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## JOINT PROGRAMME REGULATIONS\*

FACULTY OF ENGINEERING AND SCIENCE, FACULTY OF MEDICINE AND TECHNICAL FACULTY OF IT AND DESIGN

### OBJECTIVE AND DEFINITION

The Joint Program Regulations are regulations for the organization of the programs at the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design at Aalborg University.

The Joint Program Regulations are an addendum to the program curricula and contain regulations for the structure of the programs and organization of program modules and teaching, including project and course modules. The Joint Program Regulations also describe admissions, leaves of absence and credit transfer.

Finally, the Joint Program Regulations contain a review of the rules on registration for classes, the first year examination and the requirements for program activities.

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## CONTENT

### 1. Legal Basis and Organisation of the Programmes

The Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design at Aalborg University (hereinafter AAU) offer bachelor of engineering, bachelor's and master's programmes (kandidatuddannelser), and continuing education master's programmes (masteruddannelser) in engineering, technical science, science and health science. In addition, education is offered in accordance with the Ministerial Order on Part-time Degree Programmes at the Universities (the Part-time Order)

and the Ministerial Order on the Admissions Course and Entrance Examination for Engineering Programmes at the Universities.

The programmes are offered in accordance with current ministerial orders (which can be found [here](#) in Danish). Additionally, the programmes are subject to the current programme rules stipulated by the faculty:

For the Faculty of Engineering and Science (hereinafter Engineering), an overview of the current programme rules stipulated by the faculty can be found [here](#).

For the Technical Faculty of IT and Design (hereinafter TECH), an overview of the current programme rules stipulated by the faculty can be found [here](#).

For the Faculty of Medicine (hereinafter SUND), an overview of the current programme rules stipulated by the faculty can be found [here](#).

The programmes are research based and their structure and academic content are stipulated by the study boards within the rules above. The competence of the study boards is designated by the Danish University Act and the Statutes of the self-governing institution Aalborg University, and the study boards act within this framework.

The study boards and their related programmes are organised in a school. Each school is led by a head of school.

An overview of the schools and study boards (for the entire university) with their English names can be found [here](#).

## 2. Structure of the programmes

The programmes are structured in modules in units of one semester (30 ECTS credits) where the size of the module is divisible by 5 ECTS credits; the project module normally comprises 15 ECTS credits and the remaining 15 ECTS credits are organised as course modules.<sup>1</sup> One ECTS credit is defined as 30 hours of study activity. A semester is thus equivalent to  $30 \times 30 = 900$  hours of study activity and is normally 20 weeks.

The study boards ensure coherence between the programme levels by ensuring that each master's programme offers at least one qualifying bachelor's programme, and each bachelor of engineering programme and each bachelor's programme offer at least one master's programme (kandidatuddannelse) that graduates may be admitted to. Each master's programme (kandidatuddannelse) curriculum must indicate which bachelor's programme legally entitles the student to admission to a given master's programme.

### 2.1 Curricula

The study boards design the curriculum according to the current templates that are available in the university's digital curriculum database. It is the responsibility of the study board to ensure that the curricula are structured such that there is progression in the programmes; the study boards must also ensure that graduates achieve the current competence profiles of the programmes.

The curricula take effect at the beginning of the academic year and only for the first semester of the programme. For programmes with September admissions, the application deadline is 1 November, effective

<sup>1</sup>This does not apply to the bachelor's programmes in Medicine and Medicine with Industrial Specialization.

1 September of the following year; for programmes with February admissions, the application deadline is 1 May, effective 1 February of the following year.

The curricula are recommended by the study boards and are forwarded to the head of school who submits them to the dean's office for approval via the curriculum database.

### 2.1.1. Transitional curricula

A transitional curriculum is defined as a curriculum that is in force for the student who has already started their studies. This could be, for instance, a new third or fifth semester that the student is switching over to.

Transitional curricula are not normally created. Exceptions can be changes to the programme as a result of accreditation or necessary changes to content in order to comply with internal rules and regulations.

### 2.1.2. Exemption from current curricula

The dean may grant exemptions from the current curriculum by making a separate curriculum that, for example, applies to a single student (an individual curriculum) or all students in a particular semester.

