

Appendix to Curricula: Rules and Regulations

Valid from 1 February 2023

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.

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Chapter 1: Programme duration

Section 1. The Bachelor of Science (BSc) programme must be completed within four (4) years.

Subsection 2. 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 3. The Master of IT must be completed within six (6) years.

Chapter 2: Admission requirements and conditions of admission

Section 2. For admission and re-enrolment requirements and application to ITU programmes, see www.itu.dk.

Section 3. BSc-graduates from the IT University are entitled to admission to a MSc study programme in accordance with the table below.

Subsection 2. The legal right to admission (retskrav) applies to applicants for an MSc-programme up to three years after their BSc graduation.

Bachelor's degree from The IT University	Legal right to admission to a 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
	<p>MSc study programme in Games (admission area: Design)</p> <p><i>Students admitted to BSc in DDIT from admission year 2020 do not have the legal right to admission to MSc study programme in Games (Design). However, these applicants may apply on the same conditions as other applicants.</i></p>
Bachelor of Science (BSc) in Global Business Informatics (GBI)	MSc study programme in Digital Innovation and Management
	<p>MSc study programme in Games (admission area: Design)</p> <p><i>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, these applicants may apply on the same conditions as other applicants.</i></p>
	<p>MSc study programme in Software Design</p> <p><i>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, these applicants may apply on the same conditions as other applicants.</i></p>
Bachelor of Science (BSc) in Data Science	MSc study programme in Data Science
	<p><i>Students admitted to BSc in DS - (DS-Tech) admission year 2020 and before</i></p> <p>MSc study programme in Data Science</p> <p>MSc study programme in Computer Science</p>
	<p><i>Students admitted to BSc in DS - (DS Buss) admission year 2020 and before</i></p> <p>MSc study programme in Data Science</p> <p>MSc study programme in Digital Innovation and Management</p>

Chapter 3: Study activities

Section 4. The Bachelor of Science (BSc) programme and The Master of IT consist of courses and projects.

Subsection 2. The Master of Science (MSc) in Information Technology and Master of Science (MSc) in Computer Science programmes consist of courses, projects and thesis.

Academic calendar

Section 5. Courses and course exams are scheduled in accordance with the academic calendar, see ITU student.

Subsection 2. Approval of project agreement, submission of project or thesis and following oral exam are scheduled in accordance with the academic calendar, see ITU student.

Course descriptions

Section 6. The course description forms the legal basis of the course and the corresponding exam.

Registration requirements

Section 7. A semester of full-time studies corresponds to 30 ECTS.

Subsection 2. The registration requirement for BSc students in their first year of study is 30 ECTS per semester.

Subsection 3. The registration requirement for BSc students in their second and third year of study and MSc students is minimum 22,5 ECTS per semester. Each study programme defines the study activities which can be deregistered per semester. For specific information, see “Content of your programme” on ITU Student.

Subsection 4. It is possible to register up to 37.5 ECTS per semester.

Subsection 5. Students cannot complete study activities corresponding to more than the prescribed 180 ECTS points for the Bachelor of Science (BSc), 120 ECTS points for the Master of Science (MSc) and 60 ECTS points for the Master of IT.

Registering for study activities

Section 8. Participation in a study activity at the IT University requires prior registration. For the course and project registration process, see ITU Student.

Subsection 2. Full-time students are registered administratively to mandatory courses following the standard structure of the programme as described in “Content of your programme” on ITU Student.

Subsection 3. Students following an individual study plan register themselves for the relevant mandatory courses in the registration period.

Subsection 4. Students register for electives, specialisation courses, projects, and thesis themselves in the registration period.

Section 9. From Monday of the third week in a semester, registrations for study activities are binding and the student must complete the course or project and sit for the examination.

Section 10. Students enrolled in part-time degrees or single subject courses are subject to tuition fees. For more information, see www.itu.dk.

Allocation of seats on courses

Section 11. 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 priority status. Any remaining seats are allocated to registrations with lower priorities.
- If there are no 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 late registration 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 offered by their study programme
4. Students on exchange programmes
5. Students enrolled in 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

Mandatory activities

Section 12. A mandatory activity is a learning activity that a student must complete to be eligible to sit for the exam. It is assessed as either approved or not approved.

