

Curriculum for The Master of Social Science in International Security and Law

(Cand.soc. i international sikkerhed og folkeret)

This curriculum has been prepared under powers conferred by

- The Ministry of Higher Education and Science, The Danish Consolidation Act on Universities No. 172 of 27 February 2018 (The University Act)
- The Ministry of Higher Education and Science, Ministerial Order No. 1328 of 15 November 2016 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) as amended in no. 902 of 20 June 2017
- The Ministry of Higher Education and Science, Ministerial Order No. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order) as amended in no. 1503 of 28 November 2017
- 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. 106 of 12 February 2018 on Admission and Enrolment in Master's Programmes at Universities (the Masters' Programme Admission Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 1188 of 7 December 2009 on Part-time study programmes at the universities, as amended in no. 1533 of 16 December 2013, no. 260 of 18 March 2015 and no. 1069 of 30 June 2016 (the Part-time Study Programme 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 programme is attached to the external examiners of Political science and social science studies of University of Copenhagen, Aarhus and Southern Denmark.

The Academic Study Board may, when justified by exceptional circumstances, grant an exemption from the curriculum rules that is determined solely by the University, University Programme Order, section 33, subsection 8.

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.

The curriculum applies to students commencing the Master's programme as from 1. September 2018

The curriculum was approved 20 February 2018 by the Academic Study Board of Political Science, Journalism, Sociology and European Studies and on 16 May 2018 by the Dean of the Faculty of Business and Social Sciences.

Changes were approved within the following sections in relation to previous curricula (February 20, 2018):

2.2.1 Modules and course elements

4.3.1 Course titles, ECTS, weight and assessment

5.8 Registration to all three exam attempts in courses that are no longer taught

5.12 Spelling and writing skills

6.3 Transitional rules –

The course *Introduction to International Security* replaces *Introduction to International Relations*.
consequence of not participating in the examination in courses that are no longer taught

Changes were approved within the following sections in relation to previous curricula (October 24, 2018)

4.3.5 Project-oriented studies and study abroad – *The number of hours allocated specifically to the traineeship-part of the Work Placement course description, is corrected so it matches the adjustments made in the course descriptions for “Work Placement” 10 and 20 ECTS respectively.*

Changes were approved within the following sections in relation to previous curricula 25 April 2019 and approved by the Dean of the Faculty of Business and Social Sciences

2.2.1 - Modules and course elements – The section has been updated according to the requirement of one element being taught in Danish

3 – Entry requirements, etc. – The section has been updated according to the added entrance requirement - Danish A

4.4 - Requirements for passing, etc.

5.3 - Examination requirements

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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 full-time, 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 develop and expand the student's academic knowledge and skills and strengthen his or her theoretical and methodological qualifications and competencies, as well as increasing the student's independence relative to the bachelor degree level;*
- to provide the student with an opportunity for in-depth studies through the application of advanced elements in the disciplines and methodologies of the subject area(s) in question, including training in scientific work and methodology that further develops the student's ability to work in a more specialised professional capacity and to participate in advanced scientific development work; and*
- to qualify the student for further studies, including PhD programmes, see the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order)*

*Cf. Enclosure 1 to the University Programme Order:
Graduate programme in social science (cand.soc.)*

The graduate programme in Social Sciences aims to qualify students to identify and analyze complex social phenomena based on theoretical and methodological knowledge and skills in a multiplicity of academic traditions in order to work in private and public companies, including upper secondary schools.

The programme includes one or more subjects within the social sciences or other fields relevant to social science graduates. Admission to the master assumes that students possess knowledge, expertise and skills equivalent to those acquired through a Bachelor's degree in social sciences. Graduates are entitled Master of Social Sciences. (candidatus / candidata societatis) In English: Master of Social Sciences in International Security and Law. In Danish: Cand.soc. i international sikkerhed og folkeret. Graduates may acquire teaching skills in upper secondary education under the Act on Postgraduate Teacher Training at upper secondary schools.

The Academic Study Board's additional provision:

Rooted in Political Science and Law, the graduate programme enables the student to work in both public and private organisations that engage in areas of conflict and which for this reason need to assess the dynamics of the conflict, need to identify possible venues of action, and which must be cognizant of repercussions in the international domain.

