

# Curriculum for BSc European Studies

## Curriculum for the BSc European Studies

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This curriculum has been prepared under powers conferred by

- The Ministry of Higher Education and Science, The Danish Consolidation Act on Universities No. 261 of 18 March 2015 (The University Act), as amended No. 411 of 11 May 2016 and No. 435 of 8 May 2017
- The Ministry of Higher Education and Science, Ministerial Order No. 1061 of 30 June 2016 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) and Ministerial Order No. 1520 of 16. December 2013 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order) and The Ministry of Higher Education and Science, Ministerial Order No. 670 of 19 June 2014 on University Examinations and Grading (the Examination Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 114 of 3 February 2015 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)
- The Ministry of Higher Education and Science, Ministerial Order No. 1067 of 30 June 2016 on Admission and Enrolment in Master's Programmes at Universities (the Bachelor Programme Admission Order) as amended and The Ministry of Higher Education and Science, Ministerial Order No. 257 of 18 March 2015 on Admission and Enrolment in Master's Programmes at Universities (the Bachelor Programme Admission Order)
- SDU-Rules on the Study Progress Reform of 1 September 2016

This programme is attached to the Academic Study Board of Political Science, Journalism, Sociology and European Studies.

This education is attached to the external examiners of Business Administration for Bachelor, Master and Master Programmes under the Ministry of Science (Det Erhvervsøkonomiske Censorkorps).

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

*Relevant extracts from the Ministerial Orders, including references to the respective sections, are written in italics in the curriculum. However, it is recommended to read the Ministerial Orders in their entirety.*

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The curriculum applies to students commencing the Bachelor programme as from September 2017 and onwards.

The curriculum was approved on January 17, 2017 by The Academic Study Board of Political Science, Journalism, Sociology and European Studies and on February 22, 2017 by the Dean of the Faculty of Business and Social Sciences.

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The Curriculum has been updated 30/6 2017 in the following sections:

2.1 Time limit for completion of the study programme

2.1.1 Rules on active study – rules on exemptions amended

4.3.8 Projectoriented studies - update regarding maximum pay for participation in projectoriented studies.

5.7 Number of exam attempts - exam attempts in identical courses follow the student in a new enrollment

5.8 Registration for exam – obligatory registration for courses that are no longer taught

5.9 First year test – access to exemption widen up til 2. year

5.10 Reexamination – examples of altered test form

The Curriculum has been updated in the sections:

2.5 Internationalization (new section), and subsequent in 4.3.1 regarding the listing of IAH-activities

11 February 2019:

4.4 Requirements for passing; As a main rule the grades 00 or -3 may be part of the assessment in partial examinations.

5.3 Prerequisites for participation in an exam – rules adjusted.

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## 1. The overall objectives of the study programme

*Cf. Sections 1 and 2 of the University Programme Order*

*Bachelor 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 sciences, natural sciences, health sciences or technical sciences.*

*The objectives of the bachelor programme is to:*

- *Introduce the student to academic disciplines in one or more subject areas, including theory and methods, so they acquire broad academic knowledge and skills,*
- *provide the student with the academic knowledge and competences to make them capable of independently identifying, formulating and solving complex problems within the relevant constituent parts of the subject areas(s), and*
- *provide the student with the basic skills necessary to practice a profession and qualify the student to be admitted to a master's programme.*

The Academic Study Board's additional provisions:

### 1.1 Description of qualifications

#### **Knowledge and understanding**

The BSc in European Studies at the University of Southern Denmark provides students with research based knowledge about theory, method and practice in a wide range of subject areas within the social sciences. More specifically, the programme takes it offset around the European perspectives and analyses regional, national and transnational structures and developments, introducing approaches from cultural studies, history, economics and law. Furthermore, knowledge about empirical methods and statistics is obtained. The programme is interdisciplinary and is aimed at providing the student with knowledge and understanding concerning European culture, politics, and economics from a broad perspective of international cooperation. The obtained knowledge enables the student to reflect on theory, scientific methods and practice.

#### **Skills**

The bachelor gains skills that will allow him/her to understand and relate theoretically and practically to problems within a European context, to select on the basis of arguments a relevant framework of analysis, and by using suitable social science methods to determine an adequate range of solutions to them and to make an assessment of the effects of the solutions. The bachelor is able to employ methods enabling her/him to independently generate, organize, report and manage development projects with a regional, national and/or European focus. The student is furthermore able to communicate the results to stakeholders, policy-makers and the broader public in general.

