



# **The shared section of the BSc and MSc curricula for study programmes at the Faculty of Science University of Copenhagen September 2020**

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

Danish Consolidation Act no. 778 of 7 August 2019 on Universities (the University Act) (*Universitetsloven*).

Ministerial Order no. 20 of 9 January 2020 on Full-time University Education (the University Programme Order) (*Uddannelsesbekendtgørelsen*)

Ministerial Order no. 1605 of 19 December 2017 on Part-time Master's Degree Programmes at Universities and the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science (*Erhvervskandidatbekendtgørelsen*).

Ministerial Order no. 153 of 26 February 2020 on Admission to Full-time University Education (the Admission Order) (*Adgangsbekendtgørelsen*)

Ministerial Order no. 22 of 9 January 2020 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 Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order) (*Karakterbekendtgørelsen*).

Guideline no. 9698 of 28 August 2018 on guidelines for university programmes targeted at teaching upper secondary education programmes and upper secondary subjects in EUX courses (academic minimum requirements) (*faglige mindstekrav*).

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 plans and exam rules for the Faculty of Science from September 2020 (teaching plans and exam 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 42 of the University Programme Order, Section 29 of the Exam Order and Section 20 of the Grading Scale Order, as well as regulations laid down by the University and the Faculty.

The study programmes covered by this curriculum fall under the study boards at the Faculty of Science, University of Copenhagen, in that a given study programme is unambiguously linked to a given study board (the 'study board') (see Section 42(7) 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 study programmes at the Faculty of Science is calculated in ECTS credits (European Credit Transfer and Accumulation System). One full-time equivalent (FTE) constitutes 60 ECTS credits, which corresponds to a workload for the student of 1,650 hours.

### **1.1 BSc programmes**

BSc programmes are prescribed to 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**

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

MSc programmes with minor subjects, where the minor subject is outside the area covered by the major subject and is not academically linked to the major, are extended by half a year on account of the minor subject. 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.

The part-time master's degree programme is prescribed to 120 ECTS credits, corresponding to four years of part-time study.

### **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 study 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 parental leave, corresponding to the period in which it is possible to receive extra monthly grant portions (childbirth portions) under state education grant (SU) legislation (12 months for the mother and 6 months for the father), and approved leaves of absence with justification 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 study programme, the maximum duration of study is calculated on the basis of the combined enrolment period. Enrolment periods that were not subject to maximum duration of study requirements are not counted.

When switching between an ordinary master's degree programme and a part-time master's degree programme with the same field of study, the maximum duration of study is calculated proportionately, based on the length of time the student has been enrolled in each programme.

If the study 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.

### **1.1 BSc programmes**

The total period of study for BSc programmes must not exceed four 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 four and a half years (54 months).

### **1.2 MSc programmes**

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

For MSc programmes that include a minor subject which extends the programme by six 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).

### **2.3 Part-time master's degree programmes**

The total period of study for part-time master's degree programmes must not exceed five years (60 months).

## **3. Accumulated study activity requirement**

Students must as a minimum pass exams 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 sit three exam attempts in courses from the study 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 study programme.

In connection with parental leave, the accumulated study activity requirement is reduced corresponding to the period in which it is possible to receive extra monthly grant portions (childbirth portions) under state education grant (SU) legislation (45 ECTS credits for the mother and 22.5 ECTS credits for the father).

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

Students doing part-time master's degree programmes must, as a minimum, pass exams equalling a total of 22.5 ECTS credits per academic year. The requirement is managed as an aggregate study activity requirement, in the same way as for the other Master's programmes.

## **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* can 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).
- A thesis preparation project (see Appendix 6).
- 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.

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

- *Compulsory*  
Subject elements that all students must pass in order to graduate from the study programme.
- *Restricted optional*  
Subject elements that may be chosen from within a restricted group of activities (restricted for specific courses and study activities).
- *Electives*  
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 study 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 must 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 admitted to Bachelor's programmes must take 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 by their second attempt 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 study 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 placed 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 placed in the first year of the study programme.

