Curriculum for

IT technology
(AP Graduate in IT Technology)
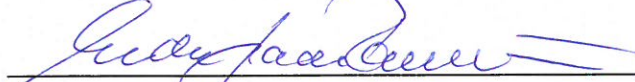
**Dania Academy of Higher Education
Viborg**

ERHVERVSAKADEMI DANIA

August 2017

Curriculum for
IT Technology at Dania Academy of Higher Education

Approved by the Rector on behalf of the Board.

Anders Graae Rasmussen

August 2017

Change log:

Version	Date	Performed by	Description
1.0 2017	1/9	Kurt Stæcker Jensen	Adoption to new template, and update on absence.

Subject to any printing errors and changes

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Indhold

1. Introduction

This curriculum is a description of the programme in IT Technology offered at Dania Academy of Higher Education 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 2016 is no longer in effect from 1/9/2017. The latest edition of the curriculum is available on www.eadania.dk under the name of the programme.

Core subjects is common for the following institutions:

Erhvervsakademi   *Erhvervsakademiet*

Aarhus
www.eaaa.dk

LilleBælt
www.eal.dk

Københavns Erhvervsakademi
www.kea.dk

*Professionshøjskolen University
College Nordjylland*
www.ucn.dk

Erhvervsakademi Dania
www.dania.dk

1.2. Transitional schemes

The curriculum has been revised effective from the 1st August 2017.

The previous curriculum from September 2014 will be revoked, effective from 31st July 2017. However, studies undertaken before the 1st August 2017 have until 1st July 2018 to be completed.

The curriculum will be replaced 1st February 2018. The nationwide IT Technology Network, has agreed to let students who start their study following this curriculum, to change education place but only after completing the first two semesters.

For students who started before the commencement of this curriculum, the curriculum of [xxxx] 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 IT Network and Electronics Technology.

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 as well as the website 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 2 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 Academy Profession Degree Programme in IT Network and Electronics Technology gives the graduate the right to use the title AP Graduate in IT Technology.

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.

Admission via high school diploma:
Specific demands: English B and either 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 Higher Education's website 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 Business Academy Programme in IT Network and Electronics Technology is to qualify the graduate to: independently and by using innovative methods work with the planning, design and construction of electronic and communications systems, including translating customer needs into technical solutions within network and electronics. Further aim is to qualify students to independently undertake the project, quality and resource management when developing and designing tasks.

2.2. National course elements

Common for both study directions
- Electronic systems (7,5 ECTS)
- Communications technology systems (7,5 ECTS)
- Company (10 ECTS)
- Software development (5 ECTS)

Total 30 ECTS.

For Study direction Electronics
- Electronic systems (20 ECTS)
- Embedded systems (25 ECTS)

Total 45 ECTS.

For study direction Network
- Network technology systems (35 ECTS)
- Advisory and consultancy functions (10 ECTS)

Total 45 ECTS.

2.3. Subject area Electronic systems (common for both study directions)

Content

The objective is for the student to acquire new knowledge and skills within electronic systems, such as basic electronics, interface, technical mathematics and embedded systems, as well as the ability to use up-to-date tools and equipment in connection with development and testing. Finally the subject area contribute to that the student can communicate and document assignments.

Total 7,5 ECTS

Learning objectives
Knowledge
The student has acquired knowledge on
- Interface technology
- Technical mathematics

Skills
The student is able to
- Assess technical solutions based on the company and clients need

- Communicate and document assignments and solutions for those people in charge of executing the technical assignment
- Communicate and document assignments and solutions for companies and clients
- Use up-to-date tools and equipment in connection with design, development and testing of hard-ware

Competences

The student is able to

- Communicate, document, present and provide support in connection with internal and customer relations
- Handling documentation and presenting projects
- Participate in praxis-based development processes
- Acquire skills and new knowledge within electronic systems.

2.4. Subject area Communications technology systems (common for both study direction)

Content

The objective is for the student to acquire new knowledge and skills within communications technology systems, such as basic models, protocols and operating systems, as well as the ability to use up-to-date tools and equipment in connection with design and testing. Finally the subject area contribute to that the student can communicate and document assignments.

Total 7,5 ECTS

Learning objectives

Knowledge

The student has acquired knowledge on

- Communications technology

Skills

The student is able to

- Assess technical solutions based on the company and clients need
- Communicate and document assignments for those people in charge of executing the technical assignment
- Communicate and document assignments and solutions for companies and clients
- Use up-to-date tools and equipment in connection with design and testing of communications technology systems

Competences

The student is able to

- Communicate, document, present and provide support in connection with internal and customer relations
- Handling documentation and presenting projects
- Participate in praxis-based development processes
- Acquire skills and new knowledge within communications technology systems

2.5. Subject area Company (common for both study directions)

Content

The objective is for the student to acquire new knowledge and skills within the company, such as innovation, project management, economics, quality and resource management, advisory and consultancy functions, as well as the ability to use innovative methods. Finally the subject area contribute to that the student can communicate and document assignments.
Total 10 ECTS

Learning objectives
Knowledge
The student has acquired knowledge on
- Innovation
- Project management
- Business understanding
- Advisory and consultancy function

Skills
The student is able to
- Written and oral communication
- Use innovative methods with a focus on the end user needs.

