



The shared section of the Curricula for Bachelor's and Master's degree programmes at the Faculty of Science University of Copenhagen September 2023

The overall provisions on which this curriculum is based are set out in the following acts and orders as amended.

Danish Consolidation Act no. 778 of 7 August 2019 on Universities (the University Act) (*Universitetsloven*).

Ministerial Order no. 2285 of 1 December 2021 on Full-time University Education (the University Programme Order) (*Uddannelsesbekendtgørelsen*).

Ministerial Order no. 1605 of 19 December 2017 on Part-time Master's Degree Programmes at Universities and the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science (*Erhvervskandidatbekendtgørelsen*).

Ministerial Order no. 69 of 26 January 2023 on Admission to Full-time University Education (the Admission Order) (*Adgangsbekendtgørelsen*).

Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (the Examination Order) (*Eksamensbekendtgørelsen*).

Danish Ministerial Order No. 1125 of 4 July 2022 on the Grading Scale for Study Programmes Offered under the Ministry of Higher Education and Science (the Danish Grading Scale Order).

Guideline no. 9698 of 28 August 2018 on guidelines for university programmes targeted at teaching upper secondary education programmes and upper secondary subjects in EUX courses (academic minimum requirements).

Ministerial Order no. 247 of 13 March 2015 on the International Education Activities of Universities (*International uddannelsesbekendtgørelse*).

Those parts of the curriculum not determined by the aforementioned acts and ministerial orders are governed by the rules laid down by the University of Copenhagen (the 'University') and the Faculty of Science at the University of Copenhagen (the 'Faculty'). Some of these rules are described in the teaching plans and exam rules for the Faculty of Science from September 2022 (*teaching plans and exam rules*) and in the University of Copenhagen's guidelines for the year and timetable structure for Bachelor's and Master's degree programmes (*year and timetable structure*).

The curriculum has been prepared pursuant to Section 18(4) of the University Act. The curriculum contains regulations as stipulated in Section 47 of the University Programme Order, and Section 20 of the Grading Scale Order, as well as regulations laid down by the University and the Faculty.

The degree programmes covered by this curriculum fall under the study boards at the Faculty of Science, University of Copenhagen, in that a given degree programme is unambiguously linked to a given study board (the 'study board') (see Section 45(2) of the University Programme Order). The curriculum has been approved by the dean of the Faculty of Science at the University of Copenhagen.

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1. Duration and scope

The scope of the degree programmes at the Faculty of Science is calculated in ECTS credits (European Credit Transfer and Accumulation System). One full-time equivalent (FTE) constitutes 60 ECTS credits, which corresponds to a workload for the student of 1,650 hours.

1.1 Bachelor's degree programmes

Bachelor's degree programmes are prescribed to 180 ECTS credits, corresponding to three years of full-time study.

For students doing the BSc programme in Food and Nutrition and doing the compulsory internship – which equals 30 ECTS credits – the programme is extended by half a year.

1.2 Master's degree programmes

Master's degree programmes are prescribed to 120 ECTS credits, corresponding to two years of full-time study.

Master's degree programmes with minor subjects, where the minor subject is outside the area covered by the major subject and is not academically linked to the major, are extended by half a year on account of the minor subject. The programme duration is thus two and a half years, equating to 150 ECTS credits in all. The programme extension is linked to the minor subject.

For students doing the MSc programme in Food Science and Technology and doing the compulsory internship – which equals 30 ECTS credits – the programme is extended by half a year.

Part-time Master's degree programmes are prescribed to 120 ECTS credits, corresponding to four years of part-time study.

1.3 Credit limits

Students who are lacking fewer than 7.5 ECTS credits to complete their degree may take up to 7 ECTS credits more than the prescribed number of credits for the degree programme, if necessary for them to graduate from the programme.

2. Maximum duration of study

The duration of study is measured from the first enrolment onto the Bachelor's or Master's degree programme in question at the Faculty. Programme extensions in connection with parental leave, corresponding to 12 months for each parent, and approved periods of leave of absence with justification are not included in the calculation of maximum duration of study.

Periods of leave of absence without particular justification are included in the calculation of maximum duration of study.

In the event of multiple enrolment periods on the same degree programme, the maximum duration of study is calculated on the basis of the combined enrolment period. Enrolment periods that were not subject to maximum duration of study requirements are not counted.

When switching between an ordinary Master's degree programme and a part-time Master's degree programme within the same field of study, the maximum duration of study is calculated proportionately, based on the length of time the student has been enrolled in each programme.

If the degree programme has not been completed within the maximum duration of study, enrolment will be terminated, irrespective of whether the student has non-utilised exam attempts.

2.1 Bachelor's degree programmes

The total period of study for Bachelor's degree programmes must not exceed four years (48 months).

For students doing the food science and technology programme and doing the compulsory six-month internship during their period of study, the total period of study must not exceed four and a half years (54 months).

2.2 Master's degree programmes

The total period of study for Master's degree programmes must not exceed three years (36 months).

For Master's degree programmes that include a minor subject which extends the programme by six months, the total period of study must not exceed three and a half years (42 months).

For Master's degree programmes that include an internship which extends the standard Master's degree programme period by six months, the total period of study must not exceed three and a half years (42 months).

2.3 Part-time Master's degree programmes

The total period of study for part-time Master's degree programmes must not exceed five years (60 months).

3. [Discontinued]

4. Structure of the programmes

4.1 Subject elements

A subject element can be a course, a project or an internship

- A *course* has a course description which is presented in the University of Copenhagen course catalogue.
- A *project* can be:
 - A Bachelor project (see Appendix 1).
 - A thesis (see Appendix 2).
 - A project in practice at Bachelor's level (see Appendix 3).
 - A project in practice at Master's level (see Appendix 4).
 - A project outside the course scope (see Appendix 5).
 - A thesis preparation project (see Appendix 6).
- An *internship* can form part of the BSc programme in Food and Nutrition and in the MSc programme in Food Science and Technology. See the programme-specific curriculum.

Degree programmes at the Faculty can consist of three types of subject elements:

- *Compulsory subject elements*
Subject elements that all students must pass in order to graduate from the degree programme.
- *Restricted elective subject elements*
Subject elements that may be chosen from within a restricted group of activities (restricted for specific courses and study activities).
- *Elective subject elements*
Completely elective subject elements at programme level.

The programme-specific curriculum will state whether and to what extent subject elements at a level other than that of the degree programme itself may be included in the elective part of the programme.

4.2 Bachelor's degree programmes

All Bachelor's degree programmes include the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

A Bachelor's degree programme consists of:

- A range of compulsory and, if applicable, restricted elective subject elements.
- A Bachelor project.
- A number of elective subject elements.

The elective part of the Bachelor's degree programme must consist of subject elements at Bachelor's level which bring the scope of the programme up to 180 ECTS credits. Subject elements at Master's level may be included to an extent defined in the programme-specific curriculum.

4.2.1 Study-start test

In the first academic year, students admitted to Bachelor's degree programmes must take and pass a study-start test to be allowed to continue on the programme. The purpose of the study-start test is to determine whether students have actually started their studies. The test is held with an internal examiner, and the grade 'Pass' or 'Fail' is awarded. The test is a 27-hour take-home assignment and is not included with ECTS credit weighting in the students' degree programme.

Students have two attempts at passing the study-start test. Students who do not pass the test by their second attempt will be disenrolled from the degree programme without further notice.

4.2.2 First-year exam

Students must pass the first-year exam to be allowed to continue on their degree programme. To do so, students must fulfil the following requirements:

- 1) No later than the end of August following the start of their studies, students must have taken exams equating to 45 of the 60 ECTS credits to be earned from the compulsory subject elements in the first year of the degree programme.
- 2) No later than the end of August in the second year after the start of their studies, students must have passed exams equating to 45 of the 60 ECTS credits to be earned from the compulsory subject elements in the first year of the degree programme.

Any leave of absence periods by the student are not included in the calculation of these time limits.

In connection with parental leave during the period covered by the first-year exam, the time limits are extended by 12 months for both parents.

This requirement does not apply to students who have transferred to the University of Copenhagen after having passed their first-year exam on the same degree programme at a different university.

The requirements for taking exams or passing subject elements may be fully or partially met through a credit transfer. Thus, credit-transferred courses can also count towards the full or partial fulfilment of the first-year exam.

4.2.3 Admission to courses on Master's degree programme before completing Bachelor's degree programme

Students may apply to enrol for subject elements and exams which are to form part of their Master's degree programme for up to 30 ECTS credits before completing their Bachelor's degree programme.

The subject elements and exams must be able to form part of a Master's degree programme to which the student has a legal right of admission.

4.3 Master's degree programmes

All Master's degree programmes include the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

A Master's degree programme consists of:

- A range of compulsory and, possibly, restricted elective subject elements.
- A thesis.
- A number of elective subject elements at Master's level.

