Appendix to curricula
Rules and Regulations

Valid from 1 September 2015

The appendix concern all rules and regulations regarding the study administrative area at the IT University and is an appendix to the curricula approved by the Board of Studies ITU. The appendix has been drawn up in compliance with the current legislation governing bachelor's, master's (Candidatus) and professional master and diploma programmes at the universities.

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Chapter 1: Duration

Section 1. The Master of Science (MSc) in Information Technology programme must be concluded within three years for students enrolled in autumn 2015. Students enrolled spring 2015 or earlier must have completed their education within five years, though no longer than until august 2018.

Subsection 2. The Bachelor of Science (BSc) programme must be concluded within four years for students enrolled autumn 2015. Students enrolled autumn 2014 or earlier have five years to complete their education.

Subsection 3. The Master of IT must be concluded within six years.

Subsection 4. For the Diploma in Information Technology, see curriculum.

Chapter 2: Admission Requirements and Conditions of Admission

Section 2. Students having completed a bachelor programme at the IT University are entitled to admission to an MSc study programme in accordance with the table below immediately after being awarded the bachelor's degree.

Bachelor's degree earned at the IT University	Right to admission to MSc study programme
Bachelor of Science (BSc) in Software Development	MSc study programme in Software Development (admission area: Advanced Computing Track)
	MSc study programme in Games (admission area: Technology)
Bachelor of Science (BSc) in Digital Media and Communication	MSc study programme in Digital Design and Communication
	MSc study programme in Games (admission area: Design and Theory)
	MSc study programme in Digital Innovation and Management
Bachelor of Science (BSc) in Global Business Informatics	MSc study programme in Software Development (admission area: Design track)
	MSc study programme in Games (admission area: Design and Theory)
	MSc study programme in Digital Innovation and Management

Section 3. Admission requirements and conditions of admission to ITU programmes see www.itu.dk.

Chapter 3: Study Activities

Section 4. Students enrolled on Bachelor of Science (BSc) and Master of Science (MSc) programmes must be registered for new subjects or subject elements at the relevant programme level corresponding to 30 ECTS points.

Subsection 2. The student must not complete study activities worth more than the prescribed 120 ECTS points for Master of Science (MSc), 180 ECTS points for Bachelor of Science (BSc) and 60 ECTS points for master and diploma.

Registering for study activities

Section 5. Participation in a study activity at the IT University requires prior registration. It is possible to register up to 37.5 ECTS per semester. For students enrolled in a part time degree or single subject students, course participation also requires payment.

Subsection 2. However, the IT University courses are publicly available to some extent. Lectures are public, given that there is room in the classroom and given that non-registered listeners do not impair the learning outcomes for the enrolled students.

The teacher will decide in each case whether there is room for non-registered listeners and whether non-registered listeners impair the learning outcome for the enrolled students.

Subsection 3. Exercises and laboratory classes and the like are not public. Unregistered listeners cannot gain access to the IT University equipment or be assigned to the mailing lists; they cannot turn in assignments and get them corrected, and not get guidance or supervision.

Subsection 4. After Monday of the third week of teaching in a semester, the registration is binding. This means that the student has to conclude the course or project and sit for the examination.

Subsection 5. Full time student will be registered administratively to mandatory study activities and the registration cannot be changed.

Subsection 6. ITU students can collaborate across programmes on projects but not across levels.

Subsection 7. Payment for part-time programmes, see itu.dk.

Subsection 8. In the course descriptions information about the intended learning outcomes, content and prerequisites for participation used for specific study activities are found. For course and project registration process, see Study Guide.

Allocation of course seats

Section 6. Course seats are allocated based on the following principles and priorities.

General principles:
- If there are more course wishes than actual seats in a course, seats are allocated based on the priorities mentioned below.
- Initially, registration wishes with priority 1 is handled. Subsequent, course wishes with lower priorities are handled.
- Allocation of seats in the last prioritised group of students will be by drawing lots.
- Three seats on a selection of courses are reserved for single subject and guest students. Single subject students are prioritised over guest students.
- Free seats on courses will in the shopping period be allocated by "first come first served".

Priorities:
1. Students, for whom the course is mandatory
2. PhD students at the IT University
3. Students, for whom the course is part of a specialisation
4. Students on exchange programmes
5. Students, enrolled to the study programme offering the course and for whom the course is an elective
6. Students, enrolled to other study programmes and for whom the course is an elective
7. Single subject students and guest students

First year examination, students enrolled autumn 2015 and later

Section 7. The first year examination on the Bachelor of Science (BSc) programmes is comprised of 45 ECTS from the first and second semester. In order to continue the programme, students must pass the first year examination no later than by the end of the first year of study after starting their studies.

