Appendix to Curricula
Rules and Regulations

Valid from 1 February 2021

The appendix concerns all rules and regulations regarding the study administrative area at the IT University. It is an appendix to the curricula and approved as such by the Board of Studies at ITU. The appendix is drawn up in compliance with the current legislation governing Bachelor degree programmes, Master degree programmes (Candidatus) and professional Master programmes at the universities.

Contents

Chapter 1: Duration
Section 1. The Master of Science (MSc) in Information Technology and Master of Science (MSc) in Computer Science programmes must be completed within three (3) years.

Subsection 2. The Bachelor of Science (BSc) programme must be completed within four (4) years.

Subsection 3. The Master of IT must be completed within six (6) years.

Chapter 2: Admission requirements and conditions of admission

Section 2. Bsc-graduates from the IT University are entitled to admission to an MSc study programme immediately after graduation and in accordance with the table below.

Subsection 2. The right to admission applies to applicants for an msc-programme up to three years after their bsc-graduation.

Subsection 3. For bsc-graduates before 2019 the right to admission apply only for applications immediately after bsc-graduation.

Section 3. For admission requirements and conditions of admission and application to ITU programmes, see www.itu.dk.

Bachelor's degree from The IT University	Right to admission to an MSc study programme at The IT University
Bachelor of Science (BSc) in Software Development (SWU)	MSc study programme in Computer Science
	MSc study programme in Games (admission area: Technology)
Bachelor of Science (BSc) in Digital Media and Design (DMD)	MSc study programme in Digital Design and Interactive Technologies
	MSc study programme in Games (admission area: Design)
Bachelor of Science (BSc) in Digital Design and Interactive Technologies (BDDIT)	MSc study programme in Digital Design and Interactive Technologies
	MSc study programme in Games (admission area: Design) *Students admitted to BSc in BDDIT from admission year 2020 do not have the legal right to admission to MSc study programme in Games (Design). However, those applicants may apply on the same conditions as other applicants.*
Bachelor of Science (BSc) in Global Business Informatics (GBI)	MSc study programme in Digital Innovation and Management
	MSc study programme in Games (admission area: Design) *Students admitted to BSc GBI from admission year 2018 do not have the right to admission to MSc study programme in Games (admission area: Design). However, those applicants may apply on the same conditions as other applicants.*
	MSc study programme in Software Design *Students admitted to BSc in GBI from admission year 2018 do not have the right to*

	admission to MSc study programme in Software Development (Software Design). However, those applicants may apply on the same conditions as other applicants.
Bachelor of Science (BSc) in Data Science – Technology track (DS-Tech)	*Students admitted to BSc in DS - (DS-Tech) admission year 2020 and before* MSc study programme in Data Science MSc study programme in Computer Science
Bachelor of Science (BSc) in Data Science – Business track (DS-Buss)	*Students admitted to BSc in DS – (DS Buss) admission year 2020 and before* MSc study programme in Data Science MSc study programme in Digital Innovation and Management
Bachelor of Science (BSc) in Data Science	*Students admitted to BSc in DS from admission year 2021* MSc study programme in Data Science

Chapter 3: Study activities

Section 4. Students enrolled in Bachelor of Science (BSc) and Master of Science (MSc) programmes are required to register for subjects or subject elements at the relevant programme level corresponding to 30 ECTS points for each semester.

Subsection 2. Students cannot complete study activities corresponding to more than the prescribed 120 ECTS points for the Master of Science (MSc), 180 ECTS points for the Bachelor of Science (BSc) and 60 ECTS points for the Master of IT.

Registering for study activities

Section 5. Participation in a study activity at the IT University requires prior registration. It is possible to register for 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.

In each case, the teacher decides whether there is room for non-registered listeners and whether non-registered listeners impair the learning outcome for the enrolled students.

Subsection 3. Exercises, 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 submit assignments for grading and are not entitled to academic supervision.

Subsection 4. From Monday of the third week of teaching in a semester registration is binding. This means that the student must complete the course or project and sit for the examination.

Subsection 5. Full time students 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. Information about the intended learning outcomes, content and prerequisites for participation used for specific study activities is found in the course descriptions. For course and project registration process, see ITU Student.

Allocation of places on courses

Section 6. Seats on any given course are allocated based on the following principles and priorities.

General principles,
- If there are more course registrations than actual seats in a course, seats are allocated based on the priorities mentioned below.
- Firstly, seats are allocated to registrations with first priory status. Subsequently, any remaining seats are allocated to registrations with lower priorities.
- If there are not seats for all registrations, allocation of seats in the lowest prioritised group of registrations will be by drawing lots.
- On a selection of courses, three seats are reserved for single subject and guest students. Single subject students are prioritised higher than guest students.
- Any remaining seats on courses will be allocated to registrations in the shopping period on a "first come, first served"-basis.

List of 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 in 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 or later

Section 7. The first-year examination on the Bachelor of Science (BSc) programmes is comprised of courses from the first and second semester, corresponding to 45 ECTS. 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.

Progress requirements

Section 8. 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.

