



The Royal Danish Academy of Fine Arts
School of Architecture

NON-OFFICIAL TRANSLATION

Ministerial Order on the architecture programme at the Royal Danish Academy of Fine Arts' School of Architecture and Aarhus School of Architecture

(Bachelor and Master's programmes)

Ministerial order no. 531 of 27 June 2002 (applicable)

Law affected by the ministerial order

Act no. 889 of 21 September 2000

Subsequent amendments to the ministerial order

Ministerial order no. 70 of 15 January 2007

Complete ministerial order

Ministerial Order on the architecture programme at the Royal Danish Academy of Fine Arts' School of Architecture and Aarhus School of Architecture

(Bachelor and Master's programmes)

Pursuant to section 10 in the act on institutions of further artistic education under the Ministry of Culture, cf. ministerial order no. 889 of 21 September 2000, the following is stipulated:

Objective and structure

Section 1. The objective of the architecture programme is, based on an artistic and scientific approach, to qualify the student to engage in the profession of architecture within the public and private sectors.

Subsection 2. The school of architecture may grant the student the opportunity to specialise within the main areas of the profession of architecture.

- 1) Planning
- 2) Architecture
- 3) Design.

Section 2. The architecture programme is a 5-year programme and includes:

- 1) A 3-year Bachelor programme

2) A 2-year Master's programme

Subsection 2. The lengths of the educational programmes mentioned in subsection 1 comprise the number of full academic years of work that serve as the basis for the planning of the education programmes. One full academic year of work is the equivalent of a full-time student's work during the course of one year.

Subsection 3. One full academic year of work corresponds to 60 credits in the European Credit Transfer System (ECTS points).

Subsection 4. The school of architecture may offer research-based educational programmes in accordance with the ministerial order of the Ministry of Science, Technology and Development on the PhD programme and PhD degree.

Section 3. The Bachelor programme grants the student the right to use the title BA, i.e. Bachelor of Arts in Architecture. The Master's programme grants the student the right to use the title cand. arch. (candidates/candidate architecturae), i.e. Master of Arts (MA) in Architecture.

The content of the Bachelor programme

Section 4. The Bachelor programme is a complete educational course, which offers the student the basis for proceeding to the Master's programme. The Bachelor programme may also serve as the basis for execution of various professional functions within the field of architecture.

Subsection 2. The Bachelor programme aims to offer the student elementary knowledge and insight into architectural theories and methods, and develop the student's ability to translate given aesthetic, functional production-technical and financial prerequisites and requirements into architectural form.

Section 5. The Bachelor programme includes:

- 1) Project oriented assignments that develop the student's ability to work with concrete, architectonic issues in a societal context.
- 2) Instruction in architectural theories and methods.
- 3) Instruction in architectural tool disciplines.
- 4) Bachelor thesis.

Subsection 2. The school of architecture sets forth further rules for the Bachelor programme in the curriculum.

Section 6. The Bachelor programme is concluded by a Bachelor thesis corresponding to a minimum of 10 ECTS credits and a maximum of 30 ECTS credits. The thesis should document the student's ability to address various issues within one of the main fields of architecture.

Subsection 2. The student's choice of topic for the Bachelor thesis must be approved by the school of architecture that will also set the deadline for the submission of the thesis.

Subsection 3. The school of architecture sets forth further rules for the Bachelor thesis in the curriculum.

Content of the Master's programme

Section 7. The curriculum sets forth which Bachelor programmes that qualify for admission into the Master's programme, including which requirements for the content and level of the degree programme that the student must fulfill in the Bachelor programme in order to be accepted into the Master's programme.

Subsection 2. The school of architecture may recognise other educational degree programmes as qualifications for the Master's programme, possibly as per agreement on supplementary studies.

Section 8. The Master's programme aims to

- 1) expand the student's Bachelor degree with advanced studies in architecture and other relevant subject areas
- 2) enable the student to independently apply scientific and/or artistic theories and methods of architecture
- 3) qualify the student to perform and partake in artistic and/or scientific development work.

Subsection 2. The school of architecture sets forth further rules for the Master's programme in the curriculum.

Section 9. The Master's programme is concluded with a Master's thesis, which is an independent, analytical, project oriented and/or theoretical study of one or several architectonic issues.

Subsection 2. The Master's thesis must demonstrate the student's ability to apply artistic and/or scientific theories and methods during his/her work on a clearly defined subject matter of architectonic nature.

Subsection 3. The Master's thesis should be delimited so that the overall work associated with the assignment may be completed within a time frame corresponding to 30 ECTS credits.

