

**Curriculum for**

# **Automotive Technology**

**Dania Academy of Applied Sciences  
Viborg**



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Version 1**

Curriculum for  
Automotive Technology at Dania Academy of Applied Sciences

Approved by the Rector on behalf of the Board.



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Subject to any printing errors and changes

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## 1. Introduction

This curriculum is a description of the programme in Automotive Technology offered at Dania Academy of Applied Sciences within the context of Danish legislation.

The curriculum is designed to give the student information about the learning outcomes of the programme, its content and the requirements that apply for enrolment, completion and assessment. The rules also appear from current legislation.

The knowledge base of the programme is business, profession and development-related. This means that the programme is based on new knowledge of key trends in the trade as well as new knowledge from experimental and development work and research fields relevant to the core areas of the programme. The programme includes theory and practice.

Some elements of the curriculum were prepared jointly by Danish business academies approved as suppliers of the programme and represented by the nationwide programme network.

The curriculum is therefore divided into two parts:

**A national part:** The national part contains the objectives for the learning outcome defined as knowledge, skills and competencies in accordance with the type description in the Danish qualifications framework for higher education.

In addition, there is a description of the national course elements within the programme's academic areas in terms of learning objectives, ECTS, content and number of exams. The same applies to internships and the final exam project.

The rules on credit transfer as far as the national course elements are concerned.

**The institutional part:** The institutional part contains the programme's objectives for local course elements, their timing, exams and other local guidelines for the course of the study programme.

### 1.1. Start date

The curriculum comes into force as stated on the front page of the curriculum and applies to all students starting their studies on that date or later.

The curriculum from September 2016 is no longer in effect from September 1<sup>st</sup>, 2017. The latest edition of the curriculum is available on [www.eadania.dk](http://www.eadania.dk) under the name of the programme.

*Erhvervsakademi Aarhus*  
[www.eaaa.dk/](http://www.eaaa.dk/)

*Erhvervsakademiet Sjælland - Næstved*  
[www.easj.dk](http://www.easj.dk)

*Erhvervsakademi Dania - Viborg*  
[www.eadania.dk](http://www.eadania.dk)

*Erhvervsakademiet Lillebælt*  
[www.eal.dk](http://www.eal.dk)

## 1.2. Transitional period

For students who started before the start of this curriculum, the curriculum of 2016 will apply.

## 1.3. Legislation

The curriculum was prepared in accordance with the guidelines of the Ministerial Order on Professional Bachelor's Degree Programmes, Order no. 1047 of 30/06/2016 as well as the Order on Business Academy Programmes within Automotive Technology, Order no. 690 of 2009.

In addition, the following special ministerial orders and laws apply:

- Ministerial order no. 1147 of 23/10/2014:  
The Law on Professional Academy Programmes and Professional Bachelor's Degree Programmes,  
The Law on The Academies
- Ministerial Order no. 935 of 25/08/2014  
The Law on Business Academies of Higher Education Programmes
- Ministerial Order no. 85 of 26/01/2016:  
Ministerial Order on Admission to Business Academy Programmes and Professional Bachelor's Degree Programmes
- Ministerial Order no. 1500 of 02/12/2016  
Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes
- Ministerial Order no. 114 of 03/02/2015:  
Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes

We refer to the Ministry of Higher Education and Science's website [www.ufm.dk](http://www.ufm.dk) as well as the website [www.retsinfo.dk](http://www.retsinfo.dk) (only in Danish) for additional information on applicable ministerial orders and laws on Business Academy Programmes.

## 1.4. The duration of the programme

The programme is a short-term, further-education business academy programme with a duration of two years. It is a full-time programme weighted 120 ECTS in accordance with the European Credit Transfer System. ECTS are used for the standard length of the full study time and for distribution on the individual programme elements. 60 ECTS is equivalent to one year of full-time study. The programme is step 5 in the qualifications framework for lifelong learning.

The programme must be completed within a number of years equivalent to the standard duration plus two years.

## 1.5. Graduate's title

The Business Academy Programme in Automotive Technology gives the graduate the right to use the title AP Graduate in Automotive Technology. The Danish title Autoteknolog AK.

## 1.6. Admission requirements

Admission to the programme is in accordance with the current rules and regulations set out in the ministerial order on admission and enrolment referred to in 1.3.

- High school graduation (stx, hf, hhx or htx), eux or special-course for foreign-language (GIF)
- An equivalent foreign or international exam
- Admission Degree for Engineering Degrees and Mathematics C
- A vocational training as a mechanic (step 2), bodywork, bicycle and motorcycle mechanics (with specialties), aerospace mechanic, contractor and agricultural engine mechanic (with specials), truck mechanic (step 2), mechanic, or passenger car mechanic (step 2)
- Other vocational education with at least 3 years duration and mathematics C
- Admission exam for engineering studies and mathematics C

An applicant with another background than stipulated in the admission requirements may be admitted to the programme if they are estimated to have professional skills equivalent to the standard admission requirements, and if they are likely to complete the programme. Admission may be conditional on an applicant passing a qualifying exam or documentation of qualifications through another type of individual assessment no later than at the start of study.

## 1.7. Criteria for the selection of applicants

If admission to the programme is limited, please refer to Dania Academy of Applied Sciences' website [www.eadania.dk](http://www.eadania.dk), where the current criteria have been described.

## 2. The national part

### 2.1. The programme's objectives for the learning outcome

The purpose of the professional academy training in automotive technology is to qualify the trained to independently work with the diagnosis, repair and optimization of automotive products. The purpose is also to qualify the trained to independently manage and give advice in the automotive area.

Learning outcomes goals include the knowledge, skills and competencies that an automotive engineer must achieve in education

#### Knowledge

The educated has knowledge about

- 1) Product and component level technology and design,
- 2) Design and material understanding,
- 3) Electronic principles and systems,
- 4) Vehicle engineering systems and vehicle dynamics,
- 5) IT systems as tools for troubleshooting and diagnostics,
- 6) Sales and service focusing on customer care,
- 7) Operations and Finance Management as well
- 8) Personnel management

#### Skills

The educated can

- 1) apply its automotive knowledge in connection with diagnostics, troubleshooting, repair and optimization of vehicles as well as in connection with professional communication with importer and manufacturer,
- 2) Select and use accurate and advanced measuring equipment and tools in relation to a given task,

- 3) Disseminate tasks, solutions and technological knowledge to those who have to perform the technical tasks
- 4) Prepare documentation regarding damage, service, repair and complaint processing in both Danish and English and
- 5) Apply an industry-related language to daily communication with customers and others in the industry.

### Competencies

The educated can

- 1) acquire skills and new knowledge in the field of study,
- 2) independently handle technical complex troubleshooting,
- 3) systematically handle complex technological issues in connection with localization of complex errors and in connection with optimization of vehicles in racing teams,
- 4) perform mechanical and electronic optimization of a vehicle's driving characteristics,
- 5) handle systems and methods for streamlining service and troubleshooting,
- 6) overall management, operation, financial, quality and safety of the workshop, including managing administrative and educational personnel as well as
- 7) handle customer service, sales and dissemination of automotive products in such a way that good customer and supplier relationships are created.