An individual curriculum is an exemption from the current curriculum. For example, an individual curriculum may be recommended for approval in cases where a student passes 20 out of 30 ECTS credits on study abroad and therefore needs one or more special courses in order to be able to satisfy the learning objectives corresponding to the last 10 ECTS credits. In such a case, the dean may grant an exemption from the current curriculum. If the study board desires an exemption from the current curriculum, the study board submits a reasoned request to the dean via the head of school. An exemption-based curriculum must be sent for approval by the faculty before the start of the semester.

### 2.1.3. Electives

The credit weight of the program electives is stipulated in the curricula and at a minimum must be:

- Bachelor programmes 10 ECTS credits
- Bachelor of Engineering programmes at least 15 and not more than 90 ECTS credits
- Master's programmes 10 ECTS credits

For programmes with specialisations the elective requirement is met since the different specialisations differentiate themselves with more ECTS credits than are required.

Electives must be described in the programme curriculum. The requirement cannot be fulfilled by offering more bachelor's projects with different themes.

## 2.2. Bachelor's programmes (*bacheloruddannelser*)

A bachelor's programme constitutes an independent and complete research-based course of study equivalent to 180 ECTS credits. Bachelor's programmes are offered as full-time programmes but can also be organised according to the Part-time Order.

The bachelor's programme must include the following elements:

- Elective courses of at least 10 ECTS credits
- Bachelor's project equivalent to at least 15 ECTS credits and not more than 20 ECTS credits<sup>2</sup>

<sup>2</sup> With the exception, however, of certain dual-subject bachelor's programmes where the bachelor's project is only 10 ECTS credits.

The programme is structured so that there is academic progression throughout the entire programme. The bachelor's project is placed in the third year of the programme and must demonstrate the student's ability to competently formulate, analyse and process issues within a defined topic.

The programmes provide access to at least one master's programme at AAU and are organised so that they are also expected to provide access to master's programmes at other universities in Denmark and abroad.

### **2.3. Bachelor of Engineering programmes (*diplomingeniøruddannelser*)**

AAU offers a number of Bachelor of Engineering programmes. A Bachelor of Engineering programme constitutes an independent and complete course of study and includes programme elements that are coherent in the academic sense, and that are also characterised by a profession-based orientation, a development orientation and a connection to research. The programme is equivalent to 210 ECTS credits, is offered as a full-time programme, and given its profession-based orientation and practical character constitutes a well-defined business-oriented engineering profile.

The Bachelor of Engineering programme must include the following elements:

- Elective courses equivalent to at least 15 and not more than 90 ECTS credits
- Engineering internship equivalent to 30 ECTS credits
- Bachelor's project equivalent to at least 15 ECTS credits

The bachelor's project is normally done in the last year of the programme.

#### **2.3.1 Bachelor of Engineering Internship**

The bachelor of engineering programme includes an individual internship (cf. the Ministerial Order on Academy Profession Programmes and Professional Bachelor Programmes). In conjunction with the other programme elements, the purpose of the internship is that students develop professional competence.

The internship must comprise 30 ECTS credits and is organised so that it leads to a bachelor's project, i.e., in the sixth and seventh semesters of the programme. The placement must help to ensure that there is a connection between experience and theory.

The study board designates an internship coordinator from the programme's teaching staff. The internship coordinator is tasked with assisting the students in finding relevant companies, and possibly during the internship unless this is done by an internship supervisor.

Prior to the internship, an internship agreement must be drawn up and in this context the study board approves the individual internship site. For approval of the individual internship site, in each case the study board must consider:

- the company's ability to provide the stay sufficient academic content that gives the student the opportunity to develop experience and professional competence in accordance with the theoretical part of the programme,
- the possible exchange of knowledge, skills and values between the theoretical training and the professional competences,
- the guidance given to the student during the period, the goals described and plan for the internship.

The agreement must also indicate the person at the company who is responsible for the student. The person concerned must ensure that the intern receives relevant engineering work where there is a progression in the work's degree of difficulty during the period; the intern must also have access to information and advice on an ongoing basis.

