

Curriculum for MSc in Environmental and Resource Management

Curriculum for the Master of Science in Environmental and Resource Management

This curriculum has been prepared under powers conferred by

- The Ministry of Higher Education and Science, Ministerial Order No. 259 of 18 March 2015 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) as amended, The Ministry of Higher Education and Science, Ministerial Order No. 674 of 16 June 2014 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) as amended and Ministerial Order No. 1520 of 16. December 2013
- The Ministry of Higher Education and Science, Ministerial Order No. 670 of 19 June 2014 on University Examinations and Grading (the Examination Order) as amended
- The Ministry of Higher Education and Science, Ministerial Order No. 1601 of 17 December 2014 on Grading Scale and Other Forms of Assessment of programmes within the area of the Ministry of Higher Education and Science (the Grading Scale Order) as amended
- The Ministry of Higher Education and Science, Ministerial Order No. 258 of 18 March 2015 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme Admission Order)

This education is attached to the Academic Study Board of Environmental and Resource Management. This education is attached to the external examiners of Economics and Business Administration (Det Erhvervsøkonomiske Censorkorps) and the nationwide external examiners of the Engineering Educations (Ingeniøruddannelsernes Landsdækkende Censorkorps).

The Academic Study Board may, when justified by exceptional circumstances, grant an exemption from the curriculum rules that is determined solely by the University.

Relevant extract from the Ministerial Orders including references to the sections is in the curriculum written in italic but it is recommended to also read the complete Ministerial Orders.

The curriculum applies to students commencing the Master's programme as from 1st September 2012.

The curriculum was approved on 13/12-2011 by The Academic Study Board of Environmental and Resource Management and on 30th January 2012 by the Dean of the Faculty of Business and Social Sciences.

The Curriculum has been updated in the following sections:
Article 1.1

The Curriculum has been updated in correlation with version 1 in the following sections in correlation with version 2 of 2012:

- P. 1 The overall purpose of the study programme: changes in the formulation of the order
- P. 2.2.3 Principles for choice of examination methods: new paragraph
- P. 2.2.4 Principles for choice of teaching: new paragraph
- P. 3 Entry requirements, etc.: changes in the formulation of the order

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P. 4.3.1 Course titles, ECTS, weight and assessment: changes in assesment in the course *Enviromental chemistry*

P. 4.3.3 The master's thesis: changes in the formulation of the order

P. 4.3.4 Project-oriented studies and study abroad: changes in the formulation

P. 5.10 Grading or the pass/fail assessment: changes in the formulation of the order

P. 5.12 Examination appeals, etc.: changes in the formulation of the order

P. 6.1 Transfer of credits: changes in the formulation of the order

The changes were approved on 20 May 2014 by The Academic Study Board of Environmental and Resource Management and on 30 July 2014 by the Dean of the Faculty of Business and Social Sciences.

The Curriculum has been updated in correlation with version 2 in the following sections:

P. 2.1.1 Rules on active study

General update of references to orders and regulations

The changes were approved on 29 April 2015 by The Academic Study Board of Environmental and Resource Management and on 29 July 2015 2015 by the Dean of the Faculty of Business and Social Sciences.

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1. The overall objectives of the study programme

Cf. Sections 1 and 2 of the University Programme Order

Master's programmes are independently rounded research-based programmes on a fixed number of ECTS-points, which provide the student with expertise and methodological skills in one or more subject areas and qualify them to work independently in a professional capacity.

A subject area consists of a discipline or a group of related disciplines in one of the following areas: the humanities, theology, social science, natural science, health science or technical science.

The objectives of master's programme is to:

- *enhance the academic knowledge and skills of the student and strengthen the theoretical and methodological qualifications, competences and level of independence attained at bachelor level,*
- *provide the student with the opportunity to study in depth the advanced academic aspects of disciplines and methods in the subject area(s), including training in academic work and methods, which further develop the students ability and competences to work in a specialist professional capacity and take part in academic development work, and*
- *qualify the student for further studies, including PhD programmes, cf. ministerial order on PhD programmes and PhD degrees (the PhD ministerial order).*

Cf. Enclosure 1 to the University Programme Order:

The purpose of the master's programme in technical/social science is to qualify the student to work in interdisciplinary teams at national and international level and solve complicated tasks in the resource and environment field, in planning, public administration, innovation, management and communication.

The Academic Study Board's additional provision:

1.1 Description of qualifications

Knowledge and understanding

The Master of Science Programme in Environmental and Resource Management gives knowledge which, in the field of the technological/natural sciences and the social sciences and the connection between these two sciences is based on the highest international research

The MSc in Environmental and Resource Management is able to understand and, on a scientific basis, reflect on this knowledge and identify relevant scientific issues.