1.1 Description of qualifications

A candidate with a Master of Social Science in International Security and Law will, in particular, gain these qualifications:

Knowledge

The graduate candidate;

- will have the ability to develop cross-disciplinary team work to generate broader and ongoing conflict assessments.
- possess thorough knowledge of top quality international research in the fields of international security and law, in selected fields, based on the highest international research within the subject area.
- is able to understand and, on a scientific basis, reflect on the knowledge of the subject area(s) as well as be able to identify scientific issues.

Skills

- possess analytical skills rooted in Political Science and International Law with a special emphasis on ethical issues.
- have the skills required to occupy central and important positions in these organizations and thus to help prioritise, organise and sustain the organisation's analytical capacity.
- master the scientific methodologies and tools of the subject areas of International Security and Law as well as master general skills related to work within the subject areas.
- is able to evaluate and select among the scientific theories, methodologies, tools and general skills of International Security and Law, and set up, on a scientific basis, new analysis and solution models.
- is able to communicate research-based knowledge and discuss professional and scientific issues with both peers and non-specialists.

Competences

A candidate with a Master of Social Science in International Security and Law will have broad insight into modern international conflicts and possess the methodological and analytical skills to address particular questions and issues in depth and within its proper political, juridical, and ethical context, and has a profile that is indispensable to organisations involved in conflict assessment, management, and resolution;

Furthermore, the graduate candidate:

- is able to develop independent and original assessments of conflicts, policy options, and international repercussions.
- has the ability to develop cross-disciplinary team work to generate broader and ongoing conflict assessments.
- is able to manage work situations and developments that are complex, unpredictable and require new solution models.
- can independently initiate and carry out discipline-specific and interdisciplinary collaboration and assume professional responsibility.
- can independently take responsibility for their professional development and specialisation.
- is trained to engage in and organize analytical teamwork related to complex problems and is capable of initiating such teamwork and maintaining and developing his/her professional competences as an integral part of a career.

2. Organisation, etc.

2.1 Time limit for completion of the study programmes

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 1,3

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. 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:

SDU-Rules regarding Rules on Time Limits for Completion of Bachelors and Masters Programmes, cf. sections 1,3

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

Students enrolled in a Master's programme before September 1, 2015 the following rules apply:

Students enrolled in a Master's programme of two years must complete the Master's programme 28 February, 2018.

The university may grant exemptions from the above, if exceptional circumstances exist.

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

2.1.1 Rules on active study

Cf. the Master's Programme Admission Order section 20

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.

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

Cf. the Master's Admission Order section 18, The Examination Order section 20 as well as SDU-Rules regarding Rules for Study Activity at SDU sections 1-4

The Master's Admission Order section 18

The University may lay down rules stipulating that students on the Master's 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 Examination Order section 20

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.

SDU-Rules regarding Rules for Study Activity at SDU sections 1-4

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 must ensure 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.

2.2 The structure of the study programme

Cf. Section 6 of the University Programme Order

The Bachelor and Master's (candidatus) programmes consist 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.

2.2.1 Modules and course elements

The study is composed of 6 core courses (60 ECTS), 3-6 electives (30 ECTS), and a thesis (30 ECTS).

Core courses are offered by the Department of Political Science and the Department of Law in unison and they make up the first two semesters of the Master's four semesters. The core compulsory courses introduce the student key elements in the programme: international relations, international law, historical evolutions

and current problems in each domain, and the integration of these domains with ethical and moral issues that form part of modern conflict management.

The core courses are (all 10 ECTS):

- Introduction to International Security
- Introduction to International Law
- International Security and Order
- Human Rights
- New Wars and Conflict
- The Laws of War
- Challenges and Dilemmas of International Security and Law

1st semester	2nd semester	3rd semester	4th semester
Mandatory but flexible (30 ECTS)	Mandatory (30 ECTS)	Electives (30 ECTS)	Thesis (30 ECTS)
Course A Introduction to International Security (10 ECTS)	New Wars and Conflict (10 ECTS) *	Electives including traineeship (amounting to 30 ECTS in total)	Thesis (30 ECTS)
Course B Introduction to International Law (10 ECTS)	The Laws of War (10 ECTS)		
Course C International Security and Order (10 ECTS)	Challenges and Dilemmas of International Security and Law (10 ECTS)		
Course D Human Rights (10 ECTS)			
Comments It is mandatory to pass three of the four core courses offered at 1st semester. Your background determines your choice of courses: if International Security background, you must select course B and are free to choose two courses among A, C and D; if International Law background, you must select course A and are free to choose	Comments These three core courses are mandatory. They are open to students from outside this study programme as well. * The course "New Wars and Conflict" is taught in Danish.	Comments A number of 5 ECTS and 10 ECTS courses are offered in Odense. It is possible to follow other courses either in Odense or elsewhere, if the Academic Study Board approves of the courses/credits. It is possible to replace up to 20 ECTS with project oriented work.	

