

Curriculum

Service, Hospitality, and Tourism Management

**Business Academy Dania
Randers and Skive**

Curriculum for
The Academy Profession Degree Programme (AP) in Service, Hospitality, and Tourism Management at Business Academy Dania

Approved by the Rector on behalf of the Board.



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03/01 - 2018

Change log:

Version	Date	Performed by	Description
2014			
2015			
2016			
2017	07/12 2017	JJU	Creation of a new curriculum
2018	03/01 2018	LKAR	The learning outcome for the local course element are included in the curriculum. Items 3.1.1, 3.1.2., 3.1.3. and 3.1.4.

Subject to any printing errors and changes

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1. Introduction

The curriculum is a description of the programme in Service, Hospitality and Tourism Management offered by 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 profession 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.

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 to this, 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.

An 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. Effective 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 August 2016 will not be effective from February 2019. The latest edition of the curriculum is available on www.eadania.dk under the name of the programme.

1.2. Transitional schemes

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

Students enrolled in the 2016 curriculum have the right to complete the programme in accordance with the original curriculum. Student who do not complete the programme within the ordinary time plus the immediately following re-examination period will be transferred to this curriculum.

When a student is transferred, an individual action plan will be prepared together with the student counsellors' office.

Students who are transferred to the 2017 curriculum can apply for permission to complete their programme, including programme parts and exams, in accordance with their original curriculum.

This requires that it can be done within the maximum ECTS points of the programme and in compliance with the rules regarding the maximum duration of study described in 1.2.

Applications must be submitted no later than 4 months before the exam period.

When issuing a new curriculum or in case of significant changes to this curriculum, transitional schemes will be established in the new curriculum.

1.3. Legislation

The curriculum was drawn up in accordance with the guidelines laid down in the Ministerial order on technical and mercantile Business Academy programmes, Ministerial Order no. 247 of 15/03/2017.

In addition to this, especially the following ministerial orders and laws apply:

- Ministerial Order no. 1147 of 30/6/2016
The Law on Professional Academy Programmes and Professional Bachelor's Degree Programmes,
The Law on The Academies
- Ministerial Order no. 107 of 27/01/2017:
Ministerial Order on Admission to Business Academy Programmes and Professional Bachelor's Degree 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. 262 of 20/03/2017:
Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes
- Ministerial Order no. 597 of 08/03/2015:
Ministerial Order on talent initiatives in higher education in the area of the Ministry of Education and Research (talent order)

Reference is also made 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 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 at the latest within a number of years corresponding to the standard duration plus two years.

1.5. Graduate's title

The name of the programme is Academy Profession Degree in Service, Hospitality and Tourism Management, and the title is AP Graduate in Service, Hospitality and Tourism Management.

1.6. Admission requirements

Admission to the programme is in accordance with the current requirements set out in the Ministerial Order on Admission and Enrolment referred to in 1.3.

Admission via upper secondary school exam

Specific admission requirements: Mathematics (C) or Business Economics (B) or Industrial Economics (C)

Admission via vocational education and training

in bakery (step 2)
in retail training with specialisations
in retail butchery with specialisations
as an event coordinator (step 2 in the old curriculum)
in office administration
in gastronomy (with specialisations)
in commercial training with specialisations
in pastry (step 2)
in office administration training with specialisations
as a receptionist
as a waiter (step 2)

No specific admission requirements

Admission via 3-year vocational training

Students having completed a vocational training programme with a standard duration of 3 years or more, not including any of the relevant programmes mentioned above

Specific admission requirements: Mathematics (C) or Industrial Economics (C) or Business Economics (B)

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 granted if an applicant passes a qualifying exam or documents the qualifications required through another type of individual assessment no later than at the commencement of study.

1.7. Criteria for the selection of applicants

If admission on 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. National part

The national part of the curriculum for the Academy Profession Degree Programme in Service, Hospitality and Tourism Management is issued in accordance with Article 18, sub-article 1 of the Ministerial Order on technical and mercantile business academy and professional bachelor degree programmes. This curriculum is supplemented by the institutional part of the curriculum, as established by the individual educational institution.

It was drawn up by the education network for the Academy Profession Degree Programme in Service, Hospitality and Tourism Management and approved by all the providers' Board - or the Rector by order - after consultation with the institutions' programme committee and Chair of censorship for the study programme.

2.1. The programme's objectives for the learning outcome

Knowledge and understanding

The graduate will have gained knowledge about:

- The terminology and concepts used by the service and experience industry as well as its use of theory and method in practice, in Denmark as well as internationally
- The company's potential for cooperating with business partners and users on developing services and experiences
- Relevant sectors within business and holiday tourism, hotel and travel life as well as other service and experience industries, their structure, development, organisation and interdependence
- Basic strategic concepts and tools of influence to the service company's choice of strategy and models

- The potential for internationalisation through collaboration as well as understanding of the influence of the internationalisation process on the service company

Skills

The graduate will get the skills to:

- Assess the conditions relating to costs for the service and experience company with a view to financial calculations and budgeting
- Assess the connection between the company's service concept, supply system and competition system, as well as assess relevant development trends for the company
- Apply knowledge about cultures in negotiation situations as well as set up and communicate practical possible solutions to business partners and users in Denmark and internationally
- Apply portfolio models to describe the service and experience company's products
- Assess practical management situations with a view to choosing appropriate solutions

Competencies

The graduate will have learned to:

- Handle different national and international development and sales situations within the service and experience industry
- Acquire new knowledge, skills and competencies in relation to the service and experience industry in a structured manner
- Handle structural and cultural issues within their own professional field based on an overall assessment of the specific service and experience company
- Take part in discipline-specific and interdisciplinary intercultural collaboration at an operational and tactical level, including collaboration on the service and experience company's managerial functions and staff assignments

2.2. National course elements

The programme includes 4 national course elements

2.2.1 Services & Experiences

Content

The Services & Experiences subject area includes analyses of the hospitality concept and the understanding of the concept of guests, including customer behaviour in relation to the company's services.

