

Curriculum for the Master of Science programme in Information Technology at the IT University of Copenhagen

Joint part

1 September 2005

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Background

This curriculum for the MSc Programme in Information Technology has been drawn up by the two Boards of Studies responsible for the programme, i.e. the Board of Studies for E-Business (EBUSS) and the Board of Studies ITU at the IT University of Copenhagen (henceforth referred to as the IT University) in compliance with the Ministry of Science, Technology and Innovation's Executive order on bachelor's and master's programmes at the universities (the Executive Order on Study Programmes) (executive order no. 338 of 6 May 2004). This document, in conjunction with the programme-specific rules for each of the MSc programmes, constitutes the curriculum.

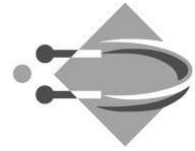
This curriculum uses the designations "the Board of Studies" and "the Study Administration" to refer to the Board of Studies and the Study Administration to which the student's MSc programme refers.

Chapter 1

The programme, its objectives, duration and titles

Objectives

Section 1. The purpose of the MSc Programme in Information Technology is to provide students with the scientific qualifications to formulate and solve complex problems re-



lating to information technology.

Subsection 2. The programme prioritises the students' ability to develop and apply the underlying technology as well as the scientific theories and methods upon which it is based.

Subsection 3. The programme builds upon the preceding bachelor's programme and provides students with the qualifications to define their own academic profiles within the field of information technology.

Subsection 4. Within the framework of the programme, students should be able to acquire the requisite qualifications for posts in business and industry as well as for research training programmes (PhD programme) in information technology, cf. the University Act Section 2 and the Course Structure Executive Order Section 1.

Study Programmes

Section 2. The overall degree includes the following programmes, each of which extends the student's knowledge of specific academic disciplines:

- Design, Communication and Media (DCM)
- E-Business (EBUSS)
- Internet and Software Technology (INT)
- Media Technology and Games (MTG)
- Software Development (SWU).

Subsection 2. Each study programme is subject to special composition requirements designed to guarantee academic breadth and depth. These requirements are stipulated in the programme-specific rules for each of the MSc programmes.

Subsection 3. The Board of Directors of the IT University has the power to abolish a study programme or to start new ones.

Subsection 4. The IT University is empowered to outsource parts of the programme to Roskilde University, Copenhagen Business School, Technical University of Denmark or the University of Copenhagen.

Duration

Section 3. The programme has a standard duration of 120 ECTS points. 60 ECTS points correspond to one year of full-time studies, cf. the Executive Order on Study Programmes Section 6, subsection 3.

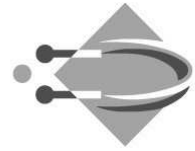
Subsection 2. The programme must be concluded within five years. Under special circumstances, the IT University is entitled to grant exemptions from this regulation.

Subsection 3. The IT University may without further notice end the enrolment for students who have not been active in their study programme for a period of at least 2 consecutive years, cf. section 34 in the Executive order on admission etc. in connection with bachelor's and master's programmes at the universities (the Executive Order on Admission) from the Ministry of Science, Technology and Innovation (executive order no. 362 of 20 May 2005). Under special circumstances, the IT University is entitled to grant exemptions from this regulation, cf. the Executive Order on Admission section 34, subsection 3.

Subsection 4. A student, who does not pass any examinations (7.5 ECTS points) within a period of 2 consecutive years, is not active in his or her study programme.

Titles

Section 4. Students, who have completed the MSc programme in Information Technology, have the right to use the title *candidatus/candidata informationis technologiae (cand.it.)* with the addition of the designation for the appropriate study programme.



Subsection 2. The title in English is Master of Science (MSc) in IT.

Chapter 2

Admission requirements, conditions of admissions, etc.

Admission requirements

Section 5. Admission to the MSc programme is conditional upon the applicant having successfully completed a bachelor's programme prior to commencing studies for the MSc.

Subsection 2. The programme-specific rules may contain admission requirements pertaining to individual programmes.

Subsection 3. The IT University has the authority to grant admission to applicants, who do not meet the requirements in subsections 1 and 2, but who on the basis of a concrete assessment are considered to have academic qualifications comparable to this. The university may require supplementary tests, cf. the Executive Order on Study Programmes section 9, subsection 3.

Subsection 4. The IT University is entitled to offer supplementary programmes lasting up to one full term. The idea is that students admitted to supplementary programmes will gain qualifications equivalent to those held by the students admitted directly onto the MSc programme and which will enable them to cope with the demands of the programme.