Subject elements at Bachelor's level may be included to an extent defined in the programme-specific curriculum.

4.3.1 Master's degree programmes with compulsory or voluntary courses abroad

All Master's degree programmes with compulsory or voluntary courses abroad, including Erasmus Mundus Master's programmes, are structured in such a way that students complete parts of their Master's degree programme at the Faculty of Science and other parts at one or more universities abroad by agreement between the universities.

It can be seen from the curriculum for the individual Master's degree programme where the programme elements forming part of the compulsory courses abroad are to be done.

The curriculum for the individual Erasmus Mundus Master's programme states where the programme elements are to be done.

Students' options in respect of voluntary courses abroad are listed in the programme specific section of the curriculum for individual Master's degree programmes.

4.3.2 Admission requirements for Master's degree programmes

The programme-specific Master's curriculum states the specific admission requirements to be fulfilled. It may be stipulated that only Bachelor's degree programmes completed less than five years before the date of application are directly qualifying.

4.3.3 Study-start test

In the first academic year, students admitted to a Master's degree programme as part of the summer intake must take and pass a study-start test to be allowed to continue on the programme. The purpose of the study-start test is to determine whether students have actually started their studies. The test is held with an internal examiner, and the grade 'Pass' or 'Fail' is awarded. The test is a 27-hour take-home assignment and is not included with ECTS credit weighting in the student's degree programme.

Students have two attempts at passing the study-start test. Students who do not pass the test by their second attempt will be disenrolled from the degree programme without further notice.

4.3.4 Projects

Master's theses, thesis preparation projects, projects outside the course scope and projects in practice must never account for more than 90 ECTS credits of the Master's degree programme.

4.4 Part-time Master's degree programmes

All part-time Master's degree programmes include the elements listed below. The scope of the respective elements is defined in the separate programme-specific curricula.

A part-time Master's degree programme consists of:

- A range of compulsory and, possibly, restricted elective subject elements.
- A thesis.
- A number of elective subject elements at Master's level.

Subject elements at Bachelor's level may be included to an extent defined in the programme-specific curriculum.

4.4.1 Admission requirements for part-time Master's degree programmes

The programme-specific part-time Master's curriculum states the specific admission requirements to be fulfilled. It may be stipulated that only Bachelor's degree programmes completed less than five years before the date of application are directly qualifying.

4.4.2 Study-start test

In the first academic year, students admitted to a part-time Master's degree programme as part of the summer intake must take and pass a study-start test to be allowed to continue on their programme. The purpose of the study-start test is to determine whether students have actually started their studies. The test is held with an internal examiner, and the grade 'Pass' or 'Fail' is awarded. The test is a 27-hour take-home assignment and is not included with ECTS credit weighting in the students' degree programme.

Students have two attempts at passing the study-start test. Students who do not pass the test by their second attempt will be disenrolled from the degree programme without further notice.

4.4.3 Projects

Master's theses, thesis preparation projects, projects outside the course scope and projects in practice must never account for more than 90 ECTS credits of the part-time Master's degree programme.

5. Subject elements offered

5.1 Content of the subject elements

The various subject elements offered by the Faculty are described in the UCPH course catalogue, www.kurser.ku.dk, and in Appendices 1-5 and can be changed effective from 1 September.

All amendments to the description in the UCPH course catalogue must be approved by the relevant study board.

5.2 Establishment of subject elements

All new subject elements must be approved by the relevant study board, to come into effect once a year on 1 September.

5.3 Cancellation of subject elements

Cancellation of compulsory and restricted elective subject elements is subject to approval by the relevant study board.

However, this does not apply to restricted elective subject elements forming part only of an upper-secondary-school specialisation on a Master's degree programme.

5.4 Discontinuation of subject elements

Subject elements may only be discontinued with the approval of the relevant study board, and only once a year, to come into effect on 1 September.

6. Exam basis

6.1 Content

For each subject element, an exam basis is laid down consisting of a description of the objectives of the subject element, supplemented with a list of recommended reading. The exam basis is prepared by the course directors.

6.2 Exam

Exam questions must be answerable on the basis of the framework constituted by the exam basis. For subject elements building on competencies that students are assumed to have acquired previously, exam questions may incorporate these competencies as background knowledge.

In the event of major changes to the exam basis, exams are to be held based on both the new and old versions so that the student can be examined in three consecutive exams on the same exam basis. If there are any doubts, the study board will decide whether major changes exist.

6.3 Accessibility

If the exam basis includes a list of recommended reading, this must – for subject elements with a single final exam in the exam period – be accessible no later than three weeks prior to the exam.

If the exam basis includes a list of recommended reading, this must – for subject elements involving ongoing tests outside the exam period – be accessible from the start of the course period.

6.4 Exam language

For both Danish and English-language subject elements, all assignments related to the course must be written in the language of instruction of the subject element.

The language at the exam must always be the same as the language of instruction of the subject element.

On a Danish-language course, however, a student and the course director are permitted to agree that the student may do the exam in English. In case of written exams, the assignment will still be presented in Danish unless otherwise agreed.

Subject to agreement with the course director, students may instead of Danish speak and write Swedish or Norwegian, both in the classroom and at the exam.

7. Exams

The course description indicates the form of assessment that applies to the individual courses.

For the Faculty's subject elements, an exam may be a single test or may consist of ongoing tests.

7.1 Ongoing tests – weighting and validity

The course description indicates whether an exam consists of ongoing tests. If an exam consists of ongoing tests, a single grade is given.

Exams that consist of ongoing tests may be assessed in the following ways:

- Ongoing tests are not weighted individually. A single assessment is given for the ongoing tests.

- Each ongoing test is weighted and assessed individually. The final grade is based on the set weighting of the ongoing tests. Only the overall grade is registered on the certificate.

The department is responsible for keeping the grades given for the ongoing tests on file for use in connection with any re-exams. Results must be kept on file for as long as the course is offered and until the last exam attempt has been offered.

If ongoing tests are weighted and assessed individually, the following must be stated in the course description:

- How the ongoing tests are weighted.
- Whether students can pass the exam without passing all of the ongoing tests if the overall grade is 'Pass'. Alternatively, it must be stated whether students must pass each individual test in order to pass the exam as a whole.
- Whether the ongoing tests are subject to specific grade requirements.
- Whether all ongoing tests must be passed in the same exam period, or whether ongoing tests that have been passed may count towards re-exams.

A written exam assignment may consist of several exam questions. In the absence of any statement to the contrary, the questions will be weighted equally, and an overall assessment will be given.

If a separate grade is not awarded for a written assignment, the exam paper may still be included in the assessment of a subsequent individual oral exam or other test of the individual student.

7.2 Re-exams

In the absence of any statement to the contrary in the course description, re-exams take the same form as the ordinary exam.

The examiner setup and the form of assessment must be the same for ordinary exams and re-exams.

7.2.1 Re-exams and ongoing tests

Unless otherwise stated in the course description, all ongoing tests in a subject element must be passed in the same exam period. For courses which state that ongoing tests may be passed in different exam periods, successfully passed tests do not have to be retaken. They will be included in the assessment of the re-exam with the result obtained when they were first taken. In this case, for ongoing tests that were not successfully passed, papers may be re-submitted in a revised form or submitted again at the re-exam.

If a 'Fail' grade has been awarded on the basis of ongoing tests that are not individually weighted, all ongoing tests must be taken again.

If a re-exam contains a written component that is not a separately assessed ongoing test, the student may choose to resubmit a previously submitted version or to submit a new version of the ongoing test for assessment.

In the event of documented illness occurring between ongoing tests that are individually weighted and assessed, the previously taken ongoing tests will be included in the assessment at the re-exam with the result obtained when they were originally taken, in the absence of any statement to the contrary in the course description.

7.3 Registration for exam requirements

Courses descriptions may lay down requirements that must be fulfilled before students can register for exams. These requirements do not form part of the exam and are not included in the assessment. The course director registers whether students comply with the requirements and informs SCIENCE Study Administration of any students who do not comply with the requirements. The students affected are informed by SCIENCE Study Administration that they will not be allowed to take the exam.

Registration for exam requirements are not permitted on subject elements that involve continuous assessment. However, attendance requirements may be stipulated for subject elements that involve continuous assessment.

Unless otherwise stated in the course description, fulfilment of the registration for exam requirements (including take-home assignments, compulsory attendance etc.) covers the first four times the exam is held after completion of the subject element: the ordinary exam, the re-exam after this, the ordinary exam the following year and the re-exam after this, however always subject to the rule of the Examination Order permitting a maximum of three exam attempts. The period cannot be extended, even though an exam or re-exam is not held due to an insufficient number of registrations or discontinuation of the subject element. The course director may allow the period to be extended to cover additional exams held.

If the registration for exam requirement is not met, the student will have used an exam attempt. The course description will state whether and how the student can meet the registration for exam criteria prior to any re-exam.

7.4 Group exams and group assignments

7.4.1 Written assignments

Written assignments can be done as individual assignments or group assignments.