Learning objectives for Services & Experiences

Knowledge and understanding

The student will gain knowledge about:

- The practice and development of the service and experience industry
- What characterises services and experiences
- The development of the demand for experience products
- The sustainable financial operation of service and experience companies
- The development of the hospitality concept and the understanding of the concept of guests

Skills

The student will get the skills to:

- Identify and assess customer satisfaction, customer behaviour and market situation in respect of the company's services and experiences
- Apply creative techniques to design, develop, assess, plan, and communicate services and experiences
- Set up the financial basis for decisions as well as communicate proposed decisions
- Use service management as a framework for assessing and communicating practice-related solution models
- Use the hospitality concept in practice

Competencies

The student will learn to:

- Handle new knowledge, skills and competencies within services and experiences in an interdisciplinary collaboration as well as structure data collection as a basis for new solutions

Weight

The subject element Services & Experiences is weighted 15 ECTS.

2.2.2 Business understanding

Content

The Business understanding subject area includes an analysis of the company's basis of existence. Focus is on the internal and external situation with a view to developing the company's financial operations and creating a holistic understanding of the company's present situation.

Learning objectives for Business understanding

Knowledge and understanding

The student will gain knowledge about:

- The service and experience industry's company, organisation, market and competition forms as well as an understanding of the vision, mission, goals and values of companies
- The legal matters of importance to the service and experience company

Skills

The student will get the skills to:

- Analyse and assess the company's financial situation as well as set up a total budget for an experience or service company
- Set up and communicate a basis for decisions based on the company's positioning, target groups and micro- and macroeconomic situation

Competencies

The student will learn to:

- Take part in interdisciplinary work on drawing up and assessing the internal and external analysis with a view to the running of the company
- Acquire new knowledge, skills and competencies concerning the running of service and experience companies at a tactical and operational level

Weight

The Business understanding subject element is weighted 15 ECTS.

2.2.3 Cooperation & Relations

Content

The Cooperation & Relations subject area includes communication and management forms in an intercultural perspective with focus on the interaction of the guest and the employee. Focus is on analysis and data material as a basis of developing internal and external communication in a national and international perspective.

Learning objectives for Cooperation & Relations

Knowledge and understanding

The student will gain knowledge about:

- Management within the service and experience industries
- The applied practice concerning intercultural interaction and communication with the national as well international guest, customer, employee, volunteer, etc.

- Recruitment, employment, retention and dismissal of employees and volunteers

Skills

The student will get the skills to:

- Build up a personal and professional network with a view to strengthening relations with the labour market
- Identify and evaluate managerial issues and set up appropriate solutions
- Develop internal and external communication, digitally, in writing, and orally to guests, customers, colleagues and business partners
- Apply knowledge of intercultural aspects in relations with the company's internal and external partners and stakeholders

Competencies

The student will learn to:

- Take part in interdisciplinary cooperation with internal and external partners and stakeholders in an intercultural environment
- Take part in the development of the professional communication
- Acquire new knowledge, skills and competencies concerning management and communication within the service and experience profession at a tactical and operational level

Weight

The Cooperation & Relations subject element is weighted 15 ECTS.

2.2.4 Business development

Content

The Business development subject area includes strategic planning, innovation, intrapreneurship and entrepreneurship in respect of developing existing companies as well as new products and services. Focus is on analysing the growth potential, including assessment of financial and organisational consequences of development activities.

Learning objectives for Business development

Knowledge and understanding

The student will gain knowledge about:

- Strategic planning tools and models within the service and experience industry
- Innovation, intrapreneurship, entrepreneurship and further development of existing businesses,

concepts and services

- Legal, financial and organisational considerations in connection with development and change
- Megatrends and trends with special significance to the service and experience industries

Skills

The student will get the skills to:

- Set up and assess financial and organisational consequences of growth, development and change activities
- Communicate practice-related problems and issues as well as appropriate solutions to partners at the tactical and operational level
- Assess and communicate the value of growth ideas and their potential as a basis for decision in a Danish as well as an international context

Competencies

The student will learn to:

- Take part in discipline-specific and interdisciplinary collaboration with a view to creating sustainable running and development of the service and experience company, its concepts and services
- Acquire new knowledge, skills and competencies concerning the development and running of financially sustainable service and experience companies at a tactical and operational level

Weight

The Business development subject element is weighted 25 ECTS.

2.3. Internship

Learning objectives for the internship

Knowledge and understanding

The student will gain knowledge about:

- The basis of existence and organisation of the internship company

Skills

The student will get the skills to:

- Assess practice-related problems and issues and gather knowledge to solve work assignments and functions

Competencies

The student will get the skills to:

- Take part in the internship company's operation and development-related workflows and functions
- Prepare a project on the basis of a practice-related issue and in a structured manner
- Reflect on the achievement of discipline-specific and personal goals during the internship

Weight

The internship is weighted 15 ECTS.

Number of exams

The internship concludes with one exam.

2.4. Final Exam Project

The learning objectives for the final exam project are identical to the learning objectives for the programme, which appear above under point 1.