## 2.2. National course elements

The compulsory education elements of the program are:

1. Management & Technology - Management, Communication, Operations and Technology (60 ECTS)
2. Service in the automotive industry (5 ECTS)

The two compulsory education elements totalling 65 ECTS, each of which is completed with a test.

### Core Area

The education includes the following core areas:

- Technology and Design (15 ECTS)
- Optimization and repair (10 ECTS)
- IT Management (5 ECTS)
- Counselling and dissemination (5 ECTS)
- Communication (6 ECTS)
- Sales and service (9 ECTS)
- Operations and Economics Management (5 ECTS)
- Human Resource Management (5 ECTS)
- Quality and safety (3 ECTS)
- Documentation (2 ECTS)

A total of 65 ECTS

In addition, there is a specialization part of 25 ECTS, an internship of 15 ECTS and the final project of 15 ECTS. Totalling 120 ECTS.

**Table: Overview of the correlation between core areas, the compulsory education elements and the subject areas of the education**



Core areas	1. compulsory educational element			2. compulsory educational element	ECTS Total
	Discipline 1: Technology and design	Discipline 2: Optimization, IT and repair	Discipline 3: Management and operation	Discipline 4: Service	
Technology and design	15			0	15
Optimization and repair		10		0	10
IT-handling		5		0	5
Counselling and dissemination		5		0	5
Communication		5		1	6
Sales and service			5	4	9
Operation and financial management			5	0	5
Personnel management			5	0	5
Quality and safety			3	0	3
Documentation			2	0	2
<b>Total ECTS</b>	60 ECTS			5 ECTS	65 ECTS

### ***Content and learning objectives from the 1<sup>st</sup> compulsory educational element (60 ECTS)***

#### **Contents**

- Construction
- Material Understanding
- Design
- IT, analysis and diagnostic technology
- Optimization and repair
- Vehicle dynamics
- Optimization Methods
- Communication, oral and written
- Counselling and dissemination
- Study Techniques, Academic Methods and Empirical Methods
- Quality management, including safety and work environment
- Documentation, including claims and complaint processing
- Personnel management and personnel administration
- Operation, administration and financial management of car-related activities
- Sales, marketing and service

**Learning objectives****Knowledge and understanding****The student has:**

- Applied to scientific knowledge and understanding of practices and methods of vehicle parts under applicable guidelines
- Understanding of practice and centrally selected theories/ methods within a vehicle's mechanical and electronic systems related to technology and design on a product and component level
- Applied to development-based knowledge and understanding of practices and methods related to optimization of vehicle characteristics, such as vehicle engineering systems and driving dynamics
- Applied to development-based knowledge and understanding of the theory and practice associated with the diagnosis of technical and electronic systems
- Applied to development-based knowledge and understanding of theory and practice related to counselling and oral dissemination and dissemination through dissemination media and knowledge sharing networks based on various participatory assumptions
- Applied to development-based knowledge of theory and practice related to psychological and communicative tools that can be used for communication
- Applied to knowledge and understanding of study techniques, methods, information retrieval, source criticism and gathering of empirical data
- Applied to development-based knowledge and understanding of practices and methods related to sales, service, marketing and customer care
- Applied to development-based knowledge of the subject's core applied theory and method of operation and financial management in relation to an industry-related company
- Applied to development-oriented knowledge of the practice of the profession and the subject area and the central applied theory and methodology of staff management and personnel management
- Applied to development-based knowledge and understanding of practices and methods related to quality, safety and work environment management
- Applied to development-based knowledge and understanding of practices and methods related to the development of industry-related documentation, including warranty and kulanc (good will payment) cases

**Skills****The student can:**

- Apply key methods and tools in construction and design
- Assess consequences and opportunities based on practical technological issues
- Through illustrations, set and choose solutions for constructions
- Provide practical mechanical, hydraulic, pneumatic and thermodynamic issues and disseminate solutions to business partners and users
- Use their automotive knowledge relating to diagnostics, troubleshooting, repair and optimization of vehicles
- Select and use correct and advanced measurement equipment and tools in relation to a given task
- Apply study technique in solving tasks, including collecting and applying empirical data based on critical criteria
- Communicate practical automotive issues and solutions
- Use core methods and IT tools related to self-diagnostics, data recording, data collection and processing, as well as operating simulation of vehicle systems
- Can through training, courses, presentation and the like, disseminate their professional knowledge, considering the various participatory assumptions
- Use key methods and tools relating to professional communication with, for example, customers, employees, importers and manufacturers.

- Apply key methods and tools related to sales, marketing and service
- Apply key theories, methods and tools that relate to the operation and management of an auto-related company, including legal issues
- Apply key theories, methods and tools that relate to personnel management and personnel management of an auto-related company, including legal issues
- Use key methods, models, tools and management tools that relate to quality management, safety and work environment work.
- Develop and use key methods and tools involved in the preparation of documentation in relation to claims reports, service and repair tasks as well as complaint processing

### **Competencies**

#### **The student can:**

- Handle development-oriented situations relating to technology and design
- Participate in professional and interdisciplinary cooperation with a professional approach to solving technological issues
- In a structured context, acquire new knowledge, skills and competencies in relation to design and materials selection
- Manage and participate in development-oriented professional and interdisciplinary collaboration with a professional approach to solving advanced technological issues relating to fault location and vehicle optimization
- Handle development-oriented professional and interdisciplinary situations related to dissemination and competence development based on different participatory assumptions
- Handle oral and written communication with a professional approach
- Acquire new knowledge, skills and competencies in a structured manner in relation to the subject and for the efficiency of service, troubleshooting advice and dissemination
- Manage overall management, operations, financial and quality and work environment in an automotive related workshop
- Manage development-oriented situations relating to sales, marketing and customer service of automotive products
- Participate in professional and interdisciplinary collaboration with a professional approach to the solution of documentation tasks relating to reporting, injury reports and repairs

### ***Content and learning objectives for the 2nd compulsory course element (5 ECTS)***

#### **Contents**

- Service design in the automotive industry

#### **Learning**

##### **Knowledge and understanding**

##### **The student has:**

- Development and management of service systems
- Service concepts in the automotive industry
- Understanding the expectations acquired for the student's knowledge, skills and competencies

#### **Skills**

##### **The student can:**

- Evaluate the appropriateness of different management methods
- To evaluate and disseminate practical issues as well as set and choose options
- Understanding intercultural differences in industry-related collaborative relationships.

