

Curricula for the Master's programmes, common component

Chapter 4. Organisation of teaching activities

4.1 Registration for modules/courses

The deadlines for registration for modules and courses can be found at www.life.ku.dk/efteruddannelse. Here, you can also find the registration form which should be filled in and sent to Study and Students' Affairs along with relevant enclosures. The registration for a module/course counts as registration for both classes and examinations.

The registration has been made when the Faculty of Life Sciences has registered the student's payment of the tuition fee. Lack of payment will result in withdrawal.

4.2 Module/course withdrawal

Module/course withdrawal must take place no later than one week before the start of the course. In connection with withdrawal after the start of the course, the tuition fee will not be refunded, cf. chapter 9.7.

4.3 Cancellation of courses

If only few registrations have been received for a module/course by the registration deadline, the module/course may be cancelled following approval by the study board. The minimum number of registrations will appear from the course description. In connection with course cancellations, the student must be offered an alternative within a reasonable period of time, e.g. a written report, if the student is enrolled on the entire Master's programme.

4.4 Complaints concerning teaching

Complaints about teaching activities are considered by the Master's Study Board. Complaints must be made in writing with statement of grounds. Complaints must be sent to Study and Students' Affairs.

4.5 Group work and individual assignments

The Ministerial Order on University Examinations (*Eksamensbekendtgørelsen*) states that examinations cannot be held in groups. As a type of instruction, however, students may be required to take part in group projects. This also applies in instances where a group assignment is required in order to qualify for examination. The student must always be given the option of handing in an individual assignment, however, if this assignment is to be directly or indirectly included in the assessment, cf. chapter 7.9.

No more than six students can participate in a group. In Master's projects no more than three students can participate in a group.

Chapter 5. Master's programmes – organisation and rules

5.1 Master's programme – organisation

The Master's programmes consist of modules. A module is an academically limited activity consisting of one or more courses. The scope, contents, working method, affiliations, method of assessment, marking method etc. of the individual courses are indicated in the course information, which is available at <http://www.kursusinfo.life.ku.dk>.

It appears from the curriculum for the individual study programme which modules/courses are compulsory, whether optional elements may be included and whether there are requirements for a particular order in which modules/courses must be done.

5.2 Credit limits

The Master's programme is set at 60 credits. The standard length of the Master's programme appears from the individual curriculum – however, a maximum time frame of three years.

5.3 Study, teaching and examination language

In English-language study programmes, the teaching and examination language is generally English. Through the curricula and the courses offered, the study boards ensure that foreign students have the opportunity to complete a full English-language study programme without any lack of English-language courses within central subject areas. Teaching and examinations may be in Danish if the Master's students registered for the course and the lecturer agree on this.

Master's projects may be written in Danish or English subject to agreement with the supervisor. In connection with English-language Master's projects, the oral examination may also be held in either Danish or English, cf. chapter 6.2.

It will appear from the diploma whether a study activity has been carried out in English.

Chapter 6. Study activities for which credits are awarded

6.1 Courses

The scope, contents, affiliations, method of assessment, marking method etc. are indicated in a course description, which is available at www.kursusinfo.life.ku.dk.

6.2 Master's project

The Master's programme is concluded with a Master's project which documents, within the area of the Master's programme, that the level set for the programme has been achieved. The student works independently on an academic topic which is an important part of the profile of the individual Master's programme. The scope of the Master's project is specified in the curriculum for the individual Master's programme.

Supervisor

The student is entitled to supervision by the most relevant academic department, provided that the student meets the academic requirements for the subject area in question. In cases of doubt, the director of studies will decide under which department a topic for a given Master's project belongs. This decision can be submitted to the Master's Study Board.

The main supervisor is always a member of staff at the Faculty of Life Sciences or a partner institution and must as a minimum be an assistant professor or a postdoctoral fellow. External lecturers and assistant professors/lecturers at the Faculty of Life Sciences may also act as main supervisors.

Project agreement

Before the Master's project commences, a written agreement (contract) must be made between the student(s), the supervisor(s) and the head of department. The agreement template, which can be found at www.life.ku.dk, must be submitted to the Office of Continuing Education, the director of studies and the department. The students and supervisor(s) must also meet to discuss mutual expectations, set meeting dates etc.

Submission deadline

The deadline for submission of the Master's project must be determined in accordance with its credit value, taking into account that the Master's programme is a part-time study programme. The main supervisor is responsible for ensuring that the Master's project is of a scope that can be completed within the specified time frame.

