Curriculum for Academy Profession Degree Programme

Automotive Technology (Automotive Management)

2016-2018

Dania Campus Viborg
Academy of Higher Education

ERHVERVSAKADEMI DANIA

September 2016

Curriculum for Academy Profession Degree programme for
Automotive Technology at Dania Academy of Higher Education

Approved by the Head of the Academy on behalf of the Board

September 1st 2016

Reservations are made for any printing errors or changes

List of content

1. Introduction

This curriculum describes how Dania Academy of higher education executes the AP Degree Programme for Automotive Technology within the framework of the Danish legislation.

The purpose of the curriculum is to inform the student on the content of the education, the rules of admission, completion and evaluation etc. The rules are applicable to Danish legislation.

Certain elements in the curriculum are prepared jointly with those Danish academies with procurement approval for this AP Degree Programme, represented through a national educational network. The cooperation is to secure that the graduate achieves knowledge, skills and competences on a higher educational level, as described in the Danish Qualifications Framework for Higher Education. Furthermore the elements must secure that in case of a change of AP Programme or academy the student can obtain merit for passed subjects and hence complete the education.

2. Framework for the curriculum

2.1. Commencement

This curriculum applies to all students with study start September 1st and the joint part is joint for the following institutions:

Business Academy Aarhus
www.eaaa.dk

Zealand Institute of Business and Technology - Næstved
www.Zibat.dk

Academy og Higher Education Dania - Viborg
www.eadania.dk

Lillebaelt Academy
www.eal.dk

2.2. Transitional period

This joint part of the curriculum begins September 1st 2016 and applies to all students with study start September 2016 or later.

The joint part of the curriculum from September 2014 is repealed with effect on August 31st 2016.

Students with study start before August 31st 2016 has to be concluded after this part of the joint curriculum from September 2014 (e.g. August 31st + 2 semesters).

2.3. Legislation

The curriculum has been prepared according to the guidelines in the Ministerial Order no. 1047 of 10/06/2016 on Academy Profession Degree Programmes, as well as the Ministerial Order no. 690 of 03/07/2009 for the Academy Profession degree Programme for Automotive Technology.

Furthermore the following executive orders and legislation apply:

- Ministerial Order no. 1147 of 23/10/2014: Ministerial Order for business academies and professional bachelor programmes (LEP-law).

- Ministerial Order no. 935 of 25/08/2014: Ministerial Order for business academies of higher education
- Ministerial Order no. 579 of 01/06/2014, Ministerial Order for assessment of foreign qualifications etc.
- Ministerial Order no. 85 of 26/01/2016: Ministerial Order for admission to business academies and professional bachelor courses
- Ministerial Order no. 1500 of 02/12/2016: Ministerial Order for examinations in higher educational business programmes
- Ministerial Order no. 114 of 03/02/2015: Ministerial Order for marking scales and other assessment criteria

For more information consult the homepage for Ministry of Higher Education and Science at www.ufm.dk and the homepage www.retsinfo.dk for information on executive orders and legislation for Academy Profession programmes.

3. Framework for the education

3.1. Purpose

The purpose of the Academy Profession Degree Programme for Automotive Technology is to qualify the graduate to work independently with diagnostics, repair and optimization of automotive products, and furthermore to qualify the graduate independently to understand management and consultancy functions within the automotive field.

The learning objectives include the knowledge, skills and competences that an Automotive Technology student must acquire during the education (Appendix 1 in Executive order)

Knowledge

The graduate has knowledge on:

1) Technology and design at product and component level
2) Construction and materials knowledge
3) Electronic principles and systems
4) Driving systems and vehicle dynamics
5) IT systems for troubleshooting and diagnostics
6) Sales and service focusing on customer care
7) Operational and Financial management
8) HR management

Skills

The graduate is able to:

1) Apply automotive technology knowledge for diagnostics, troubleshooting, repair and optimization of vehicles and for the technical communication with importers and manufactures
2) Select and apply correct and advanced measuring equipment and tools for a given assessment
3) Disseminate tasks, solution proposals and technological knowledge to people in charge of executing the technical tasks
4) Prepare documentation on damages, service, repair and claims in both Danish and English
5) Apply an industry-related foreign language in the daily communication with customers and others in the industry

Competencies

The graduate is able to:

1) Acquire skills and new knowledge within the field
2) Independently handle technically complex troubleshooting
3) Systematically handle complex technological issues in connection with localization of complex faults and optimization of vehicles in racing teams
4) Carry out mechanical and electronic optimization of a vehicles roadability
5) Handle systems and methods for efficient service and troubleshooting
6) Undertake overall, operational and financial management, quality control and safety of a garage, including administrative, educational and HR tasks
7) Handle customer service, sales and distribution of automotiverelated products to insure good relations with customers and supplies

3.2. Duration

The AP programme of higher education has a total duration of 2 years. It is a full-time education, counting for 120 ECTS (European Credit Transfer System). The ECTS system is used to determinate both the total amount of study hours as well as for each element. 60 ECTS is the equivalent of one full-time study year. The educational is level 5 at the Danish Qualifications framework (Higher Education).