Competences
The student is able to
- Undertake independent as well as customer-bases and team-based assignments
- Acquire skills and new knowledge within the company
- Independently handle technical project management assignments

2.6. Subject area Software development (common for both study directions)

Content
The objective is for the student to acquire new knowledge and skills within software development, such as converting a specific assignment into technical solutions, as well as the ability to use up-to-date tools and equipment in connection with design, development and testing software. Finally the subject area contribute to that the student can communicate and document assignments.
Total 5 ECTS

Learning objective
Knowledge
The student has acquired knowledge on
- Programming technology

Skills
The student is able to
- Use up-to-date tools and equipment in connection with design, development and software testing

Competences
The student is able to
- Communicate, document, present and provide support in connection with internal and customer-relations
- Handling documentation and presenting projects

- Acquire skills and new knowledge within software development
- Participate in praxis-based development processes

2.7. Subject area Electronic systems (Study direction Electronics)

Content

The objective is for the student to acquire new knowledge and skills within electronic technology and the design process of electronic systems, as well as acquiring knowledge about production technology and management of an electronic device. Finally the subject area contributes to that the student can use relevant CAE and simulation tools.

Total 20 ECTS

Learning objectives
Knowledge

The student has acquired knowledge on

- Electronic technology and design
- Production technology and management

Skills

The student is able to

- Use relevant CAE and simulation tools
- Assess and select relevant development model
- Design and use test systems

Competences

The student is able to

- Handle design, development, construction, testing of prototypes
- Handle product maturing of prototypes
- Handle documentation of electronic systems
- Handle analysis, diagnosis, testing and service of the electronic systems , taking into account financial, environmental and quality requirements

2.8. Subject area Embedded systems (Study direction Electronics)

Content

The objective is for the student to acquire new knowledge and skills within embedded systems, such as design, construction, programming and testing.

Total 25 ECTS

Learning objectives
Knowledge

The student has acquired knowledge on

- Embedded systems

Skills

The student is able to

- Assess and select relevant development models
- Design and use test systems.

Competences

The student is able to

- Handle design, development, construction, testing and documentation of embedded systems
- Handle analysis, construction, diagnosis, testing and service of the technology within data technology systems, taking into account financial, environmental and quality requirements.

2.9. Subject area Network technology systems (Study direction Network)

Content

The objective is for the student to acquire new knowledge and skills within communications technology systems, such as server technology, database systems and network security, as well as the ability to use up-to- date tools for construction, testing and maintenance of database systems.
Total 35 ECTS

Learning objectives
Knowledge

The student has acquired knowledge on

- Server technologies
- Database systems
- Network security

Skills

The student is able to

- Apply knowledge on network technology in connection with design, project planning, implementation of complex network solutions
- Apply knowledge on network technology in connection with administration, operation and monitoring of complex network solutions
- Use up-to-date tools for construction, testing and maintenance of database systems

Competences

- The student is able to
- Handle analysis, identification of requirements, solution proposals, design, preparation of requirements specification of network and security solutions in all project stages
- Handle projecting and planning related to network and security solutions

2.10. Subject area Advisory and consultancy functions (Study direction Network)

Content

The objective is for the student to acquire new knowledge and skills within network project planning. Finally the subject area contributes to that the student can apply knowledge on network technology in connection with advisory and consultancy assignments.
Total 10 ECTS

Learning objectives
Knowledge

The student has acquired knowledge on

- Network project planning

Skills

The student is able to
- Apply network technology skills in connection with project planning and estimation of costs on complex network solutions.
- Assess and provide suitable technical network solutions to both the company and client.

Competences

The student is able to
- Provide internal and customer-related advisory and consultancy services relating to complex network solutions and systems, both strategically and technically.
- Manage, coordinate, quality-assuring and managing the resources of implementing and commissioning of network and security solutions
- Manage and coordinate in connection with administration, operation, monitoring, maintenance and trouble shooting of networks

3. Compulsory elements within the subject areas

The compulsory elements of the programme are:

For study direction Electronics
- Electronic systems, Communications technology systems, Software development, Company, Electronic systems and embedded systems (60 ECTS)
- Electronic systems and embedded systems (15ECTS)

Total 75 ECTS

The two compulsory elements are each concluded with an examination.

For study direction Network
- Electronic systems, Communications technology systems, Software development, Company, Electronic systems and embedded systems (60 ECTS)
- Network technology systems and Advisory and consultancy functions (15 ECTS)

Total 75 ECTS

3.1. Study direction Electronics, compulsory element: Electronic systems (1), Communications technology systems, Software development, Company, Electronic systems (2) and embedded systems

Content

The first compulsory element must contribute to that the student independently and in corporation with others is able to:
- Construct and test interface systems
- Design, construct and test simple network technical systems
- Software development, where a concrete project is converted into a technical solution
- Use up-to-date tools and equipment in connection with development and testing
- Include the business aspect, such as project management, economics, quality and resource management
- Develop basic electronic systems at prototype level
- Develop basic embedded systems

Total ECTS 60 ECTS, of which
- 7,5 ECTS from common subject area Electronic systems
- 7,5 ECTS from common subject area Communications technology systems
- 5 ECTS from common subject area Software development
- 10 ECTS from common subject area Company
- 10 ECTS from study direction Electronics, subject area Electronic systems
- 20 ECTS from study direction Electronics, subject area Embedded systems

Learning objectives
Knowledge
The student has acquired knowledge on
From common part:
- Project management and business understanding
- Interface technology
- Communications technology
- Programming technology

From study direction part:
- Electronic technology and electronic design
- Embedded systems

Skills
The student is able to
From common part:
- Assess technical solutions
- Use up-to-date tools and equipment in connection with development and testing of electronic systems and network systems

From study direction part:
- Work with design, construction, test and documentation of electronic and embedded systems, such as the ability to use relevant CAE and simulation tools

Competences
The student is able to
From common part:
- Document and present projects
- Acquire new knowledge and skills within basic electronic systems, communications technology systems, software development and company field

From study direction part:
- Design, develop, construct and testing of electronic prototypes and embedded systems

The compulsory element Electronic systems (1), Communications technology systems, Software development, Company, Electronic systems (2) and embedded systems is concluded with an examination.

