

FACULTY OF HUMANITIES

UNIVERSITY OF COPENHAGEN



Shared curriculum for study programmes at the Faculty of Humanities.
2019

**Faculty of Humanities
University of Copenhagen**

Entry into Force: 1 September 2019

An abstract geometric design in the bottom right corner of the page, consisting of several overlapping circles and lines that create a complex, organic shape.

Contents

Part 1. Legal basis, prescribed period of study and structure	3
Section 1. Legal basis	3
Section 2. Purpose of the bachelor's programme, prescribed period of study and structure	3
Section 3. Purpose of the master's programme, prescribed period of study and structure	4
Section 4. Purpose of the professional master's degree, prescribed period of study and structure	4
Part 2. General exam rules and assessment criteria	4
Section 5. General exam rules	4
Section 6. Writing and spelling skills	5
Section 7. Definition of a standard page	5
Section 8. Group exams	5
Section 9. Formal requirements for written assignments	5
Section 10. Assessment criteria	5
Section 11. Exam appeals	6
Part 3. Study activity	6
Section 12. First-year and study start exams	6
Section 13. Accumulated study activity	6
Section 14. Maximum period of study	6
Part 4. Leave of absence	7
Section 15. Leave of absence for bachelor's students	7
Section 16. Leave of absence for master's and professional master's students	7
Part 5. Registration for course elements and exams	7
Section 17. Registration for course elements and exams	7
Section 18. Registration for exams	8
Part 6. Credit and transitional provisions	8
Section 19. Credit	8
Section 20. Transition between bachelor's and master's programmes	8
Part 7. Date of commencement, exemptions and approval	8
Section 21. Commencement	8
Section 22. Exemptions	9
Section 23. Approval	9

This shared curriculum for study programmes at the Faculty of Humanities is supplemented by a number of programme curriculums. Students at the Faculty of Humanities are therefore subject to the guidelines and rules described in both the shared curriculum and the programme curriculum in which they are enrolled.

Part 1. Legal basis, prescribed period of study and structure

Section 1. Legal basis

This curriculum has been drawn up according to:

- Ministerial Order no. 1328 of 15 November 2016 on Bachelor's and Master's (Candidatus) Programmes at the Universities (*Uddannelsesbekendtgørelsen*)
- Ministerial Order no. 1187 of 7 December 2009 on Professional Master's (Candidatus) Programmes at the Universities (*masterbekendtgørelsen*)
- Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading (*eksamensbekendtgørelsen*)
- Ministerial Order no. 114 of 3 February 2015 on the Grading Scale and Other Forms of Assessment of Study Programmes under the Ministry of Higher Education and Science (*karakterbekendtgørelsen*)
- Ministerial Order no. 107 of 12 February 2018 on Admission to and Enrolment in Bachelor's Programmes at the Universities (*bacheloradgangsbekendtgørelsen*)
- Ministerial Order no. 106 of 12 February 2018 on Admission to and Enrolment in Master's (Candidatus) Programmes at the Universities (*kandidatadgangsbekendtgørelsen*)
- Ministerial Order no. 1188 of 7 December 2009 on Part-time Study Programmes at the Universities (*deltidsbekendtgørelsen*).

(2) Please notice that only the Danish version of the shared curriculum has legal validity.

(3) If there are discrepancies between the Danish and English versions of the shared curriculum, the Danish version will extend.

Section 2. Purpose of the bachelor's programme, prescribed period of study and structure

The purpose of the bachelor's programme is to introduce the student to one or more subject area's scientific disciplines including the subject area's theory and method in order for the student to gain knowledge and skills. The student achieves academic knowledge and theoretical and methodological qualifications and competencies and thus independently will be able to identify, formulate and solve complex issues within the subject area's relevant components.

The bachelor's programme equals 180 ECTS and consists of:

- a major subject prescribed to 180 ECTS, including a bachelor's project prescribed to 15 ECTS *or*
- a 135 ECTS major subject, including a 15 ECTS bachelor's project and bachelor's elective studies totalling 45 ECTS.

