted will be stated in the programme-specific curriculum for the study programme in question.

The contract for the project in practice must state how these hours are distributed between time at the company, supervision, writing the assignment and preparation.

3. Placement

A project in practice on the BSc programme may be included as an elective subject element or, in cases where the programme-specific curriculum allows it, as a restricted elective subject element.

In cases where a curriculum allows for a project in practice to be done as part of both restricted electives and electives, the student may choose to do a project in practice covering the restricted elective and the elective.

The student, supervisor and company are to agree on which days, and for what period of the day, the student is to be present at the company and when the student is to attend supervision. See 'Workload and scope'.

4. Duration

Students may complete their project in practice on a full or part-time basis:

- Full-time in one or two blocks (15 and 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5).
- Part-time in two or four blocks (15 and 30 ECTS credits, respectively) (block 1+2, 2+3, 3+4, 4+5 or 5+1).

5. Language

Danish or English. The contract for the project in practice must state which language has been chosen.

6. Registration

Students must register for the project in practice during the registration period. Registration is carried out using the Self Service.

Students are wholly responsible for planning their study programme such that they can take all their exams.

7. Contract for project in practice

A contract for the project in practice must be concluded between the student, the supervisor and the company.

The contract is compulsory, and it must be signed by the head of studies or a person appointed by the head of studies (for example, the project in practice supervisor at the department).

The contract for the project in practice must have been signed by all parties no more than two weeks before the scheduled start of the project.

The contract sets out the framework for and content of the project in practice and also serves to balance expectations regarding the collaboration between the student(s) and the main supervisor.

8. Purpose

The students have to function in a professional setting at a company, institution, organisation or incubator.

The expectations and requirements made on students by the companies/organisations are expressed in a holistic set of competencies that the student may find difficult to acquire simply by following courses and completing more conventional study activities. A project in practice may help with development towards a professionalisation of the student's specialisation.

The project in practice must incorporate significant elements from the parts of the study programme that the students have already passed, and its academic level must be in line with the point the students have reached in their study programmes.

The project in practice must be unpaid. However, the company may subsidise the students' expenses for transport and accommodation.

The project in practice must be completed outside the university environment; it may, however, take place at the university on the condition that it does not involve teaching or research.

9. Descriptions of objectives:

The overarching objective of the activity is to provide the student with the following:

Knowledge of:

- The company as a workplace and its organisational culture.
- The commercial and societal context that encompasses the student's subject/study programme.
- The specific academic knowledge required to carry out the process.
- The student's organisational placement and specific function.
- If the project contract specifies that the student is to take a supplementary academic course, the student must also be able to demonstrate knowledge of the topics covered.

Skills in:

- Applying theory and methods from his/her studies to a specific context at the company/organisation.

The ability to:

- Collaborate and communicate with different professional groups at a company.
- Reflect on the application of his/her academic skills in a commercial context.
- Reflect on what he/she has learned.

10. Supervisor

The main supervisor must be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question must meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Teaching assistant professors
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

11. Type of teaching:

The project in practice can be completed individually or by groups of up to four students.

The work assumes a high level of unsupervised initiative from the student or within the group, particularly when students are at the company but also in connection with their work to identify relevant literature and write the assignment.

The contract for the project in practice will state whether the student(s) must participate in compulsory courses and/or events in connection with completing the project in practice.

12. Academic qualifications

The project in practice demands a high degree of unsupervised work and initiative.

13. Formal requirements

Students must have passed all parts of the first-year exam for their study programme before they can start work on a project in practice at Bachelor level.

14. Literature

The student and supervisor jointly prepare a relevant syllabus.

15. Exam

The exam consists of a written assignment and an oral exam.

The scope of the assignment and the deadline for its submission are stated in the contract for the project in practice.

The assignment must present relevant reflections in relation to the description of objectives.

The assignment forms the basis for the oral examination.

Exceeding the deadline for submission of the paper counts as an exam attempt.

The oral exam is without preparation. The exam lasts between 30 and 60 minutes, including a 10–20 minute presentation. For group exams, the duration of the oral defence must be extended to allow for individual assessments. After the presentation, the examiner and the external examiner may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the examination.

The oral exam is public. If the project in practice includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s) examiners participate.

The oral exam is placed in the exam period for the block which concludes that part of the programme.

15.1 Materials permitted

All materials are permitted.

15.2 Assessment

The exam is assessed with a grade from the 7-point scale.

One overall grade is awarded for the written final project and the oral presentation.

The project in practice is assessed by several internal examiners.