<p>two courses among B, C and D; if insufficient qualifications in both International Security and International Law, you must select courses A-B and are free to choose one course among C and D; if sufficient qualifications in both International Security and International Law, then you are free to choose three courses among A, B, C and D.</p>			
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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 responsibility
- 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 (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.

2.2.3 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.

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.

The Academic Study Board's additional provision:

On the basis of the qualifications description, the study programme of MSc in International Security and Law puts great emphasis on teaching forms that give students a high level of knowledge, understanding, skills and competences by actively including the various experiences represented by the various national and educational backgrounds of the students.

Students are provided with an integrated and cross disciplinary understanding of top international research within international security and law by relating issues and elements taught in one course to issues and elements in other courses. This is done through progression of mandatory and elective courses within the two main disciplines of International Law and Political Science. Interdisciplinarity is developed vertically within each the two main disciplines of Political Science and International Law and horizontally between them. Interdisciplinarity is also emphasized by including teaching cases and role plays which aim at stimulating students' capacities to manage complex and unpredictable situations and take on professional responsibility. The variation of the students' preconditions is harmonized in the first semester by attaching an ad-hoc selection of mandatory courses to each student.

Students are expected to study full time, to meet well prepared in class and to actively participate in the various activities in class and between classes.

Students should expect teachers to be highly qualified and up to date on theoretical and practical development within the subject area within which they are teaching, capable of using various types of teaching forms, capable of promoting activating learning and capable of acting responsively to students' demand.

2.3 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 3rd semester are 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.

3. Entry requirements, etc.

Cf. Sections 11 of the University Programme Order, Master's Admissions Order section 4-5

Sections 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 corresponding 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 applicants who do not directly qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 30 ECTS.

The University may admit applicants who do not have a bachelor degree, but based on a specific evaluation, have educational qualifications equivalent to the requirements. The University may require completion of supplementary tests or additional training activities with conditional admission. Offer of additional training presupposes that the students while supplementing single subjects will be conditionally admitted to the applied Master's programme. A passed supplementary program thus entitles to admission to the applied Master's programme at the University in direct extension of the completed supplementary courses. The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent to the prerequisites. The University may require supplementary tests or completion of additional training after the conditions above.

The University may stipulate that supplementation must be completed prior to study start at the Master's Programme or in parallel with the Master's degree first semester, or a combination thereof.

Master's Admissions Order section 4-5

Applicants must disclose and apply for credit for completed courses from all previous unfinished programmes at equivalent level.

The university may admit applicants on a different basis than the stipulated admission requirements, if the applicant possesses comparable academic qualifications and provided that the university deems the applicant able to complete the programme.

The Faculty's additional provisions:

A total of 30 ECTS supplementary courses can be allowed after completion of the Bachelor Programme. A maximum of 10 ECTS supplementary courses can be completed alongside the first semester of The Master's Programme. Thus, the potential remaining 20 ECTS should be completed prior to the study start of the Master's Programme. A student must have a level of Danish language skills equivalent to Danish A (advanced high school level for native speakers).

The Academic Study Board's additional provision:

Students must have a minimum of English language skills to enter the program. According to the Danish University Programme Order this minimum level is defined as a B-level.

3.1 Educational background eligible for application for the Msc in Social Science in International Security and Law

Qualified for application for the MSc in International Security and Law is those who hold a university bachelor degree in one of the following Social Sciences:

- Political Science
- Public Administration
- Law
- Sociology
- Social Science
- Economics
- Sociology
- Market and Management Anthropology

Application for the MSc in International Security and Law will also be possible for those who hold a university bachelor degree in in the Humanities that includes a major in History

In addition others holding a university bachelor degree from the Humanities may be deemed of relevance by the Academic Study Board on a case-by-case basis. The University may require supplementary exams in this situation. The guiding principle is that the bachelor degree must include subjects that amounts to a minimum worth of 45 ECTS relating to

- Law
- Societal issues
- International relations
- Comparative politics

3.2 Applicants who do not hold the required basis for admission

Applicants who do not have the required basis for admission, but who, on the basis of an University College level education, are assessed as possessing the necessary preconditions for being able to complete the programme, may apply to the University for admission. Admission may be conditional on the passing of one or more supplementary examinations.