3.3. Graduate title

The Automotive Technology graduate from an Academy of Higher Education is allowed to use the title AP Graduate in Automotive Technology. The Danish title is Autoteknolog AK.

3.4. Admission requirements

Admission at the programme is according to the executive order as stated in section 2.3.

Admission with High School qualification:

No specific requirements

Admission with Higher Education qualification:

- Bicycle and motorcycle mechanic (with specialization)
- Construction and agricultural machinery qualification (with specialization)
- Aircraft mechanic
- Bodywork qualification
- Mechanic (level 2)
- *No specific requirements*

Admission with relevant Higher Education qualification:

- *Specific qualification*: Mathematics C level

An applicant may be granted admission based on other qualifications than the specific admission requirement, if these are equivalent and the applicant is considered to complete the education. The admission may be conditional and the student must pass a test or in some other way through an individual assessment document the necessary qualifications.

3.5. Criteria for admission of applicants

If there are limitations on the number of admitted students, please check Dania Academy of Higher Educations homepage at www.eadania.dk where the requirements are stated.

4. Compulsory elements

4.1. Time frame for compulsory elements

The compulsory element of 60 ECTS is on the first year of study.

Table: Overview - correlation between core areas and the compulsory elements

	Compulsory elements of the education			Total
Subject area 1: Technology and design	15 ECTS Technology and design			15 ECTS
Subject area 2: Optimization, repair and IT	5 ECTS IT	10 ECTS Communication and consulting	10 ECTS Optimization and repair	25 ECTS
Subject area 3: Management and operational	5 ECTS Documentation and quality	10 ECTS HR management and business economics	5 ECTS Sales and service	20 ECTS
Total	60 ECTS			60 ECTS

For information about the learning objectives in each subject / modules / projects / themes refer to the program's semester overview and unit guide.

4.2. Subject areas

The education contains 3 subject areas – offered by all the Academies with procurement approval for this AP Programme, and with a total of 60 ECTS. The subject areas are described in the following;

1. Technology and design (15 ECTS)
2. Optimization, repair and IT (25 ECTS)
3. Management and operational

Furthermore, there will be a specializing part of 30 ECTS, a part with practical training of 15 ECTS and a final examination project of 15 ECTS.The education has a total on 120 ECTS.

4.2.1. Content and learning objectives of subject area 1: Technology and design (15 ECTS)

Content:

- Construction
- Materials knowledge
- Design

Learning objectives:

Knowledge

The student has:

- Acquired development based scientific knowledge and understanding for practice and methods regarding construction and modification of a vehicle within existing guidelines
- Knowledge of both practice and key selection of used theories and methods within mechanical and electronic systems related to technology and design on both product and component level

Skills
The student can:

- Apply key methods and tools in connection with construction and design
- Apply technology and assess consequences and opportunities from a practice based technological issue
- From illustrations assess and select a solution related to choice of material in connection with construction
- Handle practice based mechanical, hydraulic, pneumatic as well as thermodynamic and aerodynamic issues in the daily consultancy rendered to business partners and customers

Competencies
The student can:

- Operate in development-oriented situations in connection with technology and design
- Take part in professional and interdisciplinary cooperation with a professional approach to advanced technological issues in connection with modifications
- In a structured context acquire new knowledge, skills and competences in connection to construction and choice of material

4.2.2. Content and learning objectives of subject area 2: Optimization, repair and IT (25 ECTS)
Content:

- IT, analysis and diagnosis technique
- Optimization and repair
- Vehicle dynamics
- Optimization methods
- Communication, verbal and written
- Consultation and dissemination
- Study technique, professional method and empirical method

Learning objectives:
Knowledge
The student has:

- Acquired development based knowledge and understanding for practice and methods in connection with optimization of roadability such as technical systems and vehicle dynamics
- Acquired development based knowledge and understanding for theory and practice in connection with diagnosing technic and electronic systems
- Acquired development based knowledge and understanding for practice and methods in connection with consultation and dissemination to and from individuals and groups, as well as dissemination through communication media and knowledge sharing, with different participant qualifications in media
- Acquired development based knowledge and understanding for practice and methods in connection with psychological and communication tools, applicable for communication
- Acquired knowledge about study technique, methods, search of information, source criticism and empirical collection