The person in the company who is responsible for the student prepares a written internship declaration including an evaluation/statement regarding the student. The internship declaration is sent to the internship coordinator and the student. The internship declaration is not included in the assessment.

During the course of the internship, the internship coordinator or internship supervisor and the student meet to evaluate the internship thus far (midterm evaluation).

The curriculum stipulates more detailed rules for internship modules, including learning objectives as well as rules for how the internship module must be reported on for the purposes of examination in terms of the learning objectives described in the curriculum.

## **2.4. Master's programmes (*kandidatuddannelser*)**

A master's programme constitutes an independent and complete research-based course of study. The programme builds on the knowledge, skills and competences the students have acquired in the qualifying programme. The programme is equivalent to 120 ECTS credits.<sup>3</sup> Master's programmes are offered as full-time programmes but can also be organised according to the Part-time Order. The master's programme is structured in modules such that it has a well-defined professional-oriented profile.

The master's programme must include the following elements:

- Master's thesis equivalent to 30 ECTS credits, and if it is experimental in nature<sup>4</sup> then 45, 50 or 60 ECTS credits
- Elective courses of at least 10 ECTS credits

The programme is structured so that there is academic progression throughout the programme. Furthermore, it must be ensured that students have the option of project-oriented study in an external organization), a collaboration with e.g. a company or as a study stay at another Danish institution or an institution abroad if the option is indicated in the programme curriculum concerned.<sup>5</sup> For additional description of the project-oriented study in an external organization see section 2.4.1.

The thesis is written in the last year of the programme. The study board can stipulate in the curriculum that the thesis is to be written in the final semester of the programme. The head of school approves the formulation of the topic for the master's thesis and at the same time sets a deadline for the thesis and a plan for supervision of the student. The head of school may delegate this task to the chair of the study board.

### **2.4.1 Project-oriented study in an external organization**

Most of the master's programmes is structured so that (typically in the program's third semester) there is the opportunity to complete a project-oriented study in an external organization in Denmark or abroad. The extent is normally equivalent to 30 ECTS credits. The purpose of the a project-oriented study in an external organization is to give the student academic, technical, health and/or engineering tasks in a business context at a level equivalent to the third semester of the master's programme. The project-oriented study in an external organization must be approved by the study board. During the project-oriented study in an external organization, the student prepares a project report. The project-oriented study in an

<sup>3</sup> With the exception, however, of the master's programme in Medicine that is equivalent to 180 ECTS credits, as well as certain dual-subject combinations across the main areas that are equivalent to 150 ECTS credits (cf. 2.5).

<sup>4</sup> And the option is indicated in the curriculum, see section 3.1.1

<sup>5</sup> This does not apply to dual-subject programmes.

external organization must appear in the student's curriculum. The study boards set more detailed rules for the project-oriented study in an external organization in the programme's curriculum, including learning objectives. If the learning objectives for the project-oriented study in an external organization do not appear in the curriculum then they appear on the study board's website.

Since the project-oriented study in an external organization is part of the programme, students who must complete a project-oriented study in an external organization do not receive any salary from the organization for this – regardless of whether or not the student receives SU. During the project-oriented study in an external organization, the student must not be considered part of the organization's labor force; this includes not being subject to the organization's instructional authority. If the study board becomes aware of an agreement between the student and the organization for payment of any salary, the study board may not approve the project-oriented study in the organization concerned. If, in parallel with the project-oriented study in an external organization, the student is also employed at the same organization (two separate contracts, where the employment is independent of the project-oriented study), the study board may approve the project-oriented study.

A project-oriented study in an external organization abroad may be paid if there is a legal requirement for minimum wage in the country concerned during such a stay. The project-oriented study in an external organization abroad must meet the same requirements as in Denmark.

Students in project-oriented study in an external organization may receive a gratuity from the organization in the form of a lesser financial recognition. The current rates are stipulated in the Examination Order. The financial recognition must not be characterized as income and also must not be granted as prefixed income like salary since students cannot receive both income and SU for the same program activity. SU is not affected by any receipt of a gratuity.

Students are not entitled to receive a gratuity and therefore cannot expect this to be granted.