The final exam project must demonstrate the student's understanding of practice and key analytical and methodical application in relation to a practical problem, based on a specific task in the area of the programme. The problem statement and research question must be relevant to the programme and the industry, and it must be formulated by the student, possibly together with a private or public company. The educational institution must approve the problem statement and research question.

The final exam project is based on gathered information, and its purpose is to demonstrate that the student can process, analyse and evaluate the gathered information and combine the knowledge acquired with the programme theory and methods.

Financial considerations and elements are to be included as a natural part of the basis for choosing the solution(s)¹. Students are required to use a high degree of field and desk research in their final exam project.

¹ Financial considerations can be included through various budgets (cash budgets, operating budgets, start-up budgets, etc.), accounts analysis, financing, investment, calculations or wholly or partly quantitative cost-benefit analyses

The topic of each project is formulated by the student together with the institution and the internship company, and the assignment aims at solving a practical problem or issue. The institution appoints a supervisor to the student and approves the subject and the initial problem statement and research question².

The final exam project must be based on central issues in the study programme.

Weight:

The following maximum number of characters, including spaces, applies to the final examination project:

Final examination project	Maximum no. of characters in the examination paper, including spaces
1 student:	80,000 characters
2 students:	120,000 characters
3 students:	160,000 characters

The number of characters is inclusive of figures and tables, etc. but exclusive of cover page, table of contents, bibliography and appendices. Appendices may be attached to substantiate projects. However, they are not included in the assessment.

The number of characters must appear clearly from the project's cover page.

The final examination project must amount to between 75% and 100% of the maximum number of characters, cf. the above table. Projects amounting to less than 75% of the number of characters laid down or which exceed the max. limit will be rejected, and the students will have used an exam attempt.

Final examination project exam

The final examination project completes the study programme in the last semester when all previous exams have been passed.

Weight

The final examination project is weighted 15 ECTS.

Examination form

² Students are to make only minor adjustments in the problem statement and research question; thus, it will always be advisable to contact the supervisor.

The exam is an oral and written examination with an external examiner and a duration of 45 min including deliberation. The student is given one overall individual mark for the written project and the oral performance in accordance with the Danish 7-point scale.

2.5. Credit transfer rules

Passed programme elements are equivalent to similar programme elements taken at other educational institutions offering the programme.

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.

In each individual case, the educational institution must approve the awarding of credits on the basis of the completed programme elements and occupation which meet the requirements as regards subjects, programme and internship parts.

The decision is based on a professional evaluation.

In relation to prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element.

When applying for prior credit approval, students give the institution permission to obtain the necessary information after completion.

When the above requirements for documentation have been met, the elements are considered completed if passed in accordance with the rules for the programme in question.

3. The institutional part:

The institutional part describes the local course elements and offers 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 in the 1st, 2nd and 3rd semester, weighted a total 20 ECTS. The local course elements offer the student an opportunity to qualify their academic and professional competence through specialisation and putting into perspective topics that are broadly related to the area of the programme.

1st semester		2nd semester		3rd semester	4th semester
Services and Experiences 15 ECTS	Business understanding 8 ECTS	Business understanding 7 ECTS	Cooperation & Relations 15 ECTS	Business development 10 ECTS Internship 15 ECTS	Business development 15 ECTS Final Exam Project 15 ECTS
Hotel & Restaurant Management or Tourism or Event management 7 ECTS	Electives (See the electives catalogue) 5 ECTS Hotel & Restaurant Management or Tourism or Event management 3 ECTS		Examination in local course element (See the electives catalogue) 5 ECTS		

3.1.1. Local course element: Hotel & Restaurant Management

Content

Understanding of the hotel and restaurant industry's practice with the guest in focus, including an understanding of the individual hotel and restaurant company's role in the industry

Learning outcomes

Knowledge

The students should have acquired knowledge of:

- The practice and development of the hotel and restaurant industry, including ownership structures
- The organisation and operation of the hotel as well as the interaction between the different internal and external business partners
- The characteristics of hotel and restaurant services, including international and Danish concepts
- International and Danish classification systems within the hotel and restaurant industry

Skills

The students should be able to:

- Apply the hotel and restaurant industry's professional financial terminology
- Set up and select options for menu plans along with calculations
- Apply the industry's average numbers and key figures to set up and simulate options
- Identify and apply the hotel and restaurant industry's distribution channels
- Assess digital possibilities and suggest a solution within digital marketing
- Identify critical control areas in production and set up plans for self-monitoring

Competences

The students should be able to:

- Identify and take part in developing and changing processes and deliveries with respect to the service concept

- Take part in pricing the services of the hotel and restaurant

Weight

The Local course element: Hotel & Restaurant Management is weighted 10 ECTS.

3.1.2. Local course element: Tourism

Content

Understanding of the practice of tourism with the destination as the central component, including an understanding of the individual tourism company's role in the tourism system.

Learning outcomes

Knowledge

The students should have acquired knowledge of:

- The practice, development and strategy of tourism in the public – private interaction
- What characterise tourism products
- Tourism supply and demand – Incoming & Outgoing

Skills

The students should be able to:

- Collect and process data with a view to preparing a destination analysis
- Identify the tourism distribution and marketing channels
- Turn strategy into practice, involving relevant business partners

Competences

The students should be able to:

- Take part in planning and developing destinations, including a destination analysis
- Take part in planning and developing new and existing tourism products
- Use the tourism distribution and marketing channels

Weight

The Local course element: Tourism is weighted 10 ECTS.