## Competencies

### The student can:

- Independent or in collaboration with others, design and develop services with associated processes
- To participate in professional and interdisciplinary cooperation with a professional approach

## 2.3. Learning Objectives of core elements

### *Content and learning objectives for Technology and Design (15 ECTS)*

#### Contents

- Construction
- Material Understanding
- Design

#### Learning objectives

##### Knowledge and understanding

##### The student has:

- Applied to scientific knowledge and understanding of practices and methods of vehicle parts under applicable guidelines
- Understanding of practice and centrally selected theories/ methods within a vehicle's mechanical and electronic systems related to technology and design on a product and component level

#### Skills

##### The student have:

- Apply key methods and tools in construction and design
- Assess consequences and opportunities based on practical technological issues
- Through illustrations, set and choose solutions for constructions
- Provide practical mechanical, hydraulic, pneumatic and thermodynamic issues and disseminate solutions to business partners and users

## Competencies

### The student can:

- Handle development-oriented situations relating to technology and design
- Participate in professional and interdisciplinary cooperation with a professional approach to solving technological issues
- In a structured context, acquire new knowledge, skills and competencies in relation to design and materials selection

### *Content and learning objectives for Optimization and Repair (10 ECTS)*

#### Contents

- Optimization and repair
- Vehicle dynamics
- Optimization Methods

#### Learning objectives

##### Knowledge and understanding

##### The student has:

- Applied to scientific knowledge and understanding of practices and methods of vehicle parts under applicable guidelines
- Understanding of practice and centrally selected theories/ methods within a vehicle's mechanical and electronic systems related to technology and design on a product and component level
- Applied to development-based knowledge and understanding of practices and methods related to optimization of vehicle characteristics, such as vehicle engineering systems and driving dynamics

### **Skills**

#### **The student have:**

- Apply key methods and tools in construction and design
- Assess consequences and opportunities based on practical technological issues
- Through illustrations, set and choose solutions for constructions
- Provide practical mechanical, hydraulic, pneumatic and thermodynamic issues and disseminate solutions to business partners and users
- Use their automotive knowledge relating to diagnostics, troubleshooting, repair and optimization of vehicles
- Select and use correct and advanced measurement equipment and tools in relation to a given task

### **Competencies**

#### **The student can:**

- Handle development-oriented situations relating to technology and design
- Participate in professional and interdisciplinary cooperation with a professional approach to solving technological issues
- In a structured context, acquire new knowledge, skills and competencies in relation to design and materials selection
- Manage and participate in development-oriented professional and interdisciplinary collaboration with a professional approach to solving advanced technological issues relating to fault location and vehicle optimization

### ***Content and learning objectives for IT Management (5 ECTS)***

#### **Contents**

- IT, analysis and diagnostic technology

#### **Learning objectives**

##### **Knowledge and understanding**

#### **The student has:**

- Applied to scientific knowledge and understanding of practices and methods of vehicle parts under applicable guidelines

### **Skills**

#### **The student have:**

- Use core methods and IT tools related to self-diagnostics, data recording, data collection and processing, as well as operating simulation of vehicle systems
- Select and use accurate and advanced measuring equipment and tools in relation to a given task

### **Competencies**

#### **The student can:**

- Handle development-oriented professional and interdisciplinary situations related to dissemination and competence development based on different participatory assumptions

### ***Content and learning objectives for Counselling and Dissemination (5 ECTS)***

#### **Contents**

- Counselling and dissemination

#### **Learning objectives**

##### **Knowledge and understanding**

###### **The student has:**

- Applied to development-based knowledge and understanding of theory and practice related to counselling and oral dissemination and dissemination through dissemination media and knowledge sharing networks based on various participatory assumptions

#### **Skills**

###### **The student have:**

- Use key methods and tools relating to professional communication with, for example, customers, employees, importers and manufacturers.
- Communicate practical automotive issues and solutions

#### **Competencies**

###### **The student can:**

- Acquire new knowledge, skills and competencies in a structured manner in relation to the subject and for the efficiency of service, troubleshooting advice and dissemination

### ***Content and learning objectives for Communication (6 ECTS)***

#### **Contents**

- Communication, oral and written
- Study Techniques, Academic Methods and Empirical Methods

#### **Learning objectives**

##### **Knowledge and understanding**

###### **The student has:**

- Applied to knowledge and understanding of study techniques, methods, information retrieval, source criticism and gathering of empirical data
- Applied to development-based knowledge of theory and practice related to psychological and communicative tools that can be used for communication

#### **Skills**

###### **The student have:**

- Apply study technique in solving tasks, including collecting and applying empirical data based on critical criteria
- Communicate practical automotive issues and solutions
- Can through training, courses, presentation and the like, disseminate their professional knowledge, considering the various participatory assumptions
- Use key methods and tools relating to professional communication with, for example, customers, employees, importers and manufacturers.

#### **Competencies**

###### **The student can:**

- Handle development-oriented professional and interdisciplinary situations related to dissemination and competence development based on different participatory assumptions
- Handle oral and written communication with a professional approach
- To participate in professional and interdisciplinary cooperation with a professional approach

### ***Content and learning objectives for Sales and Service (9 ECTS)***

#### **Contents**

- Sales, marketing and service
- Service design in the automotive industry

#### **Learning objectives**

##### **Knowledge and understanding**

###### **The student has:**

- Development and management of service systems
- Service concepts in the automotive industry
- Understanding the expectations acquired for the student's knowledge, skills and competencies
- Applied to development-based knowledge and understanding of practices and methods related to sales, service, marketing and customer care

#### **Skills**

###### **The student have:**

- Evaluate the appropriateness of different management methods
- To evaluate and disseminate practical issues as well as set and choose options
- Understanding intercultural differences in industry-related collaborative relationships.

#### **Competencies**

###### **The student can:**

- Independent or in collaboration with others, design and develop services with associated processes
- To participate in professional and interdisciplinary cooperation with a professional approach
- Handle development-oriented situations relating to technology and design

### ***Content and learning objectives for Business and Economics (5 ECTS)***

#### **Contents**

- Operation, administration and financial management of car-related activities

#### **Learning objectives**

##### **Knowledge and understanding**

###### **The student has:**

- Applied to development-based knowledge of the subject's core applied theory and method of operation and financial management in relation to an industry-related company

#### **Skills**

###### **The student have:**

- Apply key theories, methods and tools that relate to the operation and management of an auto-related company, including legal issues

#### **Competencies**

###### **The student can:**

- Manage overall management, operations, financial and quality and work environment in an automotive related workshop

### ***Content and learning objectives for Human Resource Management (5 ECTS)***

#### **Contents**

- Personnel management and personnel administration

#### **Learning objectives**

##### **Knowledge and understanding**

##### **The student has:**

- Applied to development-oriented knowledge of the practice of the profession and the subject area and the central applied theory and methodology of staff management and personnel management

#### **Skills**

##### **The student have:**

- Apply key theories, methods and tools that relate to personnel management and personnel management of an auto-related company, including legal issues

#### **Competencies**

##### **The student can:**

- Manage overall management, operations, financial and quality and work environment in an automotive related workshop

### ***Content and learning objectives for Quality and Safety (3 ECTS)***

#### **Contents**

- Quality management, including safety and work environment

#### **Learning objectives**

##### **Knowledge and understanding**

##### **The student has:**

- Applied to development-based knowledge and understanding of practices and methods related to quality, safety and work environment management

#### **Skills**

##### **The student have:**

- Use key methods, models, tools and management tools that relate to quality management, safety and work environment work.