Subsection 2. The course manager must inform students if they have passed the mandatory activities no later than the last week of teaching.

Subsection 3. Students must get a second attempt at the mandatory activity in case of non-approved activities. The second attempt can be a different format. The course manager must inform the students if they have passed the second attempt no later than the last week of teaching.

Discontinued courses

Section 13. Should a course be discontinued, students complete the course by registering for an approved replacement study activity. See also chapter 6 on exam attempts.

Audit students

Section 14. The IT University courses are publicly available to some extent. The course manager decides whether audit students can attend lectures. Online learning activities, exercises, laboratory classes and the like are not public.

Subsection 2. Audit students can attend lectures, given there are available seats and they do not impair the learning outcomes of the enrolled students. Audit students are not allowed to access IT University systems, equipment or mailing lists, they are not allowed to submit assignments for grading, and they are not entitled to academic supervision.

Chapter 4: Course exams

Section 15. The Board of Studies approves the exam forms and variations of each course. Information about which exam form and variation applies to a given course is found in the course description.

Subsection 2. The exam form or exam variation for the re-exam may be different from that of the ordinary exam. Both must be stated in the course description.

Subsection 3. Any further change to an exam form or exam variation requires approval by The Board of Studies.

Examinations under special conditions

Subsection 4. The university may offer examination under special conditions to students with physical or mental impairments. It is a prerequisite that the level and scope of the exam does not change. For application process, see ITU Student.

Exam syllabus

Section 16. Information about the exam syllabus must be published in learnIT no later than the last week of teaching.

Exam forms and variations

Section 17.

Course exam forms are,

- A: Written exam on premises: Variations A11, A22 and A33
- B: Oral exams: Variations B1I, B1H and B22
- C: Submission of written work: Variations C11, C22 and C33
- D: Submission of written work with following oral exam: Variations D11 and D22
- X: Experimental exam

A. Written exam on premises

Students are asked to work on a set of questions related to the intended learning outcomes of the course.

Duration

The duration is 3, 4 or 5 hours.

Aids and electronic devices

It is the students' responsibility to bring allowed aids and to make sure that they are fully functional. Electronic devices or aids that can be used for communication within or outside of the examination room are not allowed.

Exam variations

A11 Written exam on premises

Open book exam. Students are allowed all aids (books/E-books, notes, software/programmes and electronic devices). Students work on their private laptop and upload the answer at the end of the exam in LearnIT. Pen and paper are also allowed. Paper is provided at the exam location.

A22 Written exam on premises with restrictions

Restrictions may concern internet access, specific books and/or software.

Students work on their private laptop and upload the answer at the end of the exam in LearnIT. Pen and paper are also allowed. Paper is provided at the exam location.

A33 Written exam on premises on paper with restrictions

Pen and paper only. Restrictions may concern electronic devices, internet access, specific books and/or software. Calculators must not be able to access the Internet.

B. Oral exams

Students are called in for an oral exam and answer questions related to the intended learning outcomes of the course. The topic of the exam is decided either by draw of a question or given beforehand.

Exam schedule

The exam schedule for oral exams is published in learnIT no later than 7 days prior to the exam.

Duration

The duration of an oral exam or preparation time is 20, 30 or 40 minutes per student including time for deliberation and feedback.

Aids and electronic devices

It is the students' responsibility to bring allowed aids and to make sure that they are fully functional. Electronic devices or aids that can be used for communication within or outside of the examination room are not allowed.

Online/onsite

Oral exams can be held online or onsite at The University. For guidelines on online oral exams, see ITU Student.

Exam variations

B1I and B1GI Oral exam with preparation at the university.

The duration of the preparation time corresponds to duration of the oral exam.

B1H and B1GH Oral exam with preparation at home.

The preparation will take place outside the university. The preparation time is 24-48 hours.

B22 and B2G Oral exam with no time for preparation.