3.1.3. Local course element: Event Management

Content

The student is to acquire an understanding of the practice of the event with the overall aim of being able – in cooperation with others – to handle the development, planning, and implementation of small and medium-sized events

Learning outcomes

Knowledge

The students should have acquired knowledge of:

- What events are and what development they have undergone
- What tasks are connected with the life cycle of events

Skills

The students should be able to:

- Draw up and assess the suitability of a concept with respect to target group and stakeholders
- Identify and assess potential sponsorships and fundraising options
- Assess whether the event is financially sustainable
- Assess which persons and competences are required to run the event, including volunteers
- Assess the suitability of different communication channels for the promotion of events
- Apply digital planning tools to develop of events
- Assess practice-related risks and legal aspects

Competences

The students should be able to

- Take part in the operational, tactical, and strategic tasks in developing, planning, and implementing sustainable small and medium-sized events

Weight

The Local course element: Event Management is weighted 10 ECTS.

3.1.4. Electives and local course element

Electives on the 2nd semester (5 ects) and the local course element in the 3rd semester (5 ects) are described in the electives catalogue

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.

Timing	National course elements	Local course elements	ECTS
1st semester	Services & Experiences		15
	Business understanding		8
		Hotel & Restaurant Management	7
		Tourism	7
		Event management	7
2nd semester	Business understanding (Continued)		7
	Cooperation & Relations		15
		Hotel & Restaurant Management (Continued)	3
		Tourism (Continued)	3
		Event management (Continued)	3
		Electives in Randers: (See the electives catalogue)	5
		Electives in Randers: (See the electives catalogue)	5
		Electives in Skive: (See the electives catalogue)	5
	Electives in Skive: (See the electives catalogue)	5	
3rd semester	Business development		10

		Local course element in Randers	5
		Local course element in Skive	5
		Internship	15
4th semester		Business development (Continued)	15
		Final Examination Project	15

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

See the section on study activity for information on the requirements for study activity and submission of assignments, projects, etc. in order to register for exams in the study programme.

The student must acquaint themselves and comply with the business 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.

Make-up exam

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 (make-up) 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 grant an individual student exemption from 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 which appear 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:

Timing	Exam	Course elements	ECTS	Assessment	Mark	Weight of mark ^[1]
2nd Semester	Local course elements	Hotel & Restaurant Management Tourism Event management	10	Internal	7 – point scale	0.5
	1st year exam	Services & Experiences Business understanding Cooperation & Relations	45	Internal	7 – point scale	1 (each subject area is weighted 1/3)
	Electives	Appear from the electives catalogue at eadania.dk	5	Internal	7 – point scale	0.25
3rd Semester	Internship exam	Internship	15	Internal	7 – point scale	1
	Local course elements	Appear from the electives catalogue at eadania.dk	5	Internal	7 – point scale	0.25
4th Semester	Development project	Business development	25	External	7 – point scale	1
	Final Examination Project	Final Examination Project	15	External	7 – point scale	2

3.3.2 Description of exams*3.3.2.1 Internal exam in local course elements*

Joint local course element: <ul style="list-style-type: none"> • Hotel & Restaurant Management • Tourism • Event management 	10 ECTS 1/2 of the elective elements which cover a total of 20 ECTS	Internal exam
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^[1] Weight of mark stated on the diploma, which also indicates the total average

Time placement:

1st + 2nd semester

Exam form and organisation:

The exam consists of two parts:

- A written project
- An oral examination

The written project

At the end of the teaching in the joint local course element, each student must prepare a project of 8 to 10 pages, not including the cover page, table of contents, bibliography and appendices.

The project must demonstrate the student's knowledge, skills and competencies within relevant subjects in the joint local course element.

In connection with the exam, the student will be assigned a supervisor.

The subject matter that the student chooses for the project must be based on a practical problem within the joint local course element.

The problem formulation is approved by the supervisor.

The project must involve desk research. In addition, it is a requirement that additional literature should be included to support the project's problem formulation.

The student is not required to carry out field research in connection with the project, but they are welcome to include individual field research if this is called for by the problem formulation.

The oral exam

At the oral exam, the student must:

- Make a presentation consisting of a brief overview of the written work
- Elaborate on relevant elements from the project in a dialogue with the instructor

Assessment criteria:

The assessment criteria are identical to the learning objectives of the joint local elements the student is examined in. The learning objectives appear from the joint part of the curriculum.

The students are given an individual mark as an overall assessment of:

- The professional and methodological content of the written assignment
- The student's presentation and putting into perspective
- The student's independence, their ability to answer questions and engage in a discussion

The exam is assessed according to the 7-point scale.

Basis/prerequisite to sit the exam:

The student must have been active, including having participated actively in the teaching and handed in relevant assignments.

<p>Aids and languages: No restriction on the use of aids. The exam is conducted in English.</p>
<p>Duration of the exam: A 30-minute oral examination of each student including deliberation and awarding of marks.</p>
<p>Consequence(s) of not passing the exam: If the student fails the exam, they must sit a re-examination. The student must hand in a new project and get a new problem formulation approved.</p>

3.3.2.2 *1st year exam*

3.3.2.2.1 Part 1

<p>Subject Area 1: Services & Experiences 1st year exam</p>	<p>15 ECTS 1/3 of the 1st year exam which covers a total of 45 ECTS</p>	<p>Internal exam</p>
<p>Time placement: 1st semester</p>		
<p>Exam form and organisation: The exam consists of two parts:</p> <ul style="list-style-type: none"> • Two portfolio hand-ins • Participation in an individual exam on the basis of an oral presentation followed by a dialogue <p>Portfolios The two portfolio hand-ins consist of one individual hand-in and one group hand-in. The purpose of these hand-ins is that during the process the students demonstrate their knowledge, skills and competencies within the learning objectives in Services and Experiences. The instructors will inform the students about which assignments to include in the portfolio folder. The portfolio hand-ins are not assessed on their own merits, but they should be reflected on at the oral exam. The students form their own groups 3 to 5 members.</p> <p>Exam At the end of Subject Area 1 Services and Experiences, an individual oral exam is held.</p>		

