

Curriculum for Innovation and Entrepreneurship

Bachelor's Degree Programme in Innovation and Entrepreneurship
Professionsbachelor i Innovation and Entrepreneurship

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1. FRAMEWORK

This curriculum, covering the study programme for Innovation and Entrepreneurship, hereinafter referred to as the study programme or the programme, is composed in compliance with ministerial order no. 1014 of 02 July 2018: 'Bekendtgørelse om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser' by the Danish institutions of higher education approved to offer the particular programme.

National parts and institution-specific parts of the curriculum

Parts of the curriculum have been stipulated conjointly with these institutions in the respective education network, whilst others have been determined by Cphbusiness alone. The national parts have been incorporated in this document and constitute the following subsections: 1.1, 3.2 (including the number of examinations in the national educational elements), 3.4.0, 5.4 and 6.3. The remaining parts are institution specific.

The national parts have been co-created by all institutions offering the study programme, and they have committed themselves to ensuring national competence and qualifications. The national parts of the curriculum have been approved by the national education network for business academies on 3 July 2018. The curriculum as a whole has been approved by Cphbusiness in compliance with the institution's internal approvals procedure.

1.1. Purpose and Objectives of the Study Programme

The objective of the programme is to provide the students with the ability to perform a wide range of innovative, entrepreneurial and development-oriented tasks in their own business or in an already existing business.

Learning objectives

Knowledge

The graduate has:

- development-based knowledge of the subject area and profession's practices and applied theory and methodology in relation to innovation and entrepreneurship
- development-based knowledge of management theories and methodology and their application in practice
- knowledge of relevant models for assessing growth and development opportunities and their application in practice
- the ability to understand and reflect on different types of innovative and entrepreneurial environments and their potential.

Skills

The graduate can:

- evaluate practice-oriented and theoretical issues as well as developing sustainable and scalable business concepts in new and existing businesses
- apply and evaluate a wide range of management tools in different development stages and in relation to various target groups in a new or existing business
- communicate practice-oriented and academic issues, processes and solutions to partners and users.

Competencies

The graduate can:

- act as an entrepreneur by being able to identify, develop and execute business opportunities in new and existing businesses and organisations
- independently enter into specialised and interdisciplinary collaboration, including controlling and completing a development and innovation process, and, as part of this process, assume responsibility within the framework of professional ethics with curiosity, creativity, collaboration, proactivity and critical thinking
- lead and act professionally in complex and development-oriented situations as well as developing and utilising personal and organisational networks
- identify personal learning needs as well as the learning needs of others in order to develop and maintain relevant competencies related to the profession.

1.2. Title, Duration and Certificate

Title

Upon completion of the programme, graduates are entitled to use the title *Bachelor of Innovation and entrepreneurship* (in Danish: Professionsbachelor i Innovation og entrepreneurship).

In agreement with the Danish Qualification Framework for Lifelong Learning, the programme is graded at level 6.

Duration and maximum length of study

This programme amounts to 90 ECTS in total. 60 ECTS credits (European Credit Transfer System) corresponds to a full-time student's work for one year of study, cf. section 10 in ministerial order no. 1014 of 2 July 2018: 'Bekendtgørelse om tekniske og merkantile erhvervsakademiuddannelser og professionsbacheloruddannelser'. Study programmes that do not exceed 150 ECTS must be completed within the number of years corresponding to twice the nominal length of study. Study programmes på 180 ECTS must be completed no later than the nominal length of study plus 2 years. Other programmes must be completed no later than 6 years after commencement, cf. section 6, subsection 2, in the ministerial order.

This means that this study programme must be completed within 3 years after the student was enrolled.

The following three types of leave of absence are not included in the calculation of the maximum study time for the study programme: leave due to maternity leave or adoption (but maximum 52 weeks), compulsory military service (including service similar to compulsory military service) and training for and dispatchment similar to compulsory military service.

Under exceptional circumstances, Cphbusiness is entitled to grant exemptions from this rule.

Certificate

Upon completion of the programme, a certificate is issued to the student by Cphbusiness.

1.3. Commencement

This curriculum is effective as of 20 August 2018 and the terms and conditions stated herein apply to all students enrolled to the study programme.

As regards the release of a new curriculum, or in the event of substantial alterations to the present curriculum, transitional arrangements will be laid down in the new curriculum.