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### **Competences**

A bachelor in European Studies can, individually and collectively, manage complex and interdisciplinary issues in a regional, national and/or international context. A bachelor in European Studies is able to identify needs to further her or his own knowledge and engage in a structured learning process and organize own learning.

The graduate will be qualified to take up positions in the private and public sector. Employers are expected to be found among private agencies engaged in project consulting activities or advising on Public Relations, and among Non-Governmental Organizations as well as public regional, national or international bodies requiring qualified staff with academic training and competences within European, regional and international affairs.

The European Studies Bachelor includes a legal claim to access to the Master in Comparative Public Policy and Welfare Studies at SDU.

## 2. Organisation, etc.

### ***2.1 Time limit for completion of the study programme***

*Cf. section 5 of the University Programme Order as well as SDU-rules regarding Rules on Time Limits for Completion of Bachelors and Masters Programmes, cf. sections 1-2*

*Bachelor and Master's (candidatus) Programmes must be structured as full-time programmes so as to allow the student to complete a Bachelor Programme in thirty-four months (or thirty-six 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 students must complete their bachelor programme. In determining the maximum periods of study, the University must organise the programme in such a way that the student has the opportunity for three examination attempts in the programme's course or course elements.*

The Faculty's additional provisions:

The following rule shall enter into force on 1 September 2016.

Students enrolled in a bachelor's programme 1 September 2015 and onwards must have completed their degree no later than one year after the prescribed period of study, i.e. four years after the start of study.

Students enrolled in a Bachelor programme before 1 September, 2015 the following rules apply:

Students enrolled 1 February, 2015 must complete the Bachelor programme by 28 February, 2019.

Students enrolled before 1 February, 2015 must complete the Bachelor programme 31 August, 2018.

The university may grant exemptions from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

If the student does not meet the requirements set out above, enrolment will be cancelled.

#### **2.1.1 Rules on active study**

*Cf. the Bachelor Admission Order section 34*

*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 Bachelor 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 study start exam does not fulfil this activity requirement.**

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

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Additional rules on active study also apply to students enrolled 1 September 2015 or later as of 1 September 2016

*Cf. the Bachelor Admission Order section 32, The Examination Order section 20 as well as SDU-Rules regarding Rules for Study Activity at SDU sections 1-4*

*The University may lay down rules stipulating that students on the bachelor programme on an ongoing basis or each year of study must pass exams measured in ECTS credits (study activity requirement) in order to be able to continue in the programme. This requirement can be set to exams with a total scope of no more than 45 ECTS credits each academic year. The University must ensure that the student has the opportunity for three examination attempts in the courses or course elements which are included in a study activity requirement.*

*The University may also lay down that a study activity requirement can be waived if the student is an entrepreneur or president in a voluntary organisation under the Danish Youth Council (DUF).*

*The University may grant exemptions from a study activity requirements laid down as mentioned above, if the student is an elite athlete, or if special circumstances apply.*

*Rules on Study Activity must be publicly available on the University's website.*

At the University of Southern Denmark, students enrolled 1 September 2015 or later must pass exams worth at least 45 ECTS credits each academic year.

Enrolment will be cancelled when a student has not been actively studying, equalling the requirement of passing exams worth 45 ECTS credits each academic year. Prior to this, the University ensures that the student has had the opportunity for three examination attempts in the courses included in the study activity requirement.

If an insufficient level of study activity is noted after the first year of study, the student must be contacted with a view to offering guidance and perhaps support measures in order for him or her to resume active studies. If enrolment is cancelled, the person in question will be notified, indicating the date of termination of enrolment.

The University may grant exemptions from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

## **2.2 The structure of the study programme**

*Cf. Section 6 of the University Programme Order*

*The Bachelor programme consists of a number of modules.*

*A module covers a subject element or a group of subject elements, and is intended to provide the student with a totality of coherent academic qualifications and competencies within a specified time frame expressed in terms of ECTS points. Modules are concluded by one or more examinations conducted during the examination periods specified and defined in the curriculum for the programme in question.*

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

The Academic Study Board's additional provisions:

### **2.2.1 Modules and course elements**

The programme provides the students with theoretical understanding, factual knowledge and analytical abilities within politics, culture, regional structures and economy from the perspective of European integration.