<p>Prior to the oral examination the student has studied and analysed a company/organisation of their own choosing in relation to the learning objectives of Subject Area 1 Services and Experiences. The students' reflections on the two portfolio hand-ins, together with their studies and analyses, form the basis of an oral presentation and dialogue with the instructor. In connection with the presentation, the student must make use of IT. The dialogue with the instructor may refer to the entire syllabus for Subject Area 1.</p> <p>More students can work with the same company/organisation. The presentation at the exam must be prepared individually.</p>
<p>Assessment criteria:</p> <p>The assessment criteria are identical to the learning objectives of the compulsory programme element the student is examined in. The learning objectives appear from the joint part of the curriculum.</p> <p>The students are given one mark as an overall assessment of:</p> <ul style="list-style-type: none"> • The academic and methodological content of the oral presentation • The student's academic and methodological reflections • Putting into perspective <p>The exam is assessed according to the 7-point scale.</p> <p>Special rules for differentiated assessment for group exams: No</p>
<p>Basis/prerequisite to sit the exam:</p> <p>The student must have been active, including having participated actively in the teaching and handed in relevant assignments.</p>
<p>Aids and languages:</p> <p>No restriction on the use of aids.</p> <p>The exam is conducted in English.</p>
<p>Duration of the exam:</p> <p>The oral exam has a duration of 30 minutes, to be organised in the following way:</p> <p>The student's presentation: approx. 10 minutes Dialogue with the instructor: approx. 15 minutes Deliberation and awarding of marks: approx. 5 minutes.</p>
<p>Consequence(s) of not passing the exam:</p> <p>The 1st year exam must be passed overall. However, students are always required to pass Subject Area 2 Business understanding. If students do not pass the 1st year exam in its entirety, they must sit for a re-examination. The re-examination is described in 3.3.2.2.2 part 4.</p>

3.3.2.2.2 Part 2

<p>Subject Area 2: Business understanding 1st year exam</p>	<p>15 ECTS 1/3 of the 1st year exam which covers a total of 45 ECTS</p>	<p>Internal exam</p>
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Time placement:

2nd semester

Exam form and organisation:

The exam consists of two parts:

- A number of portfolio hand-ins to be defined by the Subject Area 2 instructors
- A group exam based on a written report and an oral exam

Portfolios

Portfolio hand-ins are individual.

The purpose of these hand-ins is that during the process the students demonstrate their knowledge, skills and competencies within the learning objectives of Subject Area 2 Business understanding.

The instructors will inform the students about which assignments to include in the portfolio folder.

The portfolio hand-ins are not assessed on their own merits, but they should be reflected on at the oral exam.

Exam

At the end of Subject Area 2, a group exam is held. The students are presented with a case about a service or experience-based company/organisation. The case study includes information that will allow the students to analyse and evaluate the internal as well as external conditions in relation to the company's operation.

The students form groups of 3-5 members. It is the responsibility of each group to ensure that all members get time to speak during the examination, and all the group members must be able to account for the full content of the report.

The groups draw up a report of 8 to 10 standard pages based on the case study, not including the cover page, table of contents, bibliography and appendices. The report must include elements from all relevant professional elements of Subject Area 2. The groups have 48 hours to prepare their report. When completed, the report must be uploaded on Wiseflow.

The defence of the report is oral and performed by the group. The students' ability to reflect on the contents and include new perspectives, among other things, will receive weight at the defence. During the examination, the instructor may have some more detailed questions to ask.

Assessment criteria:

The assessment criteria are identical to the learning objectives of the compulsory programme element the students are examined in. The learning objectives appear from the joint part of the curriculum.

The students are given one individual mark as an overall assessment of:

- The written report
- The students' individual performance at the exam
- The individual student's written and oral reflections on the portfolio hand-ins

The exam is assessed according to the 7-point scale.

<p>Basis/prerequisite to sit the exam: The student must meet the requirement for study activity, including having participated actively in the teaching and handed in relevant assignments.</p>
<p>Aids and languages: No restriction on the use of aids. The exam is conducted in English.</p>
<p>Duration of the exam: This oral exam including deliberation and awarding of mark takes 45 minutes per group.</p>
<p>Consequence(s) of not passing the exam: If the student fails the exam, they must sit a re-examination. This exam in the 1st year of study must be passed before the student can start their 2nd year. In case of re-examination, the student will be handed a new case to study. Whether the students must write individually or in groups is for the instructor to decide. It is also the instructor who makes up the groups. In case of small groups or individual assignment hand-ins, it is the instructor who determines the extent of the hand-ins.</p>

3.3.2.2.3 Part 3

<p>Subject Area 3: Cooperation & Relations 1st year exam</p>	<p>15 ECTS 1/3 of the 1st year exam which covers a total of 45 ECTS</p>	<p>Internal exam</p>
<p>Time placement: 2nd semester</p>		
<p>Exam form and organisation: The instructor presents the students with a concrete assignment, and they will then have 48 hours to work with it in groups. This work results in a synopsis. The synopsis must amount to 1 standard page for each group member – plus/minus 10%. The synopsis must be handed in to the instructor and the group acting as critics on time. The synopsis is the group's admission to the exam, and it will not have a bearing on the marks. The instructors are not available for assistance during the 48 hours. The students form their own groups of 3 to 5 members.</p> <p>Exam The groups will be examined two at a time. The groups must critique each other's synopsis as well as the oral presentation.</p>		