## **2.5 Specializations**

Bachelor's, professional bachelor's and master's programs may have specializations, and specializations can be started in any semester of the program.

Both the application for creating a specialization and the application for closing a specialization in a program must be approved by the vice dean for education.

Specializations must comply with the following limits for ECTS credits:

- Bachelor's programs: A minimum of 120 ECTS credits must be common to all students, and the specializations must be different for a minimum of 30 ECTS credits
- Professional bachelor's programs: A minimum of 120 ECTS credits must be common to all students, and the specializations must be different for a minimum of 30 ECTS credits
- Master's programs: A minimum of 90 ECTS credits must be common to all students, and the specializations must be different for 30 ECTS credits

In the curricula for programs with specializations, the competence profile for the program must contain a joint description of the competencies acquired in the program and a specialization-specific description that contains the competencies acquired in the specialization.

## **2.6. Upper secondary teacher programmes (*gymnasielæreruddannelser*)**

Several of the science programmes form part of a dual-subject upper secondary teacher programme.

For the upper secondary teacher programmes, the regulations regarding structure are:

- The bachelor's programme must consist of one core subject and a minor subject where the core subject constitutes the main emphasis of the program. The core subject and the minor subject must be within the upper secondary range of subjects. The programme includes a bachelor's project equivalent to a minimum of 10 ECTS credits and a maximum of 20 ECTS credits.
- The master's programme is structured such that it consists of the core subject and the minor subject. Admission requires that the student has a dual-subject bachelor's degree. The core subject constitutes the main emphasis of the programme. The programme includes a master's thesis equivalent to 30 ECTS credits that as far as possible links the core subject and the minor subject, but with the main emphasis on the core subject. When the minor subject is outside the core subject's main area the programme is extended by 30 ECTS credits. The extension relates to the minor subject.

An overview of the combinations approved for extensions can be found (in Danish only) [here](#).

It is the responsibility of the respective study boards to ensure that master's students acquire the necessary competence to be able to teach in upper secondary programs (cf. current guidelines on minimum requirements).

## 2.7. Commencement of studies exam

From September 2017 new students at some bachelor programmes at TECH and all bachelor and bachelor of engineering programmes at Engineering will have to attend and pass a commencement of studies exam. The purpose of the commencement of studies exam is to ascertain whether new students have actually commenced their studies. The students must participate in and pass the commencement of studies exam in order to continue on the programme. The commencement of studies exam is based on the introduction as well as the students' expectations and motivation for the studies.

If the students do not participate or do not pass the commencement of studies exam the students must participate and pass the re-exam which is also a written exam. If the commencement of studies exam or the re-exam is not passed, the student will be discharged from their studies before October 1st.

The students receive the assessment "Approved" or "Not approved" based on their answers on the written exam. The assessment "Approved" is received when the written exam is answered and handed in.

TECH has introduced commencement of studies exam at some bachelor programmes from September 2017. Find further information about which programmes and the commencement of studies exam [here](#).

Engineering has introduced commencement of studies exam at all bachelor and bachelor of engineering programmes. Find further information about the commencement of studies exam [here](#).

## 3. Organisation of the teaching

The programmes primarily consist of project and course modules.<sup>6</sup> Teaching in the projects is based on Problem-Based Learning (PBL). This implies that the project modules are problem based. Normally, a module concludes with an exam. A module can, however, if the content and work support it, be documented partially or fully by a requirement for class participation. If the study board desires to use this form of assessment, it must appear as an assessment option in the curriculum. Regardless of whether the module is assessed by an exam or active class participation, the assessment is based on the learning objectives in the curriculum.

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<sup>6</sup>The programmes in Medicine and Medicine with Industrial Specialization also use case modules.

<sup>7</sup>Teaching in the first semester in the master's programme in Medicine begins at the end of August

Prior to the beginning of each semester, students must register for courses and examinations in STADS. Upon expiration of the second registration period, the registration is considered binding, and consequently the students must participate in the amount of examination attempts stipulated in the Examination Order. Hereafter, a module cannot be replaced with other elements, regardless of whether the module is mandatory or elective. See the Examination Policies and Procedures for detailed rules regarding exams.