Conditions of admission

Section 6. Meeting the admission requirements stipulated in section 5 is a necessity but not sufficient for admission on its own.

Subsection 2. The IT University stipulates the exact rules for admission criteria if there are more qualified applicants, cf. section 5, than there are places available. The IT University informs potential applicants of the criteria for selection on the university's website, cf. the admission rules for the IT University and the Executive Order on Admission section 29, subsection 2. The IT University informs about application deadlines, required documentation, qualification criteria including programme-specific requirements, principles for assessment and prioritisation of applications and administrative requirements.

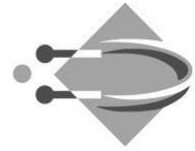
Subsection 3. Applicants who have already completed a master's (*candidatus*) programme may only be admitted if places are available on the study programme. The same rule applies to applicants who have twice previously been enrolled on further education study programmes without passing final examinations, cf. the Executive Order on Admission section 16, subsection 1. Under special circumstances, the university is entitled to grant exemptions from this regulation, cf. the Executive Order on Admission section 16, subsection 2.

Applications

Section 7. Applications for admission are submitted directly to the IT University with a view to commencing studies at the advertised starting date.

Subsection 2. When admitted, the student is enrolled on one, and only one, MSc programme.

Subsection 3. If documentation of the completed bachelor's degree was not available at the time the application was submitted, the IT University is entitled to make admission



conditional on the applicant submitting such documentation before the programme starts. The application must, however, include all the information about the applicant's bachelor's degree that is available at the time the application is submitted, including information pointing to the probability of the bachelor's degree being gained before the start of the MSc programme to which the applicant has applied for admission. If this documentation is not submitted by study start, the conditional offer will be rescinded.

Subsection 4. If a student has been offered, and has accepted, admission to an MSc programme, the study start cannot be postponed to a later point in time.

Subsection 5. In special circumstances, the IT University is entitled to grant exemptions from the requirement to commence studies at the start of term, the deadline for documentation of a completed bachelor's degree and the rules about postponing study start.

Enrolment

Section 8. To take part in study activities at the IT University, you have to be enrolled on a programme at the IT University, be a guest student, a PhD student or be a part-time student who only takes part in selected study activities, including income-generating activities.

Subsection 2. Before the start of the study activity, guest students must document pre-approval of credits on their own MSc programme from their own Boards of Studies.

Subsection 3. Students are not allowed to be enrolled on more than one full-time programme at a time.

Chapter 3

Structure, contents, etc.

Term structure

Section 9. An academic year consists of two terms, the autumn term and the spring term.

Subsection 2. Each term consists of a *course period* of approximately 13 weeks, which includes 12 weeks of teaching, followed by a *project period* of approximately 4 weeks. The term ends with an *examination period*.

Subsection 3. Schematically, the course period consists of three parallel *teaching blocks* worth 7.5 ECTS points each. The project period constitutes a separate teaching block worth 7.5 ECTS points.

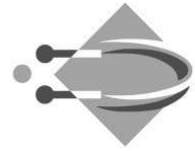
Subsection 4. The Study Administration at the IT University publishes the exact starting and finishing dates for the course period, the project period and the examination period before every term.

Programme structure

Section 10. The MSc programme requires passes in *study activities* corresponding to a workload of 120 ECTS points, including a *thesis* corresponding to 30 ECTS points.

Subsection 2. One term of full-time study consists of study activities worth 30 ECTS points.

Subsection 3. The thesis concludes the programme, cf. the Executive Order on Study Programmes section 21, subsection 5. Under special circumstances, the IT University is entitled to grant exemptions from this regulation, cf. the Executive Order on Study Programmes section 74, subsection 1.



Subsection 4. The standard MSc programme is illustrated below.

1st term			2nd term			3rd term			4th term
7, 5 E C T	7, 5 E C T	7, 5 E C T	7, 5 E C T	7, 5 E C T	7, 5 E C T	7, 5 E C T	7, 5 E C T	Thesis 30 ECTS	
7,5 ECTS			7,5 ECTS			7,5 ECTS			
Exams			Exams			Exams			

Subsection 5. Students must not take part in study activities worth more than the prescribed 120 ECTS points. In special cases, the Board of Studies may grant an exemption from the maximum number of ECTS points. However, the student's examination certificate must not normally include study activities worth more than 120 ECTS points.

Subsection 6. If a student fails to sit for an examination in study activities for which he or she has registered, the IT University is entitled to reduce, and in special cases even reallocate, the teaching resources devoted to the student.

