



Common Part of the Curricula
for Professional Master's Degree Programmes at the
Faculty of Health and Medical Sciences

Effective date: 1 September 2024

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Common Part of the Curricula for Professional Master's Degree Programmes at the Faculty of Health and Medical Sciences

The overall provisions on which this curriculum is based are set out in the following acts and orders as amended:

Consolidation Act no. 778 of 7 August 2019 on Universities (the University Act)

Ministerial Order no. 2285 of 1 December 2021 on Full-time University Education (the University Programme Order)

Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (the Examination Order)

Ministerial Order no. 826 of 28 August 2023 on Credit Transfer in University Programmes

Ministerial Order no. 1125 of 4 July 2022 on the Grading Scale for Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order)

Ministerial Order no. 19 of 9 January 2020 on Professional Master's Degree Programmes at Universities (the Professional Master's Degree Programme Order).

Those parts of the curriculum not determined by the aforementioned acts and ministerial orders are governed by the rules laid down by the University of Copenhagen (the 'University') and the Faculty of Health and Medical Sciences at the University of Copenhagen (the 'Faculty'). Some of these rules are described in the University of Copenhagen's guidelines for the year and timetable structure for Bachelor's and Master's degree programmes (year and timetable structure).

Part 1 *Introduction*

1. This common part of the curricula applies to all professional master's degree programmes at the Faculty and replaces the sections of existing programme regulations referring to the same topics.

Part 2 *Admission requirements and deadlines*

2. (1) Admission to a professional master's degree programme requires that:

- 1) the applicant has completed at least a relevant Bachelor's degree programme, a relevant professional bachelor's degree programme, a relevant medium-cycle higher education programme or has a relevant diploma gained at the conclusion of a regulated programme of study or a relevant foreign educational qualification at the equivalent level and
- 2) the applicant has at least two years of relevant work experience following completion of the above.

(2) Applications must also satisfy the programme-specific requirements stipulated by the programme regulations for the professional master's degree concerned.

(3) On the recommendation of the admission committee, the Faculty may admit applicants who do not meet the conditions set out in subsection (1) para (1) on educational background, but who are found, based on an individual assessment, to possess comparable educational qualifications.

(4) Admission to a professional master's degree programme or a course taught in Danish requires mastery of Danish corresponding to level A Danish at Danish upper-secondary school level and of level B English at Danish upper-secondary school level.

(5) Admission to a professional master's degree programme or a course taught in English requires mastery of English corresponding to level B English at Danish upper-secondary school level, as described in the programme-specific regulations.

(6) Applicants without a qualifying Danish exam must enclose with their applications documentation of the requisite language skills stipulated in subsections (4) and (5).

3. (1) The deadline for applying for admission to a professional master's degree programme is 1 May for programmes starting on 1 September. The deadline for applying for admission to a professional master's degree programme is 1 November for programmes starting on 1 February in the following year.

(2) If a professional master's degree programme is not subject to progression requirements, the Dean may permit ongoing admission to such programmes. The conditions for admission in accordance with the first sentence are set out in the programme-specific regulations.

(3) When warranted by special circumstances, the Dean's Office may set other application deadlines.

4. If the number of applicants who are qualified and have applied within the deadline exceeds the programme or course capacity, applicants will be selected on the basis of application date, unless the programme-specific regulations set qualification criteria for the selection.

Part 3

Fees

5. (1) Fees cover tuition fee for participation in the teaching activities, including exams and other forms of assessment.

(2) Successful applicants for degree programmes or courses will be informed by email. Applications may be withdrawn no later than one month prior to the start of the degree programme or course. Applications not withdrawn by this deadline are binding, and the applicant will be charged the fees applicable. Applications must be withdrawn by email to master@sund.ku.dk.

(3) For applications made before the deadline, fees for degree programmes or one or more courses must be paid within 30 days of receipt of the invoice. A shorter deadline for fee payment may be set for applications made after the deadline. The right to a place on the degree programme or course will be withdrawn if fees are not paid on time. Under special circumstances, the Faculty may, however, grant exemptions from this rule.

(4) If a student is unable to participate in one or more courses, e.g. due to illness, the tuition fees will not be refunded. If the student submits a doctor's note covering the entire period of instruction no later than three weekdays after the last day of instruction, the student is entitled to a refund of the fee or free participation in the course next time it is offered.