Examination
The examination is evaluated using the 7-scale grading system and counts for a total of 60 ECTS.
The learning objectives of the element are identical to the learning objectives of the examination (1st year

examination)

3.2. Study direction Electronics, compulsory element: Electronic systems and embedded systems

Content
The second compulsory element must contribute to that the student independently and in corporation with others is able to

- Develop electronic and embedded systems, such as product maturing
- Use up-to-date tools and equipment in connection with development and testing

Total ECTS
15 ECTS, of which

- 10 ECTS from study direction Electronics, subject area electronic systems
- 5 ECTS from study direction Electronics, subject area embedded systems

Learning objectives
Knowledge
The student has acquired knowledge on

- Production technology and management

Skills
The student is able to

- Work with design, construction, testing, product maturing and documentation in connection with
- electronic and embedded systems, such as using relevant CAE and simulation tools
- Assess and select relevant development model

Competences
The student is able to

- Handle analysis, construction, diagnosis, testing and service of the electronic systems, data technology systems and embedded systems , taking into account financial, environmental and quality requirements

The compulsory element Electronic systems and embedded systems is concluded with an examination.

Examination
The examination is evaluated using the 7-scale grading system and counts for a total of 15 ECTS.
The learning objectives of the element are identical to the learning objectives of the examination (Technology assessment)

3.3. Study direction Network, compulsory element: Electronic systems, Communications technology systems, Software development, Company, Network technology systems and advisory and consultancy functions

Content
The first compulsory element must contribute to that the student independently and in corporation with others is able to

- Construct and test interface systems
- Design, construct and test simple network technical systems

- Software development, where a concrete project is converted into a technical solution
- Use up-to-date tools and equipment in connection with development and testing
- Include the business aspect, such as project management, economics, quality and resource management
- Construct and test database systems
- Construct network solutions from analysis, project planning implementing to commissioning

Total ECTS 60 ECTS, of which
- 7,5 ECTS from common subject area Electronic systems
- 7,5 ECTS from common subject area Communications technology systems
- 5 ECTS from common subject area Software development
- 10 ECTS from common subject area Company
- 25 ECTS from study direction network, subject area network technology systems
- 5 ECTS from study direction network, subject area advisory and consultancy

Learning objectives
Knowledge
The student has acquired knowledge on
From common part:
- Project management and business understanding
- Interface technology
- Communication technology
- Programming technology

From study direction part:
- Server technology
- Database systems
- Network project planning

Skills
The student is able to
From common part:
- Assess technical solutions
- Use up-to-date tools and equipment in connection with development and testing of electronic systems and network

From study direction part:
- Use up-to-date tools for construction, testing and maintenance of database systems
- Select suitable network solution
- Apply knowledge on network technology in connection with design and project planning of network solutions

Competences
The student is able to
From common part:
- Document and present projects
- Acquire new knowledge and skills within basic electronic systems, communications technology
- systems, software development and the company

- From study direction part:
- Handle network solutions in all project stages, from analysis to commissioning

The compulsory element Electronic systems (1), Communications technology systems, Software development, Company, Network technology systems (2) and advisory and consultancy functions is concluded with an examination (1st year examination).

Examination
The examination is evaluated using the 7-scale grading system and counts for a total of 60 ECTS.
The learning objectives of the element are identical to the learning objectives of the examination (1st year examination)

3.4. Study direction Network, compulsory element: Network technology systems and Advisory and consultancy functions

Content
The second compulsory element must contribute to that the student independently and in corporation with others is able to

- Handle complex network solutions from analysis, project planning, implementation to commissioning
- and maintenance
- Provide advice and consultancy on complex network solutions from strategy to technology

Total ECTS 15 ECTS, of which

- 10 ECTS from study direction Network, subject area Network technology systems
- 5 ECTS from study direction Network, subject area Advisory and consultancy functions

Learning objectives
Knowledge
The student has acquired knowledge on

- Network security
- Advisory and consultancy functions

Skills
The student is able to

- Apply knowledge on network in connection with design, project planning, estimation of costs, implementation, administration, operation and maintenance of complex network solutions
- Apply knowledge on network in connection with advisory and consultancy assignments

Competences
The student is able to

- Handle network solutions in all project stages, from analysis to commissioning , such as managing, coordinating, quality-securing and resource management the implementation
- Manage and coordinate in connection with administration, operation, monitoring, maintenance and trouble shooting of network
- Provide advice and consultancy on complex network solutions from strategy to technology

The compulsory element Network technology systems and Advisory and consultancy functions is concluded with an examination (Technology assessment)

Examination

The examination is evaluated using the 7-scale grading system and counts for a total of 15 ECTS.

The learning objectives of the element are identical to the learning objectives of the examination (Techno-logical assessment)

3.5. Number of examinations in the compulsory elements, study direction: Electronics

The two compulsory elements are each concluded with an examination. See total overview of the examinations for the programme under "Tests".