Skills

The student can:

- Apply key methods and tools in connection with data collection, diagnostics, troubleshooting, repair and optimization of the vehicle
- Select and apply correct and advanced measuring equipment and tools for a given assessment
- Apply study technique in connection with resolution of study relevant assignments, hereunder chose and use empirical from source critical criteria
- Disseminate practice based auto technical issues and solutions
- Apply key methods and IT tools for diagnostics, data registration, -collection and -processing as well as operational simulation of the vehicle's systems
- Via training, courses, lectures etc. disseminate technological knowledge to individuals and groups with different participant qualification and learning styles in mind
- Apply key methods and tools in connection with branch related communication, i.e. with suppliers and manufacturer

Competencies

The student can:

- Handle and take part in development-oriented professional and interdisciplinary cooperation with a professional approach to technic advanced issues in connection to location errors and optimizing roadability
- Handle development-oriented professional and interdisciplinary situations in connection with communication and skill development with different participant qualification and learning styles in mind
- Handle verbal and written communication with a professional approach
- In a structured context acquire new knowledge, skills and competences in connection with the subject and in connection with efficiency improvement of service, troubleshooting, consultation and dissemination

4.2.3. Content and learning objectives of subject area 3: Management and operational

Content:

- Quality management, hereunder safety and work environment
- Documentation, hereunder damage statement and handling complaints
- Personnel management and personnel administration
- Operational, administration and economic management of an automotive related company
- Sales, marketing and service

Learning objectives:

Knowledge

The student has:

- Acquired development based knowledge and understanding for practice and methods in connection with sales, service, marketing and customer service
- Acquired development based knowledge about the area's used key theory and method regarding operational and economic management in correlation with a branch-related company
- Acquired development-oriented knowledge about the profession's and the area's practice and used key theory and method in connection with personnel management and personnel administration
- Acquired development based knowledge and understanding for practice and methods in connection with management of quality, safety and work environment
- Acquired development based knowledge and understanding for practice and methods in connection with composition of branch related documentation, hereunder guarantee and ex gratia cases

Skills

The student can:

- Apply key methods and tools in connection with sales, marketing and service
- Apply key theories, methods and tools in connection with operational and economic management of an automotive related company, hereunder legally subjects
- Apply key theories, methods and tools in connection with personnel management and personnel administration of an automotive related company, hereunder legally subjects
- Apply key methods, models, tools and control tools, in connection with the work of quality management, safety and work environment
- Compose and apply key methods and tools in connection with the composition of documentation regarding to damage statements, service, repair assignments and complaint handling

Competencies

The student can:

- Handle overall management, operational, economics control and quality- and work environment management of the garage of an automotive related company
- Handle development-oriented situations in connection with sales, marketing and customer service regarding auto technical products
- Participate in professional and interdisciplinary cooperation with a professional approach regarding solution of documentation assignments in connection with reporting, damage statements and repair extent

4.3. Compulsory elements

The AP Degree programme consists of 1 compulsory elements – offered by all the academies with procurement approval for this AP degree – equivalent of 60 ECTS. The compulsory element are described below.

The completion of the compulsory element is by one examination.

The compulsory element: Content and learning objectives of the compulsory element:

Priority: 60 ECTS

Content:

- Construction
- Materials understanding
- Design
- IT, analysis and diagnostic techniques
- Optimization and repair
- Vehicle dynamics
- Optimization methods
- Communication, verbal and written
- Consultation and dissemination
- Study technique, professional method and empirical method
- Quality management, hereunder safety and work environment
- Documentation, hereunder damage statement and complaint handling
- Operational, administration and economics management of an automotive related company
- Sales, marketing and service

Learning objectives:

Knowledge

The student has:

- Acquired development based scientific knowledge and understanding for practice and methods regarding sub elements of vehicles within existing guidelines
- Understanding for practice and chosen key theories and methods regarding the mechanical and electronical systems of a vehicle in connection with technology and design on the level of products and components
- Acquired development-based knowledge and understanding for practice and methods in connection with optimization of roadability such as technical systems and vehicle dynamics
- Acquired development based knowledge and understanding for theory and practice in connection with diagnostics of technical and electronical systems
- Acquired development based knowledge and understanding for theory and practice in connection with consultation and verbal dissemination as well as dissemination through communication media and knowledge sharing, with different participant qualifications in mind
- Acquired development based knowledge and understanding for theory and practice in connection with psychological and communication tools, applicable for communication
- Acquired knowledge about study technique, methods, search of information, source criticism and empirical collection
- Acquired development based knowledge and understanding for practice and methods in connection with sales, service, marketing and customer service
- Acquired development based knowledge about the area's used key theory and method regarding operational and economics management in correlation with a branch-related company
- Acquired development-oriented knowledge about the profession's and the area's practice and used key theory and method in connection with personnel management and personnel administration
- Acquired development based knowledge and understanding for practice and methods in connection to quality management, safety and work environment
- Acquired development based knowledge and understanding for practice and methods in connection with composition of branch related documentation, hereunder guarantee and ex gratia cases

Skills

The student can:

- Apply key methods and tools in connection with construction and design
- Assess consequences and opportunities from practice-based technological issues
- From illustrations assess and select a solution related to choice of material in connection with construction
- Disseminate practice-based mechanical, hydraulic, pneumatic as well as thermodynamic and aerodynamic issues and disseminate solutions to business partners and customers
- Apply automotive technology knowledge for diagnostics, troubleshooting, repair and optimization of vehicles
- Select and apply correct and advanced measuring equipment and tools for a given assessment
- Apply study technique in connection with resolution of assignments, hereunder chose and use empirical from source critical criteria
- Disseminate practice based auto technical issues and solutions
- Apply key methods and IT tools in connection with diagnostics, data registration, -collection and -processing as well as operational simulation of the vehicle's systems
- Via training, courses, lectures etc. disseminate technological knowledge with different participant qualification and learning styles in mind
- Apply key methods and tools in connection with branch-related communication, i.e. with customers, suppliers and manufacturers
- Apply key methods and tools in connection with sales, marketing and service

- Apply key theories, methods and tools in connection with operational and economic management of an automotive related company, hereunder legally subjects
- Apply key theories, methods and tools in connection with personnel management and personnel administration of an automotive related company, hereunder legally subjects
- Apply key methods, models, tools and control tools, in connection with the work of quality management, safety and work environment
- Compose and apply key methods and tools in connection with the composition of documentation regarding to damage statements, service, repair assignments and complaint handling

Competencies
The student can:

- Handle development-oriented situations in connection with technology and design
- Participate in professional and interdisciplinary cooperation with a professional approach regarding solution of technological issues
- In a structured context acquire new knowledge, skills and competences in connection to construction and choice of material
- Handle and participate in development-oriented professional and interdisciplinary cooperation with a professional approach regarding solution of advanced technological issues in connection with localization of errors and in connection with optimization of vehicles
- Handle development-oriented professional and interdisciplinary situations in connection with dissemination and competence development with different participant qualification and learning styles in mind
- Handle verbal and written communication with a professional approach
- In a structured context acquire new knowledge, skills and competences in connection to the profession and to efficiency improvement of service, troubleshooting, consultation and dissemination
- Handle overall management, operational, economics control and quality- and work environment management of the garage of an automotive related company
- Handle development-oriented situations in connection with sales, marketing and customer service regarding auto technical products
- Participate in professional and interdisciplinary cooperation with a professional approach regarding solution of documentation assignments in connection with reporting, damage statements and repair extent

Assessment
The compulsory element examination is an examination for the entire first year. Overview of the ECTS context between the subject areas and the compulsory element is illustrated in the table 4.1.

The examination of the first year, which is set before the exit of the 2nd semester, has to document that the student has acquired those learning objectives determined for the compulsory element. The examination is with external examiners and is evaluated by the 7-scale and has an extent of 60 ECTS. The student has to, individual or in a group, compose an interdisciplinary project with an individual oral examination afterwards.

For more information about the examination see the institutional part of the curriculum paragraph 5.3.1.

4.4. Optional elements
The AP Degree Programme contains optional elements placed on the 2nd study year, with a total extent of 30 ECTS. The optional elements qualify the student to specialize in and obtain further perspective on subjects, which are broadly related to the field of study.

The specific optional elements are described by name, ECTS, content, learning objectives and assessment in a separate catalogue for optional elements on www.eadania.dk.

4.5. Practical training (15 ECTS

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

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

Learning objectives for the practical training:

The student has to have knowledge

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

The student has to have skills

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

The student has to have competencies

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

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

Assessment of the practical training:

The practical training is evaluated with an examination. The learning objectives for the examination are identical with the learning objectives for the practical training. One grade is given using the 7-scale, and the grade 02 is necessary in order to pass. For further information, consult the individual unit guide.