Study activities

Section 11. A study activity consists of either a *course activity* or a *project activity*.

Subsection 2. For an average student, a study activity worth x ECTS points must correspond to a total workload of approximately $x \cdot 20$ hours, excluding the preparation for, and sitting for, an examination. The workload must be evenly spread over the time dedicated to the study activity. For example, a course activity that runs for 12 weeks and is prescribed to 7.5 ECTS points corresponds to a weekly workload of approximately 12.5 hours.

Subsection 3. The Board of Studies is entitled to classify study activities as introductory or advanced. An introductory study activity covers parts of a certain subject area but does not require any special previous knowledge of the subject. An advanced study activity requires knowledge equivalent to one or more other specified study activities in the same subject area.

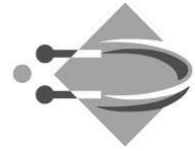
Subsection 4. All study activities, including theses, are concluded with an examination. When the examination has been passed, the study activity is considered passed.

Subsection 5. There is only one Board of Studies for each study activity. The Board of Studies is responsible for arranging examinations and assessments of the study activity. Only the Board of Studies responsible for a particular study activity is empowered to organise examinations and assessments.

Subsection 6. A Board of Studies does not have the power to demand that a student must be enrolled on a certain MSc programmes out of the six programmes in order to take part in a study activity that belongs under the Board of Studies in question.

Subsection 7. Students must be allowed to do project activities worth up to 15 ECTS points and their theses in collaboration with students from other study programmes, as described in section 13.

Subsection 8. Each Board of Studies must seek to plan its teaching capacity in such a way that space is available for students enrolled on other study programmes.



Course activities

Section 12. During a *course activity*, students attend organised classes, which may include lectures, short assignments, practical and theoretical exercises, home study, field trips, etc.

Subsection 2. A course activity usually takes up one, and only one, teaching block per term.

Subsection 3. For each study programme, the Board of Studies responsible for the study programme designates a number of introductory and advanced course activities.

Project activities

Section 13. A *project activity* consists of targeted, independent learning under supervision.

Subsection 2. A project activity is normally done in groups of two-five students. Dependent on the nature of the project activity, the Board of Studies may grant permission for group sizes of 1-12 participants.

Subsection 3. A project activity is defined by a *project agreement*.

Subsection 4. The problem formulation and frameworks for the project activity are defined at the start of the project activity, including whether the project activity is introductory or advanced, cf. section 11, subsection 3. Each student taking part also has to state what personal qualifications he or she possesses for participation. The student is entitled to ask for an assessment of whether the project activity falls within the boundaries of one or more of the study programme's subject areas, cf. section 17.

Subsection 5. Before a project activity may be run, the Board of Studies of each of the participating students must approve it, cf. section 11, subsection 5.

Subsection 6. One, and only one, Study Administration looks after the administration for each project agreement. The principal supervisor acts as the contact person with this Study Administration.

Registration for study activities

Section 14. To take part in a study activity, a student must register in advance.

Subsection 2. When choosing study activities, it is the responsibility of the student to make sure that all general and programme-specific composition requirements for a course of study can and will be met.

Theses

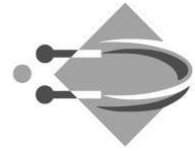
Section 15. Theses follow the same rules that apply to other project activities, cf. section 13. The following special conditions also apply to theses.

Subsection 2. A thesis must be worth 30 ECTS points, corresponding to a workload of half a year. It must be written individually or in a group of maximum four students.

Subsection 3. The thesis subject and the project agreement are drafted in collaboration with one or more supervisors.

Subsection 4. The thesis must conclude the programme, cf. section 10, subsection 3, and therefore must not be started prior to completion of study activities corresponding to at least 75 ECTS points. The thesis is concluded with a written report and an oral defence. The written report must be in Danish or English.

Subsection 5. The written report and defence are designed to show, by applying, describing or elaborating upon specialised knowledge within the appropriate MSc programme area, that the student has achieved the objectives of the programme, cf. section 1. A thesis may be experimental, communicative or innovative.



Subsection 6. Please also refer to the IT University guidelines for thesis writing.

Work experience and study trips abroad

Section 16. Study activities based on work experience must be formulated as project activities, cf. section 13.

Subsection 2. Credits for study trips abroad may be transferred to the programme. Credits for educational activities during a study trip abroad can be transferred as course and/or project activities, provided they meet the requirements for course and/or project activities, cf. section 20.