Group variations B1GI, B2GH and B2G

The minimum number of students in a group is two. The maximum number of students in a group is defined in the course description.

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

For group exams, duration is 15 minutes per student. For ways on how to conduct an oral group exam, see [ITU Student](#).

C. Submission of written work

Students submit written work in learnIT related to the intended learning outcomes of the course.

Workload and submission span will be described in the course description. Course manager may specify whether production is part of the submission and how much emphasis this is given.

Random fraud control may be employed as part of the exam procedure and if so, must be stated in the course description. For information on random fraud control, see ITU Student.

Aids and electronic devices

Students are allowed all aids (books/E-books, notes, software/programmes and electronic devices). Students work on their private laptop and upload the submission in LearnIT.

Exam variations

C11 and C1G submission exam

For submissions where the question to be solved is primarily given in a broad formulation in the beginning of the semester.

C22 and C2G submission exam - Take Home

For take home exams where students are given 1-7 days to answer exam questions.

C33 submission exam – Online Take Home

For take home exams where students are given 3, 4 or 5 hours to answer exam questions in learnIT.

Group variations C1G and C2G

The minimum number of students in a group is two. The maximum number of students in a group is defined in the course description.

As participants in a group exam, students receive an individual grade based on an assessment of their individual performance. As part of the formal prerequisites of the submission, the students must clearly identify which parts of the submitted work they are responsible for.

D. Submission of written work with following oral exam

Course exams that consist of two parts: Written work submitted and an oral exam, both related to the intended learning outcomes of the course.

In the course description, course manager may specify whether a project or production is part of the exam, and how much emphasis this is given.

The students receive a single grade based on their overall performance.

Exam schedule

Course manager must publish the exam schedule for oral exams in learnIT no later than 7 days prior to the exam.

Duration

The duration of the oral exam is 20, 30 or 40 minutes per student including time for deliberation and feedback.

Online/onsite

The oral part of the exam can be held online or onsite at The University. For guidelines on online oral exams, see ITU Student.

Exam variations

D11 and D1G Submission with following oral exam based on the submission

Students are tested in submitted work and/or the course project or production.

D22 and D2G Submission with following oral exam supplemented by the submission

Students are tested in the course syllabus as well as the work submitted.

Group variations D1G and D2G

The minimum number of students in a group is two. The maximum number of students in a group is defined in the course description.

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

Submission for groups have shared responsibility for the report.

For group oral exams, duration is 15, 20, 30 or 40 minutes per student. For ways on how to conduct an oral group exam, see [ITUStudent](#).

X. Experimental form

The X form exam is meant to try out new exam forms. The Board of Studies approves all X-forms in a separate procedure.

Chapter 5: Projects and theses

For all projects and theses

Section 18. All projects and theses consist of a submission of written work with a following oral examination.

Intended learning outcomes

Intended learning outcomes and goals for projects and theses are described on [ITU Student](#).

Project agreement

The student must prepare a project agreement in collaboration with one or more supervisors. The project agreement is approved of The Board of Studies.

The University approves the subject and sets a submission deadline for the project. For more information, see ITU Student.

Group exam

Projects and theses can be supervised and conducted in groups. Students can collaborate across programmes, but not across programme levels.

As participants in a group exam, students receive an individual grade based on an assessment of their individual performance. The minimum number of students in a group is two.

Submission for groups have shared responsibility for the report.

Type of examiner

Bachelor projects, final projects and theses must be examined by an external examiner. Other projects can be examined by either an internal or external examiner.

Grading

Bachelor projects, final projects and thesis must be graded according to the 7-point grading scale. Other projects can be graded passed/failed.

Language

The submission of written work must be written in Danish or English. The language must be defined in the project agreement. The oral examination language follows the language that is stated in the project agreement.

Standard page and body size

Standard page and body size for projects and theses are described on [ITUStudent](#).

Abstract

The submission must include an abstract in a foreign language, which forms part of the overall assessment. If the report is written in Danish, the abstract must be written in English. If the report is written in English, the abstract may be written in Danish or in English.