#### **Competencies**

##### **The student can:**

- Manage overall management, operations, financial and quality and work environment in an automotive related workshop

### ***Content and learning objectives for Documentation (2 ECTS)***

#### **Contents**

- Documentation, including claims and complaint processing



**Learning objectives****Knowledge and understanding****The student has:**

- Applied to development-based knowledge and understanding of practices and methods related to the development of industry-related documentation, including warranty and kulanc (good will payment) cases

**Skills****The student have:**

- Develop and use key methods and tools involved in the preparation of documentation in relation to claims reports, service and repair tasks as well as complaint processing

**Competencies****The student can:**

- Participate in professional and interdisciplinary collaboration with a professional approach to the solution of documentation tasks relating to reporting, injury reports and repairs

**2.4. Internship (15 ECTS)**

The purpose of the practical training is to give the student practical competences within the field of study, and the opportunity to apply theories in practice in a specific branch-related context and develop relevant competences, and to insure a learning progression in relation to the overall learning objectives of the education.

The learning objectives for the practical training are the same for all academies of higher education with procurement approval.

**Learning objectives for internship****The student has to have knowledge**

- Knowledge for practice and key theories and methods within the industry and field of study
- Understanding of the expectations that the industry has to the student's knowledge, skills and competences

**The student has to have skills**

- Apply branch-related key methods and tools, as well as applying those skills, related to working in an automotive-related industry
- Assess practice-based problem issues, present and select appropriate solutions
- Disseminate practice-based problem issues and solutions for partners and users

**The student has to have competencies**

- Handle development-orientated situations
- Take part in professional and interdisciplinary cooperation with a professional approach
- In a structured context acquire new knowledge, skills and competences in relation to the industry

Based on and within the learning objectives for the practical training, the student, the company and the academy supervisor determine the precise learning objectives for the student during the practical training period.

**Assessment of the internship**

The internship is evaluated with an examination, one grade is given using the 7-scale. The examination form is described in the institutional part of the curriculum.

## **2.5. Final exam project (15 ECTS)**

The final exam project must document that the learning objectives of the curriculum is achieved in regards to the demands for an automotive technology education. The learning objectives include the knowledge, skills and competencies.

### **Learning objectives**

#### **The student has to have knowledge**

- Technology and design at product and component levels
- Design and material understanding
- Electronic principles and systems
- Vehicle engineering systems and vehicle dynamics
- IT systems as a troubleshooting tool and diagnostic tool
- Sales and service focusing on customer care
- Operations and Finance Management
- Human resource management

#### **The student has to have skills**

- apply its automotive knowledge in connection with diagnostics, troubleshooting, repair and optimization of vehicles
- In connection with the professional communication with the importer and manufacturer, select and use accurate and advanced measuring equipment and tools in relation to a given task
- disseminate tasks, solution proposals and technological knowledge to those who perform the technical tasks
- draw up documentation regarding damage, service, repair and complaint handling
- apply an industry-related foreign language to the daily communication with customers and others in the industry

#### **The student has to have competencies**

- acquire skills and new knowledge in the field of study
- independently handle technical complex troubleshooting
- systematically handle complex technological issues in connection with localization of complex error
- In conjunction with vehicle optimization, mechanically and electronically optimize the driving characteristics of the vehicle
- handle systems and methods for streamlining service and troubleshooting
- manage overall management, operation, financial management, quality management and security management of workshops, including managing administrative and educational staff
- handle customer service, sales and dissemination of automotive products in such a way that good customer and supplier relationships are created.

The examination is external, using 7-scale. It consists of a written project and an oral examination.

### **Assessment of the final project**

The examination is external, using 7-scale. It consists of a written project and an oral examination. The student will receive one combined grade. The student must have passed all prior examinations to be entitled to do the final examination. The examination form is described in the institutional part of the curriculum.

### 3. The institutional part

The institutional part describes the local course elements and provides a comprehensive overview of the programme, the exams as well as other frameworks for the study programme.

#### 3.1. Local course elements

The programme also includes local course elements on the 3<sup>rd</sup> semester, weighted a total 25 ECTS. The local course elements offer the student an opportunity to qualify their academic and professional competence through specialisation and from the perspective of topics broadly related to the area of the programme.

The test in each elective must be passed in order to be permitted to the 4th semester exam.

#### ***Automotive Management – 25 ECTS***

##### **Description**

The purpose of this course is for the student to have a deeper understanding of managing business in the automotive industry. The student will get insight in Strategies and how to choose which strategy will be the best answer in given situations. During the course there will be established a close cooperation with local companies, where the students are going to work with a problem for the company simultaneously. The students will learn Danish Language for automotive industry.

##### **Learning objectives**

###### **Knowledge:**

The student will gain knowledge and understanding about:

- Company strategies
- Sharing Economy
- Trade theories and the incentives to trade
- Current regulations and taxes connected to import and export.
- Purchase-, sales-, and marketing strategies and methods
- The strategic foundation and work in a company.
- LEAN and inventory management
- The causes of unemployment and the consequences of these
- The causes of inflation and the consequences of these
- Exchange-rate formation and exchange rate systems as well as their relevance in international trade
- The most important international organizations
- Trade agreements and trade blocs and their impact on import/export
- How accounting can support managerial decisions and the company's strategy
- The marketing process and the concept of value creation
- The buyer behavior both in B2C and B2B markets
- Products and services
- Forms of direct- and online-marketing

###### **Skills:**

The student will obtain the necessary skills to:

- Apply methods and strategies in relation to imports and exports.
- Identify potential markets for imports and exports, and apply relevant methods for processing them.
- Apply social media in marketing and advertising

- Assess and compare investment scenarios on the basis of a calculation of the net present value, internal rate of return and sensitivity.
- Describe and analyse the main national economic indicators for the purpose of export market assessment - Create a master budget - Analyse the company's micro- and macro-environment
- Segment a market and find the appropriate target group where the company can differentiate itself
- Develop a communication strategy

### Competencies:

The students can:

- Contribute to development of strategies and action plans for imports and exports in the automotive industry
- Communicate strategies and action plans
- Prepare a master budget, and value simple investment scenarios
- With a professional approach, be able to handle planning functions in relation to international trade and marketing practices
- Handle and assess marketing issues and are able to implement solutions
- Participate in the strategic work as developer, interpreter and mediator of goals and strategies at their own level
- Participate in development-oriented and/or interdisciplinary work processes in the management area
- Take care of defined management and planning functions in relation to own practice
- Participate in product/service pricing

### **Automotive Engineering – 25 ETCS**

#### **Description**

##### **Electric Hybrid Conversion, Purpose:**

That the graduate has the skills to carry out a quality assessment of the battery pack and drive line in a safe manner. The graduate has knowledge of parallel hybrid (P-HEV), Series-parallel (SP-HEV), power split hybrid (PS-HEV) and power split hybrid with two or more power lines (PS-X-HEV) structure and mode of operation. And can assess the pros and cons of the environment compared to traditional vehicles.