4.6. The final examination project (15 ECTS)

The final examination project is evaluated at an external examination. The examination consists of a project and an oral part and one combined grade is given.

In the final examination project the student must document the ability to use practice-based knowledge and centrally applied theories and methods in relation to a practice-based problem issue. The problem issue must be branch-related and within the field of study, and formulated by the student for ex. in cooperation with a private or public company. Dania Academy of Higher education must approve the problem issue.

The requirements for the final examination project are the same for all academies of higher education with procurement approval.

The project which is the written part of the examination must contain the following:

- Front page with title
- List of contents
- Introduction incl. Presentation, problem issue, problem statement and how to approach the issue
- Background, theories, methods, analysis, hereunder description and justification of chosen empirical, as answer to the problem statement
- Conclusion (remember coherence between introduction and conclusion. In principle these two must make sense on their own without having to read the background and analysis also)
- Perspectives
- Bibliography (incl. all sources related to the project)
- Appendices (only include key relevant appendices)

The final examination project must have a maximum length of 30 pages. With every extra student participating in the final project it's allowed to expand with maximum 5 pages.

A page is 2.400 key strokes inclusive spacing, foot notes, figures, and tables but not including front page, list of contents, list of sources and enclosures.

The final examination has as purpose to document that the educations departure level is obtained cf. appendix in executive order no. 690 of 03/07/2009 for the Academy Profession degree Programme for Automotive Technology.

Examination of the final examination project:
The examination is external, using 7-scale and have an extent of 15 ECTS. It consists of a written project and an oral examination. The student will receive one combined grade. The student must have passed all prior examinations including the practical training to be entitled to do the final examination.

Only one combined grade is given. The written project counts for 70% of the combined grade (includes 10% for formalities, writing and spelling ability). The oral examination counts for 30%. This grade will figure on the final examination diploma.
The oral examination is individual and has a duration of 45 minutes incl. evaluation. The examination is likely to go beyond what is directly addresses in the project.

For further information, consult the individual unit guide.

5. Examinations

5.1. Generel information on examinations

The purpose of examinations is to assess to which degree the student meets the academic requirements, according to the education and its elements. In the curriculum there are two types of examinations:

- **External examination:** Assessment by examiner and one or more external examiners
- **Internal examination:** Assessment by one or more teachers, chosen by the Academy

Consult the section on Study activity for more information on the preconditions for being student active, handing in assignments, projects etc. in order to participate in examinations.

It is the student's own responsibility to be acquainted with and obey the rules of the Academy in regards to examinations. When complying with the rules of study activity and handling in assignments/ projects etc., the student is automatically qualified to participate in the examinations.

If the student fails the ordinary examination, a new examination will automatically be arranged unless otherwise agreed. Further information on examination will be found in the Academy´s regulations on examinations.

Missing an examination will be noted as a first attempt. This is not applicable in case of documented illness. The student has 3 attempts to pass an examination.

All examinations must be passed. A passed examination cannot be re-taken.

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

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

If the student, as a consequence of unusual circumstances, wishes to opt out after the deadline, the student may apply for exemption. The exemption may be granted if the students can document unusual circumstances.
Opting out must be done by email to the study secretary of the education at the study location. When the student receives a confirmation from the academy the opting out is valid. After this, the student will be signed up for the next test in the subject area, and the test the student opted out from will not count as a try.

Re-examination due to illness
The student which, due to documented illness or other unpredictable reason was unable to do an examination will get the possibility to do a re-examination. Illness must be documented by a medical declaration from a doctor. The Academy must receive this declaration no later than 3 working days after the examination day. For sudden illness during the examination, the Academy can ask for a medical declaration.

Lacking correct medical documentation will be considered as one used attempt. The student bear the cost of obtaining correct medical documentation from the doctor.

Exemptions
Students with impaired physically or mentally abilities may apply for an exemption from the normal requirements, for ex. requiring extra time. The application must be directed to the Academy no later than 4 weeks prior to the examination. In case of sudden health problems, exemption from the 4 weeks may be granted.

The application must be accompanied by a medical declaration or other documentation from specialists within fields of disabilities such as speech, hearing, dyslexic, blindness or other health issues.
Contracts on exemption from normal requirements can be made for the entire education period.

Complaints
In connection with an examination it is possible to handle in a complaint regarding the following:

1. The basis for the examination, hereunder the examination question, assignment etc.
2. The examination course
3. Evaluation

Following the Executive order on examination for higher education, the complaint must be written, argumentative and handled in no later than two weeks after the evaluation/assessment of the examination in question.