1.4. Legal Framework

The legal framework that applies to this study programme is constituted by the latest versions of the following acts and ministerial orders:

(The following are English translations of Danish texts published in the Danish Official Gazette (Lovtidende). In the event of a discrepancy between the translated version and the Danish version, the latter is valid)

- Act no. 153 of 27 February 2018 on academies of professional higher education (the Academy Profession Act) (*Erhvervsakademiloven*)
- Act no. 986 of 18 August 2017 on academy profession programmes and professional bachelor programmes (*LEP-loven*)
- Ministerial order no. 1014 of 02 July 2018 on academy profession programmes and bachelor programmes
- Ministerial order no. 1500 of 2 December 2016 on examinations (the Examination Order) (*Eksamensbekendtgørelsen*)
- Ministerial order no. 1495 of 11 December 2017 on admission and enrolment on academy profession programmes and bachelor programmes (*Adgangsbekendtgørelsen*)
- Ministerial order no. 114 of 3 February 2015 on the grading scale and other forms of assessment (the Grading Scale Order) (*Karakterbekendtgørelsen*)

The respective acts and orders can be obtained through *Retsinformation* at www.retsinfo.dk (in Danish).

2. ADMISSION TO THE PROGRAMME

2.1. Entry Requirements

Admission to the programme requires a qualifying examination as well as fulfilment of the programme specific entry requirements. The entry requirements are stipulated in the order on admission and enrolment on academy profession programmes and bachelor programmes in force and should doubts arise from the formulations used in this subsection, the formulations in the order apply.

Admission to the programme requires an AP degree, and English proficiency like the Danish level B.

2.2. Eligibility for Admission

To become eligible for admission to the programme, applicants must meet the entry requirements stated in subsection 2.1. If these are fulfilled, the applicant is qualified for, however not guaranteed, admission to the programme.

Cphbusiness specifies additional criteria for admission, if the number of eligible applicants exceeds the number of spaces available.

The additional selection criteria will be published at Cphbusiness' website taking due account of the time limits provided by the Ministry of Higher Education and Science.

3. PROGRAMME CONTENT

3.1. Programme Structure

As a prerequisite for completing the study programme, students must pass educational elements equivalent to a total workload of 90 ECTS credits. A full-time semester encompasses educational elements, including the internship, corresponding to 30 ECTS credits.

The programme comprises of educational elements equivalent to 90 ECTS credits, consisting of national elements (40 ECTS) and local educational elements (20 ECTS), the latter consisting of electives, an internship equivalent to 15 ECTS credits and a bachelor project equivalent to 15 ECTS credits.

Educational elements	1st year	2nd year	ECTS
National educational elements			40
Innovation	10 ECTS		10
Entrepreneurship	10 ECTS		10
Business Development	10 ECTS		10
Management	10 ECTS		10
Local educational elements			20
Local educational elements: Electives	20 ECTS		20

Internship and final examination project/bachelor project			30
Internship		15 ECTS	15
Final examination project		15 ECTS	15
Total	60	30	90

The sum of all educational elements and other study activities may not exceed the prescribed ECTS credits.

All educational elements, including the bachelor project, are assessed and evaluated. When the outcome of the assessment is either 'passed' or at least the grade 02, the educational element concerned is seen as passed. For more information on examinations, please read chapter 5.

3.2. National Educational Elements

The programme covers a number of national educational elements corresponding to 40 ECTS credits. Learning goals, ECTS scope, content and number of examinations for the nationale educational elements have been determined collaboratively by the institutions of higher education offering the study programme.

Innovation
Timing: 1 st semester
Scope: 10 ECTS
<p>Content: This programme element includes ideation, creative and innovative processes and concept development regarding the development of sustainable products, concepts, processes etc. in new or existing businesses.</p>
<p>Learning objectives:</p> <p><i>Knowledge</i> The student must have:</p> <ul style="list-style-type: none"> • development-based knowledge of various types and perceptions of innovation and the ability to reflect on their relevance • knowledge and understanding of practices and applied theory and methodology in relation to the development of sustainable business models, designs, products/concepts and processes, from problem identification to ideation and finally validation and implementation • knowledge of the different approaches and methods for generating and applying knowledge and insights, including collecting, processing, analysing and validating data, and the ability to reflect on the applicability thereof. <p><i>Skills</i> The student must be able to:</p> <ul style="list-style-type: none"> • apply the methods and tools of the subject area and master the skills related to working with innovation, including methods for testing ideas, concepts,

products etc. as well as creative and innovative processes

- evaluate practice-oriented and theoretical issues relating to innovation as well as choosing and explaining relevant solution models in relation to the relevance and sustainability of personal and peer ideas, concepts, processes and products
- communicate practice-oriented and academic issues, innovative processes and products to stakeholders.