Any leave of absence periods by the student are not included in these time limits.

In connection with parental leave, the first-year exam is postponed corresponding to the period in which it is possible to receive extra monthly grant portions (childbirth portions) under state education grant (SU) legislation (12 months for the mother and 6 months for the father).

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 study programme at a different university.

The requirements for taking 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's 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 built up 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.

#### **4.3.2 Admission requirements for Master's programmes**

The programme-specific Master's curriculum states the specific admission requirements that apply to the given Master's programme. It may be stipulated that only Bachelor's programmes completed less than five years before the date of application are directly qualifying.

### **3.3 Study-start test**

In the first academic year, students admitted to Master's programmes must take 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 by their second attempt will be disenrolled from the study programme without further notice.

### **3.4 Projects**

Master's theses, thesis preparation projects, projects outside the course scope and projects in practice must never account for more than 90 ECTS credits of the Master's programme.

### **4.4 Part-time master's degree programmes**

Every part-time master's degree programme includes the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

A part-time master's degree 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's level may be included to an extent defined in the programme-specific curriculum.

#### **4.4.1 Admission requirements for part-time master's degree programmes**

The programme-specific part-time master's curriculum states the specific admission requirements that apply to the given degree programme. It may be stipulated that only Bachelor's programmes completed less than five years before the date of application are directly qualifying.

#### **4.4.2 Study-start test**

In the first academic year, students admitted to a part-time master's degree programme must take 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 by their second attempt will be disenrolled from the study programme without further notice.

### **4.3 Projects**

Master's theses, thesis preparation projects, projects outside the course scope and projects in practice must never account for more than 90 ECTS credits of the part-time master's degree programme.

## **5. Subject elements offered**

### **5.1 Content of the subject elements**

The various subject elements offered by the Faculty are described in KU's course catalogue, [www.kurser.ku.dk](http://www.kurser.ku.dk), and in Appendices 1-5 and can be changed effective from 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. Exam basis**

### **6.1 Content**

For each subject element, an exam basis is laid down consisting of a description of the objectives for the subject element, supplemented with a list of recommended reading. The exam basis is prepared by the course directors.

### **6.2 Exam**

Exam questions must be answerable on the basis of the framework constituted by the exam 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.

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

### **5.3 Accessibility**

If the exam basis includes a list of recommended reading, 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 exam basis includes a list of recommended reading, this must – for subject elements involving part-exams outside the exam period – be available from the start of the course period.

### **5.4 Exam language**

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

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 director are permitted to agree that the student may complete the exam in English.

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

## **7. Exams**

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



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

### **7.1 Part-exams – weighting and validity**

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

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

- The part-exams are not individually weighted. An overall assessment is given for the part-exams.
- Each part-exam is weighted and assessed individually. The final grade is established on the basis of the set weighting of the part-exams. Only the overall grade is registered on the certificate.

The department is responsible for keeping the grades for the part-exams for use in a re-exam, 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.

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

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

A written exam assignment may consist of several exam questions. In the absence of any statement to the contrary, 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-exams**

In the absence of any statement to the contrary in the course description, the re-exam is to take the same form as the ordinary exam.

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

#### **7.2.1 Re-exams and part-exams**

Unless stated otherwise in the course description, all part-exams in a subject element must be passed in the same exam period. For courses which state that part-exams may be passed in different exam periods, successfully passed part-exams do not have to be repeated. They will be included in the assessment of the re-exam with the result obtained when they were taken the first time. In this case, for part-exams that were not successfully passed, the paper may be re-submitted in a revised form or submitted again at the re-exam.

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

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

In the event of documented illness occurring between part-exams, the previously taken part-exams will be included in the assessment at the re-exam with the result obtained when they were originally taken, in the absence of any statement to the contrary in the course description.