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 20 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 21 of the University Programme Order

A master's (candidatus) programme entitles the graduate to the Danish title 'cand.' (candidatus/candidata) followed by the Latin designation for the programme in question. The subject area in which the degree is awarded is specified last. The graduate is awarded the English title 'Master of Arts (MA)' or 'Master of Science (MSc)' followed by the subject area in which the degree is awarded (in English), see enclosure to the University Programme Order, unless another designation is stipulated in.

A master's (candidatus) programme which is designed to prepare graduates for a teaching career at upper secondary level entitles the graduate to the title which the central subject entitles the graduate to use followed by the subject area in which the degree is awarded for the minor subject.

4.3 Structure of the programme

Cf. Section 22 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 organizes 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. Course 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.*

4.3.1 Course titles, ECTS, weight and assessment

The study is composed of 6 core courses, 3-6 electives, and a thesis.

Course title	ECTS	Weight	Assessment
Constituent compulsory courses:			
Introduction to International Security *, **	10	1	Internal evaluation, 7-point scale
Introduction to International Law *	10	1	Internal evaluation, 7-point scale
International Security and Order*	10	1	Internal evaluation, 7-point scale
Human Rights *	10	1	Internal evaluation, 7-point scale
New Wars and Conflict	10	1	External evaluation, 7-point scale
The Laws of War	10	1	Internal evaluation, 7-point scale
Challenges and Dilemmas of International Security and Law	10	1	Internal evaluation, 7-point scale
Master's thesis	30	3	External evaluation, 7-point scale
Elective courses:			
10 ECTS Elective courses	10	1	See individual course descriptions, always internal
5 ECTS Elective courses	5	0,5	See individual course descriptions, always internal
* Each student must follow three courses, with the combination depending on the individual background. See section 2.2.1, pp 7. ** The course <i>Introduction to International Security</i> replaces the course <i>Introduction to International Relations (curriculum 2017)</i> . Please see section 6.3 for further information.			

4.3.2 Structure of content

Cf. Sections 23, 24 of the University Programme order

Master programmes, which are built on bachelor programmes preparing graduates for a teaching career at upper secondary level, consists of a central subject and a minor subject. The central subject constitutes the main emphasis of the programme, and the minor subject's courses or courses elements in the bachelor and master's programmes constitute at least 90 ects credits.

The university may decide that Master's programmes enclosing a central subject must be combined 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. All above mentioned supplementary subjects must be chosen from among approved programmes.

The Academic Study Board's additional provision:

The Master's Programme consists of one central subject of International Security and Law. The central subject is planned as a section of 90 ECTS.

Please notice that permission to combine the central subject with a supplementary subject requires an approval of the Academic Study Board responsible for the central subject.

4.3.3 Registration for courses

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

The Examination Order section 14

Registration for the Master's 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.

SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7

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 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.

4.3.4 The Master's thesis

Cf. Sections 22 of the University Programme Order and cf. sections 14, 26 of the Examination Order

Section 22 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 must be placed on the Master's degree's final year of study.

The University approves the subject matter for the thesis and the same time sets a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be completed and delivered within the

time frame of the curriculum for each program, established for that purpose, and applicable to full-time training.

If the student does not submit the thesis within the prescribed period, the University approves a modified subject matter, which must be within the same field and at the same time sets a new deadline of three months. If the student does not submit the thesis within the new deadline, the student gets a third examination attempt covered, similar to the rules that apply for the second examination attempt.

The above rules shall apply to theses when the student in the assessment does not achieve the grade 02, see. The Grading Order. In special circumstances the University may, however, decide that the student must write a new thesis with a new topic and a new deadline.

Section 26 of the Examination Order

The Master's thesis must include a summary in a foreign language. If the Master's thesis is 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.