##### **Design thesis, Purpose:**

Acquire knowledge of various auto-technical designs / constructions for damage repair and injury assessment. That the graduate has the skills to participate in a design development process and contribute to development of sustainable productions and production with the aim of covering the businesses need.

##### **Emissions, Purpose:**

That the graduate has competences within the emission purification process and can perform measurements on different vehicles as well as document the vehicle's pollution level according to applicable EU legislation. And convey to users' what purification processes are best for their driving pattern. That the graduate has in-depth knowledge of the chemical process of smoke reduction combustion engines.

##### **Formulas and calculations, Purpose:**

Includes development-based knowledge in the dimensioning of electrical engineering and automotive engineering constructs as well as documenting the calculations according to relevant standards. That the graduate has the skills to document and convey to the companies in one Interdisciplinary cooperation/environment for production.

##### **Project management, Purpose:**

Acquire knowledge of various project management tools, models and methods for project planning and management, as well as the definition of project content and course.

### **Learning objectives**

#### **Knowledge**

The student has:

- Understanding of practice and centrally used theory and method of parallel hybrid (P-HEV), Series-parallel (SP-HEV), power split hybrid (PS-HEV) and power split hybrid with two or more drive lines (PS- X-HEV)
- Understanding of practice and central applied theory and method for the emission purification process on vehicles
- Understanding of Practice and Centrally Used Theory and Method of Automotive Design/Construction and Construction on Vehicles
- Understanding of practice and centrally applied theory and method of electrical engineering calculations and mechanical constructions on vehicles
- Understanding of practice and central applied theory and method of project management including situational analysis and planning

#### **Skills**

The student can:

- Assessing practical issues regarding vehicle repair and setting up and opting for solutions in a safe manner
- Evaluate practical issues regarding vehicle repair as well as set up and opt for solutions within smoke reduction processes
- Evaluate practical issues regarding the design of replacement parts/retrofitting parts of vehicles as well as choice of options
- Evaluate practical issues regarding injury repairs and vehicle damage assessment and perform damage repairs according to proper auto-technical design
- Evaluate practical issues regarding design tasks and build an auto related project using relevant project management tools

#### **Competencies**

The student can:

- In a structured context, acquire new knowledge, skills and competencies relating to customer and employee counselling regarding safety and quality assessment of electric hybrid vehicles
- In a structured context, acquire new knowledge, skills and competencies in the counselling of customers and employees regarding safety and SRS systems and other forms of smoke reduction processes in accordance with EU legislation
- In a structured context, acquire new knowledge, skills and competencies associated with consulting companies and employees regarding the dimensioning of auto-technical components
- In a structured context, acquire new knowledge, skills and competencies in the design of body structures and interchangeable parts and other auto-technical products in cooperation with local companies
- In a structured context, acquire new knowledge, skills and competencies in project management and use of the various management tools as well as being able to define a project from start to finish

## **3.2. Overview of the course elements of the study programme**

Below is an overview of the programme, with an indication of national and institutional (local) course elements and their timing.

	National part	Institutional part	ECTS
1. study year	Technology and Design		15
	Optimization and repair		10
	IT Management		5
	Counselling and dissemination		5
	Communication		5
	Sales and service		5
	Operations and Economics Management		5
	Human Resource Management		5
	Quality and safety		3
	Documentation		2
2. study year	Sales and service		4
	Communication		1
		Automotive Management or Automotive Engineering	25
	Internship		15
	Final project		15

### 3.3. Examinations

The purpose of the exams is to assess the extent to which students meet the academic objectives set for the programme and its elements. The curriculum distinguishes between two different examination forms:

- **External examination:** Assessed by an examiner and one or more appointed co-examiners
- **Internal examination:** Assessed by an examiner and, where the oral exams are concerned, a co-examiner appointed by the business academy

We refer to the section on student activity for information on the requirements for participation, submission of assignments, projects, etc. that must be met in order to register for exams in the study programme.

The student must acquaint themselves and comply with the academy's rules for organising exams. When the requirements for active participation have been fulfilled and assignments/projects, etc. have been submitted, the student will automatically register for the exams in the study programme. If students can opt out of an exam, the relevant time limits for doing so will appear in the description of the individual exam.

If a student at Dania Academy of Higher Education fails one of the ordinary exams, they will automatically register for a new examination, unless otherwise agreed. For further information, see the study programme's rules and regulations for examinations.

Non-participation in an exam means that the student will have used one examination attempt. This does not apply, however, if the student was unable to attend due to documented illness. The student is entitled to three examination attempts for each exam.

All exams must be passed. Passed exams cannot be retaken.

#### Opting out from tests

The student is automatically signed up for all tests and exams at his/her education.

- Opting out from written exams – 7 days before the time of the exam
- Opting out from oral exam with written assignment – 7 days before deadline for handing in the written part
- Opting out from written assignment or project for evaluation – 7 days before the hand-in deadline
- Opting out from final exam report – 14 days before project hand-in deadline

If the student, as a consequence of unusual circumstances, wishes to opt out after the deadline, the student may apply for exemption. The exemption may be granted if the students can document unusual circumstances.

Opting out must be done by email to the study secretary of the education at the study location. When the student receives a confirmation from the academy the opting out is valid. After this, the student will be signed up for the next test in the subject area, and the test the student opted out from will not count as a try.

### **Sick and re-examination**

A student who has been prevented from taking part in an exam, due to documented illness or another unforeseeable reason, will be given the opportunity to attend a second exam as soon as possible. Illness must be documented by means of a doctor's note. The doctor's note must have been received by the academy no later than three days after the exam. If a student gets ill during an exam, the academy may ask them for a doctor's note.

If such documentation cannot be obtained, the student will have used one examination attempt. The student will pay the cost of obtaining a doctor's note.

### **Special exam conditions**

Students may, where this is justified by physical or mental disabilities, apply for additional examination time or special exam conditions. This application must be submitted to the academy no later than four weeks before the exam. This deadline can be dispensed with in case of sudden health problems.

The application must be documented by means of a doctor's note, statements from e.g. speech, hearing, dyslexic or blind institutions or other evidence of a medical condition or relevant specific disability.

Special exam conditions may be agreed for the entire course of the programme.

### **Complaints**

Students may complain about an exam in relation to:

1. The basis of the exam, including exam questions, assignments and similar
2. The exam procedure
3. The assessment

In accordance with the ministerial order on examinations in professional programmes, the complaint must be in writing, reasoned and submitted no later than two weeks after assessment at the examination in question was communicated.

### **Exemption**

In accordance with the existing order on examination in professional programmes, the academy may give an individual student exemption from meeting the deadlines for passing an exam if this is due to illness, maternity leave or unusual circumstances.