### **7.3 Requirements for taking exams**

Courses descriptions may lay down requirements for eligibility to take 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 by SCIENCE Study Administration that they will not be allowed to take the exam.

Requirements for taking 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.

In the absence of any statement to the contrary in the course description, compliance with requirements for taking exams (including take-home assignments, attendance etc.) applies for the four first exam opportunities after the end of the subject element: ordinary exam, re-exam, ordinary exam the following year and re-exam after this. The validity period will not be extended, even though the exam or re-exam is not held on account of insufficient registrations or discontinuation of the subject element. The course director may allow the validity period to be extended to cover additional exams held.

If the registration for exam requirement is not met, the student will have used an exam attempt. The course description will state whether and how the student can meet the registration for exam criteria prior to re-exam.

### **7.4 Group exams and group assignments**

#### **7.4.1 Written assignments**

Written assignments can be done as individual assignments 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 exam based on the group assignment.

#### **7.4.2 Oral exams**

An exam 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 exams, an individual assessment must be made of the performance of each student and used as the basis for awarding an individual grade.

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

### **7.5 Duration of the oral exam**

Oral exams must last a minimum of 12 minutes, excluding evaluation. This applies regardless of whether the oral exam is an independent exam or is based on a project etc. If several students participate in a group exam, each student must 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 their 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 registered for each subject element. For an exam to be registered as an external exam (i.e. assessed by an external examiner), all part-exams must be 'external'. If an exam consists of both internal and external part-exams, the overall exam will be registered as an internal exam.

## **8. Academic integrity and exam cheating**

During the study programme, students must 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.

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

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

## **9. Body of external examiners**

External examiners must be members of a nationwide body 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 body 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 Bachelor's and Master's 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 the student has passed on the basis of pre-approval.

#### **10.1.2 Pre-approval of international subject elements**

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.

### **9.2 Credit**

Students must provide information about and apply for credit transfers for subject elements passed on all previous unfinished 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 additionally apply for other successfully passed subject elements to form part of 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.

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 11.1 must be received by the Faculty before block or semester start and in accordance with the applicable deadlines.

**11.3** MSc students cannot be granted leave of absence; see, however, Clauses 11.4 and 11.9.

**11.4** Leave of absence due to childbirth, 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** All types of leave of absence entail that the accumulated study activity requirement applying to the study programme (see Clause 3) is put on hold during the period of leave.

**11.6** Leave of absence without particular justification in accordance with Clause 11.1 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 11.4 and 11.9 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 study 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 11.1 cannot be interrupted. If leave of absence for a particular reason is interrupted, the student may participate in the exam after the leave has ended.

**11.9** The University may grant exemptions from Clauses 11.1-11.3 in exceptional circumstances. MSc students who have started their thesis period cannot be granted leave of absence due to exceptional circumstances, but may apply for an extension of their thesis period.

**11.10** Leave may be granted from the date of application at the earliest.

## **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 the Faculty of Science.

### **13.2 Amendments**

The curriculum may be amended once a year so that any changes enter into force at 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 study programme according to the amended curriculum.

## **Appendix 1 – Bachelor project**

### **1. Extent**

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 may be prepared for each student according to a prescribed curriculum.

The Bachelor project is placed in the third year of the study programme 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 a single block (block 1, 2, 3, 4 or 5).
- Part time in two blocks (blocks 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 project is written in Danish, Norwegian or Swedish, it may also be accompanied by an abstract in this language.

The language used in supervision contexts is to be agreed 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. The contract must be approved by all parties before the Bachelor project commences.

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

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

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

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

On inter-faculty study programmes and study 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 have 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 their 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 the Faculty of Science (see the section entitled 'Bachelor project outside the Faculty of 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.

If the deadline for submission is exceeded, an exam attempt has been used and a new Bachelor project contract must be written.

## **11. Exams**

### *11.1 Requirements for taking the exam*

In order to be allowed to take the exam for the Bachelor project, the student(s) must have submitted a project report by the agreed deadline. The project report is uploaded via Digital Exam.