### 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 subject)
- The Academic Study Board 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
- Goal description
- Literature
- Instruction periods (autumn or spring)
- Type of instruction and teaching language
- Examination schedule
- Examination conditions (must be fulfilled to sit the exam)
- Form of examination, internal or external assessment, as well as 7-point grading scale or passed/failed

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.

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 programme.

### 2.3 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.

The underlying principles are implemented on a programme and lecturer level. The impact of implementation on the programme as a whole is described in the curriculum, and the impact on scheduling and conducting of teaching and exams are laid out in each course description and lecture plan.

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The teaching methods selected on the European Studies programme support to the greatest extent possible the student in achieving the learning goals fixed for each course. It is an important principle that the deployed teaching activities are presupposing active student participation in order to enhance their ability to attain the learning objectives. One of the overarching goals of the programme is to enable the student independently and in collaboration with others to manage complex and development-oriented situations, and as part of the programme adequate learning activities are planned to provide the students with skills to that effect. Students may thus be required to work together in groups or to solve problems in close collaboration with companies and other organizations, and the individual student is expected independently to share in the responsibility to achieve the learning goals by participating actively in the teaching activities, and by contributing constructively and conscientiously. In some programme courses the students may be asked during the semester to participate in presentations or to write reports as part of a group or individually. Especially when enrolled in courses involving close contacts with external cooperation partners of the University the students may be requested to behave adequately and to participate actively in the planned activities.

### ***2.4 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.

### ***2.5 Internationalisation***

All students enrolled in a full degree program (bachelor or master degree) at SDU are eligible for a merit based study abroad period (mobility window) weighted at 30 ECTS, during their studies. Alternatively, instead of a study abroad period, students can integrate an international dimension into their programme through international activities at SDU such as, Internalisation at Home (IaH), also weighted at 30 ECTS.

- The 5th semester is designed to integrate an international dimension for any given programme such as a period abroad (study or internship abroad) and/or participation in international activities at SDU like IaH.
- Study Abroad: In the 5th semester (bachelor) and 3rd semester (master), students can choose to participate in a merit based study abroad at one of SDU's partner universities, or a self-arranged study or internship abroad.
- Internalisation at Home: IaH is designed to include various international perspectives such as a comparative angle, or intercultural element, project/group work (with participation of Danish and international students), and Guest Lecturers.

IaH (Internationalisation at Home)-activities are defined in 4.3.1.

### **3. Entry requirements, etc.**

*Cf. Section 10 of the University Programme Order and sections 3-4 of the Bachelor Admissions Order  
Admission to the bachelor programme requires an upper secondary qualification and the ability to meet any  
specific entry requirements.*

## 4. Bachelor programmes

### 4.1 Prescribed ECTS

*Cf. Section 13 of the University Programme Order  
A bachelor programme comprises 180 ECTS points.*

### 4.2 Designation

*Cf. Section 14 of the University Programme Order  
A bachelor programme based mainly on the social sciences entitles the graduate to the title BA followed by the specific name of the subject, followed by the programme's subject title in English or BSc followed by the specific name of the subject, followed by the programme's subject title in English, depending on the University's regulations as laid down in the curriculum.*

The Academic Study Board's additional provisions:

The Bachelor entitles the graduate to use the designation: BSc European Studies.

### 4.3 Structure of the programme

*Cf. Section 16 of the University Programme Order  
The bachelor programme should be a rounded course that enhances the skills acquired by the student when qualifying for University.*

*The University organizes the course of study in a manner that guarantees academic coherence and progression. The modular composition of the programmes must ensure that the student is able to choose between several master's programmes or complete the bachelor programme with applied professional skills. Admission to a master's programme may, among other things, be conditional on the co-ordination of the various course elements chosen in the bachelor programme.*

*Under the rules set by the University in the curriculum for each programme, the bachelor programme includes the following:*

- 1. Subject elements basic to the programme's general academic competence and identity, plus other compulsory course elements, including ancillary courses, corresponding to a minimum of 120 ECTS points. The basic course elements must account for a minimum of 90 ECTS points and contain the theory of knowledge relevant to the course or course area and a bachelor project worth a minimum of 10 and a maximum of 20 ECTS point.*
- 2. An elective course worth a minimum of 10 ECTS points.*

*The bachelor project is placed in the third year of study and must demonstrate the ability of the student to formulate, analyse and process problems in a qualified manner within a more narrowly defined academic subject that reflects the main emphasis of the programme.*

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*The University approves the subject definition as per subsection and stipulates a deadline for submission of the project.*

*Cf. section 17 of the University Programme Order*

*Bachelor programs that are qualifying for Master's programmes enclosing both central subject and minor subject, must consist of a central subject and a minor subject, where the main emphasis must be on the central subject. Both subjects must be within the range of subjects of the upper secondary level.*

The curriculum for each programme shall describe the applicable rules for the minor subject, including when a minor subjects requires the approval of the Academic Study Board.