### **Cheating and disruptive behaviour during exams**

Documented cheating, providing or obtaining improper assistance in completing an assignment or the use of assistance which is not allowed will cause the student to be expelled from the exam. Under particularly aggravated circumstances, the academy may decide to expel the student for a shorter or longer period of time. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme. Expulsion from an exam for cheating means that the mark will be annulled and that one examination attempt has been used by the student.

If a student exhibits disruptive behaviour during an exam, the business academy can expel the student from the exam. In less severe cases, the academy will only give a warning.

### Use of own and others' work – plagiarism

Plagiarism is where a written assignment wholly or in part:

1. constitutes identical or virtually identical reproduction of someone else's formulations or work without the use of quotation marks, italics, indentation or similar clear indication and reference to the source.
2. reproduces their own already assessed material without observing the formalities of point 1

Plagiarism is also when an individual, written assignment contains a word-by-word reproduction of textual passages worded by a group of students together and appearing identically worded in several assignments.

### Examinations abroad

The student may, where special circumstances justify this, get permission to sit an exam abroad, cf. the current ministerial order. The exam may be conducted via Skype, for instance, or any other approved video conferencing systems.

The academy appoints or approves an invigilator who is to be with the student during the examination. Any costs involved will be paid by the student, who must confirm in writing and before taking the exam that they accept to pay the expenses connected with the exam.

#### 3.3.1 Exams on the diploma

The following exams will appear from the diploma:

	Exam	Course element	ECTS	Assessment	Grade	Weighting <sup>[1]</sup>
1. study year	1. external test	1. compulsory educational element Covers all learning objectives on the 1. and 2. Semester.	60	External	7 – scale	1
2. study year	1. internal test	2. compulsory educational element Covers all the compulsory learning objectives from the 2nd compulsory educational element on the 3rd semester.	5	Internal	7 – scale	1
	2. internal test	Elective test	25	Internal	7 – scale	1
	3. internal test	Internship test	15	Internal	7 – scale	1
	2. external test	Exam in final project	15	External	7 – scale	1

#### 3.3.2 Description of exams

##### 1. external test – 1.compulsory educational element (60 ECTS)

The 1. external test takes place at the end of the 2<sup>nd</sup> semester and shall document that the student has achieved the learning objectives for the 1<sup>st</sup> study year. The test is external and will be graded with the 7-scale and has an extent of 60 ECTS.

<sup>[1]</sup> Weighting on the final examination diploma, which also indicates the total average.



The project lies at the end of the 2nd semester. The project is an individual cross-disciplinary project. The goal is to test the student's ability to work methodically, theoretically and practically with a given topic from the profession. The project must take its starting point in a contemporary relevant issue.

The project forms the basis for the 1<sup>st</sup> external test and is considered a preparatory assignment for the "Final Exam Project".

<b>Placement</b>	Before the end of the 2 <sup>nd</sup> semester.
<b>Content</b>	Test in the core areas on the basis of the learning objectives from the 1 <sup>st</sup> compulsory educational element. Must document that the student has obtained the learning outcome on the 1st semester. The written project must have a length of max. 20 pages.
<b>Duration</b>	30 min.
<b>Form</b>	Individual oral exam based on the written project.
<b>Assessment</b>	7-grade scale. The grade will be on the final diploma.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

### **1. internal test – 2. compulsory educational element (5 ECTS)**

The test, which is before the end of the 3rd semester, must demonstrate that the student has achieved the learning objectives of the 2<sup>nd</sup> compulsory educational element. The exam is internal and will be assessed after the 7-grade scale and has an extent of 5 ECTS.

<b>Placement</b>	Before the end of the 3 <sup>rd</sup> semester.
<b>Content</b>	The test is an oral group test based on a written group project with a max. of 8 students per group.
<b>Duration</b>	The duration per test for a group of 8 students: <ul style="list-style-type: none"> <li>• Group presentation, 3.min. per student.</li> <li>• Questions, 3.min. per student.</li> <li>• Voting, 2.min. per student.</li> </ul>
<b>Form</b>	Group test. The test will begin with the group's common presentation of the project. Afterwards, the examiner and the censor will ask questions.
<b>Assessment</b>	Assessment criterias for the test are equal to the learning objectives of the 2nd compulsory educational element: <ul style="list-style-type: none"> <li>• Communication (1 ECTS)</li> <li>• Sales and service (4 ECTS)</li> </ul> The student's will receive one individual grade given as an overall assessment. In the assessment both the group project, the group presentation and the individual oral presentation is taken into account. 7-grade scale. The grade will be on the final diploma.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

### **2. internal test – elective (25 ECTS)**

The test form depends on the choice of elective.

Automotive Management:

<b>Placement</b>	Before the end of the 3 <sup>rd</sup> semester.
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<b>Content</b>	Test in the elective that must document that the student has achieved all the learning objectives defined for the elective "Automotive Management". The student draws an exam question which is presented after a preparation time.
<b>Duration</b>	90 min. preparation, 45 min. examination.
<b>Form</b>	Oral individual exam on the basis of the drawn exam question.
<b>Assessment</b>	7-grade scale. The grade will be on the final diploma.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

Automotive Engineering:

<b>Placement</b>	Before the end of the 3 <sup>rd</sup> semester.
<b>Content</b>	Test in the elective that must document that the student has achieved all the learning objectives defined for the elective "Automotive Engineering". The written portfolio must have a max. of 30 pages.
<b>Duration</b>	45 min.
<b>Form</b>	Oral individual exam on the basis of a written portfolio.
<b>Assessment</b>	7-grade scale. The grade will be on the final diploma.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

### **3. internal test – Internship report (15 ECTS)**

Note that during the internship test, both an internship guidance teacher may participate as well as an examiner or other teachers, cf. the Examination Law.

<b>Placement</b>	Before the end of the 4 <sup>th</sup> semester.
<b>Content</b>	The internship report must be practical and contain a focused description of subjects and issues from the internship and how the student practically worked with them during the internship. In addition, the internship report must contain a thank you letter to the company (in the appendix). The evaluation of the internship from both student and company will also be taken into account in the assessment.
<b>Duration</b>	15 min.
<b>Form</b>	The test of the internship will be on the basis of a written report followed by an oral presentation of the student's experiences.
<b>Assessment</b>	7-grade scale. The grade will be on the final diploma.  If the internship report is not passed, the guidance teacher will advise on which areas to improve. If the assessment is due to the lack of reflection in relation to learning objectives and individual goals, then the student has 1 week to improve the material after which the report is returned. If the assessment is due to a lack of participation in the internship, a new internship course will be established.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

### **2. external exam - Final exam project (15 ECTS)**

The purpose of the final exam project is that the student must document the ability to process a complex and practice-oriented problem in relation to a specific task on a methodological basis. The final exam project completes the programme at the end of the 4th semester. There is an oral part as well as a written part.

The final exam project can be written individually as well as in groups of 2-3 students.

The final exam project must have a length of:

With 1 student: Between 65.000-75.000 keystrokes

With 2 students: Between 75.000-115.000 keystrokes

With 3 students: Between 115.000-150.000 keystrokes

Keystrokes include spaces, foot notes, tables and graphs, illustrations, but it does not include front page, table of content, bibliography and appendix.