(5) Students who fail or do not sit an exam are not entitled to retake the course concerned free of charge. Under special circumstances, the Faculty may grant exemptions from this.

(6) The Dean may grant exemptions from the rules set out in subsection (2) when warranted by special circumstances.

Part 4
Instruction
Organisation and deadlines

6. (1) The study board approves course plans prepared by the administration.

(2) The Dean may set other semester start and end times for degree programmes or for individual semesters of degree programmes when warranted by special circumstances on a degree programme.

(3) If one or more master students have registered for a compulsory course, the course must be offered at least every other year. A master student's right in accordance with the second sentence does not apply if the master student registers for the course after expiry of the registration period.

Course certificates

7. (1) Students who have obtained approval of/passed a compulsory course (course certificate) cannot participate in the same course again.

(2) If a student does not obtain a course certificate at the end of the course, the lecturer may notify the Department of Student Affairs at a later point that a course certificate has subsequently been obtained. Such notification must be given no later than 10 days before any ordinary exam or re-exam is held.

Courses: registration and withdrawal

8. (1) On the recommendation of the head of studies, the study board approves the registration procedure for the courses that form part of the degree programme. The registration procedure must be one of the two models described in sections 8a and 8b. The registration procedure, which must be the same for all the courses that form part of the degree programme, is described in the study information pages at www.KUnet.dk

(2) If there are vacant places on a degree programme or course, the admission committee may choose to consider applications submitted after the deadline.

(3) Students may withdraw from courses until one month before the first day of instruction, and they will then not have to pay the tuition fees, as set out in section 5(2). Withdrawal from a course must be communicated by email to master@sund.ku.dk.

8a. (1) Students must register for courses. Students are automatically registered for courses in the first semester as part of the admission process.

(2) Students register for other courses within the following registration periods:

a) Registration for the autumn semester: 1 October-1 June

b) Registration for the spring semester: 1 June-1 December

(3) After expiry of the registration period, students can post-register for courses up to eight weeks before the start of the course if there are vacant places on the course. Students who register after the registration period will be admitted on an equal footing with single-subject students.

8b. (1) Students are automatically registered for all courses. The Department of Student Affairs

registers students for the compulsory courses of the semester in question.

(2) Students who have been ill, on maternity/paternity leave or who have taken a break from their studies for some other reason and therefore no longer follow the scheduled course of study are responsible for registering for courses.

(3) Registration in accordance with subsection (2) must be done by email to master@sund.ku.dk within the following registration periods:

a) Registration for the autumn semester: 1 October-1 July

b) Registration for the spring semester: 1 June-1 December

(4) This provision only applies to degree programmes without elective courses.

Part 5

Maximum duration of study

9. (1) Students who fail to complete their professional master's degree programme within six years of enrolment will be disenrolled unless a longer maximum duration of study is allowed in the subject-specific regulations.

(2) Subsection (1) does not apply to students on the professional master's degree programme in disaster management, who will be disenrolled if they fail to complete the programme within three years of enrolment.

(3) Under special circumstances, the study board may grant exemptions from the time limits in subsections (1) and (2).

Part 6

Exams

Terms and grade deadlines

10. (1) The dates and times of ordinary exams are shown in the exam schedule.

(2) The study board approves an exam schedule before 1 October for exams in the spring semester and before 1 March for exams in the autumn semester. Following consultation of the Department of Student Affairs, the study board may, under special circumstances, approve changes to an adopted exam schedule.

(3) The exam schedule must include dates for both ordinary exams and re-exams, the exam form for both ordinary exams and re-exams, the registration deadline for re-exams, the deadline for withdrawal from exams and the date for publication of the grades awarded.

(4) The examiners (internal and external) must provide the Department of Student Affairs with the exam results no later than two weeks (including at least two weekends) after the day of the exam.

(5) Exam schedules are published at the website www.sund.ku.dk.

Registering for exams

11. (1) Students enrolled on a course are automatically registered for the corresponding exam(s).

(2) Students who have withdrawn from an exam in accordance with section 13(1) must register for the exam in a subsequent exam period. Students who have participated in an exam without passing it must register for the same exam in a subsequent exam period.