Overview of correspondence of ECTS points between subject areas and compulsory elements.

Compulsory elements	Electronic systems, Network technology systems, Software development, Company, Electronic systems and Embedded systems	Electronic systems and embedded systems	ECTS total
Subject areas common for both study directions	**First year**	**Second year**	
Electronic systems 7,5 ECTS	7,5 ECTS		**7,5 ECTS**
Network technology systems 7,5 ECTS	7,5 ECTS		**7,5 ECTS**
Software development 5 ECTS	5 ECTS		**5 ECTS**
Company 10 ECTS	10 ECTS		**10 ECTS**
Subject area study direction			
Electronic systems 20 ECTS	10 ECTS	10 ECTS	**20 ECTS**
Embedded systems 25 ECTS	20 ECTS	5 ECTS	**25 ECTS**
Total ECTS	**60 ECTS**	**15 ECTS**	**75 ECTS**

3.6. Number of examinations in the compulsory elements, study direction: Network

The two compulsory elements are each concluded with an examination. See total overview of the examinations for the programme under "Tests".

Overview of correspondence of ECTS points between subject areas and compulsory elements.

Compulsory elements	Electronic systems, Network technology systems , Software, Company, Network and Advisory and consultancy functions	Network technology systems and Advisory and consultancy functions	ECTS total
Subject areas common for both study directions	First year	Second year	
Electronic systems	7,5 ECTS		**7,5 ECTS**

7,5 ECTS			
Network technology systems 7,5 ECTS	7,5 ECTS		**7,5 ECTS**
Software development 5 ECTS	5 ECTS		**5 ECTS**
Company 10 ECTS	10 ECTS		**10 ECTS**
Subject area study direction			
Network 35 ECTS	25 ECTS	10 ECTS	**35 ECTS**
Advisory and consultancy functions 10 ECTS	5 ECTS	5 ECTS	**10 ECTS**
Total ECTS	**60 ECTS**	**15 ECTS**	**75 ECTS**

3.7. Internship

Content

The internship will be organized in a manner so that the student will gain practical competences as part of the AP programme. The objectives of the internship is to give the student the option of using taught methods, theories and tools in practice and solve concrete praxis-based assignments within the fields of electronics or/and net-work.

Learning objectives:

The student has acquired knowledge on

- Daily operations and functions in the internship company

The student has skills to

- Apply a variety of technical and analytical working methods in relation to the profession
- Assess praxis-based problem issues and suggest solutions
- Structuring and planning of daily working tasks in the profession
- Present praxis-based problem issues and justify choice of problem solution

The student is able to

- Handle development-oriented practical and professional situations in relation to the profession
- Acquire new knowledge, skills and competences in relation to the profession
- Participate in professional and interdisciplinary collaboration with a professional approach

Exam

The practical training period is concluded with an examination.

The learning objectives of the element are identical to the learning objectives of the examination.

3.8. Final exam project

Content:

In the final exanimation project the students must be able to document their ability to analytically and methodically solve a complex and practice-oriented problem in relation to a specific assignment within the

field of the education. The problem statement in the final examination project must be based on a central subject related to the programme, and must be prepared by the student, and if possible in cooperation with a private or public company. The Academy must approve the problem formulation.

The student must hand in a final project report and maybe a product.

The project report which is the written part of the final examination project must contain the following as a minimum;

- Front page with title
- List of contents
- Introduction and problem statement
- Method
- Analysis and assessment
- Conclusion
- Bibliography (incl. all sources with a reference in the project)
- List of appendices (only include appendices which are relevant for the project)

The volume of the written project is a maximum of 20 normal pages + 20 normal pages per student. A normal page is 2400 keystrokes including blanks and foot notes. Front page, list of content, bibliography and list of appendices are not included in the number of required pages. Nor will the included appendices be considered in the assessment of the project.

Writing and spelling ability

Showing good writing and spelling abilities are elements included in the final examination project. The final assessment is based on an overall evaluation of the content, spelling and writing ability. Students with impaired physically or mentally abilities may apply for an exemption from the requirement that good writing and spelling abilities are included in the final assessment. The application must be directed to the Head of education at the relevant Academy no later than 4 weeks prior to the assessment.

Learning objectives (electronics):

The final examination project must document that the learning objectives of the education are achieved according to the appendix no. 1 in the Order for the IT Technology AP Degree, study direction **Electronics**:

The student has acquired knowledge on

- Communications and interface technology
- Programming technology
- Innovation, project management and business understanding, advisory and consultanc functions
- Technical mathematics
- Embedded systems
- Electronics technology and design and
- Production technology and management

The student has skills to

- Assess technical solutions based on the company´s and the clients´ needs
- Communicate and document assignments and solutions for the people in charge of executing the technical assignments as well as for companies and customers
- Use up-to-date tools and equipment in connection with design, development and testing of both hardware and software
- Written and oral communication

- Use innovative methods focused on user needs
- Use relevant CAE and simulation tools
- Assess and select relevant development model and
- Design and use test systems

The student is able to
- Communicate, document, present and provide support in Danish and English in connection with internal and customer relations, including handling documentation and presentation of projects
- Undertake independent as well as customer-based and team-based assignments
- Acquire skills and new knowledge within the field
- Independently undertake technical project management assignment and
- Participate in practice-oriented development processes
- Handle design, development, construction, testing, product maturing and document of electronic systems, products and prototypes and
- Handle analysis, construction, diagnosis, testing and services of the technology involved in the work on electronic and computerised systems, taking into account financial, environmental and quality requirements