The teaching is organised in semesters and normally takes place from September through December in the fall semester, and from February through May in the spring semester.<sup>7</sup> This means that teaching may take place on all weekdays in both periods.

### **3.1. Project modules**

The project module consists of work done by a project group on a defined problem under supervision. The project module normally concludes with a project report that is the basis for an oral examination. The project module's learning objectives are described in the programme's curriculum where the number of ECTS credits is also indicated. Students can only write a project together if there is the same ECTS credit weight in the module concerned. If the ECTS credit weight is the same and the programme's curriculum allows it, the students can form groups across programmes.

Each project group is assigned a principal supervisor and possibly one or more secondary supervisors. The supervisors are tasked with supervising the students in relation to the project work based on the learning objectives described in the curriculum, including the choice of theory and methods, etc. The PBL model also implies that the students are supervised in relation to the collaborative process.

In advance of the supervision process, the students should be informed about how much supervision they can expect, how the supervision is provided, and the fact that the students themselves bear a large share of the responsibility for the outcome of the module. The principal supervisor is responsible for managing the supervision and the exam.

As a rule, the aim is that project work always be carried out in groups,<sup>8</sup> but students have the right to work individually. The project supervision will then be adjusted according to the allotted resources.

#### **3.1.1. Specifically for master's theses (*kandidatspecialer*)**

A master's thesis is a project module done by not more than three students.<sup>9</sup> The project module is placed in the programme's last year and is (normally, cf. below) 30 ECTS credits.

For the thesis, the student(s) must carry out project work involving experimental, empirical and/or theoretical study of one or more problems within the core topics of their programme. The thesis must document the student's skills in applying scientific theories and methods at a sufficiently advanced level.

If the project is experimental in nature, and if the option is indicated in the curriculum, the thesis can be done as an extended master's thesis in the 3rd and 4th semesters of the programme. Extended master's theses can be 45, 50 or 60 ECTS credits. The study board evaluates whether a thesis can be done as extended master's thesis. If the master's thesis is 45 or 50 ECTS credits, the remaining 10 or 15 ECTS credits in the final year of the master's programme must appear in the programme curriculum.

The following provisions apply to master's theses:

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<sup>8</sup> The framework for forming groups is determined by the head of school.

<sup>9</sup> Any deviations from this must be approved by the study board.

- Coincident with the approval of the preliminary formulation of the topic (normally at the beginning of February) by the head of school and the supervisor, a plan for thesis supervision is stipulated.
- The submission deadline is stipulated from the date of approval. Under normal circumstances<sup>10</sup> the thesis is handed in by the beginning of June.
- If the student does not hand in the thesis on time, the student uses one examination attempt, and the head of school and the principal supervisor must approve a revised formulation of the topic in the same topic area. The revised topic formulation must be approved no later than 14 days after the submission deadline. The head of school sets a new deadline three months from the date of approval of the revised formulation of the topic.
- If the student does not earn a passing grade for the thesis in the context of the oral exam, the head of school and the principal supervisor approve a revised formulation of the topic in the same topic area. The new submission deadline for the master's thesis is set by the head of school and must be set no later than 3 months after a new topic formulation has been approved. The revised topic formulation must be approved no later than 1 month after the student has failed the exam.
- If the student does not submit a revised formulation of the topic on time, the student uses one examination attempt. In such cases,<sup>11</sup> a new deadline of 14 days is set for submitting a revised topic formulation.

### 3.2. Course modules

In addition to the project module, individual semesters can also include course modules. The semesters may be organised so that the course modules reflect the semester's project module. The exam format for individual courses must reflect the learning objectives and thus the teaching method.

The purpose of the course modules is to help students develop general theoretical and methodological prerequisites within the programme area; they can also help to accompany the problem-based content of the project modules with an academic overview. The teaching is organized to allow for student involvement. The teaching method is decided by the course holder within the given framework of the curriculum. The teaching activities and the format of the exam should appear in the semester description.

Assessment of courses is always individual. See the requirements for this in the Examination Policies and Procedures.

#### 3.2.1. Case-based teaching

Course modules may be organised as case-based teaching.