Competencies

The student must be able to:

- develop and drive innovation processes in practice, from problem identification to ideation and finally to the validation and implementation of a sustainable product, design, concept or process in new or existing businesses and organisations
- independently enter into specialised and interdisciplinary collaboration within the field of innovation and assume responsibility within the framework of professional ethics
- identify personal learning needs and develop own knowledge, skills and competencies within the field of innovation.

Entrepreneurship

Timing: 1st semester

Scope: 10 ECTS

Contents: This programme element covers both entrepreneurship and intrapreneurship, including testing and validation of concept and business models in relation to product development, marketing and go-to-market.

Learning Objectives:

Knowledge

The student must have:

- development-based knowledge of the subject area's practices and applied theory and methodology, including various approaches to entrepreneurship and intrapreneurship, and the ability to reflect on their relevance and applicability
- knowledge of and the ability to reflect on different approaches to the importance of the outside world for entrepreneurship
- knowledge of the challenges of and tools for starting and running a business as well as the ability to reflect on these.

Skills

The student must be able to:

- use intrapreneurial and entrepreneurial methods and tools and reflect on their relevance and applicability in relation to the development, establishment and operation of sustainable concepts
- evaluate practice-oriented and theoretical issues relating to intrapreneurship and entrepreneurship as well as choosing and explaining relevant solution models
- communicate practice-oriented and academic issues relating to intrapreneurship and entrepreneurship and solutions to partners and stakeholders.

Competencies

The student must be able to:

- handle complex and development-oriented situations related to starting new projects, organisations and businesses
- identify personal learning needs and develop own knowledge, skills and competencies within the field of intrapreneurship and entrepreneurship.

Business Development

Timing: 2nd semester

Scope: 10 ECTS

Content: This programme element covers business and market understanding as well as business development, including strategic analyses of customers and competitors in relation to both the establishment, operation, development and scaling of their own or an existing business. The focus is on identifying and analysing growth opportunities as well as on evaluating financial, social and environmental impacts of the development activities.

Learning objectives:

Knowledge

The student must have:

- development-based knowledge of the subject area's practices and applied theory and methodology related to business understanding and business development, and the ability to reflect on their relevance and applicability
- knowledge and understanding of trends, markets, customers and competitors in relation to the operation and scaling of their own or an existing business
- a basic understanding of business economics to ensure sustainable business models.

Skills

The student must be able to:

- develop and evaluate business models based on external and market conditions in relation to their own professional knowledge

- analyse the possibilities for business development based on an understanding of the professional, social, cultural and financial interests of themselves, customers and other players as well as planning and executing concrete business development initiatives in practice
- communicate practice-oriented and academic issues and solutions related to business development to partners and users.

Competencies

The student must be able to:

- handle complex and development-oriented processes within business development as well as challenging existing and developing new sustainable business models and combining traditional and innovative models
- independently enter into specialised and interdisciplinary collaboration and assume responsibility within the framework of professional ethics
- identify personal learning needs and develop own knowledge, skills and competencies in relation to business development.

Management

Timing: 1st semester

Scope: 10 ECTS

Content: This programme element covers management at the individual level, including self-management and personal development, as well as other forms of management, including project management, change management, innovation management and the development and management of teams in new or existing businesses.

Learning objectives:

Knowledge

The student must have:

- development-based knowledge of the subject area's practices and applied theory and methodology in relation to management and network structures
- an understanding of the practices, theory and methodology applied in management, including personal, team, project and innovation management, and the ability to reflect on the applicability of these.

Skills

The student must be able to:

- apply the methods and tools of the subject area and master the skills related to employment in terms of the management field, including situation analyses in organisations undergoing change
- evaluate practice-oriented and theoretical issues as well as choosing and explaining relevant solution models within team, project, innovation and change management

- establish networks and build relevant relationships
- communicate practice-oriented and academic issues and solutions related to management initiatives and actions in specific contexts to partners and users, as well as building up and participating in relevant relations and networks.

Competencies

The student must be able to:

- handle complex and development-oriented management tasks and challenges in concrete work situations, including personal management, team management, project management and change management in businesses and organisations
- independently enter into specialised and interdisciplinary collaboration within the field of management and assume responsibility within the framework of professional management ethics
- identify personal learning needs and develop own knowledge, skills and competencies related to the profession in terms of management.

