

# Appendix to Curricula: Rules and Regulations

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Valid from 1 September 2024

The appendix concerns all rules and regulations regarding the study administrative area at the IT University.

It is an appendix to the programme specific curriculum and approved as such by the Board of Studies at ITU. The appendix is drawn up in compliance with the current legislation governing bachelor's 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 and Enrolment**

**Section 2.** For admission, deadlines and re-enrolment requirements and application to ITU programmes, see [www.itu.dk](http://www.itu.dk).

*Subsection 2.* For application, deadlines and enrolment in courses as guest or single-subject students, see [www.itu.dk](http://www.itu.dk)

**Section 3.** BSc-graduates from the IT University are entitled to admission to an 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 (3) years after their BSc graduation.

<b>Bachelor's degree from The IT University</b>	<b>Legal right to admission to an MSc study programme at The IT University</b>
<b>Bachelor of Science (BSc) in Software Development (SWU)</b>	MSc study programme in Computer Science
	MSc study programme in Games (admission area: Technology)
<b>Bachelor of Science (BSc) in Digital Design and Interactive Technologies (BDDIT)</b>	MSc study programme in Digital Design and Interactive Technologies
	MSc study programme in Games (admission area: Design)  <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>
<b>Bachelor of Science (BSc) in Global Business Informatics (GBI)</b>	MSc study programme in Digital Innovation and Management
<b>Bachelor of Science (BSc) in Data Science</b>	MSc study programme in Data Science
	<i>Students admitted to BSc in DS - (DS-Tech) admission year 2020 and before</i> MSc study programme in Data Science MSc study programme in Computer Science
	<i>Students admitted to BSc in DS - (DS Buss) admission year 2020 and before</i> MSc study programme in Data Science MSc study programme in Digital Innovation and Management

## 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.** The Academic Calendar describes the study and exam activities of the academic year and for the autumn and spring semesters.

*Subsection 2.* Courses and course exams are scheduled in accordance with the academic calendar, see ITU student.

*Subsection 3.* Course schedules and exam dates are published in TimeEdit.

*Subsection 4.* Approval of preliminary problem statement as well as submission for projects and thesis and following oral exam are scheduled in accordance with the academic calendar, see ITU student.

*Subsection 5.* Dates for project and thesis oral defence exams are published in TimeEdit.

### *Course descriptions*

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

### *Registration rules*

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

*Subsection 2.* It is possible to register up to 37.5 ECTS per semester.

*Subsection 3.* Summer University courses can be registered for either the spring or autumn semester.

*Subsection 4.* 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.

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

*Subsection 2.* Students register for mandatory courses, electives, specialisation courses and topics, projects, and thesis in the registration period, following the standard structure of the programme as described in "Content of your programme" on ITU Student.

**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](http://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 course registrations exceed the number of 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 list format and deadlines for the mandatory activities in the course forum no later than the first week of teaching.

*Subsection 3.* Students must get a second attempt at a mandatory activity in case of non-approved activities. The second attempt can be a different format.

*Subsection 4.* The course manager must inform students if they have passed the first and second attempt no later than the last week of teaching. See also section 25, subsection 4 on exam attempts.

*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 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 the course forum no later than the last week of teaching.

*Exam forms and variations***Section 17.**

Course exam forms are,

- A: Written exam on premises:
  - Individual variations A11, A22 and A33
- B: Oral exams:
  - Individual variations B1I, B1H and B22

- Group variations B1GI, B2GH and B2G
- Mix of individual and group variations B1MI, B1MH and B2M
- C: Submission of written work:
  - Individual variations C11, C22 and C33
  - Group variations C1G and C2G
  - Mix of individual and group variations C1M and C2M
- D: Submission of written work with following oral exam:
  - Individual variations D11 and D22
  - Group variations D1G and D2G
  - Mix of individual and group variations D1M and D2M
- 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 applications and electronic devices). Students work on their private laptop and submit answers to exam questions digitally. 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 submit answers to exam questions digitally. 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 the course forum 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 are held onsite at The University. Oral exams can also be conducted online, in so far as the course intended learning outcomes are upheld. For further guidelines on online oral exams, see ITU Student.

### Exam variations

*B1, B1GI and B1MI Oral exam with preparation at the university.*

The duration of the preparation time is given in the course description.

*B1H, B1GH and B1MH Oral exam with preparation at home.*

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

*B22, B2G and B2M Oral exam with no time for preparation.*

### Group variations B1GI, B1GH 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 oral exams, duration is 15, 20, 30 or 40 minutes per student. For ways on how to conduct an oral group exam, see [ITUStudent](#).

### Mix of individual or group variations B1MI, B1MH and B2M



The students can choose whether to work individually or in a group. For students working in a group, the rules for group variations B1GI, B1GH and B2G apply.

## **C. Submission of Written Work**

Students submit written work 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 digitally.

### **Exam variations**

#### *C11, C1M 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.

#### *C2, C2M 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 digitally.

### **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.

### **Mix of individual and group variations C1M and C2M**

The students can choose whether to work individually or in a group. For students working in a group, the rules for group variations C1G and C2G apply.