Skills

A MSc in Environmental and Resource Management can, in a qualified way, select and apply scientific methodologies, models and theories within social and natural sciences and technology for obtaining knowledge to understand and analyse complex environmental and resource problems and to find balanced and sustainable solutions.

The MSc is able to communicate his or her knowledge and can discuss professional and scientific issues with colleagues, management, and the surrounding society.

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Competences

An MSc in Environmental and Resource Management can, in fields where knowledge of social conditions as well as nature and technology is demanded manage work and development situations that are complex, unpredictable and require new solutions and independently initiate and implement professional and interdisciplinary cooperation and take on professional responsibility.

The MSc is able to independently take responsibility for own professional development and specialization. The MSc programme in Environmental and Resource Management gives competences to take on positions in national and international firms and organizations and in local, regional and national public institutions.

2. Organisation, etc.

2.1 Time limit for the study programmes

Cf. section 5 of the University Programme Order

Master's (candidatus) programmes must be structured as full-time programmes so as to allow the student to complete a master's programme in twenty-two months in the fall or twenty-four months, for students beginning their studies in the spring semester.

The University is entitled to stipulate in the curriculum a final deadline after commencement by which the student must complete their Master's programme.

The Academic Study Board's additional provision:

2.1.1 Rules on active study

Cf. section 20 of the Master's Programme Admission Order

The University may stipulate that enrollment is terminated for students, who have not passed at least one exam for a consecutive period of at least 1 year.

Rules set by the University regarding completion of supplementary courses after admission to the Master Programme, applies regardless of regulations established pursuant to the above stated.

The University may grant exemptions from the rules, if exceptional circumstances exist.

The Faculty's additional provisions:

The University terminates the enrollment for students, who have not passed at least one exam for a consecutive period of at least one year.

The University may grant exemptions from above stated study activity requirement if exceptional circumstances exist.

2.2 The structure of the study programme

Cf. Section 6 of the University Programme Order

The Master's Programme consists of a number of modules.

A Module is a subject element or a group of subject elements designed to provide the student with a totality of academic qualifications and competencies within a fixed timetable defined in terms of ECTS points and completed with one or more tests during particular examination periods stipulated in the curriculum.

60 ECTS points correspond to one year of full-time study.

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The Academic Study Board's additional provision:

2.2.1 Modules and course elements

Cf. Enclosure 1 to the University Programme Order:

The master's programme consists of interdisciplinary and problem-oriented modules covering the technological development and organisation of production, the development of, and social background to, consumption patterns, the natural resources and conditions that are a prerequisite for production and consumption, the effect of the development of production and consumption on the environment, resources, everyday life and working conditions as well as resource and environment-oriented policy, planning and regulation

Study composition

The study is composed of courses with subject matters of social sciences and natural sciences including engineering and technology. In addition combination courses, project courses and a Master thesis are part of the constituent subjects. The first four quarters consist of compulsory courses (see section 4.3) composed to focus on both social and natural sciences. In the fifth and sixth quarter the student is free to choose various possibilities, to design his or her own profile. In the two last quarters the final constitute element is a Master thesis to be prepared, giving the student the possibility to test the competences obtained through the study.

2.2.2 Course descriptions and forms of examination

The course descriptions are part of the curriculum describing the individual course. Course descriptions and forms of examination are updated twice a year before teaching in the course begins. The course descriptions contain information about:

- The Danish and English title of the course.
- The campus town in which the course is offered.
- The course level (Bachelor or Master degree course).
- The Academic Study Board with responsible.
- The Academic Study Board's date of approval.
- The academic staff responsible for the course.
- The responsible department.
- ECTS-points /full-time equivalent.
- Academic prerequisites (recommended but not required).
- The purpose of the course.
- Course matter – central areas.
- Goals description.
- Literature.
- Instruction periods (quarter).
- Type of instruction and teaching language.
- Examination schedule.
- Examination conditions (must be fulfilled to sit the exam).
- Form of examination.
- Grading: Internal or external grading. 7-point grading scale or Pass/fail.

The maximum number of examinations after the completion of a course is three, unless the course is offered again. The examination form and syllabus will always be the ones currently applying.

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Students may only attend courses that are part of the curriculum in which they are enrolled. Students may, however, apply to the Academic Study Board for pre-approval of courses that are part of the curriculum of another study.

2.2.3 Principles for choice of examination methods

Choice of examination methods in each course must take into account several factors. There have to be a clear connection between the individual course's purpose, content, learning activities and examination form, so that the examination results in the course reflect the student's level of achievement of the learning objectives of the course.