First year examination, students enrolled autumn 2014 and earlier

Section 8. The first year examination on Bachelor of Science (BSc) in Digital Media and Communication is comprised of the modules 'Media and Communication Theory' and 'Interaction Design: Genres and contexts' in the first semester and either 'Digital Material and Interactive Artefacts' or 'Digital Material and Social Media' in the second semester, a total of 30 ECTS points.

Subsection 2. The first year examination on Bachelor of Science (BSc) in Global Business Informatics comprises of the modules 'Society and Technology' in the first semester and 'IT and Work Design' in the second semester a total of 30 ECTS points.

Subsection 3. The first year examination on Bachelor of Science (BSc) in Software Development comprises 15 ECTS study activities (no specific study activities) the first semester and 'Project: First-year project' in the second semester, a total of 30 ECTS points.

Subsection 4. Before the end of the first year of study, students must sit for examinations in the study activities which constitute the first year examination. Sitting for examination means that the student's work can be assessed.

Subsection 5. In order to continue the programme, students must pass the first year examination not later than by the end of the second year of study after starting their studies.

Progress requirements

Section 9. Bachelor of Science (BSc) students enrolled in autumn 2015 or later must pass 45 ECTS before the end of the second semester, 90 ECTS before the end of the fourth semester, 135 ECTS before the end of the sixth semester and 180 ECTS before the end of the eighth semester.

Subsection 2. Master of Science (MSc) students enrolled in autumn 2015 or later must pass 45 ECTS before the end of the second semester, 90 ECTS before the end of the fourth semester and 120 ECTS before the end of the sixth semester.

Subsection 3. Bachelor of Science (BSc) students and Master of Science (MSc) students enrolled in spring 2014 or earlier must pass 7.5 ECTS within two semesters.

Chapter 4: Thesis, bachelor project and final project

Generally for all final projects

Section 10. The student's spelling and writing skills enter into the basis of the assessment of the final project no matter in which language the final project is written, however with the main emphasis being given to the academic contents, cf. the current legislation governing examinations and grading in university programmes.

Subsection 2. The project must be composed in Danish or English, see however subsection 3. The thesis report must include a summary in a foreign language which enters into the total assessment. If the thesis is written in Danish, the summary must be written in English. If the thesis is written in English, the summary may be written in Danish or in English.

Subsection 3. The bachelor report on Global Business Informatics must be written in English. The report must include a summary that forms part of the total assessment. The summary must be written in English.

Subsection 4. For rules and regulations on examination for all final projects, see Chapter 5.

The bachelor project

Section 11. Bachelor projects follow the same rules that apply to other project activities, cf. chapter 3, chapter 5 and Study Guide. The following special conditions also apply to the bachelor project:

Subsection 2. The bachelor project is placed on the sixth semester of the programme. The student must have obtained 120 ECTS before beginning the bachelor project.

Subsection 3. The bachelor project must be worth 15 ECTS points.

Subsection 4. More information on the bachelor's project, see Study Guide.

<div align="center">The Master's theses</div>

Section 12. Master's theses follow the same rules that apply to other project activities, cf. chapter 3, chapter 5 and Study Guide. The following special conditions also apply to theses:

Subsection 2. The project agreement and the thesis plan are prepared in collaboration with one or more supervisors. The thesis is composed individually or in a group of a maximum of 4 students.

Subsection 3. The master thesis must be worth 30 ECTS points.

Subsection 4. The thesis must conclude the Master of Science (MSc) programme. The university may grant exemption from the rule in special cases.

Subsection 5. When the registration for the thesis has been made, cancellation is no longer possible.

Subsection 6. If the student does not hand in the thesis report before the laid down hand-in deadline, an examination attempt has been used, cf. the current legislation governing examinations and grading in university programmes. The university will accept a revised problem statement within the same subject area, and lays down a new hand-in deadline, three months after the original deadline. If the student does not hand in the thesis report before the new hand-in deadline, at third examination attempt is offered to the student, according to the same rules as for the second examination attempt.

Subsection 7. More information on the Master's thesis, see Study Guide.

<div align="center">The final project</div>

Section 13. The final project on Master of IT and Diploma in Information Technology follows the same rules that apply to other project activities, cf. chapter 3, chapter 5 and Study Guide. The following special conditions also apply to the final project:

Subsection 2. The final project must be worth 15 ECTS points.

Subsection 3. The final project must conclude the programme. The university may grant exemption from the rule in special cases.

Subsection 4. Students on the Master of IT (IT Leadership and Management) and the Master of IT (Interaction Design), who were enrolled in autumn 2014 or later, must have completed their mandatory courses, before they can start their final project.

Subsection 5. Other students than mentioned in subsection 4 can start their final project when they have passed 30 ECTS on the programme.

Subsection 5. More information on the final project, see Study Guide.