Spelling and writing skills

The students' spelling and writing skills must be considered in the assessment of the final project regardless of the language. However, the main emphasis of the assessment is on the academic content of the submission.

Online/onsite

The oral exam of project and thesis can be held online or onsite at the University. For guidelines on online oral exams, see ITU Student.

The bachelor project

Section 19. The bachelor project must demonstrate the student's ability to formulate, analyse and process topics within the study programme's subject area.

The bachelor project is worth 15 ECTS points.

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

Exam form

The bachelor project consists of a submission of written work with a following oral examination. The oral examination is based on the submission and is of 40 minutes duration including time for deliberation and feedback.

Language

The bachelor project on Global Business Informatics and Data Science must be written in English.

Group exam

As participants in a group exam, students receive an individual grade based on an assessment of their individual performance. The minimum number of students in a group is two. The maximum number of students in a group is 5.

Submission for groups have shared responsibility for the report.

Abstract

The abstract in bachelor projects on Global Business Informatics and Data Science must be written in English.

More information about the bachelor project, see ITU Student.

The master's thesis

Section 20. The master's thesis must document skills in applying scientific theories and methods while working within the study programme's subject area.

The thesis is worth 30 ECTS points.

The thesis is placed on the final year of the master's program. The student must have obtained 60 ECTS of the programme before writing the thesis.

Project and supervision agreement

The student must prepare a project and supervision agreement in collaboration with one or more supervisors. Both are approved of The Board of Studies.

Exam form

The thesis consists of a submission of written work with a following oral examination. The oral examination is based on the submission and is of 50 minutes duration including time for deliberation and feedback.

Group exam

As participants in a group exam, students receive an individual grade based on an assessment of their individual performance. The minimum number of students in a group is two. The maximum number of students in a group is 4.

Submission for groups have shared responsibility for the report.

Revised problem statement

If the student does not submit the thesis report before the decided submission deadline, an exam attempt has been used.

The University will accept a revised problem statement (problemformulering) 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 second submission deadline, a third examination attempt is offered to the student, according to the same rules as for the second examination attempt.

More information about the master's thesis, see ITU Student.

The final project on Master of IT

Section 21. The final project must demonstrate the student's ability to formulate, analyse and process topics within the study programme's subject area.

The final project is worth 15 ECTS points.

The final project is placed on the last semester of the programme and the student must have completed all mandatory activities (30 ECTS) before registering for the final project. The IT University may grant exemption from the rule due to special circumstances.

Intended learning outcomes

Intended learning outcomes and goals for the final project is described on LearnIT.

Exam form

The final project consists of a submission of written work with a following oral examination. The oral examination is based on the submission and is of 40 minutes duration including time for deliberation and feedback.

Standard page and body size

Standard page and body size for the final project is described on LearnIT.

More information on the final project, see LearnIT.

Chapter 6: Other rules and regulations on exams

Examination language

Section 22. The examination language follows the language in which the course is taught.

Subsection 2. The Nordic Language Convention applies, thus allowing Nordic nationals to use Norwegian and Swedish as exam language where the course description states that the language is Danish.

Exam registrations and attempts

Section 23. When students register for a course or project they are automatically registered for examination. 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 and 4.*

Subsection 3. For the first-year exam, students have two (2) attempts.

Subsection 4. Single subject students have two (2) attempts to pass an exam.

Subsection 5. If a student does not pass the mandatory activities in a course, the student is graded with NA (*Not Approved*), has used an exam attempt and is registered for the re-exam. However, see subsection 8.

Subsection 6. If a submission report does not comply with the formal requirements, the submission is graded with -3 and the student has used an exam attempt.

Subsection 7. If a student does not pass the ordinary exam, the student is automatically registered for the second exam attempt at the subsequent re-exam.

Subsection 8. Students register themselves for the third exam attempt. Students also have the option to register for the course and the third exam attempt in a semester where the course is offered. See ITU Student for further information.

Subsection 9. For discontinued courses previous exam attempts are transferred to the approved replacement course.

Exam complaints

Section 24. 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 submitted in writing and substantiated.