Notes on Master's projects taking the form of an article

Master's projects may be submitted in the form of an article/articles. However, the requirement for documentation of the ability to identify, analyse and work through the chosen topic in a scientific manner must be met regardless of the form of the project. The supervisor cannot be the co-author of articles included in the Master's project. However, after the assessment of the Master's project, the articles may be elaborated on in cooperation between the student and the supervisor and possibly handed in for publishing, with the supervisor as co-author.

Supervision

The supervision must be based on the agreement concluded and on the student's individual needs.

The supervisor should act as a sparring partner and primarily provide guidance with respect to the structuring of the assignment, analysis methods, important sources etc.

In general, the supervisor must approve:

- subject area
- problem formulation
- major delimitations
- provisional outline

In general, the supervisor should not:

- read major parts of the assignment
- provide detailed supervision
- be responsible for the content etc. of the final assignment

Submission and examination

The Master's project must be submitted to the supervisor in at least four copies, including (at least) three paper copies (one for the supervisor as well as one for each co-supervisor, if any, one for the external examiner and one for the department/group files) and one digital copy (for the Faculty of Life Sciences Library). The digital copy must be identical with the paper copies and must be submitted electronically at the same time as the paper copies. The student is responsible for uploading the digital copy in CURIS, and the department approves the digital copy (for instructions see www.bvfb.life.ku.dk/vejledning/studprojvej.aspx).

The Master's project is the property of the Faculty of Life Sciences and will not be returned to the student. The student specifies in the project agreement whether the Master's project report may be published after the examination. This decision can be changed at the time of submission if the student so wishes. The digital copy

will be available to the public at the Faculty of Life Sciences Library or will be held without publication, depending on the student's choice.

Master's projects may be written in Danish or English subject to agreement with the supervisor (cf. chapter 5.3). In connection with English-language Master's projects, the oral examination may also be held in either Danish or English.

All Master's projects must have an abstract in English. Master's projects written in Danish can furthermore be provided with an abstract in Danish. The abstract must be one A4 page. The abstract is included in the full assessment of the Master's project.

In the assessment of the Master's project, emphasis is placed on the student's spelling and writing abilities in addition to the academic content, irrespective of the language in which the assignment is written, i.e. the ability to communicate the substance of the findings is included in the full assessment.

The Master's project must be concluded with an examination seminar with a duration of approx. one hour, approx. 30 minutes of which are allocated to the oral presentation. A seminar may also be held at the start of the project. The examination seminar is public, and the supervisor announces the time and place subject to agreement with the student.

If the Master's project includes a confidential component, a closed meeting on this part of the project may be held in association with the examination seminar. The student, the examiner and the external examiner will attend this meeting. The entire Master's project may not be presented at a closed meeting. In exceptional cases, however, the dean may grant an exemption from the provision that the entire Master's project cannot be presented at a closed meeting. After the presentation, the examiner and the external examiner may ask questions and make comments. An external supervisor, if any, may not act as external examiner in respect of the Master's project.

The Master's project is always an external examination assessed on the 7-point scale. One total mark is given for the Master's project and the seminar. The assessment must be concluded no later than six weeks after the project report is submitted. If the student so wishes, the main supervisor and the external examiner must prepare a written academic and methodological evaluation in connection with the assessment, which must be given to the student no later than seven days after the announcement of the mark and within six weeks of the submission of the Master's project.

The title of the Master's project (in Danish and English) is indicated on the diploma. If the thesis is written in English, only the English title will appear on the diploma.

Description of objectives

A student who has concluded a Master's project will be able to:

Knowledge:

- identify scientific problems within the study programme's subject areas
- take a critical approach to the methodologies/theories applied within the subject area based on international research for use in his or her work with the problem formulation

Skills:

- apply and assess theories/methodologies, including their applicability and limitations

- discuss scientific and business-related issues within the subject area of the Master's project

If the Master's project includes experimental content/own data production, the student will also be able to:

- substantiate the idea of conducting experimental work/producing own data in order to shed light on the problem as formulated in the problem formulation
- process data through a choice of scientific analysis methods and present results objectively and in a concise manner

Competences:

- discuss theories/models on the basis of an organised set of values in an independent manner
- assess and discuss the scientific and societal impact of the Master's project
- solve complex problems and carry out development assignments in a work context

Notes on Master's projects prepared in groups

Master's projects can be carried out in groups of no more than three. Any group work must be approved by the supervisor when the agreement is concluded, and the full assignment must be of a scope corresponding to its total credit value.

If a Master's project is written by a group of students, the oral examination must be individual and the student may only attend the examination of the other students in the group if his or her examination has been held (cf. chapter 7.9).