*Cf. Section 18 of the University Programme Order*

*The University can decide that the students during their study programme can choose to combine the education with a supplementary subject within or outside the subject area of the central subject. The supplementary subject may either consist of subject clusters composed by the University or of elective subjects composed by the student. The University can decide that permission to choose a supplementary subject must be approved by the Academic Study Board of the central subject.*

*The supplementary subject must be chosen within the approved study programmes.*

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The Academic Study Board's additional provision:

### 4.3.1 Course titles, ECTS, weight and assessment

	Course title	ECTS	Weight	Assessment
Core courses minimum 120 ECTS including the bachelor project	<b>Constituent compulsory courses:</b>			
	History of European Integration	10	10	Internal grading 7-point grading scale
	EU Institutions and Administration	10	10	External grading 7-point grading scale
	Comparative Politics	10	10	External grading 7-point grading scale
	European Nation States and Integration	10	10	External grading 7-point grading scale
	Sociology	5	5	Internal grading 7-point grading scale
	International Politics	10	10	External grading 7-point grading scale
	European Identity and Culture	10	10	Internal grading 7-point grading scale
	EU Law	5	5	Internal grading 7-point grading scale
	European Borders **	10	10	Internal grading 7-point grading scale
	Economics of European Integration **	5	5	Internal grading 7-point grading scale
	International Economics **	5	5	Internal grading 7-point grading scale
	Economic Geography and Regional Economics	10	10	Internal grading 7-point grading scale
	Bachelor Project	20	20	External grading 7-point grading scale
<b>Other compulsory courses (ancillary courses):</b>				
European Studies: Intro to Concepts and Methods	10	10	Internal grading 7-point grading scale	

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	Political Theory	5	5	Internal grading 7-point grading scale
	Mathematics and Statistics	10	10	Internal grading 7-point grading scale
	Qualitative Methodology	5	5	Internal grading 7-point grading scale
	Microeconomics	10	10	Internal grading 7-point grading scale
	Macroeconomics	10	10	Internal grading 7-point grading scale
	<b>Elective courses (min. 10 ECTS):</b>			
	Electives **	10	*	Internal grading Stated in the course description

\* The electives total 10 ECTS; the weighting equals the ECTS-value of each individual course.

\*\* IaH (Internationalisation at Home)

Please notice that permission to combine the central subject with a minor subject requires an application to the Academic Study Board responsible for the central subject.

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**4.3.2 Organization in terms of time (recommended general syllabus)**


Title of the course	1. sem.	2. sem.	3. sem.	4. sem.	5. sem.	6. sem.
	l e	l e	l e	l e	l e	l e
History of European Integration	x					
European Studies: Introduction to Concepts and Methods	x					
Mathematics and Statistics	x	x				
Microeconomics	x	x				
Qualitative Methodology		x				
Political Theory		x				
EU Institutions and Administration		x				
Comparative Politics			x			
European Nation State and Integration			x			
Sociology			x			
Macroeconomics			x	x		
EU Law				x		
European Identity and Culture				x		
International Politics				x		
International Economics					x	
Economics of European Integration					x	
European Borders					x	
Electives					x	
Economic Geography and Regional Economics						x
Bachelor Project						x



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**4.3.3. Diagram of the Bachelor Degree, including the first-year examination**

6 <sup>th</sup> sem.	Economic Geography and Regional Economics (10)	Bachelor Project			
5 <sup>th</sup> sem.	Study Abroad OR Internship OR the following courses:				
	International Economics** (5)	Economics of European Integration** (5)	European Borders** (10)	Electives** (10)	
4 <sup>th</sup> Sem.	Macro-economics (10)	EU Law (5)	European Identity and Culture (10)	International Politics (10)	
3 <sup>rd</sup> sem.		Sociology (5)	European Nation States and Integration (10)	Comparative Politics (10)	
2 <sup>nd</sup> sem.	Micro-economics (10)	Mathematics and Statistics (10)	EU Institutions and Administration (10)	Political Theory (5)	Qualitative Methodology (5)
1 <sup>st</sup> sem.			European Studies: Introduction to Concepts and Methods (10)	History of European Integration (10)	