As for the programme as a whole the aim is to have a variation of examination forms across courses, so that students overall are tested in the different types of knowledge, skills and competencies that are represented in the competency profile. This is to ensure that the student's overall examination results reflect the student's level of achievement of the programme's learning objectives.

2.2.4 Principles for choice of teaching

The underlying educational principles at the University of Southern Denmark are Active Teaching and Learning.

Teaching at the Faculty of Business and Social Sciences must live up to these principles, and the students, staff and management share the responsibility of ensuring that the principles are fulfilled throughout the entire course of study. The overall goal is to improve student learning on the basis of academic competency, academic development and pedagogical innovation in a committed learning community.

To provide students with skills and qualifications described in 1.1 is the programme in environmental and resource management built with a focus on problem-oriented project work. The individual course are taught with an emphasis on case studies, exercises, experiments and discussion so that the students with their own cognition construct knowledge and are introduced to the academic tradition. Each semester is structured so that the students acquire skills to be used in the practice of the semester project. Projects are carried out in groups so that collaborative relations are trained, and are presented both in writing and orally to emphasize both dissemination forms.

3. Entry requirements, etc.

Cf. Sections 10 and 11 of the University Programme Order

Admission to the Master's Programme requires a relevant bachelor degree or other relevant Danish or foreign qualification at a commensurate level.

Within the framework of the University Programme Order, the University will stipulate in the curriculum for each Master's Programme, which bachelor degrees provide admission to the master's programme in question, and what special entry requirements, regarding courses and their value in terms of ECTS points, the student must have achieved on each Bachelor Programme in order to be admitted to the master's programme.

The University may admit students who do not qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 15 ECTS.

The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent manner. The University may require supplementary tests or completion of additional training after the conditions above.

As a supplementary activity, the University may use individual courses from existing approved programs. Supplementation programmes can be offered before study start at the Master's Programme or in parallel with the Master's degree first semester.

The Academic Study Board's additional provision:

3.1 Educational background with juridical right to the MSc in Environmental and Resource Management

Applicants with a Bachelor of Science in Environment and Resource Management (former Environmental Planning) have juridical right to be enrolled in the MSc in Environmental and Resource Management within one year of the bachelor degree.

3.2 Educational background which gives access to the MSc in Environmental and Resource Management

Applicants with a Bachelor of Science in Environment and Resource Management (former Environmental Planning) older than one year have access to the MSc in Environmental and Resource Management.

3.3 Applicants who do not hold the required basis for admission

Applicants may be permitted access to the MSc in Environmental and Resource Management on another background than the one mentioned in sub-section 3.1 if the applicant has scientific qualifications ranked alongside the qualifications in sub-section 3.1 and the university believe the applicant can fulfill the education. In addition the applicant has to document the language requirements set by the Faculty of Business and Social Sciences.

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Non-exhaustive list of educational backgrounds which gives access to the MSc in Environmental and Resource Management:

3.3.1 Bachelor's degree in Natural Science

The university may admit applicants who have obtained a bachelor degree within natural science or the equivalent, such as geography, geology, biology, chemistry, physics, or biochemistry from a Danish or foreign university. The university may require that these students pass examinations that give the necessary specialist knowledge within social science.

3.3.2 Bachelor's degree in Social Science

The university may admit applicants who have obtained a bachelor degree within social science or the equivalent, such as economics, business economics, sociology, law, political science from a Danish or foreign university. The university may require that these students pass examinations that give the necessary specialist knowledge within natural science.

3.3.3 Bachelor's degree in Technological and Agricultural Science

The university may admit applicants who have obtained a bachelor degree within technological and agricultural science or the equivalent, such as agriculture, forestry, horticulture, food technology, and engineering from a Danish or foreign university. The university may require that these students pass examinations that give the necessary specialist knowledge within natural and social science.

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 19 of the University Programme Order

A Master's Programme comprises 120 ECTS points, unless a different value is stipulated for the individual programme.

4.2 Designation

Cf. Section 20 of the University Programme Order

Successful completion of a master's programme entitles the student to use the title cand.

(candidates/candidate) followed by the Latin title for the individual programme, cf. enclosure 1 to the Education Order. The subject title of the programme is added at the end. The corresponding title in English is Master of Arts (MA) or Master of Science (MSc) followed by the subject title, cf. enclosure 1 to the Education Order, unless another title is laid down in enclosure 1 to the Education Order.

Cf. Enclosure 1 to the University Programme Order:

Graduates are entitled to use the title

In English: Master of Science in Environmental and Resource Management.