3.3. Local educational elements and electives

In addition to the national educational elements, the programme consists of a number of local educational elements which are all offered as electives.

Electives are a possibility for students to 'tint' their study programme according to their interests and future career paths. Descriptions of electives can be found in the Electives Catalogue for the programme.

3.4. Internship

The Bachelor's Degree programme in Innovation and Entrepreneurship includes both theory and practical experience with the purpose of supporting the students' continuous learning process and contributing to the fulfillment of the learning objectives specified for the study programme. During the internship, students are faced with professionally relevant issues and become familiarised with relevant job functions. The student actively and independently seeks a placement with one or more private or public companies, and Cphbusiness ensures that the internship settings are satisfactory.

The internship is unpaid.

Internship
Timing: 3 rd semester
Scope: 15 ECTS
Purpose: The internship must reflect the intended learning outcomes for the study programme, as laid down in section 1.1.
Learning objectives: <i>Knowledge</i>

The student must:

- be able to understand the concepts and methods for innovation and entrepreneurship, management and business development and have the ability to reflect on their applicability in the host company
- have knowledge of the host company and an understanding of the practices within the company and applied theory and methodology, as well as having the ability to reflect on the host company's practices.

Skills

The student must be able to:

- apply methods and tools for planning and implementing innovative and entrepreneurial processes
- evaluate theoretical and practical issues and propose and explain solution models
- apply and communicate relevant theories for solving tasks in a start-up or in an organisation with development tasks of an innovative and/or entrepreneurial nature.

Competencies

The student must be able to:

- act as an entrepreneur and independently engage in complex and development-oriented work processes and functions
- contribute development-based knowledge that can create value for the host company
- participate in and contribute to specialised and interdisciplinary collaboration and networks as well as identifying personal learning needs and developing own knowledge, skills and competencies during the internship.

Assessment: The internship is concluded with 1 exam, 7 point grading scale

3.4.1. Rules Regarding the Internship

Requirements for the parties involved

The hosting company, offering the internship, provides a contact person who must be available to the student for the duration of the internship. The contact person and the student must jointly draw up an internship agreement. This agreement must be in writing and should outline the types of tasks and assignments the student will face during his/her internship. The internship agreement must take into account not only the learning objectives of the internship stipulated in this curriculum but also the student's prior knowledge, training and qualifications. The internship agreement must be submitted afterwards for approval at Cphbusiness.

Close contact will be established between the student and one of the Cphbusiness appointed internship supervisors, who will act as the student's sparring partner for the duration of the internship and in addition the report examiner.

A manual describing the internship process in greater detail is available through Cphbusiness.

Upon completion of the internship period, both the student and the hosting company will have to participate in an evaluation of the internship period. The student must complete the evaluation in order to attend the exam.

Roles and responsibilities of the parties involved

Student	Company	Cphbusiness
Seeks a placement with a company	Provides a contact person	Ensures satisfactory internship settings Appoints a Cphbusiness internship supervisor
The student and hosting company collaboratively draw up an internship agreement that takes into account the learning objectives of the internship		Discusses the internship agreement with the student Approves the submitted internship agreement, provided that it meets Cphbusiness' demands
The student and hosting company cooperate during the internship The contact person and the internship supervisor support the student for the duration of the internship		
(Writes an internship report)		
Participates in an evaluation of the internship	Participates in an evaluation of the student and the internship	
(Attends the exam)		(Conducts the exam)

The internship is unpaid.

3.5. Teaching and Working Methods

At Cphbusiness, our learning approach is that business competencies are best developed when the study programme's study activities put practice and concrete

issues at the heart of learning. Further we believe that that it is the work of creating value in practice that drives the motivation and commitment of our students.

Cphbusiness uses an education model that focuses on:

- Facilitating a motivating and engaging learning environment based on practice
- Transposing and disseminating relevant knowledge from research and industry in a concrete practice
- Supporting students' active participation and study intensity through relevant study activities
- Involving students' knowledge and work experience as a resource so that students are co-creators of learning
- Supporting learning through ongoing dialogue and a common feedback culture
- Flexible work, involving digital learning activities, focusing on using our resources and improving student learning outcomes, independent of time and place.

There are several different forms of teaching and working at Cphbusiness that support student learning, e.g. lectures, case work, small assignments, practical and theoretical exercises, laboratory work, oral presentations, homework, excursions, etc. Teaching is structured in one or more learning flows per semester.