If the Master's project has been prepared in a way that makes it possible for the examiners to assess the contribution of the individual student, the written project will be considered *directly* in the assessment.

If the Master's project has been prepared as a joint group project (i.e. in a way that does not make it possible for the examiners to assess the contribution of the individual student), the written project will be considered *indirectly* in the assessment, i.e. the oral examination will have the group assignment as its point of departure (cf. also chapter 7.9). A separate mark can therefore not be given for the written project as the oral examination will form the basis of assessment of the individual student. However, the abstract of the Master's project as well as the student's spelling and writing abilities as described above must be included in the assessment.

6.4 Credit transfer

Credits for study activities passed while attending another Danish or foreign Master's programme may be transferred to the LIFE Master's programme subject to approval by the Master's Study Board. Following approval, the flexible Master's programme also allows for credit transfers from courses completed under MSc programmes. Credit transfers can be granted for a maximum of 50% of the courses. The Master's project cannot be passed through credit transfer.

6.5 ECTS credits

The academic weight of study units at the Faculty of Life Sciences is measured in ECTS credits (European Credit Transfer and Accumulation System) credits according to which one year of full-time study equals 60 credits. This corresponds to a student workload of 1,650 hours, i.e. 27.5 hours per credit.

Chapter 7 Examination rules

7.1 Registration and withdrawal

All students registered for a course will automatically be registered for examination by Study and Students' Affairs. Withdrawal of the examination registration will subsequently be possible. Withdrawal from an examination must take place no later than two weeks before the examination date by contacting Study and Students' Affairs in writing.

7.2 Sickness

Students who are sick on the day of the examination must document their sickness by submitting a medical certificate/medical statement of incapacity for work or study which specifies the first and last days of sickness. The medical certificate/medical statement of incapacity for work or study must be sent to Study and Students' Affairs as soon as possible after the examination. Thereby the examination attempt will be disregarded. The doctor must be contacted no later than on the day of the examination. The costs of the medical certificate/medical statement of incapacity for work or study. Sickness in connection with an oral examination must be reported to the lecturer/department before commencement of the examination on the day in question. If an examination is interrupted due to sickness, the student must notify the invigilator. Partially completed papers may not be submitted for assessment in such events.

7.3 Aids

In exceptional cases, it may be specified for examinations held in lecture halls that no aids are allowed, or that only certain aids are allowed. This will appear from the course description. Unless otherwise specified, textbooks, reference books, notes etc. may be brought to the examination. Computers may not be brought along as aids unless this specifically appears from the course description/examination plan.

Language dictionaries in book form and pocket calculators may be brought to examinations where aids are not otherwise permitted.

7.4 Weighting and required marks at part-examinations

The course description indicates whether an examination consists of several examination components. If an examination consists of several examination components, one total mark is given. However, all individual examination components must be passed, i.e. receive at least the mark '02'.

Component marks may carry different weights and the weighting will be indicated in the course description. A general assessment of the whole examination may be given in addition to the simple calculation.

A written examination assignment may consist of several examination questions. Unless otherwise specified, the questions are of equal value. A general assessment of the answers to all questions will normally also be made.

7.5 Appeals about the examination

An appeal about examinations may be submitted under the Sections 32-35 of the Examination Executive Order. The appeal may concern:

1. legal questions
2. the examination basis
3. the examination procedure
4. the assessment

The appeal, which must be addressed to the dean and submitted to Study and Students' Affairs, must be in writing and state concrete reasons and must be submitted no later than two weeks after the exam result has been announced. The deadline will, however, be calculated at the earliest from the date on which announcement has been notified www.life.ku.dk.

The outcome of an appeal may result in:

1. offer or re-assessment (however not in the case of oral examinations)
2. offer of re-assessment
3. a rejection of the appeal

Re-assessment and re-examination may result in a lower grade. The result of a re-assessment or a re-examination cannot be appealed.

7.6 Exemption for the number of examination attempts

Under Section 13 of the Examination Executive Order, a student has a maximum of three attempts to pass an examination. The study board may grant an exemption for this if there are exceptional circumstances. The question of suitability for studies may not be included when assessing whether there are exceptional circumstances. Applications for additional examination attempts must be submitted as soon as the need arises.

7.7 Examination basis

The examination syllabus for courses must be described in a syllabus list. The syllabus may consist of a common component and an individual component. The latter is of special relevance in connection with projects. Each course has its own syllabus, consisting of a common component and possibly an individual component, in accordance with the guidelines described under the individual course.