A group assignment in which each student's individual contribution is not clearly specified cannot be included in the assessment as an individual element. Neither as the whole exam nor as a part of it. Group assignments that are to form part of an individual assessment at an exam must therefore always clearly specify each individual student's contribution.

A non-individualised written group assignment can be included in an overall assessment at a subsequent oral exam based on the group assignment.

7.4.2 Oral exams

Exams may be conducted as individual or group exams.

In the case of individual exams, students are examined one at a time. In the case of group exams, students are examined in groups. No more than six students may be examined as a group.

In both individual and group exams, an individual assessment must be made of the performance of each student and used as the basis for awarding an individual grade.

In the case of individual oral exams for students who have been part of a group assignment, the other members of the group must not enter the exam room until they have completed the individual oral exam.

7.5 Duration of the oral exam

Oral exams must last a minimum of 12 minutes, excluding evaluation. This applies regardless of whether the oral exam is an independent exam or is based on a project etc. If several

students participate in a group exam, each student must be examined for a minimum of 12 minutes.

7.6 Assessment of communication

If the quality of the student's spelling, writing proficiency and communication skills makes it difficult to assess their work, one grading point may be deducted in the overall assessment. If it makes it impossible to assess the student's work, the student will receive the lowest grade on the grading scale or a 'Fail' grade.

7.7 Grading method

Only one grading method is registered for each subject element. For an exam to be registered as an external exam (i.e. assessed by an external examiner), all ongoing tests must be 'external'. If an exam consists of some ongoing tests that are assessed by internal examiners as well as ongoing tests that are assessed by external examiners, the exam will be registered as an internal exam.

8. Academic integrity and exam cheating

During the degree programme, students must abide by the regulations on academic integrity laid down in the guidelines on 'Disciplinary actions towards students at the University of Copenhagen' (*Disciplinære foranstaltninger over for studerende ved København Universitet*).

Academic misconduct is deemed to exist, for example, when falsification, plagiarism, non-disclosure or any similar conduct is used to misrepresent the student's own work or results, or to assist another student.

Failure to cite a source in a written assignment is considered non-disclosure. Attempts to cheat at exams will be treated in the same way as actual cheating.

Breach of the disciplinary regulations may result in expulsion from the exam and expulsion from the University. Depending on the circumstances, the expulsion may be permanent or for a given period.

9. Body of external examiners

External examiners must be members of a nationwide body of external examiners and must not be employed, nor have been employed within the past two years, at the university where they are to work as external examiners.

The programme-specific curricula define the body of external examiners linked to the programmes.

10. Pre-approvals and credit

10.1 Pre-approval

Students at the Faculty of Science wanting to do subject elements at Bachelor's or Master's level within the Faculty of Science as part of their elective study need not apply for pre-approval from the study board.

Students who wish to take subject elements at another faculty or another educational institution in Denmark or abroad must submit an application for pre-approval to the study board.

10.1.1 Pre-approval of domestic subject element

Students are obliged to transfer credits for subject elements for which pre-approval has been granted, provided that the subject elements are passed.

10.1.2 Pre-approval of international subject elements

Students are obliged to transfer credits for subject elements for which pre-approval has been granted, provided that the subject elements are passed.

If the pre-approved subject elements are not offered as planned, students must as soon as possible apply for new pre-approval for other subject elements corresponding to the ECTS workload of the original pre-approval.

10.1.3 Students following inter-faculty and inter-university degree programmes

Students following inter-faculty and inter-university degree programmes do not need to apply for pre-approval of the courses defined in the programme-specific curricula as being compulsory or restricted elective subject elements.

10.2 Credit

Students must provide information about and apply for credit transfers for subject elements passed on all previous unfinished programmes at the same level. Students who fail to provide information about all subject elements passed may be subject to sanctions pursuant to the University's disciplinary regulations.

Students may additionally apply for other successfully passed subject elements to form part of their degree programme. On the basis of an academic evaluation, the study board determines whether a given subject element entitles the student to a credit transfer.

The ECTS workload of credit-transferred subject elements accorded an ECTS workload by the institution where they were originally offered cannot be decreased or increased.

10.2.1 Credit from foreign universities

Credit from foreign universities can only be transferred with the assessment pass/fail.

11. Leave of absence

11.1 Bachelor's degree students who have completed the first year of study on their Bachelor's degree programme and have passed the exams in the first year of study (60 ECTS credits) may be granted leave of absence in up to two blocks on their Bachelor's degree programme without particular justification.

11.2 An application for leave of absence in accordance with Clause 11.1 must be received by the Faculty before block or semester start and in accordance with the applicable deadlines.

11.3 Master's degree students cannot be granted leave of absence; see, however, Clauses 11.4 and 11.9.

11.4 Leave of absence due to childbirth, adoption, national service/female conscription, UN service etc. will be granted irrespective of any leave taken previously during the programme, and irrespective of whether the first study year on the Bachelor's degree programme has been successfully completed and all exams passed.

11.5 [Discontinued]

11.6 In the case of leave of absence without particular justification in accordance with Clause 11.1, the deadlines for completing the degree programme are not suspended during the period of leave. In connection with leave of absence in accordance with Clauses 11.4 and 11.9, the deadlines for completing the degree programme are suspended.

11.7 During a leave of absence, students cannot participate in courses on the programme in question. Students may not sit exams in blocks in which they are or have been on leave of absence from their studies, except for re-exams in courses from the previous semester/block.

11.8 Leave of absence without particular justification in accordance with Clause 11.1 cannot be interrupted. If leave of absence for a particular reason is interrupted, the student may participate in the exam after the leave has ended.

11.9 The University may grant exemptions from Clauses 11.1-11.3 in exceptional circumstances. Master's degree students who have started their thesis period cannot be granted leave of absence due to exceptional circumstances in accordance with this provision, but may apply for an extension of their thesis period.

Master's degree students who have started their thesis period may, however, still be granted leave of absence in accordance with Clause 11.4.

11.10 Leave may be granted from the date of application at the earliest.

12. Exemptions

In exceptional circumstances, the study board may grant exemptions from the rules in the curriculum specified solely by the Faculty of Science.

For international exchange students, the dean may, upon consulting with the course director, approve that the form of assessment for a specific exam be changed from pass/fail to being based on a 7-point grading scale.

13. Commencement etc.

13.1 Validity

The present curriculum applies to all students at the Faculty of Science.

For students enrolled on an inter-faculty degree programme at the Faculty of Science, the faculties have entered into an inter-faculty partnership agreement to regulate these areas, and which applies in parallel with the rules at the Faculty of Science.

For students enrolled on an inter-university degree programme at the Faculty of Science, the universities have entered into a partnership agreement to regulate these areas, and which applies in parallel with the rules at the Faculty of Science.

For students enrolled on a degree programme at the Faculty of Science, in respect of which a course agreement has been made with another faculty/university, this agreement applies in parallel with the rules at the Faculty of Science.

13.2 Amendments

The curriculum may be amended once a year so that any changes enter into force at the start of the academic year. Amendments must be proposed by the study boards and approved by the dean.

If amendments are made to this curriculum, an interim arrangement may be added if necessary to allow students to complete their degree programme according to the amended curriculum.

Appendix 1 – Bachelor project

1. Scope

The Bachelor project equals 15 ECTS credits.

2. Scheduling and duration

The table diagram in Appendix 1 in the programme-specific curriculum indicates when the Bachelor project may be prepared for each student according to a prescribed curriculum.

The Bachelor project is done in the third year of the degree programme and follows the Faculty's block structure. This means that the project is initiated at block start or upon registration via Self Service, and that the project is done on a full-time basis in one block or on a part-time basis in two blocks:

- Full time in a single block (block 1, 2, 3, 4 or 5).
- Part time in two blocks (blocks 1+2, 2+3, 3+4, 4+5 or 5+1).

3. Language

The Bachelor project may be written in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor. Where the Bachelor project is written in English, the oral exam may be held in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor.

The Bachelor project must include a summary/abstract in English. If the project is written in Danish, Norwegian or Swedish, it may also include an abstract in this language.

The language used in supervision contexts is agreed by the parties.

4. Registration

Students must register for their Bachelor project during the registration period. Registration is carried out using the Self Service function.

5. Bachelor project contract

Before the Bachelor project is initiated, the student and the primary supervisor must enter into a written Bachelor project contract.

The contract must be approved by the student, the primary supervisor, the head of studies and the head of department. The contract must be approved by all parties before the Bachelor project commences.

The agreement sets out the framework for and content of the Bachelor project and also serves to balance expectations of the student(s) and the primary supervisor as regards their collaboration.

6. Purpose

The purpose of the Bachelor project is to allow the student to demonstrate their skills in formulating, analysing and processing issues within a defined academic topic, which is determined in collaboration with the project supervisor(s).