16. Re-examination

The assignment may be re-submitted - rewritten, if appropriate - for re-examination and the oral exam must be retaken. The re-examination is held in the re-examination period.

Appendix 4 – Projects in practice on MSc programmes

1. Title

1.1 Danish title

Virksomhedsprojekt på kandidatniveau i [uddannelsens titel]

1.2 English title

Project in Practice at MSc level in [English name of the programme]

2. Workload and scope

A project in practice at MSc level may have the following sizes and workloads

- 15 ECTS credits, corresponding to a workload for the student of 412 hours
- 30 ECTS credits, corresponding to a workload for the student of 824 hours

The workloads and scopes permitted will be stated in the programme-specific curriculum for the study programme in question.

The contract for the project in practice must state how these hours are distributed between time at the company, supervision, writing the assignment and preparation.

3. Placement

A project in practice on the MSc programme may be included as an elective subject element or, in cases where the programme-specific curriculum allows it, as a restricted elective subject element.

In cases where a curriculum allows for a project in practice to be done as part of both restricted electives and electives, the student may choose to do a project in practice covering the restricted elective and the elective. The student, supervisor and company are to agree on which days, and for what period of the day, the student is to be present at the company and when the student is to attend supervision. See also 'Workload and scope'.

4. Duration

Students may complete their project in practice on a full or part-time basis:

- Full-time in one or two blocks (15 and 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5)
- Part-time in two or four blocks (15 and 30 ECTS credits, respectively) (block 1+2, 2+3, 3+4, 4+5 or 5+1)

5. Language

Students taking MSc programmes taught in English must write in English.

Students taking MSc programmes taught in Danish may write in Danish or English. The contract for the project in practice must state which language has been chosen.

6. Registration

Students must register for the project in practice during the registration period. Registration is carried out using the Self Service.

Students are wholly responsible for planning their study programme such that they can take all their exams.

7. Contract for the project in practice

A contract for the project in practice must be concluded between the student, the supervisor and the company.

The contract is compulsory, and it must be signed by the head of studies or a person appointed by the head of studies (for example, the project in practice supervisor at the department).

The contract for the project in practice must have been signed by all parties no more than two weeks before the scheduled start of the project.

The contract sets out the framework for and content of the project in practice and also serves to balance expectations regarding the collaboration between the student(s) and the main supervisor.

8. Purpose

The student is to function in a professional setting at a company, institution, organisation or incubator.

The expectations and requirements made on students by the companies/organisations are expressed in a holistic set of competencies that the student may find difficult to acquire simply by following courses and completing more conventional study activities. A project in practice may help with development towards a professionalisation of the student's specialisation.

The project in practice must incorporate significant elements from the parts of the study programme that students have already passed, and its academic level must be in line with the point the students have reached in their study programmes.

The project in practice must be unpaid. However, the company may subsidise the students' expenses for transport and accommodation.

The project in practice must be completed outside the university environment; it may, however, take place at the university on the condition that it does not involve teaching or research.

9. Descriptions of objectives

The overarching objectives of the activity are to provide the student with the following:

Knowledge of:

- The company as a workplace and its organisational culture.
- The commercial and societal context that encompasses the student's subject/study programme.
- The specific academic knowledge required to carry out the process.
- The student's organisational placement and specific function.
- If the project contract specifies that the student is to take a supplementary academic course, the student must also be able to demonstrate knowledge of the topics covered.

Skills in:

- Applying theory and methods from his/her study programme to a specific context at the company/organisation.

The ability to:

- Collaborate and communicate with different professional groups at a company.
- Reflect on the application of his/her academic skills in a commercial context.
- Reflect on what he/she has learned.

10. Supervisor

The main supervisor must be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question must meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Teaching assistant professors
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

11. Type of teaching

The project in practice can be completed individually or by groups of up to four students.

The work assumes a high level of unsupervised initiative from the student or within the group, particularly when students are at the company but also in connection with their work to identify relevant literature and write the assignment.

The contract for the project in practice will state whether the student(s) must participate in compulsory courses and/or events in connection with completing the project in practice.

12. Academic qualifications

The project in practice demands a high degree of unsupervised work and initiative.

13. Formal requirements

Students must have passed 30 ECTS credits on their study programme before they can start work on a project in practice at MSc level.

14. Literature

The student and supervisor jointly prepare a relevant syllabus.

15. Exam

The exam consists of a written assignment and an oral exam.

The scope of the assignment and the deadline for its submission are stated in the contract for the project in practice.