Exemption
With regards to the executive order on examination for higher education, the academy may for individual students, exempt from the original dates for passing exams, if it is based on illness, maternity leave or other unusual circumstances.

Cheating and disrupting behavior during examination
If cheating is detected, for example by giving or receiving unauthorized help at solving an assignment or apply unauthorized tools, the student may be expelled from the examination. Under particular aggravating circumstances, the student may be expelled from the academy for a short or long period of time. In such cases a written warning will be given to the student, stating that a repetition of the cheating will cause permanent expulsion. An expulsion means that the student has used one attempt and no grade is given.
In case of disrupting behaviour, the academy can expel the student from the examination. In certain circumstances an oral warning is given prior to the expel.

Use of own and others work - Plagiarism
Cheating by plagiarism includes cases, where a written assignment in whole or in parts:

1. includes identical or partly identical reproduction of others words or work without clarifying by quotations marks, italics, indentation or other clear indication the original source.
2. Re-use own material which already has been evaluated without applying the above rules (no. 1)

For an individual written assignment, it is also plagiarism to use text, which is taken directly from a group assignment and hence appears in other assignments.

Examination abroad
The student may, under certain circumstances, be allowed to do the examination abroad as described in the executive order. The examination may be conducted using Skype or other approved video conference tools.

The academy will appoint or approve a supervisor, who will be with the student during the examination. Any costs are covered by the student, who will confirm in writing in advance, that any expenses related to doing to examination abroad are covered.

5.2. Examinations figuring on the final examination diploma

The below examinations will figure on the final examination diploma.

Time	Examination	Subject areas	Compulsory elements	ECTS	Assessment	Grade	Weighting[1]
1st study year	First year examination (interdisciplinary project examination)	• Technology and design • Optimization, repair and IT • Management and operational	Compulsory element	60	External	7-scale	1

[1] Weighting on the final examination diploma, which also indicates the total average

2nd study year	Optional elements			30	Internal	7-scale	1
	Practical training			15	Internal	7-scale	1
	Final examination project			15	Internal	7-scale	1

5.3. Description of the examinations

5.3.1. First year examination

The first year examination at the end of the second semester shall document that the student has achieved the learning objectives for the first study year.

The student must complete a written project followed up by an oral examination. The project is based in a relevant problem issue within the compulsory element 1; Management, communication, operation and techniques. The project is interdisciplinary and it is required as a minimum that it includes at least one the automotive technique subjects, IT, analysis and diagnostic techniques using own measurements and one or more of the mercantile subjects, that have been taught during the first study year.

The learning objectives for the element are identical with the learning objectives for the examination. The first year examination has an extent of 60 ECTS.

Assessment:

The examination is external. Both project and oral presentation are evaluated by external examiner, using the 7-scale and 02 is necessary to pass. The written project counts for 50 % and the oral presentation counts for 50 %. The duration of the oral presentation is 30 minutes including evaluation. Normally the examination is in the main language of the AP programme, with a possibility to exempt from that rule according to the Executive order.

Conditions relevant for the evaluation:

- Presentation
- Relevance and coherence between the problem statement and both content and conclusion
- Methodology considerations and disposition
- Vocational content
- Use of taught theories
- Consistency and coherence
- Conclusions
- Formalities
- Language and layout

5.3.2. Third semester examination

Third semester examination

For further details, consult the unit guide on the Third semester examination.

5.3.3. Optional elements examinations

For further details, consult the specific unit guide for each optional element, and maybe in a separate catalogue for optional elements on www.eadania.dk.

5.3.4. Practical training examination

The practical training is evaluated by an examination. The learning objectives for the practical training are identical with the learning objectives of the examination. One grade only is given, using the 7-scale and 02 is necessary in order to pass. For further details, consult the specific unit guide.

5.3.5. Examination for the Final Examination project

The examination is external, using 7-scale and have an extent of 15 ECTS. It consists of a written project and an oral examination. The student will receive one combined grade. The student must have passed all prior examinations including the practical training to be entitled to do the final examination.

Only one combined grade is given. The written project counts for 70% of the combined grade (includes 10% for formalities, writing and spelling ability). The oral examination counts for 30%. This grade will figure on the final examination diploma.

The oral examination is individual and has a duration of 45 minutes incl. evaluation. It is take often go beyond what is directly addresses in the project.

For further information, consult the individual unit guide.

6. Study start assessment

First semester students must participate in and pass a study start assessment in order to continue the education. The purpose of the study start assessment is to determine whether the student has commenced the education.