Section 14 of the Examination Order

When the University has set a deadline for submitting the Master's thesis, cancellation cannot take place and an examination attempt has been used in the event that the student does not submit the thesis within the prescribed period, unless the University has made an exemption because of exceptional circumstances or if the student is an entrepreneur or chairman of a voluntary organization under the Danish Youth Council (DUF). If the student does not achieve a minimum grade of 02 in the assessment of the thesis, an examination attempt is used.

The Academic Study Board's additional provision:

Topic

The Master's programme concludes with the writing of a thesis that can be rooted in either International Relations or Law but which must be cross-disciplinary and thus combine insights and knowledge from the two fields. The thesis is a major work that must demonstrate independence of thought and analysis. The thesis may not, therefore, incorporate the student's previous written work.

The thesis concludes the last year of the Master's programme. In order to register for course "Master's Thesis" and thus begin the thesis writing, the student must have passed the compulsory first semester courses and other courses worth at least 15 ECTS. Moreover, the student must have registered for 30 ECTS (or have passed an equal number).

Extent and group work

A thesis may be written by a group of no more than two students. The individual contributions of each student must be clearly identifiable within the thesis. A thesis by one student must be no more than 80 pages (one page is 2,400 characters including spacing, but excluding cover page, list of contents and literature, notes, summary, and appendixes). A thesis by two students must be no more than 130 pages. Theses that exceed these limits are not accepted. The number of units must be given on the front page of the thesis.

Thesis processing

The master's thesis is normally written at the fourth semester. Registration for the course is automatically a registration for the ordinary examination (as well as potential second and third attempts) in the course. Cancellation of the ordinary and subsequent attempts is not possible.

The process of the master thesis is described in detail in the course description and on the web. The student must have a digital supervision contract including a supervision plan approved before a date specified in the course description. This approval is an examination condition and in the absence of an approval the student cannot submit the thesis and one attempt is automatically used.

If the student does not pass the first (or second) examination attempt a new submission date is automatically given – the date is defined in the course description. The student can submit a new supervision contract including a new research question within the same field as the original one.

If the student submits the thesis but does not pass (at the first or second attempt) the student has access to supervision before the next attempt. If the student does not submit the thesis (or submits a blank thesis) at the first or the second attempt, the student does not have the right to supervision before the next attempt.

In case the student does not pass the third attempt the master's programme is terminated. However, in special circumstances the Academic Study Board can grant a fourth attempt.

The thesis must be handed in electronically via SDU Assignment. The thesis is written in English. Evaluation will take place according to the Danish grade scale and with an external co-examiner.

The thesis should be provided with a summary (in English) which is included in the overall assessment of the thesis.

If the linguistic clarity and certainty of the thesis is conspicuously bad or remarkably good it can be assigned a direct effect on the evaluation of the thesis. If a student has a documented linguistic or physical disability the Study board can dispense from this provision

4.3.5 Project-oriented studies and study abroad

Cf. Section 25 of the University Programme Order

A master's degree programme may, within the prescribed period of study, contain project-oriented courses, possibly associated with sectors outside the university in Denmark or abroad. A project-oriented course is included in the degree programme as an integrated part of the programme's courses or course elements and is concluded with an exam. The university must ensure that the student, during a project-oriented course, achieves the established learning outcomes. In addition, the university provides students with academic supervision as part of the course. If a project-oriented course is associated with sectors outside the university, the course must be approved by the university before the student commences. As part of the approval, the university must consider if the course is academically relevant to a degree programme and can be organised within the prescribed study period. In the curriculum for the degree programme, the university shall stipulate more detailed rules on project-oriented components.

The Academic Study Board's additional provision:

The student must register for the course "Work Placement (10 or 20 ECTS)" (offered in autumn and spring semesters) between November 20-30 (spring semesters) or May 20-30 (autumn semesters) or "Work Placement – Summer (10 or 20 ECTS) between May 20-30 (autumn semester). Students can join private as well as public organizations and most of the work done must be directly related to the themes and focus of the Master's programme. The student must find and contact the organization in which he or she wants to take the traineeship and provide a contract between the two parties in which the starting date, length, working

hours, and content of the traineeship is defined. The name of the responsible in the organization must also be provided. The student cannot receive any kind of salary during the traineeship, but the host organization may cover documented expenses that the student has in relation to the traineeship. The contact must be endorsed by a course teacher/supervisor of the study programme who thus accepts to supervise and grade the final rapport. The contract should be attached an electronic form which are to be approved by the supervisor and the Head of Studies before a deadline defined in the course description.