In Danish: Cand.techn.soc. i miljø og ressource management.

Cand.techn.soc. (candidatus/candidata technices socialium)

4.3 Structure of the programme

Cf. Section 21 of the University Programme Order

A master's programme should be a rounded course that enhances the skills acquired by the student during the bachelor programme and qualify for admission to the PhD education.

The university organises the course of study in a manner that ensures academic coherence and progression. The modular composition of the programmes must ensure that the student is normally able to choose between skill profiles relevant to a variety of professions.

Under the rules stipulated by the University in the curriculum for each programme, the master's programme will include the following:

- 1. Subject elements basic to the programme's particular academic competence and identity corresponding to a minimum of 90 ECTS points. This total must include a thesis worth 30 ECTS point.*
- 2. An elective course worth a minimum of 10 ECTS points.*

Master's programmes consist of subjects from one or more areas.

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The Academic Study Board's additional provision:

Study composition

The study is composed of compulsory courses in social sciences and natural sciences including engineering and technology and a compulsory master thesis. The first four quarters consist of the compulsory courses (see section 4.3.2) composed to focus on both social and natural sciences and designed with variation in instruction and tests. In the fifth and sixth quarter the student is free to choose various possibilities, e.g. project-oriented study, to study abroad, but also to prepare his or her own profile from a wide range of optional courses. In the two last quarters a Master thesis is to be prepared. The topic on the Master thesis is a self-elected assignment within the frames of environmental and resource management.

4.3.1 Course titles, ECTS, weight and assessment

Course title	ECTS	Weight	Assessment
Constituent compulsory courses (mindst 90 ECTS incl. kandidatspeciale):			
Research Forum	3.75	0.375	Internal. Grading: passed/failed
Environmental chemistry	3.75	0.375	Internal. Grading: 7-point scale
Sustainability	7.5	0.75	Internal. Grading: 7-point scale
Resource characterization & conversion technologies of resources	7.5	0.75	Internal. Grading: 7-point scale
Project management	7.5	0.75	Internal. Grading: 7-point scale
Multivariate data analysis	7.5	0.75	Internal. Grading: 7-point scale
Holistic design for sustainability: Systems, processes and products	7.5	0.75	External. Grading: 7-point scale
Innovation management	7.5	0.75	External. Grading: 7-point scale
Advanced environmental and resource economics and management	7.5	0.75	External. Grading: 7-point scale
Master's Thesis	30	3.0	External. Grading: 7-point scale
Elective subjects (min. 10 ECTS)			
Electives/projects/internship	30	3.0	Dependent on subject chosen

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4.3.2 Structure of content

Cf. Section 17 of the University Programme order

The University can decide that the students during their study programme can choose to combine the education with a minor subject within or outside the central subject. The minor subject can consist of either a packet of courses composed by the university or of elective courses composed by the student.

The minor subject must be chosen within approved study programmes.

The university can decide that permission to choose a minor subject must be approved by the Academic Study Board of the central subject.

The Academic Study Board's additional provision:

The Master's programme consists of one central subject, Environmental and resource management. The central subject is planned as a section of 90 ECTS.

The time schedule of the courses

QUARTERS	COURSES		
7 & 8	Master Thesis (30 ECTS)		
5 & 6	Alternative 1 30 ECTS from a combination of project-oriented courses, study courses and projects	Alternative 2 30 ECTS from courses taken at another university	Alternative 3 10 ECTS from a combination of project courses, study courses and projects, 20 ECTS from reporting on time spent in internship.
4	Innovation management (7,5 ECTS)	Advanced environmental and resource economics and management (7,5 ECTS)	
3	Multivariate data analysis (7,5 ECTS)	Holistic design for sustainability: Systems, processes and products (7,5 ECTS)	
2	Resource characterization & conversion technologies of resources (7,5 ECTS)	Project management (7,5 ECTS)	
1	Research forum (3.75 ECTS)	Environmental chemistry (3.75 ECTS)	Sustainability (7.5 ECTS)

4.3.3 Registration for courses

Cf. section 7 of the University Programme Order

Before the start of each year or semester of study, the university must ensure that students in bachelor programmes are enrolled in courses on the relevant study level corresponding to 60 ECTS or 30 ECTS credits. The University may deregister a student to one or more courses

- 1) if the student is an elite athlete, or if there are exceptional circumstances, including disabilities, and where the student will not be able to complete within the prescribed period of study, or*
- 2) when signing up for a course that requires a former course to be completed and passed (academic progression), and where it will be of serious impediment or danger to others that the teaching of the later course or course element begins before the former course is passed.*

At the University, students must enroll in a minimum of 30 ECTS per. semester. Students may enroll in additional ECTS than the required 30 ECTS. ECTS profits will be used in the following semester, if the student wishes to enroll for fewer ECTS the following semester. The student will be able to enroll for fewer ECTS corresponding to the extra enrolled ECTS from the previous semester.