Learning objectives (network):

The final examination project must document that the learning objectives of the education are achieved according to the appendix no. 1 in the Order for the IT Technology AP Degree, study direction **Network**:

The student has acquired knowledge of
- Communications and interface technology
- Programming technology
- Innovation, project management and business understanding, advisory and consultancy functions
- Technical mathematics
- Client and server technologies
- Database systems
- Network security and
- Network project planning

The student has skills to
- Assess technical solutions based on the company´s and the clients´ needs
- Communicate and document assignments and solutions for the people in charge of executing the technical assignments as well as for companies and customers
- Use tools and equipment in connection with design, development and testing of both hardware and software
- Written and oral communication
- Use innovative methods focused on user needs
- Apply knowledge on network technology in connection with design, project planning, estimation of costs, implementation, administration, operation and monitoring of complex network solutions
- Assess and communicate the suitability of technical network solutions vis-à-vis the company and the client
- Use up-to-date tools for construction, testing and maintenance of database systems

The student is able to

- Communicate, document, present and provide support in Danish and English in connection with internal and customer relations, including handling documentation and presentation of projects
- Undertake independent as well as customer-based and team-based assignments
- Acquire skills and new knowledge within the field
- Independently undertake technical project management assignment and
- Participate in practice-oriented development processes
- Handle complex network solutions and systems in connection with internal and customer-related advisory and consultancy services, both strategically and technically
- Handle analysis, identification of requirements, solution proposals, design, estimation of costs, preparation of requirements specification, projecting and planning relating to network and security solutions, including managing, coordinating, quality-assuring and managing the resources in respect of implementation and commissioning in all project stages and
- Manage and coordinate administration, operation, monitoring, maintenance and problem solving relation to networks

Exam

The final examination is external and evaluated using the 7-scale grading system.

The final examination is partly a written project and partly an oral examination. The student will receive one combined grade only. Students must have passed all examinations and the practical training period to be entitled to do the final examination project.

4. Credit transfer rules

The institution may transfer passed elements of study or parts thereof to the present curriculum. Provided, the element of study is assessed after the 7-point scale at the institution in which the exam is completed and equals a whole subject in this curriculum. In all other cases, the assessment is passed as "passed" and is not included in the calculation of the grade average. The institution may approve that passed elements of an education from another Danish or foreign higher education substitute for educational elements covered by this curriculum. Upon approval, the education element is deemed to be completed if it is passed according to the rules of the relevant education. The assessment is transferred as "passed". The student is obliged to disclose any relevant subjects that could be assumed to give merit to their studies.

4.1. Merit for optional educational elements

Merit can be given for: passed optional educational elements equivalent to the the corresponding educational elements at other educational institutions that provide this education as well as other education programs.

4.2. Pre Merit

The student can apply for pre merit. Upon prior approval of studies in Denmark or abroad, the student is obliged to document the completed study elements of the approved study program after completion of the course. In connection with the prior approval, the student must consent to the institution obtaining the necessary information upon completion of the study.

Upon approval of a pre-qualification, the study element is deemed to be completed if it has been passed according to the education regulations.

4.3. Merit Agreements

See the institution's website.

4.4. Exemption Rules

The education institution may deviate from the institution or institutions itself in the curriculum, if it is based on exceptional circumstances.

5. 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.

5.1. Themes

The following maps out how the teaching elements will be distributed, and the ETCS weighted in the first two semesters. The purpose is to structure the teaching elements so that the greatest possible interdisciplinary collaboration is achieved and that the teaching elements come in a sensible order. The courses will continue to be named their traditional names or close to them.

The following themes of semesters 1 and 2 is specific to the Danish Academy of Sciences Dania in Viborg. This setup with themes applies only to the field of study IT Network.

ETCS divided on Themes					
	First semester			Second semester	
	Theme 1	Theme 2	Theme 3	Theme 4	SUM
Company	5 ETCS		5 ETCS		10 ETCS
Software development	5 ETCS				5 ETCS
Electronic systems		2,5 ETCS		5 ETCS	7,5 ETCS
Network technology systems		2,5 ETCS		5 ETCS	7,5 ETCS
Network		5 ETCS	5 ETCS	15 ETCS	25 ETCS
Advisory and consultancy functions				5 ETCS	5 ETCS
	SUM: 30 ETCS			**SUM: 30 ETCS**	**SUM 60 ETCS**

5.2. Local course elements

The programme also includes local course elements [x and y semester, weighted a total xx 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.

Viborg offers two electives courses, each worth 15 ETCS.

Elective "Security"

This course will offer theoretical knowledge into the subject area of cybersecurity. Students taking this course, will have an opportunity to apply that theoretical knowledge during the course, while also learning how to create their own cybersecurity lab, for learning and testing in a secure and controlled environment.