(2) If a propaedeutic course is linked to the bachelor's programme, it will be extended accordingly.

(3) The student may commence their bachelor's elective studies after the first-year exam has been passed.

(4) The bachelor's project is written during the third year of the study programme.

(5) The study programme includes a mobility window prescribed to 30 ECTS.

Section 3. Purpose of the master's programme, prescribed period of study and structure

The purpose of the master's programme is to improve the students' academic knowledge and skills, and to expand upon the theoretical and methodological competences gained during the bachelor's programme. The student gains greater independence and academic immersion through the advanced elements of the subject area's disciplines and methods, including training in research work and methodology. The student get the opportunity to develop and refine their competencies with a view to specialised vocational objectives, including admission to a PhD programme.

The master's programme is prescribed to 120 ECTS and consists of:

- A 120 ECTS master's programme within one subject, including a 30 ECTS thesis *or*
- A 120 ECTS master's programme consisting of 90 ECTS constituent subject elements, including a 30 ECTS master's thesis, and master's elective studies totaling 30 ECTS *or*
- A 120 ECTS master's programme within two subjects, including 75 ECTS within the major subject (including a 30 ECTS master's thesis) and 45 ECTS within the master's minor subject, which is a continuation of the bachelor's minor subject.

(2) The master's programme is extended by 30 ECTS if the minor subject is outside the humanities' subject area.

(3) Students must write a master's thesis prescribed to 30 ECTS during the second year of the study programme.

(4) The study programme includes a mobility window prescribed to 30 ECTS.

Section 4. Purpose of the professional master's degree, prescribed period of study and structure

The purpose of the professional master's degree is to provide students holding practical professional experience and a previous educational background with a higher education within a specialized area or within a wider perspective on a single- or multidisciplinary area. The professional master's degree gives the students knowledge, skills and competencies on a scientific basis, which qualifies them to carry out highly qualified functions. The students become able to use the subject area's scientific methods and concepts in the assessment and solving of theoretical and practical problems; the communication of academic and professional problems; the management and development of complex professional situations; independently establishing academic, professional and interdisciplinary collaborations and their own academic development.

The professional master's degree equals 60 ECTS and consists of:

- Compulsory course elements (at least 30 ECTS) constituent for the degree's identity and competency profile.
- Elective courses (up to 15 ECTS).
- A professional master's thesis (15 ECTS).

Part 2. General exam rules and assessment criteria

Section 5. General exam rules

The rules contained in the Ministerial Order on University Examinations and Grading apply to the examinations.

(2) Rules about exams, including registration and withdrawal, are presented on the study site on KUnet, under Exam → Registration and withdrawal.

(3) As a general rule, the exam language will be the same as the teaching language. The exam language is specified in the course description at www.kurser.ku.dk.

(4) Make-up exams and resits are held in accordance with the regulations laid down in the Ministerial Order on University Examinations and Grading.

(5) The study board may offer special examination conditions for students with physical or functional impairment and for students with another mother tongue than Danish, when the university deems it necessary in order to equate these students with other students in the specific exam situation.

(6) The exam form for make-up exams and resits is the same as the ordinary examination, unless stated otherwise in the programme curriculum.

(7) In order to register for an exam in case of non-approved active student participation the student must have received the grade "MF" (manglende forudsætninger/non-met conditions) at the ordinary exam. In this case, the student will have used an examination attempt prior to participating in the exam in case of non-approved active student participation.

Section 6. Writing and spelling skills

Students' writing and spelling skills are included in the overall assessment of the given take-home assignment, including bachelor's projects, master's theses and master's projects, although the academic content will be weighted most. Students' written presentations must be well-structured and coherent and correctly use relevant technical terms. The text must contain no spelling mistakes and correct punctuation. If there is a special emphasis on writing and spelling skills, this will be stated in the programme curriculum.