### *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 10-25-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

internal 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 Bachelor 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 works 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 oral exam may be taken as an individual exam or as a group exam, if so agreed with the head of studies and the supervisor. The exam form must be stated in the Bachelor project contract.

For group exams, 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 taken the exam may be present at the exams of the other students in the group.

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

### *11.5 Assessment and grading*

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 7.6. 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-exam**

If the exam is not successfully passed or if the deadline for submission is exceeded, this counts as an exam attempt. Students who have submitted a project report but did not pass the exam have the opportunity to submit a revised project report no later than two weeks before the re-exam.

The re-exam may, by agreement with the supervisor, be placed in any of the following exam and re-exam weeks after the date of the first exam held. The student registers for the re-exam via Self Service during the relevant registration period (ordinary exam or re-exam).



### **13. Bachelor project outside the Faculty of 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 the Faculty of 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 study programme.

## Appendix 2 – Thesis

### 1. Extent

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. Scheduling and duration

The master's thesis is prepared as full-time study. The thesis period follows the schedules below, depending on the size.

The prescribed placement of the thesis in the programme will be stated in the programme-specific curriculum.

If the thesis is not commenced in line with the prescribed curriculum, the thesis may be started coinciding with any block start, according to the table below. The thesis cannot be started before the second academic year.

#### Thesis prescribed to 30 ECTS credits – 4 month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 3	31 January	31 May	30 June
Block 4	15 April	15 August	15 September
Block 1	20 August	20 December	31 January
Block 2	15 November	15 March	15 April

#### Thesis prescribed to 45 ECTS credits – 6½-month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 2	15 November	31 May	30 June
Block 3	31 January	15 August	15 September
Block 4	15 April	31 October	30 November
Block 1	20 August	5 March	5 April

#### Thesis prescribed to 60 ECTS credits – 9-month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 1	20 August	20 May	30 June
Block 2	15 November	15 August	15 September
Block 3	31 January	31 October	30 November
Block 4	15 April	15 December	15 January

#### Part-time master's thesis

A part-time master's thesis prescribed to 30, 45 or 60 ECTS credits may be started at the same times as stated in the above tables. The submission date for the part-time master's thesis is 8, 13 or 18 months after the start date. The oral defence of the part-time master's thesis must take place within 4 weeks after submission of the thesis report.

### **3. Language**

Theses on study programmes taught in English must be written in English. The thesis must be accompanied by a summary/abstract in Danish or English.

Theses on study programmes taught in Danish may be written in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor. The oral exam may be conducted in Danish, Swedish, Norwegian or English, by agreement with the supervisor.

If the thesis is written in Danish, Swedish or Norwegian, it must contain an abstract in English. If the thesis is written in English, it must contain a summary/abstract in Danish, Swedish, Norwegian or English

The language used to defend the thesis must match the language of the thesis; however, note the above exception concerning theses in English on study programmes taught in Danish.

### **4. Registration**

Students must register for their thesis during the thesis registration period by completing a thesis contract. Registration is carried out using the Self Service function.

### **5. Thesis contract**

A thesis contract setting out the thesis framework and content is drawn up prior to commencing the thesis. 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 problem formulation and plan for supervision. The plan for supervision must be submitted in the electronic thesis contract under the 'Other' field.

The approval of the head of department is not required on inter-faculty study programmes where the student chooses to write their thesis at a faculty other than the Faculty of Science.

Before completing the thesis contract, the student(s) and the main supervisor must agree 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 for 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 must be 'internal', i.e. employed at the Faculty of Science. In order to function as the main supervisor, the person in question must meet the following three criteria:

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

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

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers

- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

If the thesis is completed at an external institution (e.g. a company), the student must have an internal main supervisor from one of the departments at the Faculty of 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 within the field of the thesis topic.

Special rules apply to supervision if the student completes their thesis and has it assessed at another Danish or foreign university. See the section entitled 'Thesis outside the Faculty of Science and credit' below.