At case start, students in groups review one or more cases. In conjunction with a supervisor, a number of learning objectives that include elements from the programme's core subject areas are derived from the cases. During the case period the students work with these learning objectives supported by supplementary teaching activities. At case close, the students present what they have learned and compare and discuss this. The theoretical knowledge is put into perspective in relation to the practical exercises and any practical experience. Finally, the students reflect on their own learning in conjunction with supervisor.

### 3.3. Semester Coordinator

For each semester, a semester coordinator is designated from the programme's teaching staff. Semester coordinators function as a liaison between the students and the school, study board and department. The study board designates semester coordinators.

<sup>10</sup> 30 ECTS credits is equivalent to four months of project work.

<sup>11</sup> If the student has more examination attempts left.

## 4. Admission, change of programme and leave

The admission requirements for the individual programme or parts of the individual programme are stipulated in ministerial orders on admission as well as in the curricula for the individual programmes.

Current admission requirements can be found [here](#) for the individual programmes.

Admission to bachelor's and bachelor of engineering programmes is via the Coordinated Enrollment System (*KOT*). Further information can be found [here](#).

Admission to master's programmes takes place digitally via STADS-DANS. Further information can be found [here](#).

It may also be stipulated in the curriculum that, upon admission, students complete supplementary programme activities at AAU equivalent to a maximum of 30 ECTS credits. These supplementary activities can be held 15 June to 31 January and do not provide student full-time equivalent (*STÁ*) revenue.

### 4.1. Registration for Programme Elements in the master's programme (*kandidatuddannelsen*)

The bachelor's programme must normally be passed before the start of the master's programme.

The study board may allow the student to register for programme elements up to 30 ECTS credits in the master's programme (exemption framework). If the student completes the bachelor's programme in parallel, s/he is automatically admitted to the master's programme.

When a student applies for admission in the context of an exemption, the study board is tasked with evaluating whether the student has the academic prerequisites to complete the bachelor's programme and that the student in question follows the programme elements in the master's programme.

### 4.2. Study leave

Students may apply for leave according to the AAU rules on this. The rules can be found [here](#).

During the period of leave, students may not participate in the instruction in the programme. Also, students may not take any type of exams during the period of leave.

Upon application, the Agency for Science and Higher Education may grant an exemption from the above if there are exceptional circumstances.

After the period of leave has ended, the student can take any type of exam in the programme in a semester where the student has been on leave.

Periods of leave do not count in the calculation of programme deadlines.

### 4.3. Termination

The faculty may terminate the student's enrollment in the following cases:

- When the student has completed the programme.
- When the student is prevented from continuing the programme because the student concerned has exhausted their examination attempts, has not fulfilled the rules on the first year examination or is inactive in terms of the AAU rules on programme activity<sup>12</sup>
- When the student has been permanently expelled from the university with regard to the AAU rules on disciplinary measures against students.

## 5. Credit Transfer

Credit transfer means that a student is exempted from one or more exams in the curriculum because the student – in their previous educational activities<sup>13</sup> – has passed exams that are academically equivalent to elements in the student's current programme.

Credit transfer can be determined with the application for admission or enrollment in the programme (section 5.1.) or during the actual programme (section 5.2.). During the actual programme students may also apply for pre-approval of credit transfer. The review of an application for credit transfer is described in section 5.3.

### 5.1. Credit transfer with admission or enrollment

With applications for admission or enrollment in a programme, students are obligated to provide information on completed/passed programme elements from all previously uncompleted activities at the same level. Based on this information and an evaluation, the study board makes a decision as to whether the student can transfer credit for programme elements on the same level that they have passed.

### 5.2. Credit transfer during the programme

During the programme students can apply for:

- credit transfer for completed/passed programme elements<sup>14</sup>
- substitution of parts of the programme concerned with a future study abroad or a stay at another Danish educational institution (pre-approval of credit transfer)

### 5.3. Review of credit transfer

The decision on credit transfer for parts of the programme is made by the study board and is based on an evaluation of the documentation submitted or based on an existing agreement between AAU and another educational institution. The decision takes into account whether the programme elements specified, etc., may be substituted for the programme elements for which credit transfer is being sought.