The University may grant exemption from the rules on registration if exceptional circumstances are stated.

If a student has been deregistered to one or more courses in a year or a semester of study, the courses will be included in the calculation of ECTS credits in the student's following academic year or semester.

4.3.4 The Master's thesis

Cf. Sections 21 of the University Programme Order

The Master's thesis must document skills in applying academic theory and methods to a specific academic subject. The thesis completes the programme.

Under special circumstances, the University may grant exemption from the rule that the thesis must be the final element in the master's programme or when one or more previous courses have not been passed.

The University approves the subject matter and stipulates a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be started and handed in within the time limit laid down in the curriculum for full time programmes.

Is the thesis not handed in within the time limit, the university approves a changed subject matter within the same field and stipulates at the same time a new deadline of three months for submission of the thesis. Is the thesis not handed in within the new time limit, the student may have a third number of examination attempts, cf. The Examination Order.

The University may grant exemption to the above for students who demonstrate a relevant disability, unless the spelling and writing ability is an essential objective of the test.

The Academic Study Board's additional provision:

Reference is made to the course description of the master's thesis for information of study and the possibility of group work, enrolment and exam.

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4.3.5 Project-oriented studies and study abroad

Cf. Section 22 of the University Programme Order

Under rules stipulated in the curriculum for each programme, the Master's programme may – within the prescribed period of study – contain project-oriented studies, possibly associated with areas outside the university, in Denmark or abroad.

The Academic Study Board's additional provision:

Study abroad requires preapproval from the individual courses from the Academic Study Board

Students can combine the Master of Science study with practical training or internship in a project-oriented study. For a project-oriented study, each student must arrange his/her project in accordance with the course description. If a project-oriented study is beyond the scope of the course description a preapproval from the Study board is required.

The study board can approve up to a total of 20 ECTS in credit transfer for one or more periods of project-oriented studies if an approved report is available.

4.3.6 The Master's Degree part of the 4+4 PhD programme

PhD students enrolled as 4+4 students can complete the Master's programme on special conditions which are described in the Guidelines for PhD Programmes at the PhD School at the Faculty of Business and Social Sciences. The student completes the graduate programme by passing the qualifying examination. The qualifying examination is equivalent to a Master's thesis and it is arranged in accordance with the description of objective for the Master's degree programme and it is held with external censorship cf. the Education Order for the Curriculum for the Master programmes.

4.3.7 Study groups

Study groups can be established as a replacement of a course due to a small class (a) or as a replacement of an elective course (b).

(a) Study groups established due to a small class is carried through in accordance with the course description except for the teaching method.

(b) Study groups as a replacement of an elective course consists of a smaller number of students who in cooperation with a teacher plans a lesson plan which is equivalent to an elective course. Study groups can be established on the effort by a group of students or a Department or the Study Board. There has to be at least 4 students before a study group is established. The students arrange topic and course description with a teacher and apply to the Study Board for permission. The Academic Study Board hereafter announces permission to establish the study group. The Academic Study Board considers application any time and study groups can be carried through independent of the quarter-system. The exact exam requirements are determined in collaboration between the Academic Study Board, the course coordinator and the course responsible.

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4.4 Requirements for passing, etc.

Cf. Sections 15-18 of the Grading Scale Order

A student has passed an exam when he/she achieves the grade 02 or the assessment passed. A passed examination may not be retaken.

If an examination consists of several partial examinations, the grade for the total examination must be at least 02. If the total examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be retaken. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be retaken.

It may be stipulated that two or more exams must be passed within the same examination term.

It may be stipulated that two or more exams must be passed on the basis of a grade average. If so, the average must be at least 2.0 without any rounding up.

It shall be stipulated which grades are included in the total examination result.

It may be stipulated that the total examination result is expressed by means of an average figure. One decimal must be included in the calculation of the average figure. An examination is passed if the average figure is at least 2.0 without any rounding up and if all examinations assessed as passed/failed have been passed.

If an average is not calculated, all tests included in an examination must be passed.

The Academic Study Board's additional provision:

The student has graduated when he/she has achieved the mark 02 or higher or the assessment passed for each individual course.

When calculating the average, the weight of the courses depends on the course's ECTS value and is included in the calculation as follows:

7.5 ECTS: included in the examination average at the weight of 0.75.

3.75 ECTS: included in the examination average at the weight of 0.375.

The thesis: included in the examination average at the weight of 3.0.