The examination basis consists of the examination syllabus with the described competence objectives for the course. Examination questions must be answerable on the basis of the framework constituted by the syllabus list and the competence objectives.

The syllabus list is prepared by the lecturer responsible for the course. The syllabus list must be made available on the course's Absalon page at the beginning of the course and may be revised no later than four weeks prior to the examination. The individual syllabus list must be approved by the lecturer responsible for the course and submitted to the latter within a specified date.

For courses with continuous assessment, it must be clearly indicated which sections of the examination syllabus/competence goals are being tested in each individual examination component.

7.8 Re-examination

The re-examination must be agreed separately with the course coordinator and the director of studies.

No payment is charged for the first re-examination attempt, cf. chapter 9.5.

7.9 Individual assessment

Section 3 of the Examination Executive Order states that all tests must be organised as individual tests. This means that the examination and the writing of papers must be conducted individually, that there must be an individual assessment and that individual marks must be given.

All examinations must be conducted on an individual basis, i.e. a group cannot be examined as a group. If an individual oral examination is based on a group assignment, the individual student may only be present at the examination of the other members of the group if his or her examination has been held.

Group assignments (i.e. where it is not possible to discern the individual's contribution to the whole) cannot be included as a separate component in the assessment. Group assignments can be included indirectly in the assessment by letting the individual oral examination have the assignment as its starting point.

Joint project reports in which the contribution of the individual student is marked can be included directly in the assessment by assessing the individual student's written project material as an independent component.

If a project report or similar is included directly or indirectly in the assessment, the student must be given the option of submitting an individual paper. Students may, however, be asked to enter into group projects during the teaching, cf. chapter 4.5.

Master's projects can be written in groups, but the oral seminar must be conducted on an individual basis, cf. also chapter 6.2.

A joint presentation of a group project which has been prepared during a course can be made prior to the individual examination. This joint presentation cannot be included in the assessment, and only internal examiners, i.e. teachers and supervisors attached to the study activity, may not participate in the presentation. Joint presentations cannot be made in connection with Master's projects prepared in groups.

7.10 Cheating at examination and plagiarism

In case of cheating at examinations, this is handled according to 'Disciplinary actions towards students at the University of Copenhagen' (*Disciplinære foranstaltninger over for studerende ved Københavns Universitet*). Plagiarism, i.e. copying other people's work (e.g. from the Internet) also constitutes cheating.

If cheating/plagiarism at an examination is determined, the punishment of the student will depend on the extent and seriousness of the offence. The student may receive an oral or written reprimand, the mark awarded to the student may be withdrawn (or the assignment will not be evaluated) and one examination attempt has thus been used. The student may also be expelled from the university for a period of time (e.g. six months) or permanently.

Chapter 8 Examination and assessment forms

8.1 Continuous assessment and final examination

Continuous assessment consists of a number of part-examinations held during the course. The examination syllabus is divided into several parts, each of which is finalised during the course. There is no final examination in the entire syllabus. The course coordinator awards a composite mark/assessment on the basis of the individual examinations. See also chapter 7.4 for weighting.

The final examination is held at the end of the course, and the entire syllabus is covered in this examination.

A course always comprises either continuous assessment or a final examination. It is not possible to have both continuous assessment and a final examination in the same course.

8.2 Requirements for attending examinations

Some courses have requirements which must be met before the student may sit the examination, e.g. submission of assignments or attendance at lectures. These requirements are not a part of the examination and are not included in the assessment. The course coordinator registers whether students comply with the requirements and informs Study and Students' Affairs if there are students who do not comply with the requirements. At the same time, the course coordinator ensures that these students are aware that they will not be allowed to sit the examination. The course coordinator determines whether a student complying with the requirements in a previous year will be sufficient to grant him or her permission to sit the examination in the current year.

8.3 Written and oral examinations

An examination is either written, oral or both, e.g. if there is an oral defence of a written assignment which has been submitted.

Written examinations can comprise all types of written activities, including submission of project reports, examinations via the Internet etc.

8.4 Practical examination

A practical examination is an examination where the student carries out a practical task, i.e. the examination tests for an element of proficiency which must be demonstrated.

8.5 Portfolio examination

Where the result is the only thing weighted in other types of examinations, both the process and the result are weighted in a portfolio examination. Several elements will often be included in the examination, e.g. submission of the student's own project report and the student acting as opponent in respect of fellow students' work, or mid-term evaluations where the evaluation counts towards the final result.

8.6 Forms of assessment

All study activities at the Faculty of Life Sciences are internal or external examinations assessed either on the 7-point scale or as passed/failed.