A traineeship can replace either 10 or 20 ECTS points of the elective courses:

10 ECTS: involves a minimum of 248 hours study programme-related work with a public authority, a NGO, a private company or another organization, if the company has a clear international dimension. Final approval will be granted upon the completion of the traineeship and following the supervisor's grading (pass/fail) of an eight-page report describing the trainee's experience and ways in which the tasks completed relate to theories and approaches within the field of international law and security. The deadline of the rapport is defined in the examination plan available on the web page.

20 ECTS: involves a minimum of 406 hours study programme-related work with a public authority, a NGO, a private company or another organization, if the company has a clear international dimension. Final approval will be granted upon the completion of the traineeship and following the supervisors grading (pas/fail) of an independent and scholarly analysis written by the student with reference to the experience obtained during the traineeship. This analysis must be the equivalent of a 15-page seminar paper and meet all the usual requirements of academic work. It must be planned and carried out in coordination with an academic advisor. The deadline of the rapport is defined in the examination plan available on the web page.

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 Seminar

A course may be organized around the writing of a major paper by the student. This will be defined in the course syllabus. In a seminar the student must write a 15-page research paper addressing a topic or question of particular relevance to the Master's programme. The course will be organized to support this research and writing, including collective meetings of the course students and individual supervision.

4.3.8 Study group

Study groups can be formed following the initiative of the Head of Studies in case an elective is cancelled. In this situation the enrolled students can opt for a different elective course or join a study group which will receive a reduced amount of teaching. The student can only join one study group during the study programme.

4.4 Requirements for passing, etc.

Cf. Sections 15-18 of the Grading Scale Order

An examination is passed when the student achieves a grade of at least 02 or the assessment 'Pass'. An examination which has been passed cannot be resat. If an examination consists of several partial examinations, the grade for the combined examination, see section 13, must be at least 02. If the combined examination is passed, partial examinations for which grades 00 or -3 have been awarded cannot be resat. Even if the combined examination is not passed, partial examinations for which a grade of 02 or higher is awarded cannot be resat.

It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations.

It may be stipulated in the curriculum for the individual study programme that two or more examinations must be passed in the same examination period.

It may be stipulated in the curriculum for the individual study programme that two or more examinations must be passed on the basis of a grade average. If so, the average must be at least 2.0 without rounding-up.

It may be stipulated in the curriculum for the individual study programme that an examination for which a grade of 00 or -3 is awarded cannot be resat if the examination is passed under the provisions above.

It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations, the passing of which is based on a grade average.

It may be stipulated in the curriculum for the individual study programme that the individual grades which make up a combined grade average, will be given different weights in the calculation of the average. If so, the average will be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

Examinations offered in accordance with the rules set out in the Ministerial Order on Part-Time Programmes (Bekendtgørelse om deltidsuddannelse) and the Ministerial Order on Open Education and Subsidies for Adult Vocational Education and Training etc. (Bekendtgørelse om åben uddannelse og tilskud til arbejdsmarkedsuddannelser m.v.) must be passed separately.

The grades to be included in the combined examination result will be stipulated in the curriculum for the individual study programme.

It may be stipulated in the curriculum for the individual study programme that the combined examination result will be expressed in the form of a grade point average. One decimal will be included in the calculation of the grade point average. Subjects, subject elements and programme elements that utilise the assessment 'Pass' or 'Fail' will not be included in the calculation of the grade point average.

The curriculum for the individual study programme may stipulate that the individual grades included in the combined examination result will be given different weightings in the calculation of the grade point average. If so, the grade point average will be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

An examination is passed when the grade point average, is at least 2.0 without rounding up, and when all tests assessed using 'Pass' or 'Fail' have been passed. If particular pass requirements have been laid down in the curriculum for the individual study programme in accordance with the above, these requirements must also be met. If no grade point average is calculated, all tests forming part of the examination must be passed.

It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average.

The Study Board's additional provision:

The master programme is passed when the student has achieved a mark of 02 or more for each subject.

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 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, 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 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 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, Master's Admission Order section 15

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.

Master's Admission Order section 15

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.

The Academic Study Board's additional provision:

All courses and examinations will be held in English. Examinations may be held in Danish or one of the other Scandinavian languages if so specified in the course syllabus.