Section 7. Definition of a standard page

Unless stated otherwise in the programme curriculum, the following definition of a standard page applies:

A standard page in relation to the exam syllabus and the submission of take-home assignments, including bachelor's project, master's thesis and professional master's thesis, is defined as 2,400 key-strokes, including spaces. Notes are included when calculating the length of written assignments, but not cover pages, tables of contents, bibliographies, abstract and appendices.

Section 8. Group exams

For group assignments, each student's contribution must be indicated in the exam answer, to ensure that individual assessment is possible. If an individual assessment is not possible, the assignment cannot be assessed and will be rejected for assessment.

Section 9. Formal requirements for written assignments

Written assignments must comply with the formal requirements stated in the programme curriculum. If the paper does not comply with the formal requirements, it will be rejected for assessment.

Section 10. Assessment criteria

The rules in the Ministerial Order on University Examinations and Grading is used for the assessment of exams.

(2) The purpose of the exam is to assess to what extent the student meets the academic goals set for the subject elements in the programme curriculum.

(3) Assessment takes the form of the 7-point grading scale or Pass/Fail. Grade 12 (twelve) means all of the academic targets for the individual subject elements have been met, with no or only a few minor weaknesses.

(4) An exam has been passed if the grade 02 (two) or higher or "Pass" is awarded.

(5) When all exams (including any propaedeutics courses) within the study programme's prescribed scope have been passed, the degree has been obtained.

(6) Further information about the forms of assessment is available on the study site on KUnet, under Exam → Grades and complaints → Grades and assessment.

Section 11. Exam appeals

Appeals regarding examinations or other assessments involved in an examination must be submitted to the dean within two weeks after the exam result has been announced. All appeals must be submitted in writing and be reasoned.

(2) Further information about complaints is available on the study site on KUnet, under Exam → Grades and complaints → Complaints options.

Part 3. Study activity

Section 12. First-year and study start exams

The first-year exam consists in the student, within the first year of study, having participated in courses and exams equivalent to at least 45 ECTS in accordance with the first year of the structured course of study on the bachelor's programme. The student must pass the exams of the first-year exam (at least 45 ECTS) before the end of the second year of study.

(2) If a study programme has a study-start exam, this will be stated in the programme curriculum. Students have to successfully pass the study-start exam within the time limit in order to continue in the study programme.

(3) Enrolment will be terminated for students who do not pass the first-year exam or study-start exam.

(4) Professional master's students and other students under the Ministerial Order on Part-time Programmes are not subject to first-year and study-start exams.

Section 13. Accumulated study activity

Students must pass at least 45 ECTS a year to remain actively enrolled.

(2) The study activity requirement is a cumulative requirement.

(3) Enrolment may be terminated for students who do not fulfil the study activity requirements.

(4) Further information about accumulated study activity is available on the study site on KUnet, under Planning your studies → Study requirements → Continuous study activity requirement.

(5) Professional master's degree students and other students under the Ministerial Order on Part-time Programmes are not covered by the accumulated study activity requirement.

Section 14. Maximum period of study

Bachelor's students must complete their study programme, including any elective studies, within 4 years (46 months) if they commence on 1 September, and within 4 years (48 months) if they commence on 1 February.

(2) For study programmes that include a propaedeutics course, the maximum time to graduation will be extended by the length of the propaedeutics course in ECTS.

(3) Master's students must complete their study programme within 3 years (34 months) if they commence on 1 September, and within 3 years (36 months) if they commence on 1 February.

(4) If the study programme is extended by a minor subject outside the humanities, the maximum time to graduation for master's students will be extended by one semester.

(5) Professional master's students must complete their study programme within 6 years (72 months) after study start.

(6) If a student fails to complete their study programme within the maximum time to graduation, enrolment will be terminated.

(7) Further information about maximum period of study is available on the study site on KUnet, under Planning your studies → Study requirements → Maximum duration of study.

Part 4. Leave of absence

Section 15. Leave of absence for bachelor's students

Bachelor's students may be granted leave of absence for one semester without documenting unusual circumstances, once the first year of study (60 ECTS) has been passed.

(2) Applications for leave of absence must be received by the faculty before the start of semester, in line with the applicable time limits.