 = courses in coloured boxes are included in the first-year examination

\*\* IaH (Internationalisation at Home)

#### 4.3.4 Additional descriptions of course modules, elements and elective courses

Electives can be chosen among the courses announced by the Academic Study Board of Political Science, Journalism, Sociology and European Studies. Other courses can be chosen by the student only after approbation by the Academic Study Board of Political Science, Journalism, Sociology and European Studies.

Credit transfers must be approved by the Academic Study Board of Political Science, Journalism, Sociology and European Studies. Approved courses completed at other institutions will be transferred with grades according to the Danish 7-point grading scale or with the assessment “passed/not passed”.

Credits can be approved for a study programme at a foreign University. Approbation cannot be obtained for first-year courses.

Credits can be obtained for an internship after both preliminary and subsequent approval by the Academic Study Board of Political Science, Journalism, Sociology and European Studies.

Study abroad is optional on the fifth semester of the programme. The courses selected during a study abroad have to be preapproved by the study board and should contain elements within the subject areas of the student’s present study programme.

#### 4.3.5 Structure of content

The programme’s central focus is Europe, understood in a broad sense. All major subjects (Politics, Economics, history, culture and law) must be adapted to the central focus of the Bachelor.

#### 4.3.6 Registration for courses, including elective courses and minor subject

*Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7*

*Registration for the Bachelors Programme's courses or course elements takes place in accordance with the internal regulations established by the University. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.*

At The University of Southern Denmark there is no requirement for registering for a certain number of ECTS credits each academic year. It is the student’s own responsibility to register for courses; however, there will be automatic enrolment to courses and first examination attempts in the first semester of the Bachelors Programme.

Registration for a course is also a registration for the first examination attempt. Registration for courses is binding, and deregistration is not possible after the expiry of the registration period.

Students may, however, change electives in the first three weeks of the semester provided that a study place is available on the desired elective course(s), and that the elective(s) represent the same ECTS value as the

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first course. The University may dispense from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

Registration for courses must be done via STADS self-service for the autumn semester: 20-30 May and for the spring semester: 20-30 November.

### 4.3.7 Bachelor project

*Cf. section 16 of the University Programme Order, section 26 of the Examination Order*

*The bachelor project is placed in the third year of study and must demonstrate the student's ability, in a qualified manner, to formulate, analyze and work with issues within a narrowly defined topic. The University approves the defined topic and also stipulates a deadline for submission of the project.*

*When assessing bachelor projects, master's (candidatus) theses, master's projects and other major written assignments, emphasis must, in addition to the academic content, also be placed on the students' spelling and writing skills. The curriculum stipulates how spelling and writing skills are weighted in the overall assessment of the examination performance, but the academic content is always given the highest weight, unless the subject or subject element is language or foreign language.*

*Bachelor projects must include a summary in a foreign language. If bachelor projects are written in a foreign language, other than Norwegian and Swedish, the summary can be written in Danish. The curriculum stipulates the extent to which the summary will be weighted in the overall assessment of the examination performance and the language in which the summary may or must be written.*

The Faculty's additional provisions:

As of the spring semester 2017, all bachelor projects at the Faculty must be written in groups, cf. section 5.5. on group exams and the course description for the bachelor project.

The purpose of Bachelor project is to give the student the opportunity to devote him/herself to a well-defined topic within the field of European Studies and to give the student an opportunity to report on the knowledge obtained. The Bachelor project is prepared in the sixth semester under supervision.

The Bachelor project must be written in English and accompanied by a summary in English. The content of the summary will form part of the evaluation of the Bachelor project. The summary must not exceed two pages.

The Bachelor project, including requirements for the examination, is described in a special course description, which is an integrated part of the curriculum.