(3) Students must register for exams no later than 14 days before the first exam day; see the exam schedule. Students must register for exams by email to eksamen@sund.ku.dk.

Prerequisites for sitting exams

12. (1) If the programme-specific regulations contain formal requirements that must be met for students to be entitled to sit an exam, students must meet these requirements no later than seven days before the exam is held to be entitled to sit the exam in question.

(2) If a student who is registered for an exam does not meet the requirements for sitting the exam, the Department of Students Affairs will withdraw the student from the exam.

Withdrawal from exams

13. Students are entitled to withdraw from exams. In case of withdrawal, the tuition fee will not be refunded. Exam withdrawals must be communicated by email to eksamen@sund.ku.dk no later than 14 days (including Sundays and holidays, but not the actual exam date) before the exam. If an exam is conducted over more than one day, the deadline is calculated from the first day of the exam. Depending on the type of exam, the 14 days are calculated as follows:

Deadlines for withdrawal

Course assignments: 14 days before the deadline for submission

Written exams (on-site exams): 14 days before the exam day

Synopsis exams: 14 days before the deadline for submission of the synopsis

Written assignments (3-hour, 4-hour, 7-day, 14-day, 24-hour, 48-hour and 72-hour): 14 days before the assignment is handed out

Projects: 14 days before the assignment is handed out

Oral exams, including oral proficiency tests: 14 days before the first day of the exam period

Oral exams based on report(s): 14 days before the oral examination

Project assignments: 14 days before the deadline for submission of project

Spot followed by written exam: 14 days before the first exam day

Spot followed by oral exam: 14 days before the first exam day

OSCE: 7 days before the exam day

Ongoing exams: 14 days before the date of the first partial exam

Portfolio exams: 14 days before the date of the last partial exam

Re-exams and registering for re-exams

14. (1) Students who sit an exam without passing it, are absent from an ordinary exam due to illness or fail to show up for an ordinary exam must register for a re-exam.

(2) The date of the re-exam is shown in the exam schedule.

(3) Students must register for re-exams no later than 14 days before the re-exam is held.

(4) Students must register for re-exams by email to eksamen@sund.ku.dk.

(5) Students may withdraw from re-exams until the end of the registration period for re-exams.

Illness and non-attendance

15. (1) In the event of illness, students must inform the Department of Student Affairs as soon as possible and no later than five weekdays after the exam date (not including the exam date). Students must use the e-form entitled *Illness in Connection with an Exam* at www.KUnet.dk and

attach proper documentation of their illness.¹

(2) Withdrawal due to illness in accordance with subsection (1) must be documented by a doctor's note from the student's own doctor certifying that the student was unable to sit the exam concerned due to illness. The doctor's note/medical certificate must bear the doctor's signature and stamp. If the student is unable to obtain a doctor's note before the deadline set out in subsection (1), the student must provide documentation hereof, e.g. in the form of a statement from the doctor.

(3) If notification of absence due to illness and the medical certificate are received before the deadline, as stipulated in subsections (1) and (2), the exam in question will not count as an exam attempt.

(4) The exam will count as an attempt if a student fails to attend an exam without giving timely notification of absence due to illness or if the student does not document the notification of absence by submitting a doctor's note of within the deadline in subsection (1).

Illness during exams

16. (1) If a student becomes acutely ill during a written on-site exam, the exam supervisor is summoned and informed that the student in question has become ill during the exam. The student concludes the exam by selecting the submission type *Not submitting for assessment due to illness* in Digital Exam. The exam paper will not be graded if the student has left the exam due to illness. In the event of acute illness during other exam forms, the student must contact the Department of Student Affairs as soon as possible.

(2) The student must consult a doctor immediately and submit a doctor's note, which must be received by the Department of Student Affairs no later than 5 weekdays after the exam in question.

(3) If the doctor's note is submitted within the deadline in subsection (2), the exam does not count as an exam attempt.

Additional time for exams

17. (1) Following an application, the study board may grant a student 25 % more time for an exam in the following cases:

- 1) dyslexia documented by a statement from the relevant authority
- 2) for written exams, pregnancy (the first two trimesters), if special pregnancy-related difficulties are documented by a doctor's note
- 3) for written exams, when the student has to breastfeed a child less than six months old
- 4) in other cases, where the need for additional time is properly documented.