The study start assessment will take place within the first two months and the result will be passed on to the student as passed/failed no later than two weeks after the assessment.

The assessment consists of:

- A knowledge-based assessment within the framework of the subjects taught since the beginning of the semester
- Assessing the study activity level, such as presence and solutions to specific questions

In case of a fail the student has the possibility to do a re-assessment, which will take place on later than 2 months after semester start. The student will have two attempts to pass the study start assessment. This test is not regulated by the exam framework about tests and complaints.

If the student does not pass the test, he or she can no longer study at the academy.

7. Study activity

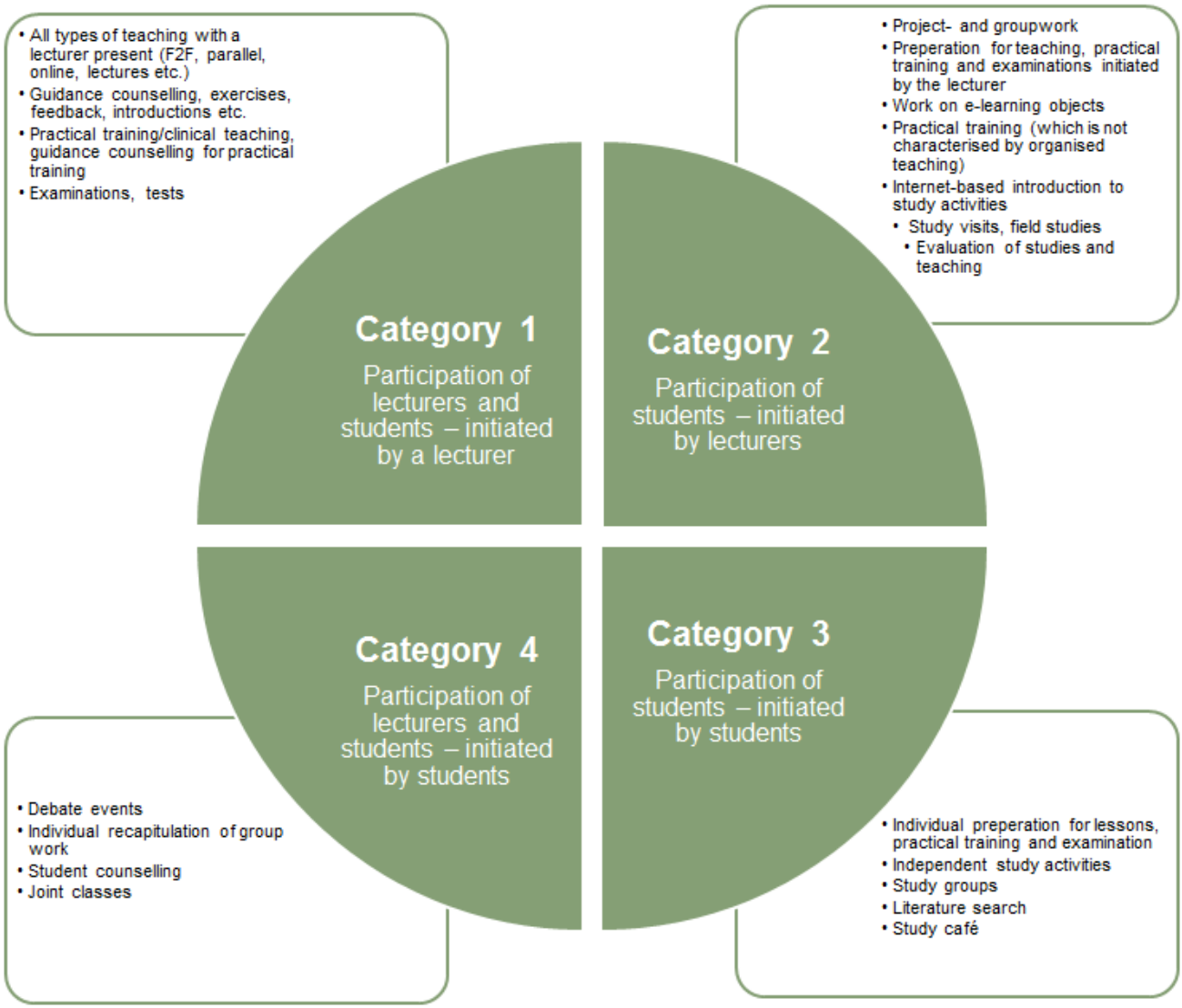
The study activity is defined through the student' s participation as well as handling in compulsory assignments/projects etc. Only when this level of study activity is achieved the student can be registered for examinations. Being study active is also a condition in order to receive Danish SU.