<p>The instructor decides who will be critiquing whom.</p> <p>First, one of the groups spends approximately 1/3 of its time presenting their synopsis. Then the group acting as critics spends 1/3 of the time to critique the presentation. Finally, the instructor has the remaining 1/3 of the time to ask more detailed questions.</p> <p>Then the groups swap roles.</p> <p>One individual mark is awarded. It is the responsibility of the groups to ensure that all group members contribute equally during the presentation, the defence and when they act as critics.</p> <p>During the examination, questions may be asked in relation all relevant parts of the syllabus for Subject Area 3.</p>
<p>Assessment criteria:</p> <p>The assessment criteria are identical to the learning objectives of the compulsory programme element the students are examined in. The learning objectives appear from the joint part of the curriculum.</p> <p>The students are given one individual mark as an overall assessment of:</p> <ul style="list-style-type: none"> • The oral performance in connection with the synopsis • Their defence in reply to questions from the group acting as critics • Questions asked in their role of critics <p>The exam is assessed according to the 7-point scale.</p>
<p>Basis/prerequisite to sit the exam:</p> <p>The student must meet the requirement for study activity, including having participated actively in the teaching and handed in relevant assignments.</p>
<p>Aids and languages:</p> <p>No restriction on the use of aids.</p> <p>The exam is conducted in English.</p>
<p>Duration of the exam:</p> <p>Groups of 3: total exam time including deliberation: 40 minutes</p> <p>Groups of 4: total exam time including deliberation: 50 minutes</p> <p>Groups of 5: total exam time including deliberation: 60 minutes</p> <p>All group members are responsible for all parts of the synopsis. Each of them can therefore be asked questions in all parts of the synopsis, as well as all relevant parts of the syllabus for the subject area.</p>
<p>Consequence(s) of not passing the exam:</p> <p>The 1st year exam must be passed overall. However, students are always required to pass Subject Area 2 Business understanding. If the student does not pass the 1st year exam in its entirety, they must sit for a re-examination. The re-examination is described in 3.3.2.2.2 part 4.</p>

3.3.2.2.3 Part 4

	45 ECTS	Internal exam
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Re-examination 1st year exam: Subject Area 1 Services and Experiences + Subject Area 3 Cooperation & Relations		
<p>Time placement: 2nd semester</p>		
<p>Exam form and organisation: The exam consists of two parts:</p> <ul style="list-style-type: none"> • A written synopsis • An oral examination <p>The written synopsis The student will be presented with a case. Each student will have 48 hours to prepare a written individual synopsis of at least 4 and no more than 5 standard pages, not including the cover page, table of contents, bibliography and appendices. The synopsis is the basis for the oral exam.</p> <p>The oral exam At the oral exam, the student must:</p> <ul style="list-style-type: none"> • Independently and on the basis of the synopsis review relevant analyses and provide a perspective on the case study 		
<p>Assessment criteria: The assessment criteria are identical to the learning objectives for Subject Area 1 Services and Experiences + Subject Area 3 Cooperation & Relations. The mark represents an overall assessment of:</p> <ul style="list-style-type: none"> • The professional and methodological content of the written synopsis • The student's presentation and putting into perspective • The student's independence, their ability to answer questions and engage in a discussion <p>The exam is assessed according to the 7-point scale.</p>		
<p>Basis/prerequisite to sit the exam: The student must meet the requirement for study activity, including having participated actively in the teaching and handed in relevant assignments.</p>		
<p>Aids and languages: No restriction on the use of aids. The exam is conducted in English.</p>		
<p>Duration of the exam: The student must complete the supplied case study within 48 hours in the form of a synopsis. The student will be examined in the synopsis at a 30-minute individual oral examination including deliberation and awarding of marks.</p>		
<p>Consequence(s) of not passing the exam:</p>		

If the student fails the exam, they must sit a re-examination.
 In case of re-examination, the student will receive a new case to study.

3.3.2.3 Electives exam, 2nd semester

A description of the exam can be found in the electives catalogue at www.eadania.dk

3.3.2.4 Internship exam

Internship exam	15 ECTS	Internal exam
<p>Time placement: 3rd semester</p>		
<p>Exam form and organisation: During the internship, and immediately after its completion, the student prepares an individual internship project. The project must be based on a problem at the internship company of the student's own choosing, and it must also include an evaluation of whether or not the stated learning objectives and personal goals have been reached. The exam in the internship project is held immediately upon completion of the internship in the form of a written project and an oral defence. The project cannot make up more than 35,000 characters, not including the cover page, table of contents, bibliography and appendices.</p>		
<p>Exam The internship project forms the starting point for an individual oral exam of a duration of 30 minutes, including deliberation and awarding of mark. The student is responsible for preparing a presentation and for providing a perspective on the project. Parts of the compulsory subjects will be included in the internship where this is natural.</p>		
<p>Assessment criteria: The assessment criteria are identical to the learning objectives of the compulsory programme element the students are examined in. The learning objectives appear from the joint part of the curriculum. The students are given one individual mark as an overall assessment of:</p> <ul style="list-style-type: none"> • The professional and methodological content of the written assignment • The student's presentation and putting into perspective • The student's independence, their ability to answer questions and engage in a discussion <p>The exam is assessed according to the 7-point scale.</p>		