Chapter 4: Thesis, bachelor project and final project

For all final projects

Section 9. The students' spelling and writing skills enter into the basis of the assessment of the final project regardless of the language of the final project. However, the main emphasis of the assessment is on the academic content of the project, cf. the current legislation for examinations and grading in university programmes.

Subsection 2. The project must be written in Danish or English, see however subsection 3. The thesis must include a summary in a foreign language, which forms part of the overall assessment of the thesis. 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 project on Global Business Informatics and Data Science 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. The project agreement and supervision agreement are prepared in collaboration with one or more supervisors, see ITU Student.

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

The bachelor project

Section 10. Bachelor projects follow the same rules that apply to other project activities, cf. chapter 3, chapter 5 and ITU Student. 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 of the programme before registering for the bachelor project.

Subsection 3. The bachelor project is worth 15 ECTS points.

Subsection 4. More information about the bachelor project, see ITU Student.

The master thesis

Section 11. Master theses follow the same rules that apply to other project activities, cf. chapter 3, chapter 5 and ITU Student. The following special conditions also apply to theses:

Subsection 2. The thesis is written either individually or in a group of a maximum of 4 students.

Subsection 3. The master thesis is worth 30 ECTS points.

Subsection 4. The thesis must conclude the Master of Science (MSc) programme. The IT University may grant exemption from the rule due to special circumstances.

Subsection 5. It is not possible to cancel a registered thesis.

Subsection 6. If the student does not submit the thesis before the decided submission 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 announce a new submission deadline three months after the original deadline. If the student does not hand in the thesis report before the new submission deadline, a third examination attempt is offered to the student, according to the same rules as for the second examination attempt.

Subsection 7. More information about the Master thesis, see ITU Student.

The final project

Section 12. The final project on Master of IT follows the same rules that apply to other project activities, cf. chapter 3, chapter 5 and ITU Student. 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 IT University may grant exemption from the rule due to special circumstances.

Subsection 4. More information on the final project, see ITU Student.

Chapter 5: Examination and grades

Section 13. The Board of Studies determines the exam forms and variations for each study activity.

Information about the exam forms and variations used for the specific study activities is found in the course descriptions.

Type	Variations	Description
A. Written exam on premises	- **A11** Written exam on premises. Open book exam. You are allowed all aids (books/E-books, notes, software/programmes and electronic devices). - **A22** Written exam on premises with restrictions. Restrictions may concern internet access, specific books and/or software.	You are asked to work on a set of questions for a few hours. The duration is 3, 4 or 5 hours. It is your responsibility to bring the aids you want to use and to make sure that they are fully functional. See ITU Student for more information. **A11 and A22** You are allowed to work on your private laptop and

Type	Variations	Description
		upload the answer at the end of the exam in LearnIT.
	- A33 Written exam om premises on paper with restrictions. This exam form is always on paper. Restrictions may concern laptop, internet access, specific books and/or software	Pen and paper are also allowed. Paper is provided at the exam location.
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 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.	You are called in for an oral exam. The duration of an oral exam or preparation time is 20, 30 or 40 minutes per student including time for deliberation and feedback. For group exams, it can be 15 minutes per student. Typically, the topic of the exam is decided either by draw of a question or given beforehand. **Group exam forms:** See Teaching Guide for ways on how to conduct an oral group exam.
C. Submission of written work	**- C11** Submission exam **- C1G** Submission exam for groups.	**C11 and C1G:** For exams where the question to be solved is primarily given in a broad

Type	Variations	Description
	As with all exams, a grading foundation must be established to make individual grading possible. You must clearly identify which parts of the submitted work you are responsible for. **- C22** Submission exam - Take home **- C2G** Submission exam for groups - Take home As with all exams, a grading foundation must be established to make individual grading possible. You must clearly identify which parts of the submitted work you are responsible for.	formulation in the beginning of the semester. **C22 and C2G** For take home exams where students are given 1-3 days to answer an exam question.
D. Submission of written work with following oral	**- D11** Submission with following oral exam based on the submission. **- D1G** Submission for groups with following oral exam based on the submission. Shared responsibility for the report. **- D22** Submission with following oral exam supplemented by the submission. **- D2G** Submission for groups with following oral exam supplemented by the submission. Shared responsibility for the report.	Project exams where you are tested in the project only or course exams where you are tested in the course syllabus as well as the work submitted. 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. The D form is also used for bachelor project exam and final projects. The duration of an oral exam is 20, 30 or 40 minutes per student including time for deliberation and feedback. For group exams, it can be 15 minutes per student. **Group exam forms:**See Teaching Guide for ways on how to conduct an oral group exam.
E. Thesis exams – Submission of written work	**- E** Thesis	The E exam variation is used only for theses at Master of Science programmes.

Type	Variations	Description
with following oral		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 Study board must approve all X-forms. The following aspects must be made explicit in the course catalogue - Transparent foundation for grading - Procedures for re-exam.	Check the course descriptions for further information.

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

Subsection 3. For guidelines on online oral and written exams, see ITU Student.

Examination language

Section 14. The examination language follows the language in which the course is taught. In projects, the language must be chosen as part of the project agreement and the examination language follows what is stated in the project agreement.