Chapter 5: Examination and Grades

Section 14. The exam forms and variations are determined by The Board of Studies for each study activity. In the course descriptions and project descriptions information about the exam forms and exam variations used for specific study activities is found.

Type	Variations	Description
A. Written exam on premises	- **A11** Written exam on premises. Open book exam. You are allowed to use all aids (books, notes, software and online resources). - **A22** Written exam on premises with restrictions. Restrictions may concern which software and which books you may use.	You are asked to work on a set of questions for a few hours, typically 1, 2, 4, or 6. You are allowed to work on your own private laptop and upload the answer at the end of the exam. If you do not have a laptop, you can use pen and paper. Paper is provided at the exam location. It is your own responsibility to remember to take with you the aids you want to use and to make sure that the aids are fully functional. See the Study Guide for more information.
B. Oral exams	- **B1I** Oral exam with time for preparation. In-house. The preparation will take place at the university. - **B1H** Oral exam with time for preparation. Home. The preparation will take place outside the university. Typically the preparation time is 24 - 48 hours, but could be a week or more. - **B1GI** Oral exam in group with time for preparation. In-house. The preparation will take place at the	You are called in for an oral exam. The length of an oral exam is typically 20, 30 or 40 minutes per student including time for deliberation and feedback. Typically the topic of the exam is decided either by draw of a question or given beforehand.

	university.	
	- **B1GH** Oral exam in group with time for preparation. Home. The preparation will take place out of the university. Typically the preparation time is 24 - 48 hours, but could be a week or more. - **B22** Oral exam with no time for preparation. - **B2G** Oral exam in group, no time for preparation.	
C. Submission of written work	- **C** Submission of written work - **CG** Submission of written work for groups. As with all exams, a grading foundation must be established to make individual grading possible. You must clearly identify which parts of the work submitted you are responsible for.	Take-home exams where you are typically given between 24 and 48 hours to solve an exam question, or exams where the question to be solved is basically given at the beginning of the semester in a broad formulation.
D. Submission of written work with following oral	**- D11** Submission of written work with following oral exam. The oral exam will be based on the submitted work only. - **D1G** Submission of written work for groups with following oral exam. The oral exam will be based on the submitted work only. The group has a shared responsibility for the content of the report. - **D22** Submission of written work with following oral exam supplemented by the work submitted. The oral exam will be supplemented by the submitted work, i.e. the submitted work supplements a fixed syllabus from the course base. - **D2G** Submission of written work for groups with following oral exam supplemented by the work submitted. The group has a shared responsibility for	Project exams where you are tested in the project only or exams where you are tested in the course syllabus as well as the work submitted. The D form is also used for bachelor project exam and final projects. The length of an oral exam is typically 20, 30 or 40 minutes per student including time for deliberation and feedback.

	the content of the report.	
	Both variations consist of two parts, i.e. the written work submitted and the oral exam. You will receive a single grade based on your overall performance.	
E. Thesis exams – Submission of written work with following oral	- **E** Submission of written work with following oral exam based on the work submitted.	The E exam variation is used only for theses at Master of Science programmes. The length of an oral exam is 50 minutes including time for deliberation and feedback. The variations are similar to the D11 and D1G.
X. Experi-mental form	The Course Manager and the Head of Study agree on the need for an experimental exam form. The following aspects must be made explicit in the course base: - Transparent foundation for grading - Procedures for re-exam.	Check the course descriptions for further information.

Subsection 2. Any change to an exam forms and exam variation requires approval by The Board of Studies.

Examination language

Section 15. The examination language follows the language in which the course is taught. In projects the language has to be chosen individually as part of the project agreement.

Subsection 2. The Nordic Language Convention applies, thus allowing Nordic nationals to use their mother tongue as exam language where the course description declares that the language is Danish.

Subsection 3. Special rules apply to the final project/thesis for bachelor and Master of Science study programmes, professional master study programmes and the diploma programme. See the curricula for more information.

Group Exam

Section 16. Exam forms B, C, D and E can be conducted as group exams. The maximum number of members in a group is limited to five students, unless other group sizes in the course or project description. Dependent on the nature of the project, the Board of Studies may grant permission for other group sizes.

Subsection 2. As a participant in a group exam you will receive a separate grade based on an individual assessment of your performance.

Grading Scale

Section 17. The grading scale used for the study activity appears from the course or project description. Final projects on study programmes are assessed according to the 7-point grading scale.

Examination

Section 18. The student is registered for examination when registered for a course or project. It is not possible to unregister for an exam.

Subsection 2. The student has three attempts to pass an exam, see however *subsection 3*.

Subsection 3. Single subject students have two attempts to pass an exam.

Subsection 4. If the student does not pass the ordinary exam, the student is registered to a re-exam.