On inter-faculty programmes and programmes with a formalised collaboration with one or more other faculties or universities, the main supervisor may, however, also come 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 will be held.

## **10. Submission**

The thesis report is uploaded via Digital Exam.

### *10.1. Thesis and articles*

Manuscripts for articles and finished articles may only be attached to the thesis report as appendices. 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 on whether their work is progressing at a pace that will allow them to comply with the timeframe.

The deadline for submission of the thesis is stated under clause 2 above.

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 apply to the study board for the programme for an extension to the deadline for submission.

## **12. Exams**

### *12.1 Requirements for taking 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 having been 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 theses*

The thesis is concluded with an oral defence lasting approx. 60-90 minutes, including a presentation lasting 15-45 minutes. The oral defence must take place by the deadline set in clause 2 above.

An exam date must be fixed and an external examiner appointed at least three weeks before the deadline for 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 theses*

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 is based on each student's oral performance, against the background of the written report.

When the thesis is prepared by a group, the oral exam may be taken as an individual exam, or as a group exam if so agreed with the head of studies and the supervisor. The exam type must be stated in the thesis contract. For group exams, the duration of the oral defence (see clause 12.2) must be extended to allow for individual assessments.

If the oral exam is held individually, only students who have already taken 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 and grading*

The thesis is assessed by an external examiner, and a grade is given (7-point grading scale). 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.

### **13. Re-exam**

#### *13.1 Thesis not submitted*

If the student fails to submit the thesis within the set deadline for submission and has not obtained approval for an extension of the deadline, an exam attempt has been used and 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 student 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 will be granted a third exam attempt according to the same rules as those applying to the second exam attempt.

#### *13.2 Thesis not passed*

Failure to pass the exam counts as an exam attempt. The student must enter into a new contract no later than two weeks after the thesis defence which takes into account that the student has the opportunity to submit a revised thesis within three months.

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 thesis defence. This deadline applies regardless of whether the student 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.

### **14. Thesis outside the Faculty of Science and credit**

In special circumstances, the student has the option of completing their 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 their MSc programme at the Faculty of 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 or at another faculty at UCPH and have it assessed there are not required to have a main supervisor from the Faculty of 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 study programme]

### 2. Workload and scope

Projects in practice at Bachelor's level can have the following scope and workload:

- 15 ECTS credits, corresponding to a student workload of 412 hours
- 30 ECTS credits, corresponding to a student workload of 825 hours.

The programme-specific curriculum will state which scopes are permitted.

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. Time

The project in practice on a BSc programme may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

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/organisation must agree on which days, and for what period of the day, the student is to be present at the company and when the student will receive 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 or 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5).
- Half time over two or four blocks (15 or 30 ECTS credits, respectively) (blocks 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 function.

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 be signed by all parties before the project in practice commences.



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**

Students must 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 student may receive a gratuity from the company during the project. The amount must not exceed DKK 3,000 per month and must not be paid as a pre-determined income on par with a wage income.

The student may also receive a subsidy for expenses incurred, or a fixed monthly allowance for documented expenses during the stay.

For example, a subsidy may be paid for transport, rent and telephone expenses which the student can document in connection with the stay.

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

## **9. Description of objectives**

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

### *Knowledge about:*

- The company/organisation 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 their studies to a specific context at the company/organisation.

### *Competencies to:*

- Collaborate and communicate with different professional groups at a company/organisation.
- Reflect on the application of their academic skills in a commercial context.
- Reflect on what they have learned.

## **10. Supervisor**

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

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

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

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

## **11. Type of instruction**

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's level.

## **14. Literature**

The student and supervisor jointly prepare a relevant literature list.

## **15. Exams**

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

An abstract must also be completed in the same language as the project report. This will be published on the study information pages as inspiration for other students.

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 exam.

If the deadline for submitting the project is exceeded, an exam attempt has been used and a new project in practice contract must be written.