The purpose of the various forms of working is for students to acquire knowledge, skills and competencies within the study programme's subject areas, through the chosen approach, and to apply these in accordance with the study programme's learning outcome objectives.

3.6. Language of Instruction

The Bachelor Programme in Innovation and Entrepreneurship is an English taught programme, and all teaching is in English. In some cases, students may be able to take electives in Danish, and students are free to enter into an internship agreement with a company in which the spoken language is Danish.¹

Educational elements taught in English are examined in English, cf. subsection 5.6.

4. INTERNATIONALISATION

4.1. Study Abroad

All full-time studies at Cphbusiness must be organised in a manner that allows students the opportunity to take at least one of the study programme components abroad within the nominal length of study.

The possibility of studying abroad pertaining to the programme includes:

¹ The programme is offered as a Danish taught programme as well. For a description of the study programme with Danish as the language of instruction, please consult the Danish version of this curriculum (Studieordning for professionsbacheloruddannelsen i Innovation og entrepreneurship).

- 2nd semester
- The internship

Educational elements taken abroad can be approved for credit transfer provided that they are compatible with and meet the requirements regarding contents and level stipulated in the subsections regarding the internship and credit transfer.

Students wishing to study abroad have to apply for credit transfer before the period is initiated in due time to receive a pre-approval of credit transfer. The decision as to whether the educational elements can be approved for credit transfer rests on Cphbusiness' evaluation of the contents and standards offered by the educational institution or host company.

As part of the pre-approval process, students must consent to Cphbusiness obtaining information relevant to the final credit transfer following the period of study abroad. A pre-approved educational element will be regarded as successfully completed if the student has passed the element in accordance with the regulations in effect at the hosting educational institution. When the period abroad is completed, students who have received a pre-approval of credit transfer have to document that they have successfully completed the pre-approved educational elements.

5. EXAMINATION AND ASSESSMENT

5.1. General Rules Regarding the Exam

The latest versions of the ministerial orders on examinations and grading apply to examinations at Cphbusiness (at the time of preparation of this curriculum: no. 1500 of 2 December 2016 on examinations (the Examination Order) and no. 115 of 3 February 2015 on the grading scale and other forms of assessment (the Grading Scale Order)). In addition, the Cphbusiness regulations and programme- specific documents concerning examinations in effect at the time in question apply to examinations.

5.2. Description of Assessment of Educational Elements

An overview of the examinations at the bachelor programme in Innovation and Entrepreneurship is provided below. Requirements and details on the specific examinations, including dates, form and materials, the use of aids during examination, etc., are made public to the students in examination manual on the Learning Management System.

Each examination, which may test several educational elements concurrently, will appear with one grade on the final diploma.

Diagrammatic outline of the links between the examinations and the educational elements and the structure of the study programme

Semester	Name of examination (internal/external)	Educational element	ECTS	Examination format	Noted on the final diploma
1st semester					One grade
	From Idea to Launch (internal examination)	Entrepreneurship Management Innovation	10 10 10	Group project with oral examination	
2nd semester	From Startup to Scale Up (external examination)	Business Development	10	Group project with individual oral examination	One grade
	Electives (external examination)	Electives	20	Oral examination based on a written presentation	One grade
3rd semester	Internship examination (internal examination)	Internship	15	Oral examination based on the internship project	One grade
	Bachelor project (external examination)	Bachelor project	15	Oral examination based on the bachelor project	One grade

5.3. Other Requirements for Completion of Activities

Besides the examinations mentioned above, students are required to attend and have a number of mandatory study activities approved in order to attend the exam and continue their studies, cf. the Examination Order section 10 and section 5, subsection 3.

5.3.1. Mandatory Learning Activities: Requirements for Participation and Submission of Assignments

In order to attend some of the exams, students must have a number of mandatory learning activities approved. If the mandatory learning activity is not approved, the student cannot attend the exam, which counts as an attempt at the exam. The student is automatically signed up for the re-examination; however, the student must still pass the mandatory learning activity, as it is a prerequisite for attending the

exam.

The mandatory learning activities vary, depending on the educational elements. Examples of mandatory learning activities include requirements for participation, presentations, assignments, etc. The mandatory assignments for the bachelor programme in Innovation and Entrepreneurship can be found in the examination catalogue or examination manuals for the study programme.