7. Description of objectives for Bachelor projects

The description of objectives for Bachelor projects is presented as an appendix to the programme-specific curriculum.

8. Supervisor

The primary supervisor must be 'internal', i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may undertake practical supervisory duties (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

On inter-faculty degree programmes and degree programmes for which there is a formalised partnership with other faculties/universities, the primary supervisor may come from these other faculties/universities. This is stated in the programme-specific curriculum.

If the Bachelor project is done at an external institution (e.g. a company), the student must have an internal primary supervisor from one of the Faculty's departments and a supervisor from the external institution. The internal primary supervisor has formal responsibility for the quality of the supervision vis-à-vis the head of department and functions as the internal examiner. The supervisor from the external institution participates in the planning of the project in collaboration with the internal primary supervisor.

Students who do their Bachelor project at another Danish or foreign university and who have their project assessed there as well are not required to have a primary supervisor from the Faculty of Science (see the section entitled 'Bachelor project outside the Faculty of Science and credit transfer').

9. Type of instruction

The Bachelor project can be done individually or in groups of up to four students.

Information about responsible scientific conduct and plagiarism must be provided as part of the supervision process.

10. Deadline for submission

The primary supervisor is responsible for ensuring that the scope of the Bachelor project is such that it can be completed within the specified timeframe.

The Bachelor project follows the Faculty's block structure, which means that the project is commenced on block start and must be submitted before the end of the last block of the project. However, the exam may be held either in the exam period of the last block or in the week following this. The deadline for submission is two weeks prior to the exam week for the last block of the project at the earliest.

If the deadline for submission is exceeded, an exam attempt will have been used, and the Bachelor project contract must be revised, or a new Bachelor project contract must be made.

11. Exams

11.1 Requirements for taking exam

In order to be allowed to take the Bachelor project exam, the student(s) must have submitted a project report by the agreed deadline. The project report is uploaded via Digital Exam.

11.2 Exam form – individual projects

The Bachelor project is concluded with an oral exam without preparation time. If the examiner and the student agree, the exam may be held online as a digital oral exam.

The exam takes 30-60 minutes, including a presentation lasting 10-25 minutes. In connection with

group exams, the duration of the oral defence must be extended to allow for individual assessments. After the presentation, the internal examiner and the external examiner may ask questions and make comments. Supervisors from external institutions may not act as external examiners in respect of the Bachelor project.

The oral exam is public, and the primary supervisor announces the time and place of the exam.

If the Bachelor project includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s), internal examiner and external examiner participate.

11.3 Exam form – group projects

Bachelor projects may be done by groups of no more than four students. Before the Bachelor project is initiated, students must agree with their primary supervisor whether their project is to be done as group work.

When a group of students work together on a Bachelor project, the project report may take the form of either a joint report or a report specifying the contributions of each individual student. Irrespective of the report type, the report must form part of the oral exam and thus form the basis of the individual assessment.

If the group has prepared a project report specifying the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam, respecting the individual student's area(s) of expertise. The assessment will be based on the individual student's contribution to the report and their performance at the oral exam.

If a group has prepared a project report which does not specify the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam. The assessment will be based on the individual student's performance at the oral exam.

When the Bachelor project is prepared by a group, the oral exam may be taken as an individual exam or as a group exam, if so agreed with the head of studies and the supervisor. The exam form must be stated in the Bachelor project contract.

For group exams, the duration of the oral defence must be extended to allow for individual assessments.

If the oral exam is held individually, only students who have already taken the exam may be present at the exams of the other students in the group.

Irrespective of report form and exam form, the students will always be assessed individually, and differentiated grades may therefore be given to the members of the same group.

11.4 Assessment and grading

The Bachelor project is assessed by an external examiner, and a grade is given. A single grade is given for the project report and the oral exam. In addition to assessing the academic content of the Bachelor project, where the abstract is included on a par with the other components, the student's spelling and writing proficiency will also be assessed, see Clause 7.6. This applies regardless of which language the project is written in, as capacity to communicate the subject matter is included in the overall assessment.

12. Re-exam

If the exam is not successfully passed or if the deadline for submission is exceeded, this counts as an exam attempt. Students who have submitted a project report but did not pass the exam have the opportunity to submit a revised project report no later than two weeks before the re-exam.

The re-exam may, by agreement with the supervisor, take place in any of the exam and re-exam weeks following the date of the first exam held. Students must register for the re-exam via Self Service during the relevant registration period (ordinary exam or re-exam).

13. Bachelor project outside the Faculty of Science and credit transfer

Students have the option of doing their Bachelor projects at another faculty at the University of Copenhagen, or at another Danish or foreign university, and subsequently having the credits for the project transferred to their Bachelor's degree programme at the Faculty of Science. The Bachelor project must be pre-approved by the study board before commencement. The programme-specific curriculum states whether students can do their Bachelor project at another faculty or university without having to apply for pre-approval.

Credits for a previously completed Bachelor project may be transferred if the academic content is deemed to correspond to the requirements for a Bachelor project on the relevant degree programme.

Appendix 2 – Thesis

1. Scope

Theses may equal 30, 45 or 60 ECTS credits. The programme-specific curricula lay down the sizes of the theses which may form part of the programme. Theses equalling 45 and 60 ECTS credits must be of an experimental nature, i.e. they must contain the student's own production of academic work in the form of the generation of original data/original material.

2. Scheduling and duration

The Master's thesis is done as a period of full-time study. The thesis period follows the schedules below, depending on the size. If an exemption has been granted to postpone the thesis, or if a student has failed one or more thesis attempts, and the thesis period therefore does not follow the normal schedules below, the assessment deadline is no later than four weeks after submission. If the thesis is submitted in July, the assessment deadline is six weeks from submission.

The prescribed scheduling of the thesis in the programme will be stated in the programme-specific curriculum.

If the commencement of the thesis does not follow the prescribed curriculum, the thesis may be started to coincide with any block start, according to the table below. The thesis cannot be started before the second academic year.

Thesis prescribed to 30 ECTS credits – 4-month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 3	31 January	31 May	30 June
Block 4	15 April	15 August	15 September
Block 1	20 August	20 December	31 January
Block 2	15 November	15 March	15 April

Thesis prescribed to 45 ECTS credits – 6½-month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 2	15 November	31 May	30 June
Block 3	31 January	15 August	15 September
Block 4	15 April	31 October	30 November
Block 1	20 August	5 March	5 April

Thesis prescribed to 60 ECTS credits – 9-month writing period.

Start block	Start date	Deadline for submission	Assessment deadline
Block 1	20 August	20 May	30 June
Block 2	15 November	15 August	15 September
Block 3	31 January	31 October	30 November
Block 4	15 April	15 January	15 February

Part-time Master's thesis

For students on part-time Master's degree programmes, a part-time Master's thesis prescribed to 30, 45 or 60 ECTS credits may be started at the same times as stated in the above tables. The submission date for the part-time Master's thesis is 8, 13 or 18 months after the start date. The oral defence of the part-time Master's thesis must take place within 4 weeks of submission of the thesis report.

3. Language

Theses on degree programmes taught in English must be written in English. The thesis must be accompanied by a summary/abstract in Danish or English.

Theses on degree programmes taught in Danish may be written in Danish, Swedish, Norwegian or English, subject to agreement with the supervisor. The oral exam may be conducted in Danish, Swedish, Norwegian or English, by agreement with the supervisor.

If the thesis is written in Danish, Swedish or Norwegian, it must include an abstract in English. If the thesis is written in English, it must contain a summary/abstract in Danish, Swedish, Norwegian or English.

The language used to defend the thesis must match the language of the thesis; however, note the above exception concerning theses in English on degree programmes taught in Danish.

4. Registration

The student must register for the thesis by completing a thesis contract via the Self Service system. The status of the contract must be changed to 'ready for approval' prior to the registration deadline for the block in which the student will start the thesis.

5. Thesis contract

A thesis contract setting out the thesis framework and content is drawn up prior to commencing the thesis.

Before completing the thesis contract, the student(s) and the primary supervisor must agree a plan for the thesis supervision that covers issues including the following: how often and how supervision is to be carried out, what is expected of the supervisor and the student(s) at supervision meetings, conditions concerning the collection of primary data/experimental work, and mutual expectations for the working relationship in general.

The thesis contract must be approved by the student, the primary supervisor, the head of studies and the head of the department at which the supervisor is employed. The head of studies is responsible for approving the academic part of the thesis contract, including the problem formulation and plan for supervision. The plan for supervision must be included in the thesis contract under the field 'Other information'.

Approval by the head of department is not required on inter-faculty degree programmes where the student chooses to write their thesis at a faculty other than the Faculty of Science.

6. Purpose

The purpose of the thesis is to allow students to demonstrate their ability to work independently with an academic topic which is key to the academic profile of the individual Master's degree programme.

7. Description of objectives for the thesis

The description of objectives for the thesis is presented as an appendix to the programme-specific curriculum.