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 assessors may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the exam.

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) and assessors participate.

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

### *15.1 Exam aids*

All exam aids are permitted.

### *15.2 Assessment and grading*

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 assessors.

## **16. Re-exam**

The assignment may be re-submitted – rewritten, if appropriate – for re-exam, and the oral exam must be retaken. The re-exam may, by agreement with the supervisor, be placed in any of the following exam and re-exam weeks after the date of the first exam held.

## 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 study programme]

### 2. Workload and scope

Projects in practice at MSc level can have the following scope and workload:

- 15 ECTS credits, corresponding to a student workload of 412 hours
- 30 ECTS credits, corresponding to a student workload of 825 hours.

The programme-specific curriculum will state which scopes are permitted.

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. Time

The project in practice on an MSc programme may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

In cases where a curriculum allows for a project in practice to be completed 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/organisation must 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 or 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5).
- Half time over two or four blocks (15 or 30 ECTS credits, respectively) (blocks 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 function.

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/organisation.

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 be signed by all parties before the project in practice commences.

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**

Students must 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 student may receive a gratuity from the company during the project. The amount must not exceed DKK 3,000 per month and must not be paid as a pre-determined income on par with a wage income.

The student may also receive a subsidy for expenses incurred, or a fixed monthly allowance for documented expenses during the stay.

For example, a subsidy may be paid for transport, rent and telephone expenses which the student can document in connection with the stay.

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

## **9. Description of objectives**

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

*Knowledge about:*

- The company/organisation 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 their study programme to a specific context at the company/organisation.

*Competencies to:*

- Collaborate and communicate with different professional groups at a company/organisation.
- Reflect on the application of their academic skills in a commercial context.
- Reflect on what they have learned.

## **10. Supervisor**

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

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

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

- Professors
- Associate professors and external lecturers

- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

### **11. Type of instruction**

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/organisation, 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**

The student must be enrolled in the programme before a project in practice at master's level may be started.

### **14. Literature**

The student and supervisor jointly prepare a relevant literature list.

### **15. Exams**

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

An abstract must also be completed in the same language as the project report. This will be published on the study information pages as inspiration for other students.

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 exam.

If the deadline for submitting the project is exceeded, an exam attempt has been used and a new project in practice contract must be written.

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 assessors may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the exam.

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) and assessors participate.

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

#### *15.1 Exam aids*

All exam aids are permitted.

### *15.2 Assessment and grading*

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 assessors.

### **16. Re-exam**

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

The re-exam may, by agreement with the supervisor, be placed in any of the following exam and re-exam weeks after the date of the first exam held.

## 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 or Master's level and have the following scope and workload:

- A project outside the course scope valued at 2.5 ECTS credits corresponds to a workload for the student of 68.5 hours\*
- A project outside the course scope valued at 5 ECTS credits corresponds to a workload of 137.5 hours\*
- 7.5 ECTS credits, corresponding to a student workload of 206 hours
- A project outside the course scope valued at 10 ECTS credits corresponds to a workload for the student of 275 hours\*
- A project outside the course scope valued at 12.5 ECTS credits corresponds to a workload for the student of 343.5 hours\*
- 15 ECTS credits, corresponding to a student workload 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, they 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.

However, projects outside the course scope may be valued at a maximum of 15 ECTS credits in total in any one 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. Time

Projects outside the course scope may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

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

### 3. Duration

Students may complete a project worth 15 ECTS credits outside the scope of the course on a full-time 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, 2+3, 3+4, 4+5 or 5+1).

Projects outside the scope of the course 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 scope of the course within the appropriate registration period. Registration is carried out using the Self Service function.

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 (such as a coordinator at the department for projects outside the course scope).

The 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**

### *8.1 Project outside the scope of the course – 2.5 ECTS credits*

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 problem formulation and communicate the consideration of same in a clear, straightforward manner.
- Reflect on other issues within the subject area.