5. Examination, etc.

Cf. Section 29 of the University Programme Order

The following orders govern examinations and the issuing of certificates:

- 1) Ministerial order on university examinations and grading (Examination order).*
- 2) Ministerial order on Grading Scale and Other Forms of Assessment of Programmes within the Area of the Ministry of Higher Education and Science (Grading Scale order).*

5.1 Syllabus description

Each semester the examination syllabus is published on the study programmes homepage www.sdu.dk. The examination syllabus is part of the curriculum. Examination will always be held according to the most recent syllabus.

5.2 Ordinary examination

As a main rule, ordinary examinations are held in the end of the teaching term in each quarter. This will be stated in the respective course descriptions.

5.3 Examination conditions

Examination conditions fulfilled prior to the first ordinary examination should not be repeated in connection with a new examination, if any.

5.4 Examination aids

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Science. It is expected that the students bring their own computer and that it can hook up on the University's wireless network and that the computer is installed with software programmes corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of responses.

Digital exams are performed taking into account the IT-facilities at the campus in question.

Permitted aids, including internet access will appear in the course description. Please refer to Policy for Digital Examination at The Faculty of Business and Social Sciences for further information.

5.5 Group Exam

Cf. Sections 4 and 5 of the Examination Order

Taking the curriculum's academic considerations into account, the university establishes whether an exam is organized as an individual exam or as a group exam. When an exam is organized as a group exam, the university shall establish the maximum number of students allowed to participate in each group exam, and whether the student may choose an individual exam instead. In connection with both an individual and a group exam, an individual assessment must be made of the students' performance, and separate grades must be given.

In connection with an oral group examination, each student will be examined in such a way as to ensure that there would be an individual assessment of the student's performance. When organising an oral group examination, the university must ensure that the time allotted for the exam is adapted to the number of

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students participating in the exam.

In connection with a paper written by a group of students, separate grades or other form of assessment may only be given if the individual student's contribution can be established. The university shall establish the requirements for individualisation in the curriculum.

If a separate grade or other form of assessment is not given for a paper written by a group of students, the paper may be included in the subsequent oral examination. If the university conducts an individual oral examination as a follow-up to a paper written by a group of and as a follow-up to a possible oral group exam, these students may not be present in the examination room before they are examined in the individual oral exam.

The Faculty's regulations:

The number of students in a group exam can generally be a maximum of 4. The Study Board may decide to deviate from the rule. If so, this shall be described in the course description.

5.6 Examination language

Cf. Section 6 of the Examination Order

Examinations are conducted in Danish unless part of the purpose of the examination is to document the students' abilities in a foreign language. The examinations may be conducted in Swedish and Norwegian instead, unless part of the purpose of the examination is to document the students' abilities in Danish.

The university may, if circumstances make it possible, allow the student to conduct the examination in a foreign language, unless the purpose of the examination is to document the students' abilities in Danish or in a specific foreign language.

If a course has been taught in a foreign language, the examinations will be held in that language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If the programme is offered in English or another foreign language, the examinations will be conducted in the same language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

The Academic Study Board's additional provision:

Should it be desired examinations may be conducted in Danish provided that the lecturer is Danish speaking. The exam assignments will however be given in English.

5.7 Number of examination attempts

Cf. Section 13 of the Examination Order

A passed exam may not be retaken, cf. the Grading Scale Order.

The students are entitled to a maximum of three attempts to pass an examination, etc. Under special circumstances the university may allow further attempts. The question of academic aptitude must not be included in the evaluation of whether or not circumstances are special.

5.8 Examination registration

Cf. Section 14 of the Examination Order

The student is automatically registered for the exam or exams when the student is registered for a course or course element which has one or more exams. Deregistration for the exam is not possible, and an examination attempt has been used if the student does not participate in the exam, unless the university, because of special circumstances, has granted an exemption. If the student does not fulfil the conditions for participating in the exam set by the University, an examination attempt has been used, unless the University, due to special circumstances, has granted an exemption.

The student must register courses worth 30 ECTS points each semester. Course registration is also an exam registration. The student must register for courses at the deadline stipulated at the University website.

The dates for exam will be announced on www.sdu.dk. The student is responsible for keeping him/herself updated about exams.

The Academic Study Board's additional provision:

Time and place for examination is published on the internet www.sdu.dk - find your education and the page about exam. It is the students own responsibility to keep themselves informed about exam on the exam pages.

5.9 Make-up examination and re-examination

Cf. Section 18 of the Examination Order

Students who have sat for the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the autumn term will automatically be registered for a make-up or re-examination in the same examination term or immediately after, but no later than in February.