## 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.

Workload and submission span will be described in the course description. 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

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

### Duration of oral exam

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

### Online/onsite

Oral exams are held onsite at The University. Oral exams can be conducted online, in so far as the course intended learning incomes are upheld. For further guidelines on online oral exams, see ITU Student.

### Exam variations

*D11, D1M 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, D2M 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](#).

### Mix of individual and group variations D1M and D2M

The students can choose whether to work individually or in a group. For students working in a group, the rules for group variations D1G and D2G apply.

## **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**

## **Individual Project and Research project**

### **Section 18.**

Individual projects and research projects offer the opportunity to delve deeper into specific areas of the programme and allow for collaboration with case partners, either as a research or individual project.

### **Intended learning outcomes**

Intended learning outcomes and goals for projects are described on ITU Student.

### **Project agreement / preliminary problem statement**

The student must prepare a preliminary problem statement in collaboration with one or more supervisors. The University approves the subject and sets a submission deadline for the project. For more information, see ITU Student.

### **Exam Form**

Projects of 7,5 ECTS and 15 ECTS consist of a submission of written work with a following oral examination, based on the submission.

Projects below 7,5 ECTS consist of a submission of written work related to the preliminary problem statement.

### **Group exam**

Projects 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**

Projects are examined by an internal examiner.

**Grading**

Projects of 7,5 and 15 ECTS are graded according to the 7-point grading scale.

Projects below 7,5 ECTS are graded passed/failed.

**Language**

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

**Standard page and body size**

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

**Online/onsite**

The oral exam of projects 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.

**Intended learning outcomes**

Intended learning outcomes and goals for the bachelor project is described in the programme curriculum.

**Project agreement / preliminary problem statement**

The student must prepare a preliminary problem statement in collaboration with one or more supervisors. The University approves the subject and sets a submission deadline for the bachelor project. For more information, see ITU Student.

**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.

**Group exam**

The bachelor project 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. The maximum number of students in a group is 5.

Submission for groups have shared responsibility for the report.

**Type of examiner**

The bachelor project is examined by an external examiner.

**Grading**

The bachelor project is graded according to the 7-point grading scale.

**Language**

The choice of language for the bachelor project is described in the programme curriculum.

**Standard page and body size**

Standard page and body size for the bachelor project are described on [ITUStudent](#).

**Abstract**

The submission must include an abstract 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.

**Online/onsite**

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

**The Master Thesis**

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

The master thesis is worth 30 ECTS points.

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

**Intended learning outcomes**

Intended learning outcomes and goals for the master thesis are described in the programme curriculum.

**Project agreement / preliminary problem statement**

The student must prepare a preliminary problem statement in collaboration with one or more supervisors. The University approves the subject and sets a submission deadline for the master thesis. For more information, see ITU Student.

**Exam form**

The master 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**

The master thesis 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. The maximum number of students in a group is 4.

Submission for groups have shared responsibility for the report.

**Type of examiner**

The master thesis is examined by an external examiner.

**Grading**

The master thesis is graded according to the 7-point grading scale.

**Language**

The choice of language for the master's thesis is described in the programme curriculum.

**Standard page and body size**

Standard page and body size for the master thesis is described on [ITU Student](#).

**Abstract**

The submission must include an abstract 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.

**Online/onsite**

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

### **Revised problem statement**

If the student does not hand in 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 exam attempt is registered, according to the same rules as for the second exam attempt. See also section 27, subsection 2 on exam registrations.

More information about the master thesis, see ITU Student.

## **The Final Project of 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 the Study Guide for Professional Master Students.

### **Project agreement / preliminary problem statement**

The student must prepare a preliminary problem statement in collaboration with one or more supervisors. The University approves the subject and sets a submission deadline for the final project.

For more information, see the Study Guide for Professional Master Students.

### **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 The Study Guide for Professional Master Students.

**Type of examiner**

The final project is examined by an external examiner.

**Grading**

The final project is graded according to the 7-point grading scale.

**Language**

The choice of language for the final thesis is described in the programme curriculum.

**Standard page and body size**

Standard page and body size for the final project is described on the Study Guide for Professional Master Students.

**Abstract**

The submission must include an abstract 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.

**Online/onsite**

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

More information on the final project, see [The Study Guide](#).

## Chapter 6: Other Rules and Regulations on Exams

### *Conducting exams*

**Section 22.** Exams in a study activity follow the Academic Calendar and are held in immediate connection with the relevant course or project.

*Subsection 2.* The University can arrange for an extraordinary exam if there are significant special circumstances. Prolongment of studies is not considered a special circumstance.

### *Exam language*

**Section 23.** The exam 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 attempts*

**Section 24.** The student has three (3) attempts to pass an exam, see however *subsection 2 and 3*.

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

*Subsection 3.* Single subject and guest students have two (2) attempts to pass an exam. See however *section 26, subsection 3*.

*Subsection 4.* If a student does not pass the mandatory activities in a course, the student is graded with NA (*Not Approved*) and has used an exam attempt.