### *8.2 Project outside the scope of the course – 5 ECTS credits*

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

*Knowledge about:*

- The topic area.
- The relationship between problem formulation and problem analysis within a given academic framework.

*The skills to:*

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

*Competences to:*

- Put an issue into perspective in relation to other issues within the subject area in question.
- Demonstrate the ability to work independently in the project.

### *8.3 Project outside the scope of the course – 7.5 and 10 ECTS credits*

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

*Knowledge about:*

- The topic area.
- The context in which the project is positioned.
- The relationship between problem formulation and problem analysis within a given academic framework.

*The skills to:*

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

*Competences to:*

- Reflect on an issue and put it into perspective in relation to other issues within the subject area in question.
- Demonstrate the ability to work independently in the project.

*8.4 Project outside the scope of the course – 12.5 and 15 ECTS credits*

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

*Knowledge about:*

- The issue as well as relevant methods and theories.
- How to deal with an issue within a defined academic framework, with emphasis on problem formulation, 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 problem formulation and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the problem formulation.
- Search for information independently.

*Competences to:*

- Reach an unambiguous conclusion in relation to the problem formulation and, more generally, in relation to the academic area.
- Reflect critically and independently on the project 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 assessed by the supervisor. The language used for the supervision and for the exam is to be agreed between the supervisor and the student(s).

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

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

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

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

Students enrolled on an inter-faculty study programme at the Faculty of Science/the Faculty of Health and Medical Sciences may also have a supervisor from the Faculty of Health and Medical Sciences.

### **10. Type of instruction**

Projects outside the course scope may be completed individually or by groups of up to four students. For projects prepared by groups, the exam form follows the guidelines stated above in Clause 7 concerning exams.

### **11. Exams**

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.

If the deadline for submitting the project is exceeded, an exam attempt has been used and a new project contract must be written.

The rules on re-exams are the same as for the ordinary exam. The re-exam may, by agreement with the supervisor, be placed in any of the following exam and re-exam weeks after the date of the first exam held.

## **Appendix 6 – A thesis preparation project (PREP)**

### **1. Scope and workload**

A thesis preparation project is a subject element at master's level that can have the following scope and workload:

- 7.5 ECTS credits, corresponding to a student workload of 206 hours
- 15 ECTS credits, corresponding to a student workload of 412 hours

Thesis preparation projects may only be included in a study programme if this is stated in the programme-specific curriculum.

Thesis preparation projects can, in total, account for a maximum of 15 ECTS credits in a master's degree programme.

Thesis preparation projects cannot be part of a Bachelor's degree programme.

Thesis preparation projects, in combination with projects outside the course scope, projects in practice and theses may in total account for a maximum of 90 ECTS credits in a master's degree programme. Further limitations may be stated in the programme-specific curriculum.

### **2. Time**

Thesis preparation projects may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

A thesis preparation project follows the faculty block structure. This means that the project commences at the start of a block following enrolment via Self Service, and is prepared over one or two blocks, with an exam during the normal exam period.

A thesis preparation project equivalent to 7.5 ECTS credits may be written in block 1, 2, 3, 4 or 5. A thesis preparation project equivalent to 15 ECTS credits may be written full-time in one block, or half-time in block 1-2 or block 3-4.

### **3. 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 project contract must state which language has been chosen.

If an oral exam is held, it must be held in the same language as the one report is written in.

### **4. Registration**

Students must register for a thesis preparation project during the registration period. Registration is carried out using the Self Service function.

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

### **5. Project contract**

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

The contract must state whether it has been agreed that the project supervisor will continue on as the supervisor for the student's thesis.

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

The head of studies must ensure during approval that the thesis preparation project is within the subject area of the programme and will be relevant for a subsequent thesis.

The head of department, or his or her appointee, ensures during approval that resources have been allocated to allow the project supervisor to continue on as supervisor during a subsequent thesis project, if this has been agreed in the contract.

The 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.