Students who have sat for the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the spring term will automatically be registered for a make-up or re-examination in the same examination term or immediately after, but no later than in August.

In programmes where the examination period is at the end of the autumn semester, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) in the same examination period or immediately thereafter; however, no later than in February. On programmes where the examination period is at the end of the spring semester, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) in the same examination period or immediately thereafter; however, no later than in August.

Withdrawal of registration is not possible, and students who fail to participate in an examination have used an examination attempt, unless the university has granted an exemption pursuant to below stated circumstances:

In programmes with more examination periods than two, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) as soon as possible; however, no later than six months after the ordinary examination. Withdrawal of registration is not possible, and students who fail to participate in an examination have used an examination attempt, unless the University has granted an exemption due to special circumstances.

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The University grants exemptions from the rules on automatic registration for a re-exam (second examination attempt), if the University fails to offer students the opportunity to fulfil the requirements stipulated in the course descriptions before the second examination attempt is held. The University registers students for the second examination attempt as soon as possible.

In cases where registration for a subject requires that a preceding subject has been completed and passed (academic progression), students who have failed their first and second examination attempts must automatically be registered for the next ordinary examination (third examination attempt) in the prerequisite subject. Withdrawal of registration for the third examination attempt is not possible, unless the University has granted an exemption due to special circumstances. The University must ensure that the third attempt to pass the examination in the prerequisite subject takes place before the ordinary examination in the subsequent subject.

Students who have not passed re-exams held in accordance with the provisions laid out as above described, or have failed to participate in a re-exam, in case the opportunity to fulfil the prerequisites has not been provided, must be given the opportunity to participate in the next ordinary examination.

The curriculum may stipulate when, at the latest, students must use their third attempt to pass the examination in a subject that is no longer offered.

Under special circumstances, the University may grant exemptions from the rules on participation in and automatic registration for examinations and re-exams. The University may simultaneously register students for a new examination attempt (first or second examination attempt).

Under rules stipulated in the curriculum the form of evaluation of the make-up and re-examination tests – except the bachelor project - can be different from the one used at the ordinary examination.

The Academic Study Board's additional provision:

Re-examination (new examination in the same term) is in the autumn semester held in February and in the spring semester in August. The Academic Study Board can decide to hold one more re-examination after the following semester. This will be stated in the respective course descriptions. The Academic Study Board can decide to change the evaluation form. This will be announced after registration deadline.

For quarter courses in Esbjerg, the following is valid:

If the ordinary exams of a particular module are held during the first examination period of the semester, make-up exams are offered during the proximate examination period. If the ordinary exams of a module are held during the concluding examination period of a semester, make-up examinations are offered during the concluding examination period of the proximate semester.

Illness related make-up examinations are granted on the basis of an application to the Examinations Office where documentation is enclosed. If a re-examination is granted, the ordinary examination attempt is annulled. Illness related make-up examinations are held at the same time as all make-up examinations, i.e. in February and August. The academic study board may decide to alter the form of examination and assessment for the illness related make-up examination. If this is the case, it will be announced after the expiration of the registration deadline.

For quarter courses in Esbjerg, the following is valid:

If the ordinary exams of a particular module are held during the first examination period of the semester, make-up exams are offered during the proximate examination period. If the ordinary exams of a module are

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held during the concluding examination period of a semester, make-up examinations are offered during the concluding examination period of the proximate semester.

5.10 Internal or external tests

Cf. Section 20 of the Examination Order

At least 1/3 of a programme's total ECTS-points must be obtained at external tests. External tests must cover the important parts of the programmes, including the bachelor project. This does not, however, apply to credits that have been transferred.

Refer to fig. 4.3.1 for a table of courses with internal or external tests.

5.11 Grading or the pass/fail assessment

Cf. Section 23 of the Examination Order

Assessment is graded using the 7-point grading scale or by the assessment "Passed" or "Failed" or the assessment "Approved" or "Not Approved", cf. the Grading Scale order

The master thesis is assessed using the 7-point grading scale. Course participation is given the assessment "Passed" or "Failed" or "Approved" or "Not Approved".

The assessment Pass/Fail or Approved/Not approved may only be used for test that account for a maximum of 1/3 of the programme's ECTS points. This does not, however, apply to credits that have been transferred.

Refer to fig. 4.3.1 for a table of courses with grading of a pass/fail assessment.

5.12 Spelling and writing skills

Cf. Section 24 of the Examination Order

When assessing master's thesis and other major written assignments, as well as their academic content, emphasis should also be placed on the students' spelling and writing skills.