The assignment must present relevant reflections in relation to the description of objectives.

The assignment forms the basis for the oral examination.

Exceeding the deadline for submission of the paper counts as an exam attempt.

The oral exam is without preparation. The exam lasts between 30 and 60 minutes, including a 10 to 20 minute presentation. For group exams, the duration of the oral defence must be extended to allow for individual assessments. After the presentation, the internal examiner and the external examiner may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the examination.

The oral exam is public. If the project in practice includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s), internal examiner and external examiner participate.

The oral exam is placed in the exam period for the block which concludes that part of the programme.

15.1 Materials permitted

All materials are permitted.

15.2 Assessment

The exam is assessed with a grade from the 7-point scale.

One overall grade is awarded for the written final project and the oral presentation.

The project in practice is assessed by several internal examiners.

16. Re-examination

The assignment may be re-submitted – rewritten, if appropriate – for re-examination and the oral exam must be retaken.

The re-examination is held in the re-examination period.

Appendix 5 – Project outside the course scope

The rules presented below for projects outside the course scope replace the previously applicable rules for the subject elements: independent study under supervision, credit assignments, and projects outside the course scope.

1. Scope and workload

Projects outside the course scope are subject elements at Bachelor's or Master's level with the following sizes and workloads:

- 2.5 ECTS credits corresponds to a workload for the student of 68.5 hours.*
- 5 ECTS credits corresponds to a workload of 137.5 hours.*
- 7.5 ECTS credits corresponds to a workload of 206 hours
- 10 ECTS credits corresponds to a workload for the student of 275 hours.*
- 12.5 ECTS credits corresponds to a workload for the student of 343.5 hours*.
- 15 ECTS credits corresponds to a workload for the student of 412 hours.

* If, in connection with the completion of a study programme, a student lacks a number of ECTS credits which is not divisible by 7.5, he or she may prepare one project outside the course scope equal to 2.5 ECTS credits, 5 ECTS credits, 10 ECTS credits or 12.5 ECTS credits over the course of a study programme. It is only permitted to prepare one of these per study programme, and the student may as a maximum take the number of ECTS credits necessary in order for the student to complete the education.

In total, projects outside the course scope may be valued at a maximum of 15 ECTS credits in any study programme.

The programme-specific curricula for MSc programmes may stipulate restrictions on the extent of projects outside the course scope in relation to the size of the thesis.

2. Placement

A project outside the course scope may be included as an elective subject element or, in cases where the programme-specific curriculum allows it, as a restricted elective subject element.

3. Duration

Students may complete a project outside the course scope equal to 15 ECTS credits on a full or part-time basis:

- Full time in a single block (block 1, 2, 3, 4 or 5)
- Part-time in two blocks (blocks 1+2, 3+4, 4+5 or 5+1)

Projects outside the course scope worth less than 15 ECTS credits must be completed in a single block.

4. Language

Students on study programmes taught in English must write in English.

Students on study programmes taught in Danish may write in Danish or English. The project contract must state which language has been chosen.

5. Registration

Students must register for projects outside the course scope within the appropriate registration period. Registration is carried out using the Self Service.

Students are wholly responsible for planning their study programme such that they can take all their exams.

6. Project contract

Before a project outside the course scope is initiated, the student and the main supervisor must enter into a written project contract containing an agreed deadline for submission.

The contract is compulsory, and it must be approved by the head of studies or a person appointed by the head of studies (for example, the project in practice supervisor at the department).

This project contract must be approved by all parties on commencement of the project.

The contract sets out the framework for and content of the project and also balances the expectations of the collaboration between the student(s) and the main supervisor.

7. Purpose

For projects outside the course scope, the student or group of students must demonstrate independent work, see the description of objectives below.

8. Descriptions of objectives

A student who has completed a project outside the course scope valued at **2.5 ECTS credits** has the ability to:

- Describe an issue and its relation to the subject/subject area.
- Present a clear, unambiguous thesis statement and communicate the consideration of same in a clear, straightforward manner.
- Reflect on other issues within the subject area.

A student who has completed a project outside the course scope valued at **5 ECTS credits** has acquired:

Knowledge of:

- The academic area.
- The relationship between thesis statement and problem analysis within a given academic framework.

The skills to:

- Present a clear, unambiguous thesis statement and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the thesis statement.

The ability to:

- Put an issue into perspective in relation to other issues within the subject area in question.
- Demonstrate independence in solving the assignment.