The project contract must include a description of how the thesis preparation project is intended to support the thesis, and a general description of the expected content of the subsequent thesis.

## **6. Purpose**

The student or group of students must demonstrate independent work in the thesis preparation project, with the aim of improving their ability to produce a thesis that meets the academic standards of the subject area.

The project is intended to lay the groundwork for the thesis, so that students can continue working on the project's problem, theory, method and/or empirical data in the thesis.

The course is independent study under supervision, and the student prepares a report during the course covering the thesis preparation work. The project form is agreed between the student and the supervisor.

The framework for the thesis preparation project is agreed between the student and the supervisor, and may include:

- Problem analysis
- Trial planning
- Reviewing relevant literature
- Preparing applications to relevant authorities
- Pilot trials
- Assessing the strengths and weaknesses of experimental methods
- Obtaining empirical data
- Field work
- Preparing the problem formulation and thesis contract

## **7. Descriptions of objectives**

A student who has completed a thesis preparation project has achieved:

*Knowledge about:*

- The topic area.
- The context in which the project is positioned.
- The relationship between problem formulation and problem analysis within a given academic framework.
- Responsible scientific conduct

*The skills to:*

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

*Competences to:*

- Reflect on an issue and put it into perspective in relation to other issues within the subject area in question.
- Pursue a solution-oriented approach to work in relation to a specific project.
- Demonstrate the ability to work independently in the project.

## **8. Supervisor**

Thesis preparation projects are completed under supervision and assessed by the supervisor. The language used for the supervision and for the exam is to be agreed between the supervisor and the student(s). However, see clause 3 above.

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

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

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

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- 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 will decide whether a potential supervisor fulfils the criteria.

Students enrolled on an inter-faculty study programme at the Faculty of Science/the Faculty of Health and Medical Sciences may also have a supervisor from the Faculty of Health and Medical Sciences.

## **9. Type of instruction**

A thesis preparation project may be carried out individually, or in groups of up to four students. For projects prepared by groups, the exam form follows the guidelines stated above in Clause 7 concerning exams.

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

## **10. Exams**

The exam for a thesis preparation project can be written or oral, based on a written report. If the project is prepared by a group of students, each student's contribution to the submitted written report must be fully individualised, unless the project concludes with an oral exam.

The project can be awarded a grade (7-point grading scale) or a pass/fail mark. The form of assessment must be agreed beforehand in the project contract. The programme-specific curriculum may stipulate that a specific form of assessment is always used for thesis preparation projects in the study programme.

The project is assessed as an internal exam.

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

The rules on re-exams are the same as for the ordinary exam. The re-exam may, by agreement with the supervisor, be placed in any of the following exam or re-exam weeks after the date of the first planned exam.

#### **11. Thesis preparation projects and the subsequent thesis**

If it is agreed in the contract that the project supervisor will continue as supervisor for the subsequent thesis, the supervisor cannot refuse to be the thesis supervisor, unless this is approved by the head of department due to extraordinary circumstances. The student is under no obligation to write the thesis with the supervisor from the thesis preparation project.

The actual content of the written report cannot be reused directly in a subsequent thesis. However, content from the thesis preparation project may be used as a source in the thesis, as long as it is referenced in the usual way.

Appendices to the thesis preparation project prepared by the student(s) alone, and which are not included directly in the thesis preparation project, may be used in the subsequent thesis.



## Appendix 7 – Interim arrangements

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

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 duration of study – programme-specific

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

#### *BSc programmes in:*

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

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

### Re-exams and part-exams

Starting from academic year 2015-16, all part-exams must be taken again if a fail grade has been given based on several part-exams subject to joint assessment and the student has not been notified of the assessment for each part-exam. There may be a few courses in academic year 2015-16 which are excepted from this rule. In these cases, what is stated in the specific course description applies.

### Leave of absence

Students admitted to MSc programmes before 1 September 2016 will have the possibility of taking leave of absence without particular justification in a semester/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.