Under Section 23(2) of the Examination Executive Order, the 7-point scale is used for a number of examinations which together cover two-thirds of the credits in the study programme. The curricula ensure compliance with the two-thirds rule. The values in the 7-point scale are defined in the Executive Order on Marking.

Under Section 20(4) of the Examination Executive Order, at least one-third of the credits in a degree programme must come from examinations that have been assessed by an external examiner. The curriculum ensures compliance with the one-third rule.

8.6.1 Internal examination

An internal examination is assessed by

- a) solely by one or more teachers/supervisors attached to the study activity (internal examiners)
- b) both by one or more teachers/supervisors attached to the study activity and by one or more other examiners appointed from teaching staff at the Faculty of Life Sciences. The head of department decides which of the department's teaching staff may act as internal examiners in their own or other departments.

8.6.2 External examination

An external examination is assessed by one or more internal examiners (cf. 8.6.1a) and by one or more external examiners appointed by the Ministry of Science, Technology and Innovation on the recommendation of the chairmen of the board of the external examiners.

8.7 Description of aims

Pursuant to the Executive Order on Marking, individual courses or course elements that are concluded with an examination must have a clear definition of aims and set of criteria as how to measure the fulfilment of these aims. The description of aims for the individual course corresponds to the student obtaining a mark of 12 if the aims are fulfilled satisfactorily.

Chapter 9 Admission to and payment for the Master's programme

9.1 Admission to the Master's programme

Pursuant to the Ministerial Order on Master's Programmes at the Universities (*Bekendtgørelse om masteruddannelser ved universiteterne*) (Sections 9 and 10), admission to a Master's programme requires that the applicant:

- Has completed, as a minimum, a relevant academic BSc degree, a relevant professional Bachelor's degree, a relevant medium-cycle higher education programme or a relevant diploma programme followed as a regulated course of study. The Faculty of Life Sciences may admit applicants who do not fulfil these requirements if it is deemed that the applicant has the educational prerequisites to complete the study programme.
- Has a minimum of two years of relevant work experience after having completed the qualifying course of study.

The specific admission requirements for previous education and work experience appear from the curriculum for the individual Master's programme.

Since 2006, pursuant to act no. 337 to amend the Danish Act on Universities (*Universitetsloven*), the Faculty of Life Sciences must charge full tuition fee from students from countries outside the EU/EES; cf. www.life.ku.dk for further details.

9.2 Date of admission

Admission to the Master's programmes takes place on an ongoing basis in line with the deadlines for registration for modules and courses indicated at www.life.ku.dk/efteruddannelse.

9.3 Language requirements for admission to Danish-language Master's programmes

All applicants who do not have a full Danish qualifying examination must document their abilities in Danish in connection with the application for admission to the Danish-language Master's programmes. The minimum level corresponds to the proficiency examination which must have been passed with a mark of at least 02 in each examination.

In Danish-language Master's programmes where essential parts of the study activities take place in English, the applicants must provide documentation that they have English skills equivalent to English B level.

9.4 Language requirements for admission to English-language Master's programmes

Applicants whose native language is not English must provide documentation that they have English skills equivalent to:

1. International English Language Testing System (IELTS) with a mark of 6.0 or above, or

2. The TOEFL® Test – Test of English as a Foreign Language™ – with a score of at least 83 in the Internet-based test (IBT) and a minimum of 560 in the paper-based TOEFL test. The computer-based TOEFL test is not accepted by the Faculty of Life Sciences.
3. All language tests must have been taken within the last 24 months before the time of application.

Applicants from Denmark, Norway, Sweden, Finland and Iceland must provide documentation of English-language skills corresponding to English at B level. Applicants who can document that they have completed an English-language Bachelor's programme are exempt from the language test requirement.

9.5 Payment for the Master's programme

Payment for the Master's programme takes place on a regular basis via collection of tuition fees for the individual courses. The tuition fee for a course covers course attendance and examination as well as one re-examination attempt.

In connection with additional examination attempts, renewed registration and payment of course tuition or registration and payment for the examination as a self-learning student is required, subject to agreement with the course coordinator.

9.6 Payment for participating in examinations

The Faculty of Life Sciences charges separate payment for participation in examinations if a student, upon agreement with the course coordinator, wishes to take an examination without having been enrolled on the course in question. The student has the status of self-learning student.

9.7 Refund of payment

The tuition fee will be refunded if the course withdrawal takes place no later than one week before the start of the course.

Chapter 10 Exemptions

In exceptional circumstances, the study board may grant exemptions from the rules in the curriculum specified solely by the Faculty of Life Sciences.