<p>Basis/prerequisite to sit the exam: The student must have participated actively in the study programme as well as the internship.</p>
<p>Aids and languages: No restriction on the use of aids. The exam is conducted in English.</p>
<p>Duration of the exam: A 30-minute oral examination of each student, including deliberation and awarding of marks.</p>
<p>Consequence(s) of not passing the exam: If the student fails the exam, they must sit a re-examination. In connection with re-examination, the student must prepare a new project.</p>

3.3.2.5 Electives exam, 3rd semester

A description of the exam can be found in the electives catalogue at www.eadania.dk

3.3.2.6 Business development

Subject Area 4: Business development	25 ECTS	External exam
<p>Development project</p>		
<p>Time placement: 3rd + 4th semester</p>		
<p>Exam form and organisation: The exam consists of two parts:</p> <ul style="list-style-type: none"> • Four milestone meetings in connection with the teaching • A joint business plan followed by a joint oral exam <p>The milestone meetings Subject Area 4 is built around the preparation of a business plan for a company/organisation of the students' own choosing. The students work together in groups of 3 to 5. The students form their own groups.</p> <p>Along the way, four milestone meetings are conducted, each group presenting to the assigned supervisor the status, achievements, challenges and plan until the next milestone meeting.</p> <p>Three days before the milestone meetings, each group uploads a number of partial analyses as well as a summary of them. The partial analyses and summaries must be included in the final joint business plan.</p> <p>For each milestone meeting, the following applies:</p>		

- Each group must submit max. 3 standard pages of partial analysis and a summary of max. 1 standard page 3 days before the milestone meetings which are based on these hand-ins.
- Each group and group member must be able to explain and argue for what has been included and excluded in the partial analyses and the summaries.
- Each milestone meeting lasts no more than 30 minutes per group. If the advisor cannot approve the work produced, a follow-up milestone meeting will be held.
- The students are under an obligation to attend these meetings, which form part of the tabled time.

Exam

In order to be able to take part in the exam, the group must submit an *overall* business plan, which is a summary of the 4 preceding milestone meetings.

The business plan must make up a report of minimum 8 and no more than 10 standard pages, not including the cover page, table of contents, bibliography and appendices. The business plan must include all relevant academic elements from the subject in question.

It is the responsibility of each group to ensure that all members get time to speak during the examination, and all the group members must be able to account for the full content of the report.

Assessment criteria:

The assessment criteria are identical to the learning objectives of the compulsory programme element the students are examined in. The learning objectives appear from the joint part of the curriculum.

The students are given one individual mark as an overall assessment of:

- The written business plan
- The students' individual performance at the exam

The exam is assessed according to the 7-point scale.

Basis/prerequisite to sit the exam:

The student must meet the requirement for study activity, including having participated actively in the teaching and handed in relevant assignments.

Aids and languages:

No restriction on the use of aids.

The exam is conducted in English.

Duration of the exam:

Each group must present their business plan to their supervisor and to the examiner. Each group member is expected to perform about 10 minutes at the oral exam. Furthermore, there will be about 10 minutes for deliberation and awarding of marks per group.

Groups of 3: total exam time including deliberation and awarding of marks: 40 minutes

Groups of 4: total exam time including deliberation and awarding of marks: 50 minutes

Groups of 5: total exam time including deliberation and awarding of marks: 60 minutes

All group members are responsible for all parts of the business plan. Each of them can therefore be asked questions in all parts of the assignment, as well as all relevant parts of the syllabus for the subject.

Students are awarded one individual mark at the end of the exam.

Consequence(s) of not passing the exam:

If the student fails the exam, they must sit a re-examination. The exam must be passed in order to be able to take part in the final exam project.

Whether the students must write individually or in groups is for the instructor to decide. It is also the instructor who makes up the groups.

In case of re-examination, the student(s) must hand in a revised business plan. The formal requirements are the same as those for the exam.

In case of small groups of 2 or individual examination, it is the instructor who decides the duration of the exam time.

3.3.2.7 Examination in the final exam project

Final Examination Project	10 ECTS	External exam
<p>Time placement: 4th semester</p>		
<p>Exam form and organisation: The written project which forms the basis for assessment and admission to the exam must:</p> <ul style="list-style-type: none"> • Fulfil the requirements for the final exam project, see the national part of the curriculum • Be handed in on time and at the right place <p>If not handed in on time, or only partially in compliance with the formal requirements for the written project that makes up the written part of the exam, the student cannot take part in the exam and will have used one exam attempt.</p> <p>The following maximum number of characters including spaces must be observed in connection with the final exam project:</p> <ul style="list-style-type: none"> • 1 student: 80,000 characters • 2 students: 120,000 characters 		