Subsection 5. The student must register for the third exam attempt in a semester where the course is offered. This registration will not count as part of the registration requirement.
See the Study Guide for further information.

Exam complaints

Section 19. If considering complaining about an exam, please find more information about this in the Study Guide. Complaints are sent to Student Affairs and Programmes no later than two weeks after the release of the exam result and must be written and substantiated.
See the Study Guide for more information about exam complaints.

Exam fraud and disruptive behaviour

Section 20. It is considered exam fraud if you:
- Inappropriately obtain or provide help with answering exam questions from/to others
- Bring non-permitted aids to an exam
- Submit someone else's work as your own by using another person's text, ideas or products without source references or quotation marks, or falsify or fake data, documents or the like
- Re-use your own written work or project (with production, if any), which has already been assessed, without calling attention to this and without referring to the source.

Subsection 2. If you are being suspected of exam fraud during or after an exam, the invigilator or examiner will report this to Student Affairs and Programmes. If the suspicion is substantiated, you will be expelled from the exam, you will use one of your exam attempts, and the university can impose the following sanctions upon you:

- Warning
- Quarantine for one or more semesters
- Permanent expulsion from the IT University

Subsection 3. Random fraud control may be employed as part of the exam procedure. Such procedure must be stated in the course description at the beginning of the semester. Failure to comply with random fraud control will be handled as a suspicion of exam fraud.

Subsection 4. If you behave in a disruptive manner during an exam, the university can impose the following sanctions upon you:

- Warning
- Expulsion from exam
- Quarantine for one or more semesters
- Permanent expulsion from the IT University

Subsection 5. The regulations stated in section 8 subsections 1 to 4 apply to the submission of written work or the like during the semester, if this activity is mandatory and/or required by the university as part of the exam.

Section 21. The IT University issues diplomas for the programmes.

Section 22. Examination of the following programme is the responsibility of the examiners for Information Studies and Interactive Media Studies (IIM):

- Bachelor of Science (BSc) in Digital Media and Design
- Bachelor of Science (BSc) in Global Business Informatics
- Master of Science (MSc) in Information Technology (Digital Design and Communication)
- Master of Science (MSc) in Information Technology (Digital Innovation & Management)
- Master of Science (MSc) in Information Technology (Games)
- Master of IT (IT Leadership and Management)
- Master of IT (Interaction Design)
- Diploma in Information Technology

Subsection 2. Examination of the following programme is the responsibility of the examiners for Computer Science (D):

- Bachelor of Science (BSc) in Software Development
- Master of Science (MSc) in Information Technology (Software Development)
- Master of Science (MSc) in Information Technology (Games)
- Master in Software Engineering
- Diploma of IT

Section 23. For video conference exams, see Study Guide.

Chapter 6: Leave

Section 24. Students can apply for sick leave, maternity/paternity leave and leave for military service.

Subsection 2. The student can only be granted leave during a thesis project period due to maternity or paternity leave.

Subsection 3. For application process for leave, see Study Guide.

Chapter 7: Credit Transfer

Section 25. Credits can be awarded for parts of the degree by credit transfer from other institutions, but only up to a maximum of 60 ECTS points for Master of Science programme, 120 ECTS for Bachelor of Science programme and 30 ECTS for Master and Diploma.

Subsection 2. Credit transfers for study activities from other institutions require approval by the Board of Studies.

Subsection 3. The content of the activity for which the credit is transferred must correspond to the objectives, academic content and academic level of the study programme. Documentation must be presented of academic content, academic level and the amount of ECTS points.

Subsection 4. Students, who during their bachelor's programme have covered areas which form part of the mandatory backbone of their MSc study programme, may apply to the Board of Studies to replace one or more modules. Students, who replace 22.5 ECTS points or more, must follow study activities within one additional specialization.

Subsection 5. Credits for a Master's thesis forming the basis of a master's degree designation cannot be transferred to the Master of Science programme of the IT University.

Subsection 6. For application process, see Study Guide

Chapter 8: Transferring to another degree or study programme or track

Section 26. A student wishing to transfer from a programme at the IT University to another, must apply for admission to the programme under the same rules that apply to everybody else who applies for admission to the programme, cf. the IT University's admission rules.

Chapter 9: Special circumstances and exemptions

Section 27. When justified by special circumstances, the IT University is entitled to grant exemptions from the rules in the curriculum that have been laid down by the university and the university alone.

Subsection 2. If suffering from physical or mental disabilities, or if similar difficulties, it is possible to apply to the Board of Studies for special terms for one or more exams.

Subsection 3. The authority to grant exemptions stipulated in subsection 1 is administered by the Board of Studies ITU within its area of responsibility.

Chapter 10: Complaints

Section 28. As regards complaints, please refer to the IT University's rules and procedures for complaints on Study Guide.