5.3.2. The Study Start Test

Cphbusiness conducts study start tests on all full-time study programmes. A student must fulfil the study start test requirement in order to remain enrolled at the study programme, cf. the Examination Order section 10.

Study start test
Timing: The study start test must be conducted no later than two months after the commencement of the study programme
Form: Details about the study start test are described in the introductory flow on Moodlerooms
Assessment: Approved/Not approved
Admission requirements: None
Consequences of not passing: If the student does not fulfill fulfil the study start test requirement in the first attempt, the student has another attempt, which must be conducted no later than three months after the commencement of the study programme. If the student does not fulfil the test using on the second attempt, the student cannot continue on the study programme and his/her enrolment will consequently be cancelled, cf. the ministerial order about on exams examinations section 10 and the ministerial order on enrolment section 37, subsection 1, number 3.
Specific for the study start test: The study start test is not covered by the regulations about on examination complaints, cf. the ministerial order about on examinations section 10, subsection 4. Cphbusiness can grant exemptions from the appointed time required to fulfill fulfil the study start test requirement. Exemptions can be granted in cases of serious illness, child birth or unusual circumstances. Such cases must be documented.

5.4. Bachelor Project

The bachelor project must document the students' ability to understand and analyse a practice-based problem related to their respective fields of study by means of relevant theory and methodology. Central subjects from the programme should therefore be covered by the project, and a problem statement (which must be key to not only the programme but also the respective type of industry/profession) is formulated by the

student, possibly in cooperation with a private or public company. Cphbusiness will subsequently approve the problem statement.

The bachelor project is conducted as an external examination, which, together with the internship report and other programme examinations, should document that the programme's learning objectives and requirements are met. The examination comprises a written part and an oral part that result in a single joint grade. The examination can only take place after the student has passed all other educational elements. For more about the final examination project, the bachelor project manual.

Bachelor Project
Scope: 15 ECTS
Timing: By the end of 3 rd semester
<p>Learning objectives:</p> <p>The learning objectives for the bachelor project are identical to the intended learning outcomes for the programme listed above in item 1.</p> <p>Assessment: The exam is an oral and written exam with external examiners, where a total individual grade is awarded according to the 7-point grading scale for the written project and the oral performance.</p>
<p>About the examination:</p> <p>The bachelor project concludes the programme in the last semester, when all previous exams have been passed.</p>

5.4.1. Importance of Verbal and Writing Skills

The students' spelling and communication skills are included in the assessment of the bachelor project, regardless of the language in which the bachelor project has been written. Nevertheless, the project's content and relevance are decisive, cf. the ministerial order on examinations, section 35, subsection 4.

5.5. Aids during Examination

In general, all forms of aid are allowed during examinations, unless stated otherwise in the examinations catalogue or examination manuals for the particular programme.

5.6. Examination Language

The examination language is equivalent to the language of instruction, i.e. if the language of instruction is English, the examination will be conducted in English. Where the examination language is Danish, the student may choose to conduct the examination in Swedish or Norwegian, unless the purpose of the examination is to demonstrate the student's proficiency in Danish, cf. the ministerial order on examinations, section 18.

6. OTHER RULES

6.1. Credit Transfer

In some cases, Cphbusiness may be able to transfer credits for educational elements, or parts hereof, completed at other educational institutions, provided that the elements in question correspond to elements included in this curriculum.

Cphbusiness bases the decision about a possible credit transfer on an assessment of the element's content, level etc.

An educational element transferred from a stay abroad is considered completed, if the element is passed in accordance with the rules of the particular study programme. Students are obliged to notify Cphbusiness of any previously passed educational elements at a higher educational level, which includes both Danish and foreign higher education courses, presumed to be transferable. Cphbusiness handles all applications for credit transfer according to these rules.

6.2 Change of study programme

Change of study programme at the same or another educational institution is regulated by the rules of the study programme receiving the student.

Changing to the same study programme at another institution cannot take place until the student has passed examinations corresponding to the first year of study at the programme receiving the student unless special circumstances apply, cf. the ministerial order on admission and enrolment section 36, subsection 2. A change of study programme can only take place if the receiving institution has spaces available at the relevant level of the study programme.

6.3 Exemptions from the Curriculum

Under special circumstances, Cphbusiness is entitled to grant exemptions from rules stipulated in this curriculum. Students have to submit a request for exemption, which must specify and document the reasons for exemption. Cphbusiness will subsequently process the request and notify the student of the decision once it is made.