<b>Placement</b>	Before the end of the 4 <sup>th</sup> semester.
<b>Prerequisites</b>	In order to be admitted to the final project examination, the student must have passed all the examinations/ exams on the 3 previous semesters of the programme and the internship on the 4th semester.
<b>Content</b>	The exam in the final exam project must prove that the learning objectives for the education have been achieved. The project will be based on key issues in the education. The problem of the project is prepared by the student and, as far as possible, in cooperation with a company. The problem statement must be approved by the school.
<b>Duration</b>	45 min. individual oral exam
<b>Form</b>	On the basis of a written project prepared in groups or individually, the student will be examined in an individual oral examination based on the completed project.
<b>Assessment</b>	7-grade scale  One overall grade is given after the 7-grade scale for the project based on an overall assessment of the written work and the oral performance. In the case of grade-giving, the written and the oral part weighs equally. No delectors are disclosed.
<b>Consequences of non-passing</b>	If the project is given a grade below 02, then the student must write a new project based on a new problem statement.
<b>Language</b>	English
<b>Aids</b>	All aids are allowed.

### 3.3.3 Study start test

Students in the 1st semester of the programme must attend and pass a study start test in order to continue their studies. The purpose of the study start test is to establish that the student has in fact started on the programme.

The study start test is held no later than two months after the start of study, and the result will be communicated to the student as pass/fail within two weeks after the test.

The test consists of

- a test at the level of knowledge within the framework of the subjects covered since the start of study
- an assessment of student activity, including both presence and completion of assignments]

If a student fails the study start test, they may opt for a re-test, which is held no later than three months after the start of study. The student has two attempts at passing the study start test. The test is not covered by the rules of the examination order regarding student complaints about exams.

If a student fails the study start test, they will no longer be enrolled on the programme.

### 3.4. Study activity

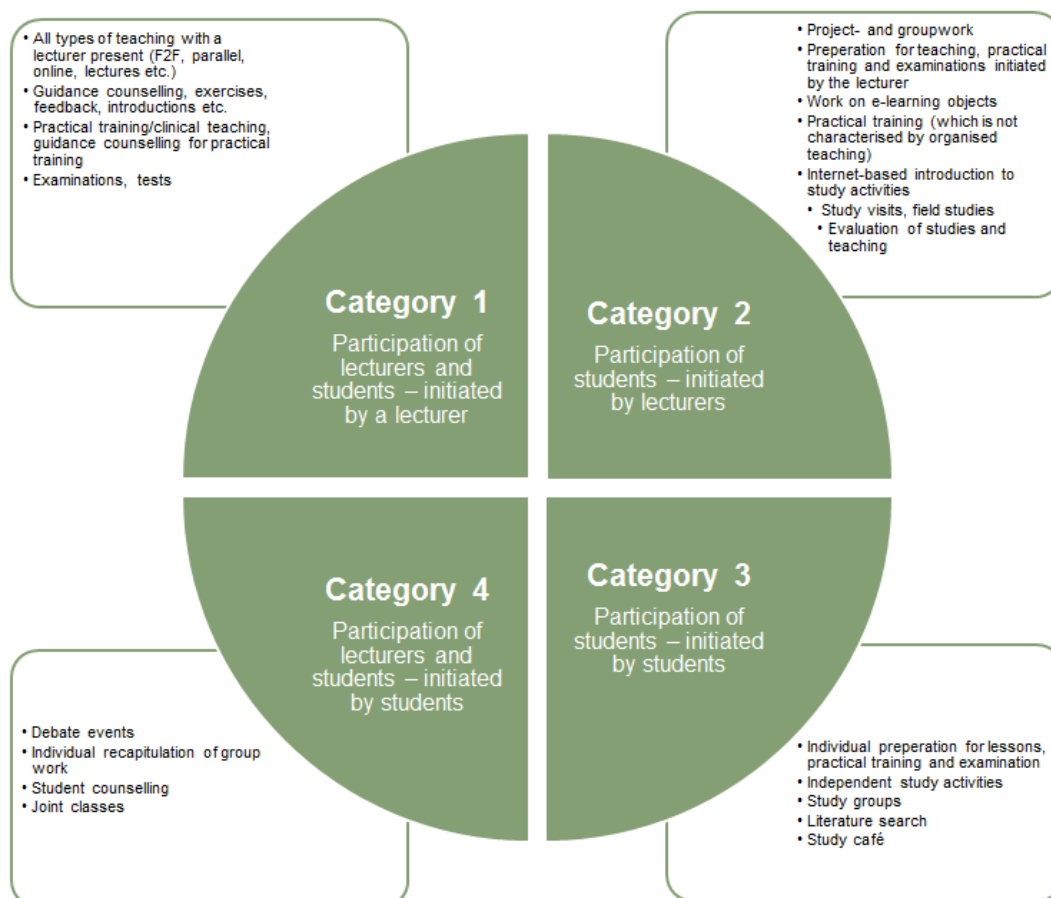
Study activity is measured by the student's participation and their submission of all compulsory assignments/projects. Once this requirement has been met, the student can register for the programme exams. Study activity is a prerequisite for receiving student grants (SU).

#### 3.4.1 Study activity model

When enrolling at Dania Academy of Higher Education, students will come across activities and study planning which may differ from what they have previously encountered. They are expected to put in efforts equivalent to a full-time job. The programme is practice-oriented, which means that in addition to the internship, there will be other meetings with the trade during the study programme.

A study programme includes many kinds of activities. Some of them will be initiated by the students themselves, while others will have been planned by the programme. Some of them are performed by the students, alone or with fellow students; others are performed by the student together with the instructors on the programme, and finally, some are performed together with companies, as part of the internship, a company visit, projects, etc.

Teaching at Dania Academy of Higher Education is organised on the basis of the following study activity model, in which the activities are divided into four categories:



The study activity model is based on the level of work the student must put into the education. Each semester is the equivalent of 825 working hours, which equals 30 ECTS. One ECTS is the equivalent of 27,5 working hours.

### **3.4.2 Active attendance**

At Dania we continuously monitor our students' level of study activity. We see each student as an independent person with independent learning ability and competences as the basis for an overall assessment of the level of active participation. Compulsory assignments and projects etc. must be handled in and passed, in order to be study active and hence qualify to do examinations.

The Automotive Technology is a two-year comprised education and it is expected that the student participates as an active student. It is the responsibility of the student to lay out the framework for own learning process in order to get maximum benefit from the education.

An active student will:

- Turn up for all teaching activities
- Be prepared for each lesson / project work
- Be active in each lesson / project work

During the education it is required that certain elements, such as projects, specialisation-related days and weeks, study trip and other activities, are completed / passed in order to enter for exams. This applies to both the below mentioned projects as well as to other activities.

A student who repeatedly is registered as absent will be called for a personal meeting where the level of activity is evaluated. If the student doesn't improve the activity level, he/she may be asked to do a written test in order to assess if the vocational level is satisfactory. If the student fails to better the absence or not hand in the written test, the student may not be permitted to take tests or exams.