Credit transfer exempts students from exams and may include exams that cover entire semesters or individual modules. An application for credit transfer will *not* be granted if the applicant has already taken the exam related to the credit transfer without having passed the exam. Taking an exam means that the student obtained an assessment.<sup>15</sup>

For further information on credit transfer, see this [page](#).

<sup>12</sup> Unless the students has received an exemption due to exceptional circumstances.

<sup>13</sup> In the bachelor of engineering programme, credit transfer can also be granted for relevant work experience that can substitute for the programme element concerned.

<sup>14</sup> From another higher education programme at the same level in Denmark or abroad.

<sup>15</sup> Assessment is understood as a result of pass/fail, a grade on the 7-point scale or the administrative assessment "not assessed."

## 6. Requirements for Programme activity

This section does not apply to programmes offered under the Ministerial Order on Part-time Degree Programmes at the Universities.

### 6.1. First year examination

Failure to comply with the rules on the first year exam means that the student's enrollment must be terminated. The first year examination consists of two requirements: the requirement to take the exam and the requirement to pass the exam.

Requirement to take the exam: By the end of the first year of study in the bachelor of engineering and bachelor's programmes, students must take, i.e., obtain an assessment,<sup>16</sup> in all exams, either ordinary examinations or re-examinations.<sup>17</sup>

Requirement to pass the exam: The student must pass all exams in the first and second semesters before the end of the second year of study after the start of the first semester, i.e. within 24 months.

Upon application, the study board may grant an exemption from the above if there are exceptional circumstances.

### 6.2. Registration for classes

The student must register for teaching activities in STADS. When the student has registered for a teaching activity, the student is automatically registered for the exam.

For the fall semester, the registration period is 15 May - 1 June with registration after the normal deadline being 15 September – 1 October. The registration period for the spring semester is 1 November – 1 December with registration after the normal deadline being 15 February – 1 March.

Registration for classes and the first exam attempt can be withdrawn if the withdrawal takes place before the end of the second registration period, except for students in their first year of study in a bachelor's programme and for students in their thesis semester of a master's programme. Upon expiration of the second registration period, the registration is considered binding, and consequently the students must participate in the amount of examination attempts stipulated in the Examination Order.

The University register students who are in their first academic year of a bachelor programme or a professional bachelor programme for all courses and examinations of the first and second semester. Furthermore, the University register students who have passed all examinations except the master's thesis if the students have not registered for the master's thesis themselves.

Registration periods are indicated on the [STADS office website](#).

Upon application, the study board can grant an exemption from the rules on registration for classes if the student is an elite athlete, if the student has a disability or if there are exceptional circumstances.

<sup>16</sup> Assessment means either a result of pass/fail or a grade according to the 7-point grading scale.

<sup>17</sup> If the student registers as absent from the ordinary examination then that student may not take a re-examination.

### **6.3. Lack of participation**

Enrollment is terminated for students who have not been actively studying for a continuous period of at least 1 year. Actively studying means that a student, in a continuous one-year period, has not passed at least one exam at AAU or another educational institution where the student is following classes as part of their education at AAU.

Upon application, the dean may grant an exemption from the above if there are exceptional circumstances. The application is submitted to the faculty office. If the faculty finds it necessary, the relevant study board is involved in reviewing applications for exemption.

See also the AAU rules on termination of enrollment which can be found [here](#).

## **7. Entry into force etc.**

The Joint Programme Regulations September 28 2018 of replace the Joint Programme Regulations of 23 June 2017

These regulations cover all programmes offered under the three faculties, including to the extent that the programmes are offered according to the Part-time Order.

The regulations were approved by deans of the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design and take effect 28 January 2018.

## **ORIGIN, BACKGROUND AND HISTORY**

The Joint Program Regulations of September 28 2018 replace the Joint Program Regulations of 23 June 2017. The current regulations apply to programs offered under the three faculties including programs offered in accordance with the Ministerial Order on Part-time Degree Programmes at the Universities.

The Joint Program Regulations were approved by the deans for the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design and take effect 28<sup>th</sup> of September 2018.