7.1. The study activity model

As an incoming student at Dania Academy of Higher Education, the student will experience activities and a study activity model which might differ a great deal from what the student is used to. The Academy expects a level of activity equivalent to a full-time job. The education is practice-based, which includes regular encounters with relevant players, and not only during the practical training period.

Many different types of activities are included, some the students initiate and others are initiated by the academy. The activities can be individual, in groups, with teachers or companies, during the practical training period or a company visit, projects etc.

The teaching at Dania Academy of Higher education is based on the below study activity model, where the activities are divided into 4 categories:



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

7.2. Active participation

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

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

An active student will:

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

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

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

7.3. Compulsory assignment, projects etc.

Compulsory assignments, projects etc. must be handed in before we qualify the student as active and allow him/her to take tests.

For each semester there will be a plan on the intranet showing the assignments and tests of the semester as well as a description of each assignment, project etc. The assignments must be approved in order to be able to go to the exams.

8. Teaching and working methods

The education applies the latest knowledge and results from national and international research, trials and developing work from relevant sources. The academy includes both practical and theoretical knowledge from branch-related trends and methods for developing the industry and do qualitative work.
The teaching includes lectures, exercises, presentations, cases, seminars, guest teachers both national and international, projects and company excursions.

The teacher´s role
It is the policy of the academy that the teacher plans and conducts the teaching from the following guidelines:

- Values of Dania Academy of Higher education: We are Curious, Dynamic and Visionary
- Study activity model
- Interdisciplinary
- Variation of learning methods
- Process-orientated approach
- Close cooperation with the industry
- Integration of innovation in the education
- Expectation that the student is independent, motivated and active
- Use relevant IT tools

Reading texts in a foreign language

For the Danish AP Programmes, teaching in English using texts/literature, co-lectures, seminars of foreign guest teacher may be expected.

9. Regulations applying to the practical training period

For further information, consult the individual unit guide.

Contract
A contract is made between the student and the internship company, and approved by the supervisor in order to secure relevant content during the practical period. The layout of the contract is according to the common standard for the academy.

Working hours and pay
The practical training equals a full-time job which implies demands for a number of working hours, good effort, commitment and flexibility, as the student must expect in a proper job later on. The working hours are agreed by the student and the company. The internship company has no financial obligation towards the student as the student can receive SU (unless otherwise stated in the curriculum).

10. Internationalization

The international dimension is commonly included in the academy´s AP Degree programmes.

The programmes are structured in a way that it is possible for a student to study one semester abroad. Dania must approve the foreign educational institution as well as the vocational content in the subjects taught. After end study semester abroad the student is obliged to document the approved institution´s passed elements. Furthermore, the student must also in advance give the academy the consent to obtain the necessary information.

Moreover, the practical training may be in a company abroad. The company must be approved according to the general regulations on practical training.

For further information, consult the internship supervisor.

10.1. Agreements with foreign educational institutions on parallel study programmes
For further information, consult the internship supervisor.

11. Credit transfer

11.1. Credit transfer for elements in this AP Degree programme
The academy approves passed elements for equivalent element passed at another academy. The grade is transferred as well.

The institution can approve that passed elements or parts hereof passed at another institution are equivalent to elements or parts hereof in the curriculum. If the elements are assessed using 7-scale at the institution where the examination was conducted and it is equivalent to an entire subject in the curriculum, the grade is transferred. In all other cases the grade is transferred as “passed” but is not included when calculating the average grade.

The student is required to disclose previously passed educational elements that are likely to apply to credit transfer. This is also the case for ERASMUS students.

11.2. Credit transfer and accessibility to subsequent educations

The student must contact the supervisor for further information on credit transfer and accessibility to subsequent educations, as new opportunities appear regularly.
It is also possible to do further studies abroad, i.e. a post-graduate degree of one or two years duration and hence acquire an international bachelor degree, which normally is three years. Find more information on the webpage for Ministry of Higher Education and Science; http://ufm.dk/en?set_language=en&cl=en.

12. Leave of absence

A student may be granted leave of absence for personal reasons. Further information on leave of absence and provisions for students on leave of absence are stated in the Executive Order no. 1046 of 30/06/2016 on admission for Academy Profession and Bachelor Programme.

13. Exemption

The academy can, under certain justified circumstances, exempt from the rules in the curriculum. The institutions will cooperate on a uniform exemption practice.