### **3.4.3 Compulsory assignments, projects, etc.**

Compulsory assignments and projects, etc. on the programme must be submitted so as to document study activity and qualify the student for registration for an exam.

The Academy's intranet contains a plan and list of exams for each semester and a description of the requirements for assignments, projects, etc.

## **3.5. Teaching and work methods**

The teaching is based on the latest knowledge and results from national and international research, experimental and development work from the disciplines associated with the profession. Furthermore, practical experience and knowledge from key trends within the profession will be included in the teaching as well as methods for developing the trade and carrying out quality and development work.

The teaching is a combination of lectures, teaching in class, dialogues, exercises, presentations, case studies, seminars, visiting instructors from at home and abroad, projects and internships.

### **The instructor's role**

It is the policy at Dania Academy of Higher Education that the instructor organises and conducts teaching based on:

- Dania Academy of higher education's values: We are **Curious, Dynamic and Visionary**
- The Study Activity Model
- Interdisciplinary integration in the study programme
- A variety of learning types
- A process-oriented approach to learning
- A close cooperation between the programme and the profession
- The integration of innovation in the programme
- An expectation of student independence, motivation and active participation
- The use of relevant IT tools

### **3.6. Rules for the internship**

The internship is placed on the 4th semester.

To ensure the optimal internship, the student, the educational institution and the company must, in cooperation, draw up a plan for the internship. The plan must be part of the internship agreement. If it is not possible to compile a real plan at the time the agreement is concluded, the agreement must contain a general framework for the process.

The plan for the internship is approved by the education institution no later than 1 week after the start of the internship. A special guide is prepared for the students and companies containing the framework for the implementation of the internship.

#### **Confidentiality**

At all times, full discretion must be maintained regarding the information that the student possesses in connection with the internship and related projects. This discretionary obligation continues even after the projects have been evaluated. Written materials are stored in the archives of the educational institution until it is finally shredded.

#### **Contact person**

The company designates a contact person before the start of the internship, who is responsible for the student in practice. This contact is also the contact person of the training agency's trainee in the company.

#### **Role distribution during the internship**

##### *The student*

Includes a contract of internship in the company, prepares the action plan for the course, agreements with the trainee, works with the problem (s) set up, prepares the internship report and reports the course according to the above.

It is the student who, in cooperation with the company and the educational institution, prepares the actual contract for the internship. This contract must then be approved by both the company and the trainee.

In connection with the preparation of the contract, a start-up meeting is agreed between the internship counselor, the student and the internship where relevant matters are reversed.

##### *Internship responsible*

The trainee approves the contract for internship, including the student's work and answering assignments in relation to the requirements for the education, ensuring that the company and the student can clarify if necessary. Doubts about the course and sets the date for submission of the internship report (intern exam).

#### *The guidance teacher for the final exam project*

The educational institution appoints a supervisor in the final exam project to the student before the internship is commenced. In case of guidance in connection with the final exams project during the internship, contact the student's supervisor.

#### *The company*

Participating in a course of internship with the student, contributing to the development of problem-solving (s) and / or tasks and responsibilities, providing relevant introduction to the company, providing knowledge resources (contact person), possibly posing, physical resources available and, if necessary, set up reporting requirements.

#### **Internship contract**

A contract is signed by the student and the internship company and approved by the internship coordinator in order to ensure a professionally relevant content of the internship.

The contract contains the following:

- Duration of the internship and working hours
- Learning objectives
- Information about insurance conditions
- Other information about employment conditions, if possible as an appendix
- Examination
- The Academy's responsibility and frames for guidance
- Expectations of the student
- Expectations of the company
- Distribution of responsibilities between the student, the company and the Academy
- Handling of interrupted internship
- Demands for action plan
- Rules of confidentiality
- Evaluation

#### **Working time and pay**

The internship is equivalent to a full-time job with the demands on working time, effort, commitment and flexibility that graduates are likely to face in their first job. The working time will be agreed individually between the student and the company. The company has no financial obligations to the trainee, who is entitled to receive state grants (SU) (unless otherwise described in this curriculum).

### **3.7. Internationalisation**

In the Business Academy programmes, the international dimension is reflected in the teaching.

The programme has been organised to allow the student to take a semester abroad. Dania Academy of Higher Education must approve the foreign educational institution and the professional content of the study programme in question. Upon completing their studies abroad, students must document the programme elements completed with the foreign educational institution. In connection with the preliminary approval, the student must also give the institution permission to obtain the necessary information after completion.

The internship may also take place abroad. The internship company is approved in accordance with the general rules on internships.

### **3.7.1 Programme elements that can be completed abroad**

The education is structured, so it is possible for a student to study a semester abroad. Dania must approve the foreign education institution and the academic content of the educational program. The student is required to document the completed study subjects after the end of the course. In addition, in connection with the prior approval, the student must consent to the fact that the institution may, upon completion of the study period, provide the necessary information.

Likewise, internships may be done abroad. The internship company is approved in accordance with the general rules for the internship.

### **3.7.2 Agreements on parallel courses with foreign educational institutions**

For further information, please contact the internship coordinator.

## **3.8. Credit transfer**

See the description of credit transfer at Dania Academy of Higher Education's website.

### **3.8.1 Credit transfer of programme elements in this programme**

The institution approves programme elements passed in the same study programme at other institutions. The student must inform the institution about any programme elements completed at another Danish or foreign institution of further education and about any occupation presumed to qualify for credit transfer.

The Academy may approve that programme elements passed at another institution are equivalent to corresponding programme elements or parts thereof in this curriculum. If the programme element in question was assessed according to the 7-point scale at the institution where the exam was taken and is equivalent to a complete subject in this curriculum, the mark will be transferred. In all other cases, the assessment will be transferred as "passed" and will not form part of the calculation of the student's average mark.

Credit transfer requires that the student submits a written application with the relevant annexes to the educational institution. This also applies to Erasmus students. The decision is based on an academic evaluation.

### **3.8.2 Credit transfer and admission to successive study programmes**

The student is advised to contact a student counsellor for up-to-date information, as new opportunities may have come up.

Students may also choose to continue their studies abroad. With a top-up programme of one to two years' duration, students can acquire an international bachelor's degree, which is normally a 3-year study programme. Read more on:

<http://ufm.dk/uddannelse-og-institutioner/videregaende-uddannelse/erhvervsakademier/faq-om-uddannelse/meritd4c0bd762d0c4180b072c625b708b402>

## **3.9. Leave of absence**

A student can get leave of absence from the programme on personal grounds. Further information of leave and provisions for students on leave can be found in Decree No. 1486 of 16 December 2013 on admission to business academy programmes and professional bachelor's degree programmes.



### **3.10. Exemption**

The educational institution may choose to dispense with what has been stated in the institutional curriculum if this is justified by exceptional circumstances. The institutions cooperate on the establishment of a homogeneous dispensation policy.