## **OVERALL FRAMEWORK**

The Joint Program Regulations were prepared in accordance with the current legislation and ministerial orders for university and profession-oriented higher education programs and the internal program regulations of Aalborg University. The faculties' rules on examinations are stated in the Examination Policies and Procedures for Examinations at the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design which are an addendum to the Joint Program Regulations.

## CONTACT/RESPONSIBILITY

The Joint Program Regulations were prepared by Education and Programs at the Faculty Office for the Faculty of Engineering and Science, the Faculty of Medicine and the Technical Faculty of IT and Design.

### Questions regarding the Joint Program Regulations may be directed to:

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## APPENDIX

# APPENDIX 1: CHANGES TO THE EXAMINATION POLICIES AND PROCEDURES

24 October 2007: Changes were made to the Examination Policies and Procedures with reference to AAU's organization into main areas and faculties; see the foreword to the Framework Provisions. In addition, Chapter 2 on registration and withdrawal of registration was changed since the faculties, as a result of the new Ministerial Order on University Examinations, have implemented automatic exam registration in connection with the students' semester registration, beginning with the autumn 2007 semester. Small corrections were also made in Chapter 4 on types of examinations.

8 January 2008: In Chapter 2 concerning registration for and withdrawal from tests, footnote 2 has been added and footnote 3 has been changed. In Chapter 3 concerning conduct of examinations, the first sentence in the second paragraph in Section 3.3 and footnote 12 has been changed. In Chapter 10 concerning the issuance of diplomas etc., footnote 44 has been deleted (October 24th, 2007).

17 January 2008: Footnotes 27 and 29 have been added.

8 December 2008: Significant linguistic corrections have been made. In addition, Section 3.1.3 on audio recording of oral examinations has been revised. Section 4.2 on examinations in projects has also been revised.

20 December 2010: Substantive clarifications have been made. Likewise, it was made clear that two assessors always participate in oral exams, and that the project report is part of the overall basis for assessment with project exams. The sections on audio recording of oral exams (3.1.3.) re-examination and re-assessment (8.4.) etc. have also been revised cf. the Examination Order.

21 November 2012: The Examination Policies and Procedures were revised as a result of the reintroduction of group exams (cf. Ministerial Order No. 666 of 24 June 2012). Changes were also made in Section 4.1 on exams in course modules, and generally a number of substantive clarifications and corrections were made.

23 November 2012: A typographical error was corrected such that for projects of 15 ECTS credits and over, a maximum of five hours in total is allocated for the entire project group.

22 April 2013: A number of linguistic and substantive clarifications and corrections were made.

August 2014: Changes with regard to the new examination order. In addition, the deadlines for assessment were changed, rules for issuing diplomas were reduced, and who can serve as assessors was clarified.

31 August 2015: Interim arrangements with respect to the Study Progress Reform were deleted. In addition, linguistic corrections and clarifications were made.

15 November 2016: New rules on registration for program activities and exams and new rules on leave were implemented in the Examination Policies and Procedures. The section on aids and special circumstances was divided into two separate sections. The section on special circumstances was expanded. New deadlines for submission of assessment: for exams in the Digital Exam system, the deadline for assessor was extended from 15 working days to 20 working days. Tighter rules on long final projects: the must be either 45, 50 or 60 ECTS credits and the remaining ECTS credits must be specified in the program's curriculum. The rules on the choice of external examiners and the duties of external examiners were updated so that they comply with the new Ministerial Order on University Examinations and Grading.

1 May 2017: Change from two to three faculties. Modification to the new central rules on registering for program activities and exams; clarification of the roles of the program secretary and study board regarding evaluation of illness; standardization of the rules on the use of "not assessed", lowest possible grade and "absent" in relation to new guidelines for administrative assessments.

15 January 2017: Reference to the rules concerning ITX Flex, individual language- and content-related clarifications and corrections.

28 September 2018: New rules regarding individual examination were added. New practice regarding handing over of assessor notes was added. Rules for reexamination for master's theses were clarified. It was clarified that the prerequisites for taking exams must be indicated in the curriculum. Individual language-related clarifications.