Learning objectives

Knowledge

The students have knowledge of:
- Network threats
- Wireless Security
- Security in TCP/IP
- In depth knowledge of the most common IP protocols
- Techniques and strategies for sniffing
- Understand network management (monitoring, logging, analysis)
- Common security appliances (firewall, IDS, IPS, HIDS, DPI, honeypots etc.)
- Operating system design and behavior
- Principles for system security

Skills

The student can:
- Design, describe and implement network monitoring (traffic and on devices)
- Use common methodologies to test networks for vulnerabilities
- Identify, describe and suggest a strategy for fixing or denying any found vulnerabilities
- Monitor and administrate network components
- Manage scripting languages (read, write and understand a scripts purpose)
- Participate in a network design phase with a security perspective
- Test a network to determine if it upholds to the agreed upon security parameters
- Write a multi recipient incident / pentest report, describing vulnerabilities and weaknesses
- Setup firewalls, IDS and IPS with common rules

Competencies

The student can:
- Find new knowledge and apply that for gaining skills and competencies from various source, including whitepapers, dark web, reading exploits etc.

Elective "Datacenter"

The course aims to give the students practical and theoretical knowledge to understand cloud and hybrid solutions in datacenters. Structuring cloud solutions with Design Patterns – which will be used as foundation for choosing the right solution combination. Describing common cloud platforms and their usage for the students. There will be worked with knowledge of cloud programming concepts.

Contents

- Cloud concepts including hybrid solutions
- Cloud design patterns
- Cloud programming paradigms
- Server setup and configuration
- Changemanagement
- IT procedures, politics and strategies
- Directory services
- Logging
- User education
- Access control
- IT contracts
- Automation and scripting
- Backup
- Virtualization

Knowledge

The student knows about:

- Has knowledge of server setup
- Has knowledge of change management
- Has knowledge of it-procedures, politics and strategies
- Has knowledge of standard tools for system operation
- Has knowledge of user education
- Can understand IT contracts
- Can understand backup
- Can understand virtualization
- Can understand automation and scripting
- Understand various basic concepts related to cloud computing Technologies
- Understand the architecture and concept of different cloud models: IaaS, PaaS, SaaS
- Understanding of design and Implementation parameters for Hybrid cloud computing
- Understand basic design patterns for cloud solutions

- Understand the basic principles for designing a datacenter
- Understand Cost metrics, Service Quality metrics/ SLA's and Pricing model.

Skills

The student can:

- Configuration of standard servers
- Participate in creation of it-strategies and politics
- Create and document it-procedures
- Use standard tools for system operation including backup and virtualization
- Can use a current scripting language to automate routine tasks
- Assess technical cloud solutions based on the company and clients requirements.
- Work with cloud programming platforms and tools

Competences

The student can:

- The student can gain competences using standard tools for system operation through structured learning

5.3. 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.

	Subject areas	*1st year*	*2nd year*	
	Electronic systems 7,5 ECTS	7,5 ECTS		
	Network technology systems 7,5 ECTS	7,5 ECTS		
	Software development 5 ECTS	5 ECTS		
	Company 10 ECTS	10 ECTS		
	Electronic systems 20 ECTS	10 ECTS	10 ECTS	
	Embedded systems 25 ECTS	20 ECTS	5 ECTS	
	Network technology systems 35 ECTS	25 ECTS	10 ECTS	
	Advisory and consultancy func-tions 10 ECTS	5 ECTS	5 ECTS	
Optional elements			15 ECTS	

Practical training			15 ECTS	
Final examination project			15 ECTS	
Total ECTS		*60 ECTS*	*60 ECTS*	*120 ECTS*

5.4. Exams

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.

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.

Withdrawal from exams

The student is automatically enrolled in all the examinations and exams on the program. Withdrawal from exams must follow following deadlines:

- Withdrawal from written exam - 7 days before the examination date
- Withdrawal from oral exam with assignment - 7 weekdays before deadline for submission of assignment
- Withdrawal from written assignment or project for evaluation - 7 days before the deadline for submission of assignment
- Withdrawal from final exam projects - 14 weekdays before deadline for submission of project

If, as a result of unusual circumstances, the student wishes to withdraw after the stipulated period, an exemption may be sought. The dispensation is obtained if unusual circumstances can be documented.

Withdrawal from exams must be done per. mail to the education secretary of the education at the place of study. Withdrawal from exam is valid when the student receives a confirmation. Study administration will enroll the student in the next coming exam in the subject area.

Exams on the diploma

The following exams will appear from the diploma:

Placement	Exam	Subject areas	ECTS	Evaluation	Grade	Grade weight[1]
2. Semester	First year test in national elements	Study direction Netværk:	60	Eksternal	7 – grade scale system	1

[1] Grade weight on the diploma, that also shows the Karaktervægte på eksamensbeviset, som ligeledes angiver det samlede gennemsnit

		Case report that demonstrates competencies in networking, taking into account the economy and company's understanding. Study direction Electronics: Case report that demonstrates competence in building electronic systems and taking into account the economy and company's understanding.				
	Third semester "Technology exam"	Study direction Network: Network technical test with elements from the subject company. Study direction Electronics: Embedded programming demonstration with elements from the subject company.	15	Internal	7 – grade scale system	1
	Local education elements: Elective "Security" Elective "Datacenter"	 Study dicrection Network: Project report focusing on IT security. Study direction Network: Project report focusing on data center functionality, operation and structure.	15	Internal	7 – grade scale system	1
	Internship exam	Internship	15	Internal	7 – grade scale system	1
	Final exam project	Final exam project	15	Eksternal	7 – grade scale system	1

Description of exams

The compulsory elements of the education are described under the individual elements of the nationwide curriculum.

Project B - 1. External exam, 60 ECTS

Project B is a project on the 2nd semester. Project B is a group-based interdisciplinary task within a defined theme or subject related to the field of study. The project groups consist of 3-5 students. The purpose of the project is to test the student's ability to work methodically and theoretically with a given topic. The project should be based on a business-related and current relevant issue and should therefore be prepared either in collaboration with a company or organization.