*Subsection 5.* 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 6.* For discontinued courses, previous exam attempts are transferred to the approved replacement course.

*Exam registrations*

**Section 25.** When students register for a course or project they are automatically registered for examination. It is not possible to deregister an exam.

*Subsection 2.* Registration for the ordinary exam is a prerequisite for participation in the subsequent re-exam.

*Subsection 3.* If a student does not pass the ordinary exam, the student is automatically registered for the second exam attempt at the subsequent re-exam.

**Section 26.** For course exams, students register themselves for the third exam attempt.

*Subsection 2.* Students also have the option to register for the course and their third exam attempt in a semester where the course is offered. See ITU Student for further information.

*Subsection 3.* Guest students can be granted a third exam attempt with an updated preapproval from their home university and a re-application for the course.

**Section 27.** For project exams, Student Affairs and Programmes handles the registration for the third attempt.

*Subsection 2.* For thesis exams, Student Affairs and Programmes handles the registration for the third attempt and sets a new deadline for submission of the report.

*Illness at exams*

**Section 28.** An exam attempt can be cancelled in the event of documented illness within 8 working days from the exam day. See ITU Student.

*Announcing grades*

**Section 29.** Grades are announced on My study activities.

*Subsection 2.* Grades for written exams and submission of written work are announced no later than 4 weeks after the exam or submission day. In the calculation of 4 weeks, July and the week between Christmas and New Year does not count.

*Subsection 3.* Grades for oral exams are announced immediately after the oral exam.

#### *Exam complaints*

**Section 30.** 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 31.** 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 or other efforts or results.
- falsify or fake data and documents.
- Attempt to bypass or otherwise obstruct the University's use of exam invigilation.

**Section 32.** 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.
- 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 33.** It is considered disruptive behavior if students at exams:

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

**Section 34.** 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 following sanctions can be imposed

- Minor incident: The student receives a warning, and the submission is released for grading.
- Moderate incident: The student receives a warning. The student is expelled from the exam and will have used an exam attempt. If the incident is of a serious nature, the student must register for the course again, i.e. is not allowed to participate in the reexam of the course.
- Major: A temporary or permanent expulsion from the IT University. Temporary implies the possibility to apply for admission or re-enrolment after 5 years.

*Subsection 5.* In choosing expulsion as a sanction, aggravating circumstances are taken into consideration. The following are some of the factors that are considered as aggravating circumstances that may lead to expulsion:

- The student has previously received a sanction for violating ITU rules regarding academic misconduct.
- The offence is especially severe.
- The offence concerns a thesis.
- In cases of plagiarism, if the student has plagiarized another piece of work in (close to) its entirety.
- The offence is detrimental to the standing of The IT University.

### *Diploma*

**Section 35.** The IT University issues diplomas for the programmes.

### *External examiners corps*

**Section 36.** 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 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 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 exam*

**Section 37.** The first-year exam 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 the programme, BSc students must pass the first-year exam no later than by the end of the first year of study after admission. See also chapter 6 on exam attempts.

### *Progression requirements*

**Section 38.** 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 39.** 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 illness or maternity/paternity/adoption leave.

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

## Chapter 9: Credit Transfer

**Section 40.** 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 thesis.

*Subsection 6.* For application process, see ITU Student.

## Chapter 10: Withdrawal

**Section 41.** The University terminates enrolment for students who

- have completed the programme.
- withdraw from the programme.
- have exhausted their exam attempts.
- have not fulfilled the first-year exam or progression requirements.
- have been permanently expelled from the University.

*Subsection 2.* The University terminates enrolment for guest students who

- have completed the course(s).
- withdraw from the course(s).
- have exhausted their exam attempts.

## Chapter 11: Transferring to another Study programme or Track

**Section 42.** 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](http://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 12: Special Circumstances and Exemptions

**Section 43.** 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 13: Complaints

**Section 44.** Legal matters may be challenged under the relevant regulation.

**Section 45.** For complaints about administrative procedures, courses or supervision, please refer to the IT University's rules and procedures for complaints on ITU Student.

## Chapter 14: Legal Basis

**Section 46.** The appendix to curriculum has been drawn up according to:

- Ministerial Statutory Order no. 391 of 10 April 2024 on Universities (Universitetsloven)
- Ministerial Statutory Order no. 1038 of 30 August 2017 on Professional Education (VFV-loven)
- Ministerial Order no. 51 of 14 January 2024 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 (Candidatus) Programmes at the Universities (Uddannelsesbekendtgørelsen) and later changes
- Ministerial Order no. 19 of 9 January 2020 on Professional Master (Candidatus) Programmes at the Universities (Masterbekendtgørelsen)
- Ministerial Order no. 2272 of 1 December 2021 on Part-time Study Programmes at the Universities (Deltidsbekendtgørelsen) and later changes

- Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (Eksamensbekendtgørelsen) and later changes
- 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)
- Ministerial Order no. 826 of 16 June 2023 on Credit Transfer in University Programmes (Meritbekendtgørelsen)