The university may grant exemptions for students who are able to document a relevant and specific impairment, unless assessing spelling and the ability to formulate oneself are significant objectives of the examination.

The Academic Study Board's additional provision:

Major written assignments are defined as assignments delivered as a report and where the individual students contribution account for at least 10 pages. The student's spelling and formulation ability is to be given limited weight unless there are considerably marked deviations from the usual usage of specialist language.

5.13 Examination appeals, etc.

Cf. Sections 34 -37 of the Examination Order

Appeals about tests or other forms of assessment forming part of the examination shall be submitted to the university by the student. Appeals shall be submitted in writing and include an explanation of the reasons for the appeal.

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The appeal shall be submitted within two weeks of the assessment being announced. However, the two-week period shall start at the earliest from the date of the announcement of the assessment. Under special circumstances, the university may grant exemptions from the deadline for submission of appeals.

The complainant shall, within 2 weeks after the university's decision is communicated to the complainant, accept the offer of re-assessment or re-examination. Re-assessment or re-examination must take place as soon as possible. If the diploma has been awarded, the university must revoke it until the assessment has been completed and, where appropriate, issue a new diploma. In case of re-assessment and re-examination, the university shall appoint new examiners, and co-examiners shall be appointed by the chairman of the external examiners.

In connection with re-assessments, the assessors shall be provided with the case files, including the assignment, the appeal, the original assessors' opinion, the complainant's comments and the university's decision.

The assessors shall notify the University of an assessment at a re-assessment and re-exam which may result in a lower grade. In connection with re-assessment of written exams, the assessors shall enclose a written justification for the assessment. The assessment after re-assessments and re-exams cannot be referred to any other administrative authority.

6. Other regulations

6.1 *Transfer of credits*

Cf. Sections 33-35 and 37 of the University Programme Order

Under the ministerial order, successfully completed programme elements equate to corresponding ones at other Universities that offer similar programmes under the terms of this order.

The University may, in each individual case, or by laying down general rules, grant approval for successfully completed programme elements covered by the ministerial order to replace programme elements from another programme on same level under this order (credit transfer). The University may also grant approval for successfully completed programme elements from another Danish or foreign programme to replace programme elements at the University under the terms of this order.

Decisions must be made on the basis of an academic evaluation.

Students who, as part of their programme, want to complete elements of the programme at another University or institution of higher education in Denmark or abroad can apply the home university to have credit transferred in advance for planned programme elements.

Credit transfer in advance may be granted only if the student, in connection with the application for credit transferred in advance, obliges to submit the necessary documentation to whether the programme elements have been passed or failed to the home university, when the preapproved credited programme elements are completed. The student must also give his/her consent that the home University may obtain the necessary information from the host institution if the student is unable to obtain the documentation.

When it can be documented that the credit transferred programme elements have been passed, the home University administratively approves that these credits are transferred into the programme at the university.

On a proposal from the student, the University can, in cases where e.g. the preapproved programme elements are not offered at the host institution, make changes to the approval of the pre-approved credit transfer. The student is responsible for and must take the initiative for drawing up a proposal for a study plan. The University provides academic support if the students request it.

When transfer of credits has been either refused or partly refused by the University, the decision can be appealed to the board of appeals for credits according to the ministerial order.

6.2 *Complaint*

Cf. Section 39 of the University Programme Order

Under terms of the University Programme order the student may appeal decisions made by the university to the Danish University and Property Agency if the appeal is based on legal issues. The appeal I submitted to the university, which must provide the complainant with a written response and a minimum of one week in which to consider the response. The University submits the appeal to the Agency of Higher Education along with its statement and any supplementary comments made by the complainant.

The deadline for the submission of appeals is one week from the day when the decision is announced to the complainant.

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6.3 Transitional rules

Students who have been enrolled in the Master's programme in February 2010 or earlier can continue their study in accordance with previous curricula. However, the university wants to draw your attention to the fact that the ministerial orders to which the curriculum refers are cancelled.

The ministerial order number 814 of 29th of June 2010 replaces the ministerial order number 338 of 6th of May 2004, and the ministerial order number 857 of 1st July 2010 replaces the ministerial order number 867 of 19th August 2004.

The text in the new ministerial orders replaces the references to the sections of the former ministerial orders in the curriculum.

Students who were enrolled under previous curricula and wish to transfer to the current curriculum must send an application to the academic study board.

Once a student has transferred to the current curriculum, it is not possible to return to the earlier curriculum.

The course "Chemometrics process characterisation and process sampling" is offered for the last time in spring 2012. Students who have not passed this course before the end of 2012 can apply the Academic study board to follow the course "Multivariate data analysis" instead.