<ul style="list-style-type: none"> • 3 students: 160,000 characters <p>The number of characters is inclusive of figures and tables, etc. but exclusive of cover page, table of contents, bibliography and appendices. Appendices can be attached to substantiate projects. However, they will not be included in the assessment. Examiner and external examiner are not under an obligation to read appendices.</p> <p>The number of characters must appear clearly from the project's cover page.</p> <p>The final examination project must amount to between 75% and 100% of the maximum number of characters, cf. the above table. Projects amounting to less than 75% of the number of characters laid down or which exceed the max. limit will be rejected, and the students will have used an exam attempt.</p> <p>Exam</p> <p>The exam is an external oral examination based on the written project.</p> <p>The written part of final exam project can be prepared individually or in groups of two to three students.</p> <p>The student is awarded one individual mark based on an overall assessment of the written and the oral performance.</p> <p>Spelling and writing skills form part of the assessment of the written exam project.</p> <p>However, spelling and writing skills cannot affect the final mark by more than one mark.</p> <p>The assessment reflects an overall assessment of the academic content as well as the spelling and writing skills.</p>
<p>Assessment criteria:</p> <p>The assessment criteria are identical to the learning objectives of the joint national course elements the student is examined in. The learning objectives appear from the joint part of the curriculum.</p> <p>The students are given one individual mark as an overall assessment of:</p> <ul style="list-style-type: none"> • The professional and methodological content of the written assignment • The student's presentation and putting into perspective • The student's independence, their ability to answer questions and engage in a discussion <p>The exam is assessed according to the 7-point scale.</p>
<p>Basis/prerequisite to sit the exam:</p> <p>The examination can only be taken after the internship exam and all the other exams have been passed. The student must meet the requirement for study activity, including having participated actively in the teaching and handed in relevant assignments.</p>
<p>Aids and languages:</p> <p>No restriction on the use of aids.</p> <p>The exam is conducted in English.</p>
<p>Duration of the exam:</p> <p>The exam is an oral and written examination with an external examiner and a duration of 45 min including deliberations. The student is given one overall individual mark for the written project and the oral performance in accordance with the Danish 7-point scale.</p>
<p>Consequence(s) of not passing the exam:</p>

If the student fails the exam, they must sit a re-examination.
The student must hand in a new project and get a new problem formulation approved.

3.3.3 Study start exam

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

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

The examination consists of

- A test at the level of knowledge within the framework of the subjects covered since commencement of the study
- An assessment of student activity, including physical presence and completion of assignments

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

In case of failing attempts at passing the study start exam, the student will no longer be enrolled on the programme.

3.4. Study activity

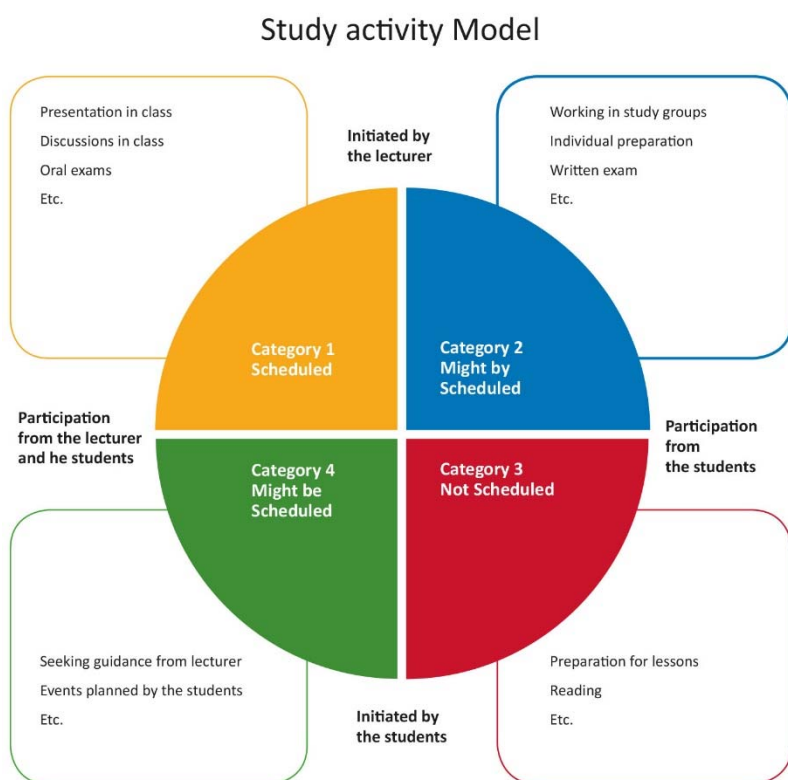
Study activity is measured by the student's participation and their submission of all compulsory assignments/projects. Once this requirement has been met, the student can register for the programme exams. Study activity is a prerequisite in order to be eligible for student grants.

3.4.1 Study activity model

When enrolling at Business Academy Dania, students will come across activities and student 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 ongoing meetings with the trade during the study programme.

A study programme includes many different 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. Either as part of the internship, a company visit, projects, etc.

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



3.4.2 Active attendance

At Business Academy Dania we keep an eye on our students' participation in the study activities, and it is a requirement that they participate in the planned activities in the study programme.

Study activity is assessed based on attendance, handing in of assignments, etc.

If the student is assessed to not be actively participating, they will not be eligible for the exam.

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 eligibility for an exam.

The Business 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 working 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 Business Academy Dania that the instructor organises and conducts teaching on the basis of:

- Dania Academy of higher education's values: We are **C**urious, **D**ynamic and **V**isionary
- 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
- Use of relevant IT tools

Reading texts in foreign languages

The education is internationally oriented, and it is likely that a substantial part of the syllabus is in English.

3.6. Rules for the internship

It is the student's responsibility to find an internship, and the scope of the tasks must be contained within the learning goals for the internship.

Business Academy Dania organises various courses and activities to help students search for internships. In addition, each student will have their own internship supervisor to consult in relation to the content of the internship tasks and the professional competence during the internship.

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

Working time and pay

The internship is equivalent to a full-time job with the demands on working time, effort, commitment and flexibility which 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 (unless otherwise described in this curriculum).

3.7. Internationalisation

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

The programme has been organised so as to allow the student to take a semester abroad. Business Academy Dania 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

With the exception of the final exam project, all sub-elements in the 3rd + 4th semester of the programme can be taken abroad – including the internship.

3.8. Credit

See the description of credit transfer at Business Academy Dania'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 a professional evaluation.

3.8.2 Credit transfer and admission to successive study programmes

The student is advised to contact the student counsellors’ office for further current 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.