(2) Students in the third trimester of pregnancy are entitled to additional time without having to apply. Instead, they must send their medical record (*vandrejournal*) to eksamen@sund.ku.dk no later than 14 days before the exam.

(3) For a 24-hour written assignment, a two-hour extension is granted. For a 48-hour written assignment, a four-hour extension is granted. For a 72-hour written assignment, a six-hour extension is granted. For other written assignments, the study board may, in exceptional cases, grant additional time if this is regarded as necessary to put the examinee on an equal footing with the other examinees.

¹ Aside from submitting the e-form, students registered for clinical and practical exams are encouraged to notify the clinical or veterinary department in question of their absence due to illness as soon as possible and if possible before 9 a.m. on the day of the exam. However, this is not a requirement and failure to notify the clinical or veterinary department in question will not be considered non-attendance or count as an exam attempt.

(4) In special cases, the study board may grant an exemption from the deadlines stipulated in subsections (1) and (3).

Written on-site exams on computers

18. (1) On-site exams are held in the University's exam rooms on computers which the University makes available to the students. Further information about computers etc. is available at www.KUnet.dk.

(2) Unless otherwise stipulated in the exam description in the course database, students must not use their own computers at on-site exams. Mobile phones and other electronic devices such as own calculators and USB sticks must not be brought to the exam. For exams where it appears from the exam description that all exam aids may be used, this includes own notes. The notes must be uploaded before the exam as digital notes in ITX in the University's exam rooms or be brought to the exam in hard copy.

(3) Aside from the Windows built-in calculator, the software LYX, Maple and MathType will be available to the students at on-site exams held in the University's exam rooms.

(4) Exam papers for written assignments included the exam schedule for exams other than on-site exams must be submitted via the Digital Exam portal. This also applies to the submission of master's projects, unless otherwise stated in the course description.

(5) Students may submit handwritten exam papers when they have provided documentation in the form of a doctor's note from their own doctor stating that they are not physically able to complete an exam paper on a computer. Such application must be submitted to the Department of Student Affairs no later than four weeks before the exam is held.

Language of instruction and examination language

19. (1) Teaching is conducted in the language specified in the course description in the University's course database at www.kurser.ku.dk.

(2) Exams are held in the language specified in the course description at www.kurser.ku.dk. Students with Swedish or Norwegian as their mother tongue may sit the exam in this language when the examination language, according to the course description, is Danish.

(3) On programmes offered in English, the master's project must be written in this language, unless otherwise stipulated in the programme-specific part of the curriculum.

(4) If there is a change of course language and examination language, students who have previously followed the course may sit the exam in the original examination language. As a general rule, the student's right in accordance with the first sentence applies to all the student's three exam attempts, however, a maximum of two exams (ordinary exam and re-exam) after the change of language of instruction and examination language has entered into force.

Forms of examination

20. (1) The forms of examination adopted by the study boards at the Faculty comply with the [Exam Order](#) and the University's examination form model. A detailed description of each exam is available in the course database at www.kurser.ku.dk, including form of examination, form of assessment and form of grading. Exams can take one or more of the following forms: oral exam, take-home assignment, written on-site exam, class attendance or proficiency test.

(2) The guidelines for written assignments done by groups of students lay down further provisions for each individual programme regarding requirements for the content and scope of these assignments, including the extent to which the individual student's contribution is to be identifiable.

Master's project

21. (1) To complete the programme, students must do a master's project. The master's project consists of a written paper and an oral defence.

(2) The study board will set a date for submission of the master's project and a period of oral examination to be announced in the exam schedule. The study board must set at least a minimum of one submission date and one re-exam per year.

(3) Students must register for the master's project as described in the study information pages at www.KUnet.dk.

(4) Students must draw up a master's project contract to be approved by the master's project supervisor or the head of studies. It must be evident from the course description at www.kurser.ku.dk whether the head of studies or the master's project supervisor approves the contract. The contract must be drawn up using the template available in the study information pages at www.KUnet.dk. The contract must be submitted by the deadline stipulated in the study information pages at www.KUnet.dk.

(5) The master's project contract, as described in subsection (4), is binding, and students who subsequently wish to change the topic of the master's project must apply for an exemption before they can enter into a new contract.