8. Supervisor

The primary supervisor must be 'internal', i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors

- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of primary supervisor, but they may undertake practical supervisory duties (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

If the thesis is done at an external institution (e.g. a company), the student must have an internal primary supervisor from one of the departments at the Faculty of Science and a supervisor from the external institution. The internal primary supervisor acts as the internal examiner and has formal responsibility for the quality of the thesis supervision vis-à-vis the University. The supervisor from the external institution participates in the planning of the thesis studies in collaboration with the internal primary supervisor.

When approving the thesis contract, the head of studies ensures that the primary supervisor has the requisite academic qualifications within the field of the thesis topic.

Special rules apply to supervision if the student does their thesis and has it assessed at another Danish or foreign university. See the section entitled 'Thesis outside the Faculty of Science and credit' below.

On inter-faculty programmes and programmes involving formalised collaboration with one or more other faculties or universities, the primary supervisor may, however, also come from these faculties/universities. This is stated in the programme-specific curriculum.

9. Type of instruction

The thesis can be done individually or by groups of up to four students.

Information about responsible scientific conduct and plagiarism must be provided as part of the supervision process.

A midway seminar may be held during the thesis period with a view to preparing the student for the oral defence. The thesis contract must specify whether a midway seminar will be held.

10. Submission

The thesis report is uploaded via Digital Exam.

11. Deadline for submission

The primary supervisor is responsible for ensuring that the scope of the thesis is such that it can be completed within the set timeframe, and that the student receives regular feedback on whether their work is progressing at a pace that will allow them to comply with the timeframe.

The deadline for submission of the thesis is stated under Clause 2 above.

The deadline for submission set out in the thesis contract is binding, and exceeding the deadline counts as an exam attempt. In exceptional circumstances, the student may apply to the study board for an extension to the deadline for submission.

12. Exam

12.1 Requirements for taking exam

For the oral thesis defence to be held, a thesis report must have been handed in by the agreed deadline.

Participation in the oral thesis defence may be made conditional upon a midway seminar having been held in the thesis period with a view to preparing the student for the oral defence. The date of the midway seminar, if any, must be stated in the thesis contract.

12.2 Exam form – individual theses

The thesis is concluded with an oral defence lasting approx. 60-90 minutes, including a presentation lasting 15-45 minutes. The oral defence must take place by the assessment deadline mentioned in Clause 2 above. If the examiner and the student agree, the exam may be held online as a digital oral exam.

An exam date must be fixed and an external examiner appointed at least three weeks before the deadline for submission of the thesis. Supervisors from external institutions may not act as external examiners for the thesis.

At the exam, the primary supervisor will act as sole examiner.

The oral defence is open to the public, and the supervisor will announce the time and place of the defence.

If the thesis includes a confidential component, this part of the thesis may be considered behind closed doors in connection with the oral defence. Only the student(s), internal examiner and external examiner participate.

The entire thesis may not be considered behind closed doors. In exceptional cases, however, the dean may grant an exemption from this provision.

12.3 Exam form – group theses

Theses may be done by groups of no more than four students. The thesis contract must specify whether the thesis is to be done as group work.

When the thesis is done by a group, the thesis report may either be a joint report or a report specifying the contribution of each student. Irrespective of the type of report prepared, the report must form part of the oral exam and thus form the basis of the individual assessment. The report type must be specified in the thesis contract.

If the group has done a report specifying the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam, respecting the individual student's area(s) of expertise. The assessment will be based on the individual student's contribution to the report and performance at the oral exam.

If a group has prepared a report which does not specify the contributions of the individual students, the students will be examined on the content of the entire report at the oral exam. The assessment is based on each student's performance at the oral exam, against the background of the written report.

When a thesis is prepared by a group, the oral exam may be done as an individual exam, or as a group exam if so agreed with the head of studies and the supervisor. The exam type must be stated in the thesis contract. For group exams, the duration of the oral defence (see Clause 12.2) must be extended to allow for individual assessments.

If the oral exam is held individually, only students who have already taken the exam may be present at the exams of the other students in the group.

Irrespective of report form and exam type, the students will always be assessed individually, and differentiated grades may therefore be given to the members of the same group.

12.4 Assessment and grading

The thesis is assessed by an external examiner, and a grade is given (7-point grading scale). A single grade is given for the thesis report and the oral defence. In addition to assessing the academic content of the thesis, where the abstract is included on a par with the other components, the student's spelling

and writing proficiency will also be assessed, see Clause 7.6. This applies regardless of which language the thesis is written in, as capacity to communicate the subject matter is included in the overall assessment.

The grade must be awarded on the same day as the thesis defence is held.

13. Re-exam

13.1 Thesis not submitted

Should the student fail to submit within the set deadline for submission without having been granted a postponement of the deadline, this will be regarded as an exam attempt, and a new contract must be entered into no later than two weeks after the original deadline for submission.

The new deadline for submission set out in the contract is three months after the approval of the new thesis contract; however, no later than three and a half months after the original deadline for submission. If the student does not fill out a new thesis contract no later than two weeks after the original deadline for submission, the study administration may create an administrative thesis contract.

The contract must be approved by the primary supervisor, the head of studies and the head of department. The new contract must include a revised thesis outline which falls within the same subject area.

If the student fails to submit the thesis within the new deadline for submission, the student will be granted a third exam attempt according to the same rules as those applying to the second exam attempt.

13.2 Thesis not passed

Failure to pass the exam counts as an exam attempt. The student must enter into a new contract no later than two weeks after the thesis defence, allowing the student to submit a revised thesis within three months.

The new deadline for submission set out in the contract is three months after the approval of the new thesis contract; however, no later than three and a half months after the thesis defence. If the student does not fill out a new thesis contract no later than two weeks after the original deadline for submission, the study administration may create an administrative thesis contract.

The contract must be approved by the primary supervisor, the head of studies and the head of department. The new contract must include a revised thesis outline which falls within the same subject area.

14. Thesis outside the Faculty of Science and credit

In special circumstances, students may be allowed to do their thesis at another faculty at the University of Copenhagen, or at another Danish or foreign university, and subsequently have the credits for the thesis transferred to their Master's degree programme at the Faculty of Science. This requires pre-approval, for which the student may apply to the study board. Advance approval can only be granted if the thesis can be done at a faculty or university that offers the same or a closely related degree programme.

The programme-specific curriculum states whether students can do their thesis at other faculties or universities without having to apply for pre-approval.

Students who write their thesis at another Danish or foreign university or at another faculty at UCPH and have it assessed there are not required to have a primary supervisor from the Faculty of Science.

Appendix 3 – Projects in practice on Bachelor’s degree programmes

1. Title

1.1. Danish title

Virksomhedsprojekt på bachelorniveau i [uddannelsens titel]

1.2 English title

Project in Practice at Bachelor’s level in [English name of the degree programme]

2. Workload and scope

Projects in practice at Bachelor’s level can have the following scope and workload:

- 15 ECTS credits, corresponding to a student workload of 412 hours
- 30 ECTS credits, corresponding to a student workload of 825 hours.

The programme-specific curriculum will state which scopes are permitted.

The project in practice contract must state how these hours are distributed between time at the company, supervision, writing the assignment and preparation time.

3. Scheduling

A project in practice on a Bachelor’s degree programme may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

In cases where a curriculum allows for a project in practice to be done as part of both restricted electives and electives, the student may choose to have a project in practice count towards both restricted electives and electives.

The student, supervisor and company/organisation must agree which days and what periods of the day the student is to spend with the company and when the student will receive supervision. See ‘Workload and scope’.

4. Duration

Students may do their project in practice on a full or part-time basis:

- Full time in one or two blocks (15 or 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5).
- Half time over two or four blocks (15 or 30 ECTS credits, respectively) (blocks 1+2, 2+3, 3+4, 4+5 or 5+1).

5. Language

Danish or English. The project in practice contract must state which language has been chosen.

6. Registration

Students must register for the project in practice during the registration period. Registration is carried out using the Self Service function.

Students are wholly responsible for planning their degree programme such that they can take all their exams.

7. Project in practice contract

Before a project in practice is initiated, the student and the primary supervisor and the company/organisation must enter into a written project contract containing an agreed deadline for submission.

The contract is compulsory, and it must be signed by the head of studies or a person appointed by the head of studies (for example the project in practice supervisor at the department).

The project in practice contract must be signed by all parties before the project in practice commences.

The contract sets out the framework for and content of the project in practice and also serves to balance the expectations of the student(s) and the primary supervisor as regards their collaboration.

8. Purpose

Students must play a role in a professional context at a company, institution, organisation or incubator.

The expectations and requirements of the companies/organisations are expressed in a holistic set of competencies that it may be difficult for students to acquire simply by following courses and through more conventional study activities. A project in practice may contribute to the student's development towards a professionalisation of the student's specialisation.

The project in practice must incorporate significant elements from the parts of the degree programme that students have already passed, and its academic level must be in line with the point the students have reached in their degree programmes.