Composition requirements

Section 17. The course of study for a given study programme must satisfy the requirements for *breadth and depth*.

Subsection 2. The requirement for breadth is expressed in terms of the subject areas that the student must cover, cf. the programme-specific rules. For each study programme, the Board of Studies responsible for the programme in question stipulates which study activities fall within which subject areas. A study activity may fall within more than one subject area on the same study programme or different programmes.

Subsection 3. The requirement for depth is expressed in terms of the level on which a given study activity is to be studied, cf. section 11, subsection 3. The requirement for depth is fulfilled by the requirement that the student may pass a maximum of 37.5 ECTS points study activities that are classified as introductory. In addition, the student must pass advanced study activities corresponding to at least 15 ECTS points (excluding the thesis).

Subsection 4. Project activities must be worth at least 22.5 ECTS points (excluding the thesis).

Subsection 5. It is shown in the course base of the IT University what course activities meet the composition requirements for the study programmes.

Subsection 6. The Boards of Studies co-ordinate a point barring system for course activities that preclude each other, e.g. because of overlapping content.

Subsection 7. Where a student has acquired elements of the MSc programme as part of the bachelor's degree that served as his or her entrance qualification, those elements may only count in terms of satisfying the composition requirements, but cannot shorten the duration or lessen the scope of the study programme.

Subsection 8. Further composition requirements are stipulated in the programme-specific rules for each of the MSc programmes.

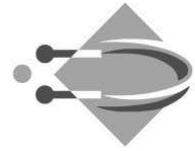
Chapter 4

Examinations

Section 18. The IT University issues examination certificates for all of the study programmes included in the MSc programme.

Subsection 2. The following rules apply for examinations:

- 1) Executive order on examinations in university study programmes (the Executive Order on Examinations) from the Ministry of Science, Technology and Innovation.
- 2) Executive order on external examiners on certain further education programmes under the Ministry of Education (the External Examiner Order).
- 3) Executive order on the grading scale and other forms of assessment.



Subsection 3. Please also refer to:

- 1) The IT University's examination regulations.
- 2) The IT University's rules and procedures for complaints.

Chapter 5

Miscellaneous regulations

Transferring to another degree or study programme

Section 19. A student wishing to transfer to another MSc programme or degree programme at the IT University must apply for admission to the programme under the same rules that apply to everybody else who applies for admission to the IT University, i.e. in compliance with the current rules for admission to the IT University at any given point in time.

Subsection 2. When assessing transfer applications, the IT University is entitled to consider all registered information about the work done by the student at the IT University to date.

Subsection 3. When transferring to another MSc programme, all passed study activities are automatically transferred in compliance with the composition requirements, cf. section 17, for the new MSc programme.

Subsection 4. When transferring to another degree programme, the student may apply to have all passed study activities transferred to the new programme.

Credit transfer

Section 20. Credits can be awarded for parts of the degree by credit transfer from other institutions but only up to a maximum of 90 ECTS points.

Subsection 2. The content of the activity for which the credit is transferred must correspond with the objectives of the MSc programme, and documentation must be presented to stipulate the subject area, whether it was at introductory or advanced level, the ECTS value and assessment, and whether the activity was on master's (*candidatus*) level (as opposed to bachelor's level).

Subsection 3. Study activities for which credits are transferred may be included when honouring the composition requirements for an MSc programme, provided they were of comparable academic level, scope and content.

Subsection 4. Credits cannot be transferred to the thesis.

Subsection 5. The Board of Studies is entitled to limit the number of credits transferred on the basis of special categories of study activities, e.g. in connection with study activities based on work experience.

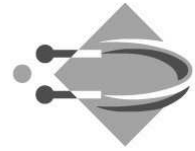
Subsection 6. Credit transfers for study activities from other institutions require approval by the Board of Studies.

Leave of absence

Section 21. Students cannot be granted leave of absence until they have earned 30 ECTS points and must apply for leave to the Study Administration.

Subsection 2. Once 30 ECTS points have been earned, leave of absence may be granted by the Study Administration for up to six months. Leave of absence for longer than six months will require a motivated application to the Study Administration.

Subsection 3. Leave of absence may be granted before 30 ECTS points have been



earned in the event of prolonged illness, childbirth, adoption or national service. Applications and the relevant documentation are submitted to the Study Administration.

Subsection 4. Leave of absence before 30 ECTS points have been earned in special cases other than those mentioned in subsection 3 requires approval by the Study Administration.