### 4.3.8 Project-oriented studies and study abroad

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

*The Minister may lay down rules for students in Bachelor's and Master's programmes, stating that they can participate in and receive a salary during project-oriented studies abroad, provided that there are legal requirements for a minimum wage in the country concerned.*

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*The Minister may also lay down rules that Bachelor's and graduate students can receive a gratuity during unpaid project-oriented courses, unpaid internship and compulsory unpaid study stays in Denmark and abroad.*

Companies and organisations can give students in unpaid project-oriented studies and in unpaid study stays a gratuity of up to DKK 3,000 a month.

Students who participate in project-oriented studies abroad may receive a salary, if there are legal requirements for a minimum wage in the country concerned.

The Academic Study Board's additional provisions:

On the fifth semester students can choose to do an internship as described in the course description. The project of the internship is agreed upon in collaboration with an external partner and must be preapproved by the study board.

### **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 cannot be resat.*

*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 resat. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be resat.*

*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 provisions:

All courses, including elective courses and Bachelor's Thesis, must be passed with the grade 02 or above or with the assessment 'Passed'. As a main rule the grades 00 or -3 may be part of the assessment in partial examinations. If either have been awarded, the grade cannot be retaken.

In case the grades cannot be part of the assessment, it will appear from the course description.

## 5. Examination, etc.

*Cf. Section 30 of the Examination Order*

*The University is obliged to inform and guide the students of the exam rules that apply for each programme.*

### 5.1 Syllabus description

Each semester the examination syllabus is published on the study programme's web page [www.sdu.dk](http://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, January and June. This will be stated in the respective course descriptions.

### 5.3 Examination requirements

*Cf. The Examination Order section 3*

*The University may lay down rules in the curriculum stipulating:*

- 1) That a course or course element, if the content or working methods so warrant, may be documented fully or partly through a requirement for participation in the course.*
- 2) That a requirement for participation in a course must be a prerequisite for the student to sit an exam in the course or course element.*
- 3) That a requirement for submission of written papers, oral presentations etc. during the course is a prerequisite for the student sitting the exam in the course or course element.*
- 4) That the student prior to the evaluation of the written exam paper must perform an oral defence of the assignment. The evaluation will be based on an overall assessment of the written paper and the oral performance.*

*The University may also lay down rules in the curriculum stipulating that the assessment of written papers and oral presentations etc. during the course of teaching are included as parts of the awarding of marks together with the final exam in a course or course element. The rules must state in which way written papers, oral presentations, etc. are parts of the overall evaluation of the student's performance in the course or course element. The University may determine that the student may not take the final exam, unless the student has passed the course. Complaints about an assessment given during a course must be submitted to the University by the student.*

The Faculty's additional provisions:

Prerequisites for participation in an exam are only used for seminars, project-oriented studies, Bachelor projects, Master's thesis in the form of an approval of supervisor contracts.

If the student fails to meet the requirements set by the University for participation in the exam, an examination attempt has been used.

## 5.4 Examination aids

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Sciences. The students are expected to bring their own computer, which can be hooked up to the University's wireless network, and that software programs are installed corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of exam papers.

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

Permitted aids, including internet access will appear in the course description. For further information, see Policy for Digital Examination at BSS.

## 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 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 Study Board'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 and section 29 of the Bachelor Admissions 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.*

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*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.*

*If a course is offered with lines of various languages, the student must be able to carry out the majority of the programme's elements in the language of the line in which the students is enrolled.*

### **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.*

*Students, whose course participation is to be assessed for the second time, may demand to take an examination instead. However, the university may lay down in the curriculum that this does not apply to the first year examination.*

*An examination cannot replace course participation involving practical exercises.*

*Receipt by students of offers to retake examinations due to Errors or irregularities during an examination are not considered examination attempts.*

Please note below mentioned instructions for students who previously have been enrolled in the same programme or at similar programme at SDU.

Previously used examination attempts will be transferred to the new programme in case of identical courses in the programmes. If three exam attempts have been used in a course, enrollment in a programme where the same identical course occurs is not possible, unless an exemption has been granted.

### **5.8 Registration for exam**

*Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7*

Registration for the Bachelor's Programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for the examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister

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from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

The Faculty's additional provisions:

The student is automatically registered for the first examination attempt when the student is registered for a course or course element with which one or more examinations are associated. Withdrawal of registration is not possible, and students who fail to participate in an examination have used one examination attempt, unless the University has made an exemption due to special circumstances. If a student does not meet the established university prerequisites for taking the exam, he or she has used one examination attempt, unless the University has made an exemption due to special circumstances. The University may also make exemptions from the above, provided the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur.