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.

Students are entitled to three attempts to pass an examination. Under special circumstances, the University may allow further attempts. The question of academic aptitude must not be included when assessing whether special circumstances apply.

Students, whose course participation is to be assessed for the second time, may demand to take an examination instead. 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.

Students are entitled to two attempts to pass the examination(s) that form part of the supplementary studies. In the curriculum, the University lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts. Under special circumstances, the University may grant exemptions hereto.

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

The Examination Order section 14

Registration for the Master'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 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.

SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7

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.

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.

Students who, in connection with the ordinary exam in a course, which is no longer taught, do not pass the course, must register for the examination in the course within the same examination period or immediate hereafter. Students who do not pass the reexamination must register for the reexamination in the course (3rd examination attempt), when this is offered as stated in the course description.

Students who do not register themselves will be registered by the University. Deregistration is not possible.

It is the student's responsibility to register for courses and exams.

Registration deadlines for re-exams are published on the website.

Exam dates will be published on www.sdu.dk. The student is responsible for keeping himself/herself informed about exam details.

5.9 Re-examination

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

The Examination Order section 14

Registration for the Master'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 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.

Rules for Registration for Courses and Exams at the University of Southern Denmark sections 6-8

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. 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 Office for Registration and Legality](#) 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.

5.10 Internal or external examination

Cf. Section 22 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 Master's thesis. This does not, however, apply to credits that have been transferred.

5.11 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 master 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 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.

5.12 Spelling and writing skills

Cf. Section 26 of the Examination Order

When assessing master 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:

. For written assignments, the given result is primarily based on an assessment of the academic content. 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. This is especially relevant for major written papers. Exemption may be granted on the basis of relevant and well-documented impairment.

5.13 Supplementary exams after admission to a Master's programme

Cf. The University Programme Order section 12

According to the rules regarding part-time studies, cf. The Ministerial Order on Part-time Studies, the University may offer supplementary studies from existing undergraduate programs and other single subject courses in order for the applicant to meet the admission requirements for a Master's programme. Offer of supplementary studies at the University requires that students will be conditionally admitted to the applied graduate programme. A passed supplementary program thus entitled to admission to the applied graduate program at the University of direct extension of the completed supplementary course. A supplementary course may have a scope of up to 30 ECTS credits. The University may allow that the required supplementary studies are completed at another University.

The University may stipulate that the additional supplementary study activity is completed before the commencement of the Master's programme or that the supplementary study activity is completed during the first year of the Master's programme, or as a combination thereof. If part of or the entire supplementary study activity must be completed before the commencement of the Master's programme, the University may lay down rules stipulating at which time the student must have completed these courses in order to maintain the right for admission to the Master's programme.

The Faculty's additional provisions:

Students, enrolled in a Master's programme, who are required to undertake supplementary studies, must within the first six months of the start of the first year of study participate in and pass the examination(s) that form(s) part of the supplementary studies in order to continue on the programme. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the Master's programme.

The Academic Study Boards additional provision:

Students are entitled to two attempts to pass the examination(s) that form part of the supplementary studies. Under special circumstances, the University may grant exemptions to the above.

5.14 Special examination conditions

Cf. section 7 of the Examination Order

The University may offer special examination conditions for students with a 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.

5.15 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.

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 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.

The Academic Study Board's additional provision:

It is only possible to gain preliminary approval of max. 40 ECTS from a programme at another University or institution of higher education in Denmark or abroad.

6.2 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 Science and 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 of Science and 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.

6.3 Transitional rules

In curriculums, which have been published before the present curriculum, the references to sections of the former ministerial orders are replaced with the new ministerial orders, cf. page 2.

The course *Introduction to International Relations* (figuring in the curriculum valid from the year 2017) was offered for the last time in autumn 2017. The ordinary exam was held in January 2018 and the reexamination was held in February 2018. The third and final exam will be held in June 2018. The course *Introduction to International Security* replaces *Introduction to International Relations*.

Students having passed the course *Introduction to International Relations* cannot take the course *Introduction to International Security*.

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 Masters' Programme Admission Order, section 18 (1). 1, No. 5.

The student may apply to the study board for exemption from rules for the termination of curricula, tuition and tests, if the student can indicate and document exceptional circumstances.