A student who has completed a project outside the course scope valued at **7.5 ECTS credits or 10 ECTS credits** has acquired:

Knowledge of:

- The academic area.
- The context in which the assignment is positioned.
- The relationship between thesis statement and problem analysis within a given academic framework.

The skills to:

- Present a clear, unambiguous thesis statement and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the thesis statement.
- Search for information independently.

The ability to:

- Reflect on an issue and put it into perspective in relation to other issues within the subject area in question.
- Demonstrate independence in solving the assignment.

A student who has completed a project outside the course scope valued at **12.5 ECTS credits or 15 ECTS credits** has acquired:

Knowledge of:

- The issue as well as relevant methods and theories.
- How to deal with an issue within a defined academic framework, with emphasis on thesis statement, problem analysis and action plan.

The skills to:

- Perform a problem analysis on the basis of a methodological/theoretical framework and evaluate the importance of the method/theory chosen.
- Present a clear, unambiguous thesis statement and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the thesis statement.
- Search for information independently.

The ability to:

- Reach an unambiguous conclusion in relation to the thesis statement and, more generally, in relation to the academic area.
- Reflect critically and independently on the assignment field and its scientific and societal importance.
- Discuss the scientific and societal importance of the issue.

9. Supervisor

Projects outside the course scope are prepared under supervision and must be approved by the supervisor. The language used for the supervision and for the exam is to be agreed on between the supervisor and the student(s).

The main supervisor is to be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question is to meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Teaching assistant professors
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

Students enrolled on an inter-faculty SCIENCE/SUND study programme may also have a supervisor from SUND.

10. Type of teaching

Projects outside the course scope may be completed individually or by groups of up to six students. For projects prepared by groups, the form of examination follows the guidelines stated above in Clause 6 concerning examination.

11. Examination

Exams for projects outside the course scope may be oral, written or a combination of the two. The project must be assessed with a grade (7-point grading scale) and must be held as an internal exam.

Exceeding the deadline for submission of the project counts as an exam attempt.

The rules for re-examinations are the same as for the ordinary exam. The re-examination may be placed in all the following exam and re-examination weeks after the date of the first exam held.

Appendix 6 – Interim arrangements

Maximum duration of study – for all students enrolled before 1 September 2016

The interim arrangements presented below apply for students taking the following study programmes:

The following applies for BSc students enrolled before 1 September 2016:

- The total period of study for BSc programmes must not exceed five years (60 months). For students on the Food Science and Technology programme who complete the compulsory six-month internship during their period of study, the total period of study must not exceed five and a half years (66 months).

Maximum period of study – programme-specific

The following interim arrangements apply to all students on the following programmes:

BSc programmes in:

Biology/biotechnology, Food and Nutrition, Landscape Engineering, Animal Science, Agricultural Economics, Landscape Architecture, Natural Resources, and Forestry and Nature Management.

MSc programmes in:

Agricultural Development, Agricultural Economics, Agriculture, Animal-Derived Foods, Animal Science, Biology-Biotechnology, Environmental and Natural Resource Economics, Environmental Chemistry and Health, Food Innovation and Health (formerly Gastronomy and Health), Food Science and Technology, Forest and Nature Management, Human Nutrition, Clinical Nutrition, Landscape Architecture, Nature Management, Parasitology, Sustainable Development in Agriculture (Erasmus Mundus), Sustainable Forest and Nature Management (Erasmus Mundus) and Sustainable Tropical Forestry (Erasmus Mundus).

Interim arrangements:

- Students admitted onto the BSc programme in the period September 2001–February 2005 are to complete their BSc programme within a maximum of six years from the date of admission. Students admitted in or after September 2005 are to complete their BSc programme within a maximum of five years from the date of admission.
- Students admitted onto the MSc programme in the period September 2001 - February 2012 are to complete their MSc programme within a maximum of four years from the date of admission.
- Students admitted onto the MSc programme in or after September 2012 are to complete their MSc programme within a maximum of three years from the date of admission.

Re-examination and part-examination

As of the 2015-16 academic year, all part-examinations must be taken again if a 'Fail' grade has been awarded on the basis of several part-examinations in which an overall assessment has been applied, and if the student has not been informed of the assessment of the individual part-examination. A few courses in the 2015-16 academic year may be exempt from this rule. If that is the case, the rules specified in the specific course description are applicable.

Leave of absence

Students enrolled on MSc programmes before 1 September 2016 will have the possibility of taking leave of absence without particular justification in a term/two blocks on the remaining part of their MSc programme if they have not already taken one year's leave of absence without particular justification according to the previous leave rules.