Subsection 2. The Nordic Language Convention applies, thus allowing Nordic nationals to use Norwegian and Swedish 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 exams

Section 15. Exam forms B, C, D and E can be conducted as group exams.

Subsection 2. As participants in a group exam, students receive an individual grade based on an assessment of their individual performance.

Subsection 3. The maximum number of members in a group is limited to five students, unless other group sizes are defined in the course or project description.

Subsection 4. Dependent on the nature of the project, the Board of Studies may grant permission for other group sizes.

Grading scale

Section 16. The grading scale used for the study activity are described in the course - or project description.

Subsection 2. Final projects on study programmes are assessed according to the 7-point grading scale.

Exam registrations and attempts

Section 17. The student is automatically registered for examination upon registering for a course or project. It is not possible to unregister for an exam.

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

Subsection 3. Single subject students have two (2) attempts to pass an exam.

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

Subsection 5. Students must themselves register for the third exam attempt in a semester where the course is offered. See ITU Student for further information.

Exam complaints

Section 18. Information about how to complain about an exam can be found on ITU Student.

Subsection 2. Exam complaints must be sent to Student Affairs and Programmes no later than two weeks after the exam result is released. Exam complaints must be written and substantiated.

Exam fraud and disruptive behaviour

Section 19*.* 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. Student Affairs and Programmes handles and decides cases of exam fraud and disruptive behaviour.

Subsection 3. If you are suspected of exam fraud during or after an exam, the invigilator or examiner will report this to Student Affairs and Programmes.

Subsection 4. If the suspicion is substantiated, you will be expelled from the exam, you will have used one of your exam attempts, and the university can impose the following sanctions upon you:

- Warning
- Permanent expulsion from the IT University

Subsection 5. 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 6. If you behave in a disruptive manner during an exam, the university can impose the following sanctions upon you:

- Warning
- Expulsion from exam
- Permanent expulsion from the IT University

Subsection 7. The regulations stated in section 19, subsections 1 – 6 also 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 20. The IT University issues diplomas for the programmes.

Section 21. 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
- Bachelor of Science (BSc) in Digital Design and Interactive Technologies
- 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 Science (MSc) in Information Technology (Digital Design and Interactive Technologies)
- Master of IT, IT Leadership and Management

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

- Bachelor of Science (BSc) in Software Development
- Bachelor of Science (BSc) in Data Science
- Master of Science (MSc) in Information Technology (Software Development)
- Master of Science (MSc) in Information Technology (Software Design)
- Master of Science (MSc) in Information Technology (Games)
- Master of Science (MSc) in Computer Science
- Master of Science (MSc) in Data Science

Chapter 6: Leave

Section 22. 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 ITU Student.

Chapter 7: Credit transfer

Section 23. 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.

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 learning objectives, academic content and academic level of the study programme. Documentation must be presented of academic content, academic level and the number of ECTS points.

Subsection 4. Students, who during their bachelor degree programme have covered subjects, which form part of the mandatory core 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 register for one additional specialization.

Subsection 5. It is not possible to obtain a credit transfer for a Master's thesis.

Subsection 6. For application process, see ITU Student.

Chapter 8: Transferring to another study programme or track

Section 24. A student wishing to transfer from a programme at the IT University to another must apply under the rules for admission to the programme, cf. the IT University's admission rules.

Subsection 2. A student wishing to transfer from one track in a programme at the IT University to another track within the same programme must apply under the rules for admission to the programme, cf. the IT University's admission rules, cf. subsection 3.

Chapter 9: Special circumstances and exemptions

Section 25. When justified by special circumstances, the IT University is entitled to grant exemptions from rules in the curriculum that have been laid down by the university and the university alone.

Subsection 2. The authority to grant exemptions stipulated in subsection 1 is administered by the Board of Studies ITU within its area of responsibility.

Subsection 3. The university may offer special examination conditions to students with physical or mental disabilities when the university deems it necessary to equate these students with others in an exam. It is a prerequisite that the offer does not change the level of the exam.

Subsection 4. The students can apply to the Board of Studies for special exam conditions for one or more exams.

Subsection 5. For application process, see ITUstudent.

Chapter 10: Complaints

Section 26. As regards complaints, please refer to the IT University's rules and procedures for complaints on ITU Student.

Chapter 11: Legal Basis

Section 27. The appendix to curriculum has been drawn up according to:

- Ministerial Order no. 20 of 9 January 2020 on Bachelor's and Master's (Candidatus) Programmes at the Universities (uddannelsesbekendtgørelsen)
- Ministerial Order no. 104 of 24 January 2021 on Admission to and Enrolment in Bachelor's Programmes at the Universities (adgangsbekendtgørelsen)
- Ministerial Order no. 19 of 9 January 2020 on Professional Master's (Candidatus) Programmes at the Universities (masterbekendtgørelsen)
- Ministerial Order no. 22 of 9 January 2020 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 (karakterskalabekendtgørelsen)
- Ministerial Order no. 24 of 9 January 2020 on Part-time Study Programmes at the Universities (deltidsbekendtgørelsen).