The project in practice is a university project in line with other individual projects. An actual practical training/internship, in which the student plays a normal role in a company/organisation with fixed working hours and right to issue instructions, cannot be a part of project in practice.

The project in practice must be unpaid, and during the project in practice the student must not receive any payment in the form of a salary, reimbursements or grants. However, the student may receive a recognition of their efforts from the company during the project. The amount must not exceed DKK 3,000 per month and must not be paid as income agreed on par with a wage income. A project in practice abroad can be paid, provided that the country in question requires a salary to be paid in connection with such projects. The project in practice must, however, meet the same requirements as a project in practice in Denmark.

Moreover, the student may receive a subsidy towards expenses incurred or a fixed monthly sum for documented expenses during the stay. For example, a subsidy may be paid towards transport, rent and telephone expenses which the student can document in connection with their stay.

The project in practice must be done outside the university environment; it may, however, take place at a university on condition that it does not involve teaching or research.

9. Description of objectives

The overarching objective of the activity is to provide the student with the following:

Knowledge about:

- The company/organisation as a workplace and its organisational culture.
- The commercial and societal contexts in which the student's subject/degree programme should be seen.
- The specific academic knowledge required to complete the project.
- The student's organisational placement and specific function.
- If the project contract specifies that the student is to take a supplementary academic course, the student must also be able to demonstrate knowledge of the topics covered.

Skills in:

- Applying theory and methods from their studies to a specific context at the company/organisation.

Competencies to:

- Collaborate and communicate with different professional groups in a company/organisation.
- Reflect on the application of their academic skills in a commercial context.
- Reflect on what they have learned.

10. Supervisor

The primary supervisor must be 'internal', i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may undertake practical (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

11. Type of instruction

The project in practice can be done individually or by groups of up to four students.

The work assumes a high level of unsupervised initiative from the student or within the group, particularly during the time spent with the company but also in connection with their work to identify relevant literature and write the assignment.

The project in practice contract will state whether the student(s) must participate in compulsory courses and/or events in connection with the project in practice.

12. Academic qualifications

The project in practice demands a high degree of unsupervised work and initiative.

13. Formal requirements

Students must have passed all parts of the first-year exam for their degree programme before they can start work on a project in practice at Bachelor's level.

14. Literature

The student and supervisor jointly prepare a relevant literature list.

15. Exams

The exam consists of a written assignment and an oral test.

An abstract must also be done in the same language as the project report. This will be published on the study information pages as inspiration for other students.

The scope of the assignment and the deadline for submission are stated in the project in practice contract.

The assignment must include relevant reflections in relation to the description of objectives, including reflections on the organisation which they have temporarily been part of.

The assignment forms the basis for the oral exam.

If the deadline for submitting the assignment is exceeded, an exam attempt will have been used, and the project in practice contract must be revised, or a new contract must be entered into.

The oral exam is without preparation. If the examiner and the student agree, the exam may be held online as a digital oral exam. The exam lasts between 30 and 60 minutes, including a presentation lasting 10-20 minutes. For group exams, the duration of the oral defence must be extended to allow for individual assessments. After the presentation, the assessors may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the exam.

The oral exam is public. If the project in practice includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s) and assessors participate.

The oral exam is held in the exam period for the block which concludes that part of the programme.

15.1 Exam aids

All exam aids are permitted.

15.2 Assessment and grading

As a general rule, the exam is assessed as pass/fail.

For degree programmes where the project is graded according to the 7-point grading scale, this is stated in the programme-specific curriculum.

One overall grade is awarded for the written assignment and the oral presentation.

The project in practice is assessed by several internal assessors.

16. Re-exam

The assignment may be re-submitted – rewritten, if appropriate – for a re-exam, and the oral exam must be retaken. The re-exam may, by agreement with the supervisor, take place in any of the exam and re-exam weeks following the date of the first exam held.

Appendix 4 – Projects in practice on Master’s degree programmes

1. Title

1.1. Danish title

Virksomhedsprojekt på kandidatniveau i [uddannelsens titel]

1.2 English title

Project in Practice at Master’s degree level in [English name of the degree programme]

2. Workload and scope

Projects in practice at Master’s degree level can have the following scope and workload:

- 15 ECTS credits, corresponding to a student workload of 412 hours
- 30 ECTS credits, corresponding to a student workload of 825 hours.

The programme-specific curriculum will state which scopes are permitted.

The project in practice contract must state how these hours are distributed between time at the company, supervision, writing the assignment and preparation.

3. Scheduling

The project in practice on a Master’s degree programme may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

In cases where a curriculum allows for a project in practice to be completed as part of both restricted electives and electives, the student may choose to have a project in practice count towards both restricted electives and electives.

The student, supervisor and company/organisation must agree which days and what periods of the day the student is to spend with the company and when the student will receive supervision. See ‘Workload and scope’.

4. Duration

Students may do their project in practice on a full or part-time basis:

- Full time in one or two blocks (15 or 30 ECTS credits, respectively) (block 1, 2, 3, 4 or 5).
- Half time over two or four blocks (15 or 30 ECTS credits, respectively) (blocks 1+2, 2+3, 3+4, 4+5 or 5+1).

5. Language:

Students doing Master’s degree programmes taught in English must write in English.

Students doing Master’s degree programmes taught in Danish may write in Danish or English. The project in practice contract must state which language has been chosen.

6. Registration

Students must register for the project in practice during the registration period. Registration is carried out using the Self Service function.

Students are wholly responsible for planning their degree programme such that they can take all their exams.

7. Project in practice contract

Before a project in practice is initiated, the student and the primary supervisor and the company/organisation must enter into a written project contract containing an agreed deadline for submission.

The contract is compulsory, and it must be signed by the head of studies or a person appointed by the head of studies (for example the project in practice supervisor at the department).

The project in practice contract must be signed by all parties before the project in practice commences.

The contract sets out the framework for and content of the project in practice and also serves to balance the expectations of the student(s) and the primary supervisor as regards their collaboration.

8. Purpose

Students must play a role in a professional context at a company, institution, organisation or incubator.

The expectations and requirements of the companies/organisations are expressed in a holistic set of competencies that it may be difficult for students to acquire simply by following courses and through more conventional study activities. A project in practice may contribute to the student's development towards a professionalisation of the student's specialisation.

The project in practice must incorporate significant elements from the parts of the degree programme that students have already passed, and its academic level must be in line with the point the students have reached in their degree programmes.

The project in practice is a university project in line with other individual projects. An actual practical training/internship, in which the student plays a normal role in a company/organisation with fixed working hours and right to issue instructions, cannot be a part of project in practice.

The project in practice must be unpaid, and during the project in practice the student must not receive any payment in the form of a salary, reimbursements or grants. However, the student may receive a recognition of their efforts from the company. The amount must not exceed DKK 3,000 per month and must not be paid as income agreed on par with a wage income. A project in practice abroad can be paid, provided that the country in question requires a salary to be paid in connection with such projects. The project in practice must, however, meet the same requirements as a project in practice in Denmark.

Moreover, the student may receive a subsidy towards expenses incurred or a fixed monthly sum for documented expenses during their stay. For example, a subsidy may be paid towards transport, rent and telephone expenses which the student can document in connection with their stay.

The project in practice must be done outside the university environment; it may, however, take place at a university on condition that it does not involve teaching or research.

9. Description of objectives

The overarching objective of the activity is to provide the student with the following:

Knowledge about:

- The company/organisation as a workplace and its organisational culture.
- The commercial and societal contexts in which the student's subject/degree programme should be seen.
- The specific academic knowledge required to complete the project.
- The student's organisational placement and specific function.
- If the project contract specifies that the student is to take a supplementary academic course, the student must also be able to demonstrate knowledge of the topics covered.

Skills in:

- Applying theory and methods from their degree programme to a specific context at the company/organisation.

Competencies to:

- Collaborate and communicate with different professional groups in a company/organisation.
- Reflect on the application of their academic skills in a commercial context.
- Reflect on what they have learned.

10. Supervisor

The primary supervisor must be 'internal', i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may undertake practical supervisory duties (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

11. Type of instruction

The project in practice can be done individually or by groups of up to four students.

The work assumes a high level of unsupervised initiative from the student or within the group, particularly during the time spent with the company but also in connection with their work to identify relevant literature and write the assignment.

The project in practice contract will state whether the student(s) must participate in compulsory courses and/or events in connection with the project in practice.

12. Academic qualifications

The project in practice demands a high degree of unsupervised work and initiative.

13. Formal requirements

The student must be enrolled in the programme before a project in practice at Master's level may be started.

14. Literature

The student and supervisor jointly prepare a relevant literature list.

15. Exam

The exam consists of a written assignment and an oral test.

An abstract must also be done in the same language as the project report. This will be published on the study information pages as inspiration for other students.

The scope of the assignment and the deadline for submission are stated in the project in practice contract.