Academic misconduct

Section 25. It is considered exam fraud if students,

- Inappropriately obtain or provide help before or during an exam, a learning activity or a mandatory activity.
- Cooperate on individualised exams, learning activities or mandatory activities.
- Bring or use non-permitted aids to an exam or a mandatory activity.
- Counterfeit, mislead, or conceal own efforts or results.
- Attempt to bypass or otherwise obstruct the University's use of exam invigilation.

Section 26. It is considered plagiarism if students,

- Submit someone else's work as their own by using another person's text, ideas or products without source references or quotation marks, or falsify or fake data and documents.
- Re-use 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.

Section 27. It is considered disruptive behaviour if students at exams:

- Do not follow instructions given by invigilators, examiners and Student Affairs and Programmes.
- Do not follow the guidelines given in Code of Conduct, see ITU Student.

Section 28. Student Affairs and Programmes handles and decides cases of academic misconduct. Heads of Study Programmes can be consulted.

Subsection 2. If a student is suspected of academic misconduct, the invigilator, examiner or academic staff will report this to Student Affairs and Programmes.

Subsection 3. While investigating the case, any exam or mandatory activity in question is put on hold. The student is allowed to participate in other exams.

Subsection 4. If the suspicion is substantiated, the student will be expelled from the exam, will have used an exam attempt, and the university can impose the following sanctions

- Warning
- Permanent expulsion from the IT University

Diploma

Section 29. The IT University issues diplomas for the programmes.

External examiners corps

Section 30. Examination of the following programmes is the responsibility of the external 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 external examiners for Computer Science (Datalogi):

- 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 7: Progression requirements

First-year examination

Section 31. 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.

Subsection 2. To continue on the programme, BSc students must pass the first-year examination no later than by the end of the first year of study after admission. See also chapter 6 on exam attempts.

Progress requirements

Section 32. Bachelor of Science (BSc) students 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 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 8: Leave

Section 33. Students can apply for sick leave, maternity/paternity/adoption leave and leave for military service.

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

Subsection 3. For application process for leave, see ITU Student.

Chapter 9: Credit transfer

Section 34. Credits can be awarded for parts of the degree by credit transfer from other programmes, but only up to a maximum of 120 ECTS for Bachelor of Science programme, 60 ECTS-points for Master of Science programme, and 30 ECTS for Master of IT.

Subsection 2. Credit transfers for study activities from other programmes 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 of the course and the 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's 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.

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 10: Transferring to another study programme or track

Section 35. A student wishing to transfer from one programme at the IT University to another must apply under the rules for admission to the programme. For application process, see itu.dk.

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.

Chapter 11: Special circumstances and exemptions

Section 36. 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 within its area of responsibility.

Subsection 3. For definitions and examples of special circumstances and the corresponding application process, see ITU Student and itu.dk.

Chapter 12: Complaints

Section 37. Legal matters may be challenged under the relevant regulation.

Section 38. For complaints about administrative procedures, courses or supervision, please refer to the IT University's rules and procedures for complaints on ITU Student.

Chapter 13: Legal Basis

Section 39. The appendix to curriculum has been drawn up according to:

- Ministerial Order no. 69 of 26 January 2023 on Admission to and Enrolment in Study Programmes at the Universities (Universitetsadgangsbekendtgørelsen)
- Ministerial Order no. 2285 of 1 December 2021 on Bachelor's and Master's (Candidatus) Programmes at the Universities (Uddannelsesbekendtgørelsen)
- Ministerial Order no. 19 of 9 January 2020 on Professional Master's (Candidatus) Programmes at the Universities (Masterbekendtgørelsen)
- Ministerial Order no. 2272 of 1 December 2021 on Part-time Study Programmes at the Universities (Deltidsbekendtgørelsen).
- Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (Eksamensbekendtgørelsen)
- Ministerial Order no. 1125 of 4 July 2022 on the Grading Scale of Study Programmes under the Ministry of Higher Education and Science (Karakterskalabekendtgørelsen)
- Ministerial Order no. 458 of 19 April 2022 on External Examiners Corps in Higher Education (Censorbekendtgørelsen)