Competence

Section 22. The general competence for and within the programme is described in the IT University statutes, relevant agreements about study programmes between the IT University and other institutions and in current legislation and executive orders.

Subsection 2. The practical organisation of the programme is carried out by two Boards of Studies, i.e. the Board of Studies for E-Business (EBUSS) and the Board of Studies ITU.

Subsection 3. Each MSc programme is the responsibility of only one Board of Studies. Several MSc programmes may be the responsibility of the same Board of Studies, which may also be the Board of Studies for other degree programmes at the IT University.

Subsection 4. For each of the MSc programmes belonging under a Board of Studies, the Board of Studies is responsible for the following:

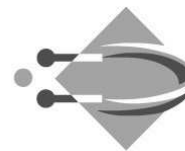
1. Rules and requirements for objectives, composition, content and academic and temporal progression of the course of study.
2. Requisition, approval, call for proposals, format, academic classification and evaluation of study activities and associated examinations, including approval of special initiatives for, and forms of, study activities and examinations.
3. Co-ordination of courses on offer with other Boards of Studies to avoid courses with heavily overlapping content.
4. Co-ordination of a point-barring system with the other Boards of Studies at the IT University.
5. Processing of applications for credit transfers and exemptions.
6. Development and updating of the programme's aims, contents and objectives in relation to scientific, business and other relevant developments in society, as well as following up on programme evaluations.
7. Drafting proposals for new curricula and for changes to existing curricula.

Subsection 5. The participation of each student in a study activity, and all the examinations associated with that activity, is subject to one, and only one, Board of Studies at the IT University, as follows: If the study activity is defined as a course activity, the student's participation in the activity and all examinations associated with it falls under the jurisdiction of the Board of Studies under whose auspices the course activity falls. If the study activity is defined as a project activity or a thesis, the student's participation in the activity and in the examination falls under the jurisdiction of the Board of Studies that approved the student's participation in the project activity, cf. section 13, subsections 5-6 and section 15, subsection 1.

Subsection 6. The IT University may apply to the Ministry of Science, Technology and Innovation for permission to deviate from the Executive Order on Study Programmes as part of an experiment. The application must also stipulate the duration of the experiment and the form of reporting.

Exemptions

Section 23. When justified by unusual circumstances, the IT University is entitled to grant exemptions from those rules in the curriculum that have been laid down by the university and the university alone, cf. the Executive Order on Study Programmes section 67, subsection 5.



Subsection 2. The authority to grant exemptions stipulated in subsection 1 is administered by the two Boards of Studies, cf. section 22, subsection 2, in the area of responsibility of the appropriate Board of Studies, cf. section 22.

Subsection 3. If justified by unusual circumstances, the Ministry of Science, Technology and Innovation is entitled to grant exemptions from the Executive Order on Study Programmes, apart from instances where the IT University is empowered to grant exemptions, cf. the Executive Order on Study Programmes section 75.

Complaints

Section 24. Complaints about decisions made by the IT University in accordance with the Executive Order on Study Programmes may be submitted to the Ministry of Science, Technology and Innovation if they refer to legal matters. The complaint is submitted to the university, which will draft a statement, which the complainant will have the opportunity to comment upon within a deadline of at least one week. The university will submit the complaint to the ministry along with the statement and any comments pertaining to it made by the complainant.

Subsection 2. Complaints regarding IT University MSc programmes, which have not been outsourced, are submitted to the IT University.

Subsection 3. Complaints regarding the IT University's outsourced MSc programme E-Business are submitted to Copenhagen Business School.

Subsection 4. The deadline for submitting complaints under subsection 1 is two weeks from the day that the decision is communicated to the complainant.

Subsection 5. All complaints must be in writing and must include justification.

Subsection 6. Regarding complaints, please also refer to the IT University's rules and procedures for complaints.

Chapter 6

Date of commencement and transitional regulations

Section 25. This curriculum comes into force 1 September 2005 and applies to all students admitted to MSc programmes that start in the autumn of 2005.

Subsection 2. Students who commenced their studies before this curriculum came into force have the right to complete their programmes under the curriculum that was valid at the time they commenced their studies. Examinations under the former curriculum will be held for the last time in January 2010.

Subsection 3. Students who commenced their studies before this curriculum came into force may apply to the Board of Studies to complete the programme under this curriculum if this can be done within a limit of 120 ECTS points.

Subsection 4. When a new curriculum is published, or in the event of significant changes to this curriculum, transitional regulations will be set out in the curriculum.

Approved by Vice Chancellor Mads Tofte, 17 August 2005.