The assignment must include relevant reflections in relation to the description of objectives, including reflections on the organisation which they have temporarily been part of.

The assignment forms the basis for the oral exam.

If the deadline for submitting the assignment is exceeded, an exam attempt will have been used, and the project in practice contract must be revised, or a new contract must be entered into.

The oral exam is without preparation. If the examiner and the student agree, the exam can be held online as a digital oral exam. The exam lasts between 30 and 60 minutes, including a presentation lasting 10-20 minutes. For group exams, the duration of the oral defence must be extended to allow for

individual assessments. After the presentation, the assessors may ask questions and make comments. The co-supervisor from the company is not permitted to participate in the exam.

The oral exam is public. If the project in practice includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral exam. Only the student(s) and assessors participate.

The oral exam is held in the exam period for the block which concludes that part of the programme.

15.1 Exam aids

All exam aids are permitted.

15.2 Assessment and grading

As a general rule, the exam is assessed as pass/fail.

For degree programmes where the project is graded according to the 7-point grading scale, this is stated in the programme-specific curriculum.

One overall grade is awarded for the written assignment and the oral presentation.

The project in practice is assessed by several internal assessors.

16. Re-exam

The assignment may be re-submitted – rewritten, if appropriate – for a re-exam, and the oral exam must be retaken.

The re-exam may, by agreement with the supervisor, take place in any of the exam and re-exam weeks following the date of the first exam held.

Appendix 5 – Project outside the course scope

The rules presented below for projects outside the course scope replace the previously applicable rules for the subject elements: independent study under supervision, credit assignments, and projects outside the course scope.

1. Scope and workload

Projects outside the course scope are subject elements at Bachelor's or Master's degree level and have the following scope and workload:

- A project outside the course scope earning 2.5 ECTS credits corresponds to a student workload of 68.5 hours*
- A project outside the course scope earning 5 ECTS credits corresponds to a student workload of 137.5 hours*
- 7.5 ECTS credits, corresponding to a student workload of 206 hours
- A project outside the course scope earning 10 ECTS credits corresponds to a student workload of 275 hours*
- A project outside the course scope earning 12.5 ECTS credits corresponds to a student workload of 343.5 hours*
- 15 ECTS credits, corresponding to a student workload of 412 hours.

*If, in connection with the completion of a degree programme, a student lacks a number of ECTS credits which is not divisible by 7.5, they may do a single project outside the course scope equal to 2.5 ECTS credits, 5 ECTS credits, 10 ECTS credits or 12.5 ECTS credits over the course of a degree programme. Students are only permitted to do one of these per degree programme, and they may as a maximum take the number of ECTS credits necessary in order to complete their degree.

However, projects outside the course scope may earn a maximum of 15 ECTS credits in total in any one degree programme.

The programme-specific curricula for Master's degree programmes may stipulate restrictions on the extent of projects outside the course scope in relation to the size of the thesis.

2. Scheduling

Projects outside the course scope may count as electives, or in cases where the programme-specific curriculum permits, as restricted electives. If a project is to count as a restricted elective, the topic of the project must fall within the academic scope of the group of restricted electives.

In cases where a curriculum allows for projects outside the course scope to count as both restricted electives and electives, the student may choose to have a project outside the course scope count towards both restricted electives and electives. In this case, the entire project must fall within the academic scope of the group of restricted electives.

3. Duration

Students may do a project earning 15 ECTS credits outside the course scope on a full-time or part-time basis:

- Full time in a single block (block 1, 2, 3, 4 or 5).
- Part time in two blocks (blocks 1+2, 2+3, 3+4, 4+5 or 5+1).

Projects outside the course scope earning less than 15 ECTS credits must be done in a single block.

4. Languages

For students on English-language programmes, the project and/or the exam must be in English.

For students on Danish-language programmes, the project and/or the exam can be in Danish or English. The project contract must state which language has been chosen.

5. Registration

Students must register for projects outside the course scope within the appropriate registration period. Registration is carried out using the Self Service function.

Students are wholly responsible for planning their degree programme such that they can take all their exams.

6. Project contract

Before a project outside the course scope is initiated, the student and the primary supervisor must enter into a written project contract stating an agreed deadline for submission.

The contract is compulsory, and it must be approved by the head of studies or a person appointed by the head of studies (such as a coordinator at the department for projects outside the course scope).

The project contract must be approved by all parties before commencement of the project.

The contract sets out the framework for and content of the project and also serves to balance the expectations of the student(s) and the primary supervisor as regards their collaboration.

7. Purpose

For projects outside the course scope, the student or group of students must demonstrate their ability to work independently; see the description of objectives below.

8. Descriptions of objectives

8.1 Project outside the course scope – 2.5 ECTS credits

A student who has completed a project outside the course scope earning **2.5 ECTS credits** has the ability to:

- Describe a problem and its relation to the subject/subject area.
- Present a clear, unambiguous problem formulation and communicate about the work done in a clear, straightforward manner.
- Reflect on other problems within the subject area.

8.2 Project outside the course scope – 5 ECTS credits

A student who has completed a project outside the course scope earning **5 ECTS credits** has acquired:

Knowledge about:

- The subject area.
- The relationship between problem formulation and problem analysis within a given academic framework.

The skills to:

- Present a clear, unambiguous problem formulation and communicate about the work done in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to working with the problem formulation.

Competences to:

- Elaborate on perspectives in relation to other problems within the subject area in question.
- Demonstrate the ability to work independently with a project.

8.3 Project outside the course scope – 7.5 and 10 ECTS credits

A student who has completed a project outside the course scope earning **7.5 ECTS credits** or **10 ECTS credits** has acquired:

Knowledge about:

- The subject area.
- The context in which the project should be seen.
- The relationship between problem formulation and problem analysis within a given academic framework.

The skills to:

- Present a clear, unambiguous problem formulation and communicate about the work done in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to working with the problem formulation.
- Search for information independently.

Competences to:

- Reflect and elaborate on perspectives in relation to other problems within the subject area in question.
- Demonstrate the ability to work independently with the project.

8.4 Project outside the course scope – 12.5 and 15 ECTS credits

A student who has completed a project outside the course scope earning **12.5 ECTS credits** or **15 ECTS credits** has acquired:

Knowledge about:

- The problem as well as relevant methods and theories.
- How to deal with a problem within a defined academic framework, with emphasis on problem formulation, problem analysis and action plan.

The skills to:

- Perform a problem analysis on the basis of a methodological/theoretical framework and evaluate the importance of the method/theory chosen.
- Present a clear, unambiguous problem formulation and communicate about the work done in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to working with the problem formulation.
- Search for information independently.

Competences to:

- Reach an unambiguous conclusion in relation to the problem formulation and, more generally, in relation to the subject area.
- Reflect critically and independently on the project field and its scientific and societal importance.
- Discuss the scientific and societal importance of the problem.

9. Supervisor

Projects outside the course scope are done under supervision and are assessed by the primary supervisor, possibly together with an internal co-examiner. The language used for the supervision and for the exam is agreed by the supervisor and the student(s).

The primary supervisor must be ‘internal’, i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may undertake practical supervisory duties (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

Students enrolled on an inter-faculty degree programme at the Faculty of Science/the Faculty of Health and Medical Sciences may also have a primary supervisor from the Faculty of Health and Medical Sciences.

Students enrolled on a degree programme at the Faculty of Science, where there is an agreement on supervision with the GLOBE Institute, may also have a primary supervisor from GLOBE. This is stated in the programme-specific curriculum.

10. Type of instruction

Projects outside the course scope may be done individually or by groups of up to four students. For projects prepared by groups, the exam form follows the guidelines stated above in Clause 7 concerning exams.

11. Exam

Exams for projects outside the course scope may be oral, written or a combination of the two. The project must be assessed with a grade (7-point grading scale) and must be held as an internal exam.

If the examiner and the student agree, a possible oral exam may be held online as a digital oral exam.

If the deadline for submitting the project is exceeded, an exam attempt will have been used, and the project contract must be revised, or a new project contract must be made.

Any oral exam is held in the exam period for the block which concludes that part of the programme.

The rules on re-exams are the same as for the ordinary exam. The re-exam may, by agreement with the supervisor, take place in any of the exam and re-exam weeks following the date of the first exam held.

Appendix 6 – Thesis preparation project (PREP)

1. Scope and workload

A thesis preparation project is a subject element at Master's level of the following scope and workload:

- 7.5 ECTS credits, corresponding to a student workload of 206 hours
- 15 ECTS credits, corresponding to a student workload of 412 hours

A thesis preparation project may only be included in a degree programme if this is stated in the programme-specific curriculum.

Thesis preparation projects can, in total, account for a maximum of 15 ECTS credits in a Master's degree programme.

Thesis preparation projects cannot form part of a Bachelor's degree programme.