Students who have not passed a course at the second examination attempt can register for a third attempt the next time the ordinary exam is held. In case a course will not be offered again, students who do not pass the course in the ordinary exam, will be registered for the second exam attempt within the same exam period and the same procedure applies for the third exam attempt. The placement of the exam attempts will be stated in the course description.

It is the student's responsibility to register for courses and exams.  
Registration deadlines for re-exams exams are published on the website.

Exam dates will be published on [www.sdu.dk](http://www.sdu.dk). The student is responsible for keeping himself/herself informed about exam details.

### ***5.9 The first-year examination in the bachelor programme***

*Cf. Sections 17-19 of the Examination Order*

*The University stipulates in the curriculum for the bachelor programme the examinations which students must take before the end of the first year of study. The students must pass the examinations included in the first-year exam by the end of the student's second year in order to continue with the programme. The University may stipulate in the curriculum that first-year examination must be passed before the end of the first year of study in order for the student to continue with the programme. This applies regardless of the student having used 3 examination attempts.*

*For bachelor programmes starting 1 September, the result of the first attempt to pass an examination must be announced to students before 1 August the following year. Students who fail the ordinary exam are automatically registered for a re-exam in the same examination period or immediately after, but no later than August, and the result of this must be announced to the student before the end of September.*

*For bachelor programmes starting 1 February, the result of the first attempt to pass an examination must be announced to students before 1 February the following year.*

*Under special circumstances, the University may grant exemptions to individual students from the time limits stipulated in this section.*



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At the University of Southern Denmark, the first-year exam must be passed before the end of the first year of study after study start in order for the student to continue the programme.

The Academic Study Board's additional provisions:

The University may grant exemptions from the above if special circumstances apply.

The University may likewise make exemptions from the time limits, provided the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF) or an entrepreneur, although exemption may only be granted until the end of the second academic year.

The first-year examination is considered passed when the courses European Studies: Introduction to Concepts and Methods, History of European Integration, and EU Institutions and Administration have been passed with the grade 02 or above.

### **5.10 Re-examination**

*Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 6-8*

*Registration for the bachelor programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University specifies whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University also specifies if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.*

On programmes where the examination period is at the end of the autumn semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in April. On programmes where the examination period is at the end of the spring semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in August.

On programmes where there are more exam periods than the above, students who have not passed the ordinary exam can register for re-exam (2nd examination attempt) as soon as possible, but no later than 6 months after the holding of the ordinary exam.

Students may not withdraw registration for re-exam after the expiry of the registration period.

The University can lay down in the curriculum that the re-exam has a different form of assessment or examination than the ordinary exam for instance a written exam may be altered into an oral exam. In connection with the holding of ordinary exams, students will be informed about when they can register for re-exams.

The University may dispense from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

Re-examinations are granted by the Examinations Office based on an application accompanied by documentation for the illness. If the application has been accepted, the attempt at the ordinary examination will be cancelled. Re-examinations are held in February and August. The Study Board can decide to change the examination and assessment form. This will be announced after the registration deadline.

### **5.11 Internal or external examinations**

*Cf. Section 22 of the Examination Order*

*At least one-third of a programme's total ECTS points shall be obtained at external examinations. External examinations shall cover the important parts of the programme, including the bachelor project. This shall not, however, apply to examinations for which credits have been transferred.*

Refer to fig. 4.3.2 for a table of courses with internal or external examinations.

### **5.12 Grading or the pass/fail assessment**

*Cf. Section 25 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 bachelor project is assessed using the 7-point grading scale. Course participation is given the assessment "Passed" or "Failed" or "Approved" or "Not Approved".*

*The assessment Passed/Failed or Approved/Not approved may only be used for examinations accounting for a maximum of one-third of the programmes ECTS points. This shall not, however, apply to examinations for which credits have been transferred.*

Refer to fig. 4.3.1 for a table of courses with grading of a passed/failed assessment.

### **5.13 Spelling and writing skills**

*Cf. Section 26 of the Examination Order*

*When assessing bachelor projects 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 provisions:

Major written papers are defined as papers that are delivered in the form of a report and where the contribution of the individual student amounts to 10 pages or more. The impact of the student's spelling and writing skills on the grade is limited unless there are considerable marked deviations from the usual academic language.