Time	By the end of 2nd semester
Contents	Must document that the student has achieved the learning outcomes set for 1 and 2 semesters. The written project must have a maximum of 30 standard pages per group.
Duration	45 min.
Form	Oral group examination based on the written project.
Evaluation	7-step scale. Character is applied for a diploma. Oral and written part is weighted equally.
Language	Engelsk
Aids	All aids are allowed

Technology exam - internal exam, 15 ECTS

The 48 hour case exam is a combined oral and written interdisciplinary exam in the 3rd semester. The student must produce a document, and present their case, demonstrating that they have achieved the learning goals for the 3rd semester.
The student must answer the prescribed assignment within 48 hours. The written product must have a maximum of 10 standard pages. The answer is delivered individually.

Based on the written part, the student must prepare to debate the delivered solution. One grade is given after the 7-point scale, and the grade is applied to the diploma.

Time	By the end of 3rd semester
Contents	Must document that the student has achieved the learning objectives that are for the 3rd semester. 48 hours written exam with subsequent oral defence.
Duration	20 min
Form	Individual exam
Evaluation	7-step scale. Character is applied for a diploma. Oral and written part is weighted equally.

Language	Engelsk
Aids	All aids are allowed

Practical exam - 2nd internal exam, 15 ECTS

Please note that during a practical exam, a internship supervisor may participate as an examiner with the teacher or the teachers.

Time	By the end of 4th semester
Contents	The report should be reflective of the learning objectives of the internship (both the official and the personal goals). In addition, the internship report must contain a letter of thanks to the company and it is the student's responsibility to complete his own evaluation schedules and encourage the company to complete the evaluation form.
Duration	15 min
Form	Examination of the internship is done by a written report, which forms the basis for an oral presentation of the student's experience.
Evaluation	7-step scale. Character is applied for a diploma. Oral and written part is weighted equally. If the submission is not assessed as passed, the supervisor will advise on the areas to be improved. Due to the assessment, lack of reflection in relation to learning objectives and individual objectives, the student has 1 week to improve the material after which it is returned. Due to the lack of participation in the internship, a new course will be established. The evaluation criteria are identical to the learning objectives for the compulsory education element. Learning objectives can be found in the common part of the curriculum.
Language	Engelsk
Aids	All aids are allowed

Final exam project - 2nd external exam, 15 ECTS

The purpose of the final exam project is for the student to demonstrate 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 education at the end of the 4th semester. Examinations include a written and oral part.

The final exam project can be prepared individually or in groups of 2-3.
The exam project must not exceed the following character count:

V. 1 student: max. 48,000 characters
V. 2 students: max. 96,000 characters
V. 3 students: max. 144,000 characters

Characters that are included Spaces, footnotes, figures and tables, but exclusive cover page, table of contents, source list and attachments.

Time	By the end of 4th semester
Precondi-tion	In order to be admitted to the final project exam, the student must have passed all the examinations / exams on the three previous semesters of the program and the internship of the 4th semester.
Contents	The exam in the final exam project must prove that the education objectives for learning outcomes 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 project's issue must be approved by the school.
Duration	45-minute individual oral exam
Form	On the basis of a written project prepared in groups or individually, the student is examined by an individual oral examination based on the project prepared.
Evaluation	7-step scale. A grade is given for an overall assessment of the written report and the oral presentation, using the 7-point scale. The student's ability to spell and express himself fluently is part of the assessment. Students with a different ethnic background than Danish / English may be given an exception for this assessment. The academy must have a written application no less than 4 weeks before the exam is held. No part marks are disclosed.
Conse-quence of not passing	If the overall assessment gives a grade less than 02, the student must prepare a new project with a new problem.
Language	English
Aids	All aids are allowed

Elective Security exam – Internal exam, 15 ETCS

Participant students must choose a subject individually as approved by the teacher - which fits into the context of the course. Based on the subject, the student must write a report that will represent the written part of the examination. The report must not contain more than 48000 estimates.
Each report must additionally illustrate the theoretical subject. For example, a report focusing on attacking a networks installation must include a description of how the code is utilized and a pentest report.

Time	By the end of 3rd semester
Contents	Must document that the student has achieved the learning objectives that are for the elective security.
Duration	10 minutes.
Form	Individual exam – oral examination based on a written report.
Evaluation	This grade will appear on your diploma.

	A grade is given for an overall assessment of the written report and the oral presentation, using the 7-point scale.
Language	Engelsk
Aids	All aids are allowed

Elective Data Center – internal exam, 15 ETCS

Participant students must choose a subject individually as approved by the teacher - which fits into the context of the course. Based on the subject, the student must write a report that will represent the written part of the examination. The report must not contain more than 48000 charaters.

Time	By the end of 3rd semester
Contents	Must document that the student has achieved the learning objectives that are for the elective datacenter.
Duration	10 minutes.
Form	Individual exam – oral examination based on a written report.
Evaluation	This grade will appear on your diploma. A grade is given for an overall assessment of the written report and the oral presentation, using the 7-point scale.
Language	Engelsk
Aids	All aids are allowed

See the catalogue of electives at www.eadania.dk for a precise description of the exams.

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.

5.5. 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).