Thesis preparation projects, in combination with projects outside the course scope, projects in practice and theses may in total account for a maximum of 90 ECTS credits in a Master's degree programme. Further limitations may be stated in the programme-specific curriculum.

2. Scheduling

A thesis preparation project may be considered as an elective, or in cases where the programme-specific curriculum permits, as a restricted elective.

In cases where a curriculum allows for a thesis preparation project to be done as part of both restricted electives and electives, the student may choose to have a thesis preparation project count towards both restricted electives and electives.

A thesis preparation project follows the Faculty's block structure. This means that the project commences at the start of a block following enrolment via Self Service, and is done over one or two blocks, with an exam during the normal exam period.

A thesis preparation project equivalent to 7.5 ECTS credits may be written in block 1, 2, 3, 4 or 5. A thesis preparation project equivalent to 15 ECTS credits may be written full-time in one block, or part-time in two blocks (blocks 1+2, 2+3, 3+4, 4+5 or 5+1).

3. Languages

Students doing Master's degree programmes taught in English must write in English.

Students doing Master's degree programmes taught in Danish may write in Danish or English. The project contract must state which language has been chosen.

If an oral exam is held, it must be held in the same language as the one report is written in.

4. Registration

Students must register for a thesis preparation project during the registration period. Registration is carried out using the Self Service function.

Students are responsible for planning their course of study such that they can take all their exams.

5. Project contract

Before a thesis preparation project is initiated, the student and the primary supervisor must enter into a written project contract stating an agreed deadline for submission.

The contract must state whether it has been agreed that the project supervisor will continue on as the supervisor for the student's thesis.

The contract must be approved by the student, the primary supervisor, the head of studies and the head of department or a person appointed by the head of department.

As part of the approval, the head of studies must ensure that the thesis preparation project falls within the academic scope of the programme and will be relevant for a subsequent thesis.

As part of the approval process, the head of department, or the person appointed by the head of department, ensures that resources have been allocated to allow the project supervisor to continue on as supervisor during a subsequent thesis project, if this has been agreed in the contract.

The project contract must be approved by all parties before commencement of the project.

The contract sets out the framework for and content of the project and also serves to balance the expectations of the student(s) and the primary supervisor as regards their collaboration.

The project contract must include a description of how the thesis preparation project is intended to support the thesis, and a general description of the expected content of the subsequent thesis.

6. Purpose

In connection with the thesis preparation project, the student or group of students must demonstrate their ability to work independently, with the aim of improving their ability to produce a thesis that meets the academic standards of the subject area.

The project is intended to lay the groundwork for the thesis, so that students can continue working on the project's problem, theory, method and/or empirical data in the thesis.

The course is independent study under supervision, and the student prepares a report during the course covering the thesis preparation work. The project form is agreed by the student and the supervisor.

The framework for the thesis preparation project is agreed by the student and the supervisor, and may include:

- Problem analysis
- Trial planning
- Reviewing relevant literature
- Preparing applications to relevant authorities
- Pilot trials
- Assessing the strengths and weaknesses of experimental methods
- Obtaining empirical data
- Field work
- Preparing the problem formulation and thesis contract

7. Descriptions of objectives

A student who has done a thesis preparation project has acquired:

Knowledge about:

- The subject area.
- The context in which the project should be seen.
- The relationship between the problem formulation and problem analysis within a given academic framework.
- Responsible scientific conduct

The skills to:

- Present a clear, unambiguous problem formulation and communicate about the work done in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to working with the problem formulation.
- Search for information independently.

Competences to:

- Reflect and elaborate on perspectives in relation to other problems within the subject area in question.
- Pursue a solution-oriented approach to work in relation to a specific project.
- Demonstrate the ability to work independently with the project.

8. Supervisor

Thesis preparation projects are done under supervision and are assessed by the primary supervisor, possibly together with an internal co-examiner. The language used for the supervision and for the exam is agreed by the supervisor and the student(s). However, see Clause 3 above.

The primary supervisor must be 'internal', i.e. employed at the Faculty of Science. In order to function as the primary supervisor, the person in question must meet the following three criteria:

- Employment at the Faculty of Science (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For degree programmes at the Faculty of Science, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and external lecturers
- Teaching associate professors
- Teaching lecturers
- Postdocs
- Assistant professors
- Senior researchers, senior consultants and senior advisers
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may undertake practical supervisory duties (e.g. as co-supervisor). In cases of doubt, the head of department will decide whether a potential supervisor fulfils the criteria.

Students enrolled on an inter-faculty degree programme at the Faculty of Science/the Faculty of Health and Medical Sciences may also have a primary supervisor from the Faculty of Health and Medical Sciences.

Students enrolled on a degree programme at the Faculty of Science, where there is an agreement on supervision with the GLOBE Institute, may also have a primary supervisor from GLOBE. This is stated in the programme-specific curriculum.

9. Type of instruction

A thesis preparation project may be done individually, or in groups of up to four students. For projects prepared by groups, the exam form follows the guidelines stated above in Clause 7 concerning exams.

Information about responsible scientific conduct and plagiarism must be provided as part of the supervision process.

10. Exams

The exam for a thesis preparation project can be written or oral, based on a written report. If the examiner and the student agree, a possible oral exam can be held online as a digital oral exam. If the project is done by a group of students, each student's contribution to the submitted written report must be fully individualised, unless the project concludes with an oral exam.

The project can be awarded a grade (7-point grading scale) or a pass/fail mark. The form of assessment must be agreed beforehand in the project contract. The programme-specific curriculum

may stipulate that a specific form of assessment is always used for thesis preparation projects in the degree programme.

The project is assessed as an internal exam.

If the deadline for submitting the project is exceeded, an exam attempt has been used, and a new project contract must be made.

Any oral exam is held in the exam period for the block which concludes that part of the programme.

The rules on re-exams are the same as for the ordinary exam. The re-exam may, by agreement with the supervisor, be held in any of the exam or re-exam weeks following the date of the first planned exam.

11. Thesis preparation projects and the subsequent thesis

If it is agreed in the contract that the project supervisor will continue as supervisor for the subsequent thesis, the supervisor cannot refuse to act as thesis supervisor, unless this is approved by the head of department due to extraordinary circumstances. The student is under no obligation to write the thesis with the supervisor from the thesis preparation project.

The actual content of the written report cannot be reused directly in a subsequent thesis.

However, content from the thesis preparation project may be used as a source in the thesis, as long as it is referenced in the usual way.

Appendices to the thesis preparation project prepared by the student(s) alone, and which are not included directly in the thesis preparation project, may be used in the subsequent thesis.

Appendix 7 – Interim arrangements

Maximum duration of study – for all students enrolled before 1 September 2016

The following applies for Bachelor's degree students enrolled before 1 September 2016:

- The total period of study for Bachelor's degree programmes must not exceed five years (60 months).

For students enrolled on the food science and technology programme and doing the compulsory six-month internship during their period of study, the total period of study must not exceed five and a half years (66 months).

Maximum duration of study – programme-specific

The interim arrangements presented below apply for students enrolled on the following degree programmes:

Bachelor's degree programmes in:

Biology/biotechnology, Food and Nutrition, Landscape Engineering, Animal Science, Agricultural Economics, Landscape Architecture and Natural Resources.

Master's degree programmes in:

Agricultural Development, Agricultural Economics, Agriculture, Animal-Derived Foods, Animal Science, Biology-Biotechnology, Environmental and Natural Resource Economics, Environmental Chemistry and Health, Food Innovation and Health (formerly Gastronomy and Health), Food Science and Technology, Forest and Nature Management, Human Nutrition, Clinical Nutrition, Landscape Architecture, Nature Management, Parasitology, Sustainable Development in Agriculture (Erasmus Mundus), Sustainable Forest and Nature Management (Erasmus Mundus) and Sustainable Tropical Forestry (Erasmus Mundus).

Interim arrangements:

- Students admitted to the Bachelor's degree programme in the period September 2001 – February 2005 must finish their Bachelor's degree programme within a maximum of six years from the date of admission. Students admitted in or after September 2005 must finish their Bachelor's degree programme within a maximum of five years from the date of admission.
- Students admitted to the Master's degree programme in the period September 2001 – February 2012 must finish their Master's degree programme within a maximum of four years from the date of admission.
- Students admitted to the Master's degree programme in or after September 2012 must finish their Master's degree programme within a maximum of three years from the date of admission.

Re-exams and ongoing tests

Starting from the 2015/2016 academic year, all ongoing tests must be taken again if a fail grade has been given for a number of ongoing tests subject to joint assessment and if the student has not been informed about the assessment of the individual ongoing tests. In the 2025/2016 academic year, a few courses may be exempted from this rule. In these cases, what is stated in the specific course description applies.

Leave of absence

Students admitted to Master's degree programmes before 1 September 2016 will have the possibility of taking leave of absence without particular justification in a semester/two blocks on the remaining part of their Master's degree programme if they have not already taken one year's leave of absence without particular justification under the old leave rules.