### **5.14 Study start test**

*Cf. Section 16 of the Examination Order*

*The University may decide that students in a bachelor programme must attend and pass a study start test in*

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*order to continue in the programme.*

*The study start test is intended to determine whether the student has actually started the programme. The test is internal and will be assessed as "Approved" or "Not Approved".*

*The study start test shall be conducted within 2 months after the study start, and the result must be communicated to the student within 2 weeks after the exam. If the test is failed, the student has the opportunity to participate in a re-test to be held within 3 months after the study start. The student has two test attempts to pass study start test.*

*The University may grant exemptions from the above, if special circumstances exist.*

The Academic Study Board's additional provisions:  
There will be a study start test in this programme.

### **5.15 Special examination conditions**

*Cf. section 7 of the Examination Order*

*The University may offer special examination conditions for students with physical or mental impairment and for students whose native language is not Danish, if deemed necessary by the University to provide the students concerned with equal opportunities in the exam situation. Such an offer must not, however, change the standard of the examination.*

### **5.16 Examination appeals, etc.**

*Cf. Sections 34 and 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.*

*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*

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*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 36-38 and 40 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 Courses from the Master of Science programme

*Cf. Section 9 of the University Programme Order*

*The University may enrol students who are admitted and enrolled in a bachelor programme at the University for courses and exams for up to 30 ECTS credits in a master programme if the University finds that the student has the academic requirements for successfully completing the bachelor programme and concurrently complete courses in the master programme.*

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*Students, who have completed courses or course elements on a master programme, are entitled to admission to the master programme at the same University in direct continuation of a completed bachelor programme, cf. Order on Admission and Enrolment on Master's (Candidatus) Programmes at Universities.*

### **6.3 Complaint**

*Cf. Section 42 of the University Programme Order*

*Under terms of the University Programme Order, the student may appeal decisions made by the University to the Danish Agency for Higher Education if the appeal is based on legal issues. The appeal is 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 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.*

### **6.4 Transitional rules**

Curriculums which have been published before the present curriculum replaces the references to sections of the former ministerial orders with the new ministerial orders, cf. page 2.

#### **Students enrolled before September 2017**

Students who are enrolled before September 2017 continue their study according to the curriculum applied so far, i.e. according to the 2014, ver05 curriculum.

Examinations will be as follows *pari passu* with the curriculum phasing out:

- The last time that 1 semester courses are taught will be in the autumn 2016, the last examination will take place in the autumn 2017.
- The last time that 2 semester courses are taught will be in the spring 2017, the last examination will take place in the spring 2018.
- The last time that 3 semester courses are taught will be in the autumn 2017, the last examination will take place in the autumn 2018.
- The last time that 4 semester courses are taught will be in the spring 2018, the last examination will take place in the spring 2019.
- The last time that 5 semester courses are taught will be in the autumn 2018, the last examination will take place in the autumn 2019.
- The last time that 6 semester courses are taught will be in the spring 2019, the last examination will take place in the spring 2020.

Students who have not completed the programme within the deadlines must apply the Academic Study Board of Political Science, Journalism, Sociology and European Studies for permission to be transferred to a new curriculum including a list of courses for which credit can be transferred.

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### **Students enrolled in September 2017**

Students who are enrolled in September 2017 continue their study according to the curriculum applied so far, i.e. according to the 2017 curriculum.

If the student does not participate in the final offer of an examination in a course which is no longer taught, see section 4.3.3. regarding registration for courses the student cannot continue her/his studies and will be disenrolled from the University, cf. the Bachelor's programme Admission Order 32. 1, No.6.

Examinations will be as follows *pari passu* with the curriculum phasing out:

- The last time that 1 semester courses are taught will be in the autumn 2017, the last examination will take place in January 2019.
- The last time that 2 semester courses are taught will be in the spring 2018, the last examination will take place in June 2019.
- The last time that 3 semester courses are taught will be in the autumn 2018, the last examination will take place in January 2020.
- The last time that 4 semester courses are taught will be in the spring 2019, the last examination will take place in June 2020.
- The last time that 5 semester courses are taught will be in the autumn 2019, the last examination will take place in January 2021.
- The last time that 6 semester courses are taught will be in the spring 2020, the last examination will take place in June 2021.

Students who have not completed the programme within the deadlines must apply the Academic Study Board of Political Science, Journalism, Sociology and European Studies for permission to be transferred to a new curriculum