(6) Students can withdraw from the master's project exam no later than one month before the date of submission. At the same time, the student must register for the master's project exam in a later exam period. The student shall not draw up a new master's project contract. The rules for withdrawal and re-registration also apply to re-exams.

(7) If a student fails to submit the master's project before the deadline for submission or does not pass the master's project exam, it will count as an exam attempt. The student must register for the master's project exam again but shall not draw up a new master's project contract.

Supplementary rules regarding written exams

22. (1) Students must bring a valid ID card issued by the University. In special situations, including for single-subject students who do not have a student ID card, other forms of photo ID such as a driving licence or passport may be approved by the exam supervisor.

(2) For written on-site exams, the student's paper is identified by the personal exam number shown in Digital Exam and at www.KUnet.dk in accordance with section 30.

(3) For papers submitted in handwritten form in accordance with section 18(4), students must enter their exam number on each page of the exam paper.

(4) For written exams (on-site exams), students must arrive no later than 30 minutes before the start of the exam, unless otherwise stated in Digital Exam or at www.KUnet.dk (see section 30). No students will be admitted to the exam room after the start of the exam.

(5) Students are not allowed to leave the exam room within the first 15 minutes of the exam and during the last 30 minutes of the exam.

Grading scale

23. (1) The grading is based on the 7-point grading scale, or the assessment Pass/Fail or Approved/Not approved (see the Grading Scale Order). The grading of master's project is based on the 7-point grading scale. For class attendance etc., the assessment is Pass/Fail or Approved/Not approved.

(2) The assessment Pass/Fail or Approved/Not approved may only be used for exams

covering maximum one third of the total ECTS credits of the programme. However, this does not include credit-transfer exams. The form of assessment used for each individual exam is evident from the course description and/or the exam description at <https://kurser.ku.dk>.

Grading method

24. (1) Exams are either internal or external.

(2) Internal exams are graded by one or more lecturers (examiners) appointed by the University from among the teaching staff at the University.

(3) External exams are graded by one or more internal examiners along with one or more external examiners appointed by the Danish Agency for Higher Education. External examiners are appointed by the respective chairmanship of the external examiners via CensorIT.

(4) The external exams must cover the key areas of the programme, including the master's project. External exams must account for at least one third of the total ECTS credits of a degree programme. However, this does not include credit-transfer exams.

(5) A student's class attendance is assessed by the lecturer on the course in question. Unless otherwise stipulated in the exam description at www.kurser.ku.dk, the exam in question is graded by an internal lecturer employed at the Faculty.

25. Repealed.²

26. Repealed.³

27. Repealed.⁴

Part 7

Miscellaneous

Disciplinary rules

28. (1) Students may be sanctioned in accordance with the disciplinary rules applying to students at the University (rules of conduct). The rules of conduct are available in the study information pages at www.KUnet.dk.

(2) While students are engaged in activities in hospital departments, in clinics etc., they are subject to the same requirements and procedures as employees in terms of e.g. firefighting and hygiene.

(3) In connection with courses containing elements of patient contact and in which the students gain knowledge of sensitive information about private individuals, they must comply with the same duty of confidentiality as that imposed on healthcare professionals in the Danish Health Act.

(4) In connection with courses and exams which involve animals and where the students gain knowledge of private individuals' (clients') personal or financial affairs, they must comply with the same duty of confidentiality as veterinarians in accordance with the ethical rules of the Danish Veterinary Association.

(5) Students must comply with any instructions from lecturers about special clothing or special hygiene in connection with classes where special consideration must be shown for e.g. patients or laboratory animals.

(6) In connection with treatment of patients and during clinical training, students must wear

² The former provision repeated rules set out in the Exam Order on appeals against exams

³ The provision has been moved to part 7

⁴ The former provision repeated rules set out in the Exam Order on number of exam attempts

their ID card or a name tag provided by the department or the hospital department.

(7) Failure to comply with subsections (1)-(6) may be sanctioned in accordance with the rules on disciplinary measures for students at the University, which can be found at https://uddannelseskvalitet.ku.dk/filer/kvalitetssikring/2023/Ordensregler_vejledning_af_1._mars_2023.pdf.