(3) Leave of absence without documented unusual circumstances pursuant to (1) above entails that the accumulated study activity requirement is suspended during the leave period, while the maximum period of study is not correspondingly suspended.

(4) Leave of absence without documented unusual circumstances under (1) above cannot be interrupted.

(5) A bachelor's student may be granted leave of absence due to maternity or paternity leave, adoption, military service, UN service and the like, irrespective of any previous leave taken or whether the first year of study of the bachelor's programme has been passed.

(6) The accumulated study activity requirements of the programme are suspended during a leave of absence. The maximum time to graduation will be extended by an amount corresponding to the leave period.

(7) During leave of absence students cannot attend classes or participate in exams within their study programme in the semester or equivalent in which the student has or has had leave of absence.

Section 16. Leave of absence for master's and professional master's students

Master's and professional master's students may be granted leave of absence due to maternity or paternity leave, adoption, military service, UN service and the like.

(2) Applications for leave of absence must be received by the faculty before the start of semester, in line with the applicable time limits.

(3) The accumulated study activity requirements of the programme are suspended during a leave of absence. The maximum time to graduation will be extended by an amount corresponding to the leave period.

(4) Students writing their master's thesis cannot be granted leave of absence due to unusual circumstances, but may be granted an extension of their thesis period.

(5) During leave of absence students cannot attend classes or participate in exams within their study programme in the semester or equivalent in which the student has or has had leave of absence.

Part 5. Registration for course elements and exams

Section 17. Registration for course elements and exams

The faculty enrolls the bachelor's students in compulsory course elements on the programme. Bachelor's students must register on their own initiative for other course elements (elective courses, elective studies and minor subjects) and compulsory course elements they have previously withdrawn from.

(2) Master's and professional master's students must register on their own initiative for all course elements on the programme.

(3) If the number of applicants is greater than the number of places available on a course, lots will be drawn for the available places. If places are distributed on the basis of an academic assessment

the criteria will appear in the course description on www.kurser.ku.dk. The faculty is responsible for ensuring that students do not have their study period extended due to a rejected registration.

(4) Further information about registration for course elements is available on the study site on KUnet, under Courses and teaching → Registration and withdrawal → Course registration.

Section 18. Registration for exams

The faculty registers students for the first exam attempt in connection with course registration. Students must register on their own initiative for second and third exam attempts within the set registration deadlines.

(2) Further information about registration for exams is available on the study site on KUnet, under Exams → Registration and withdrawal → Exam registration.

Part 6. Credit and transitional provisions

Section 19. Credit

The study board may approve that course elements passed in another study programme at the same level be substituted for course elements on the programme.

(2) If students wish to take course elements on other study programmes at the same level, they must seek prior approval from the study board.

(3) Where prior approval is granted pursuant to (2) above, students enrolled on bachelor's and master's degree programmes are obligated to apply for credit transfer and submit documentation once the course element(s) have been passed. Students also undertake to report any changes in the pre-approval.

(4) Students enrolled in bachelor's and master's degree programmes are also obligated to report any course elements previously passed in unfinished study programmes at the same level and apply for credit transfer.

Section 20. Transition between bachelor's and master's programmes

Bachelor's students who need less than 30 ECTS credits to pass the bachelor's programme may apply to enrol in course elements of up to 30 ECTS credits in the master's programme they have a legal entitlement to, or a master's programme without restricted admission.

(2) The faculty assesses if the student has the necessary academic ability to complete and pass the bachelor's programme while also completing subject elements on the master's programme. The student's previous course of study might be taken into account when making this assessment, including whether the bachelor's project has been passed.

Part 7. Date of commencement, exemptions and approval

Section 21. Commencement

The shared curriculum comes into force on 1 September 2019 and applies to students admitted on or after 1 September 2019.

Section 22. Exemptions

Based on an application and documented unusual circumstances, the study board may grant exemptions from rules contained in the curriculum that have been set by the University.

Section 23. Approval

The curriculum was approved by the Dean of the Faculty of Humanities on 25 February 2019.