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:

Kategory1:

- Scheduled teaching
- Counselling
- Exams
- Prepared by the teacher

Kategory2:

- Working in study groups
- Preparation of presentations, assignments
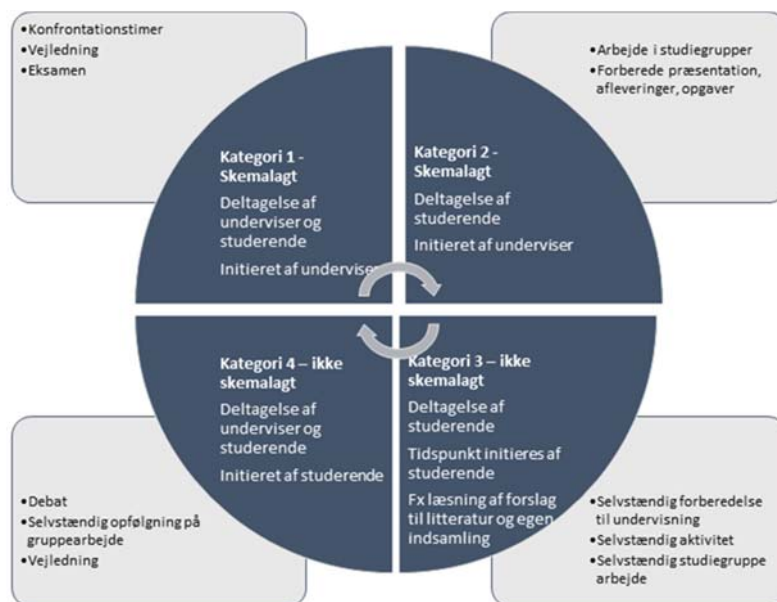- Scheduled by school, initiated by teacher

Kategory3:

- Independent preparation for teaching
- Independent activity and group activity
- Not scheduled by school but is a result of school activities

Kategory4:

- Debates
- Independent follow up on group assignments
- Counselling
- Non scheduled activities and not planned

Graphics only available in Danish.

Active attendance

At Dania Academy of Higher Education, we follow our students' participation in the programme activities. By study activity, it is understood that participation in the teaching (K1 teaching) has been registered and that this is over 85% overall, and if this is not met, the student will be called for a formal discussion to clarify the reasons for this. Subsequently, the student will be called again if the study activity is under 85%. No more than 3 absence statistics follow-ups are planned each semester - except for 4 semesters.

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.

For each subject, it is expected that a number of mandatory assignments or projects will be handed in individually or in groups. The scope of this must be kept within the already established norm of student activities in group work, lecture norms and structured assignment (in the K2 hours).

The content of these tasks must be adapted to the teaching and support of the learning objectives in the individual subjects. An assignment is sought per. ETCS point teaching, but this can be merged for more major assignments depending on the teacher's preferences.

The teacher must evaluate the assignments at a level that shows that the student has obtained an understanding of the subject to a minimum grade of 02. A task that will be able to obtain a grade of 02 or above is termed as approved.

To pass the individual examinations, the student must have approved at least 90% of his / her assignments.

5.6. 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 **C**urious, **D**ynamic and **V**isionary
- 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

Reading texts in foreign languages

The teaching materials are in English and the teaching is in English. If it is a Danish curriculum, students have the right to submit and present in English.

5.7. Rules for the internship

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 plan at the time the agreement is concluded, the agreement must contain an overall framework for the internship.

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 will be 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 education institution in the company.

Role distribution during internship

The student

The student agrees a contract of internship with the company. Prepares the action plan for the internship, agrees the contact person, works with the problem(s), prepares the internship report 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 education institution.
In preparation of the contract, a start-up meeting is agreed between the internship supervisor, the student and the company where relevant matters are discussed.

Educational Institution's internship coordinator

The internship coordinator approves the contract for internship, including the student's work and responsibilities in relation to the requirements for the education. Ensuring that the company and the student can clarify any doubts about the course and the date of submission of the internship report (internal exam).

The student counsellor in the final exam project

The educational institution appoints a counsellor to the final exam project to the student before the internship is commenced. If guidance is required in connection with the final exam project during the internship, contact the student's counsellor.

The company.

Agree on an internship with the student, contribute to the preparation of issues and/or tasks and responsibilities. Provide relevant introductions to the company, make available the resources (contact person), 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 and working hours of the internship
- Learning objectives
- The Academy responsibility and framework for guidance
- Expectations for students
- Expectations for the company
- Distribution of responsibilities between students, company and academy
- Handling of any Interruption of internship
- Action Plan Requirement
- Frames for and possibly Requirements to dialogue between the parties
- Information about insurance
- Rules of confidentiality
- Other information about employment conditions, if any
- Examination
- 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).

5.8. 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.

5.9. Programme elements that can be completed abroad

The education is structured, so it is possible for a student to study a semester abroad. The Academy must approve the foreign education institution and the academic content of the sought education program. The student is required to document the completed study after the end of the course. In addition, in connection with the prior approval, the student must agree that the institution can obtain the necessary information upon completion of the study.

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

5.10. Credit transfer

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

5.11. 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.
The student can contact the student counsellor for further up to date information, as new opportunities can arise on a regular basis.

You can choose to further your education abroad, where you can obtain an international bachelors degree in one or two years, which is usually a 3 year education. Read more on: http://ufm.dk/uddannelse-og-institutioner/videregaende-uddannelse/erhvervsakademier/faq-om-uddan-nelse/meritd4c0bd762d0c4180b072c625b708b402

5.12. 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.

5.13. 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.