Compulsory digital communication

29. (1) The Faculty's personal written communication to the individual student is sent by email to the student's @alumni.ku.dk address. Students are responsible for checking for messages from the Faculty sent to their @alumni.ku.dk address.

(2) If the student's study information pages at www.KUnet.dk contain e-forms for applications, notification of absence from exam due to illness, appeals and for use in connection with master's projects, these must be used.

The University's notifications and messages to students

30. (1) The Faculty ensures that groups of students or individual students have been informed about their course and exam registrations.

(2) Students are responsible for checking their course and exam registrations and for contacting the Department of Student Affairs if their registrations are not displayed in the self-service system no later than seven days before the start of the course or the exam day.

Exemptions

31. (1) The study board processes applications for credit transfers, including pre-approvals, and exemptions.

(2) Applications for exemptions from the rules on the organisation of practical matters in connection with courses and exams etc., and which do not involve academic issues, are processed by the Dean.

The Dean's and study boards' competence to grant exemptions

32. (1) Under special circumstances, the Dean may grant exemptions from the rules in this curriculum which have solely been laid down by the Dean.

(2) Under special circumstances, a study board may grant exemptions from the rules in this curriculum which have solely been laid down by the study board in question.

Credit

33. (1) Upon application, the study board may grant exemption from passed programme elements from another approved Danish professional master's degree programme or an equivalent programme taken at other institutions of higher education in Denmark or abroad to replace elements of the degree programme.

(2) Students who re-enrol (re-admittance or re-admission) in the same degree programme cannot re-take passed programme elements.

(3) The study board may refuse to grant exemption from programme elements in accordance with subsections (1) and (2) if the study board finds that the passed programme activity has become obsolete. Here the study board may focus on the time that has passed from the

completion of the programme element in question to the time when, in accordance with the programme-specific curriculum, the student is entitled to take the programme element for which a credit transfer is sought, and whether the student has kept their academic knowledge up to date through vocational work, research or similar activities.

(4) Credits for a master's project from a completed professional master's degree programme cannot be transferred to a new professional master's degree programme.

Term papers

34. Term papers cannot substitute for exams unless specifically permitted in the programme-specific part of the curriculum.

Evaluation

35. (1) The study board initiates and conducts evaluations aimed at quality assurance and quality improvement of courses.

(2) The study board ensures follow-up on degree programme and course evaluations.

Complaints about teaching and lecturers

36. (1) Complaints about teaching methods or supervision must be submitted to the head of studies, who will involve the relevant head of department. If the complaint concerns more than one head of studies, the head of department will ensure the necessary coordination of the handling of the case, which includes asking for statements/recommendations, if relevant, before answering the complaint. If several departments are involved in the teaching of a subject area and if a complaint thus concerns lecturers from different departments, the case is sent to the Dean, who may either decide to handle it himself/herself or authorise one of the heads of studies or heads of departments to handle the case. If the head of department or the head of studies finds that the complaint about teaching also concerns the behaviour of one or more lecturers, this part of the complaint will be dealt with by either the head of department or the head of studies as described above.

(2) Complaints about a lecturer's behaviour must be submitted to the head of department.

37. Repealed.⁵

Diplomas and course certificates

38. (1) On the student's completion of a professional master's degree programme, the Faculty issues a diploma. The diploma is sent to the student no later than two months after the professional master's degree programme has been completed, not including the month of July.

(2) When a single-subject student has completed a course, the Faculty issues a course certificate. The course certificate is sent to the student no later than two months after the course has been completed, not including the month of July.

39. Repealed.⁶

⁵ The former provision repeated rules set out in the University Programme Order and had no independent legal effect. See section 42 of the Admission Order (Ministerial Order no. 51 of 14 January 2024).

⁶ The former provision repeated i.a. students' statutory right to submit appeals to i.a. the board of appeals concerning

Entry into force

40. This common part of the curricula was approved by the Dean on 29 August 2024 and enters into force on 1 September 2024.

credit-transfer decisions and the Danish Agency for Higher Education and Science (subsection (1)) as well as the administrative principles concerning the suspensive effect of decisions. However, the former section 41(2) para 3 and section 41(3) contained a Faculty-specific rule on the suspensive effect in connection with exam appeals, which the Faculty in connection with its 2024 revision has found to be inexpedient and has therefore been repealed.