Subsection 4. The student's choice of topic for the Master's thesis must be approved by the school of architecture that will also set the deadline for the submission of the thesis.

Subsection 5. The school of architecture sets forth further rules for the Master's thesis in the curriculum.

Traineeship

Subsection 10. Certain elements of the architecture programme may be replaced with the completion of a traineeship. Only replacement of educational elements corresponding to a total of 30 ECTS credits is accepted.

Subsection 2. The traineeship should provide the student with the basis for planning the remaining course of study based on the student's knowledge of practical execution of architecture.

Subsection 3. The school of architecture sets forth further rules for traineeships in the curriculum.

Assessment etc.

Section 11. The qualifications that the student has acquired during his/her course of study should be documented as follows:

- 1) A written pedagogical guideline that is provided by the student's professors by the end of each semester. The guideline contains an assessment of the student's academic performance, level and development during the semester in question, as well as concrete advice and counselling regarding the nature and the scope of the student's performance during the subsequent semester.
- 2) A statement on the student's study participation at the end of each semester in which it is assessed whether the student has participated actively during the semester in question.
- 3) A general academic assessment of the student's projects and assignments by the end of the first year in the Bachelor programme.
- 4) An assessment of the Bachelor thesis.
- 5) An assessment of the Master's thesis.

Subsection 2. The statement on the student's study participation is provided by the student's professor(s) who will assess various study related activities during the semester in question as approved/not approved.

Subsection 3. The student's work during the first year of the Bachelor programme is assessed as passed/failed by two professors appointed by the school of architecture.

Subsection 4. The Bachelor thesis is assessed as passed/failed by a professor appointed by the school of architecture and an external examiner appointed by recommendation from the Ministry of Culture.

Subsection 5. The Master's thesis is assessed as passed/failed by two professors appointed by the school of architecture and two external examiners appointed by recommendation from the Ministry of Culture. One of the external examiners is appointed by recommendation from the Royal Danish Academy of the Fine Arts, and the other external examiner is appointed by recommendation from the school of architecture.

Subsection 6. The school of architecture sets forth further rules for assessment in the curriculum.

Section 12. In connection with assessments, the school of architecture may offer students with physical or psychological disabilities, students whose mother tongue is not

Danish and students with corresponding difficulties specific conditions, if the school deems it necessary in order to give such students equal status in connection with assessments. It is a prerequisite that this offer for students not lower the level of assessment.

Section 13. In order to continue in the architecture programme, the student's study related activities may not be assessed as not approved during two successive semesters or a total of three semesters, cf. section 11, subsection 2. The school of architecture may grant an exemption from the ministerial order if it is deemed necessary due to specific circumstances.

Section 14. In order to continue his/her studies in the architecture programme, the student should register for the first year assessment, and is required to pass the first year assessment before the end of the fourth semester, cf. section 11, subsection 3. The school of architecture may grant an exemption from the ministerial order if it is deemed necessary due to specific circumstances.

Section 15. A student is not allowed to continue his/her studies in the architecture programme if he/she has received the assessment failed three times during the same assessment, however, cf. sections 13 and 14. The school of architecture may allow for a fourth assessment if it deemed necessary due to specific circumstances.

Diploma for completed studies

Section 16. The school of architecture issues a diploma for completed Bachelor studies and a diploma for completed Master's studies. These diplomas should include information such as the student's name, the name of the issuing authority, including, as a minimum

- 1) the title granted to the student upon completed studies
- 2) all educational elements expressed in ECTS credits
- 3) acquired assessments
- 4) educational elements transferred as credits expressed in ECTS credits
- 5) the language in which assessment took place if the course of assessment was conducted in a foreign language other than Norwegian and Swedish
- 6) the titled granted to the student upon completion of the studies translated into English.

Subsection 2. The graduate may request a diploma in English.

Subsection 3. The school of architecture issues a Diploma Supplement in English enclosed with the diploma, which describes the educational programme's academic focus, content, level and objectives, as well as information on the school of architecture and the school's and the degree programme's position in the Danish educational system, in accordance with the standard model developed by the European Commission, the European Council and UNESCO/CEPES.

Subsection 4. The diploma should not contain information on specific conditions granted in connection with the assessment, cf. section 12.

Subsection 5. The institution at which the student last studied issues a diploma for the degree programme completed at several educational institutions.

Subsection 6. Upon request from students who have not completed their degree programme, the school of architecture issues documentation for class participation and approved/passed courses expressed in ECTS credits.

Section 17. If the school of architecture has approved that passed courses from a Danish or a foreign institution of further education are to be transferred as credits, the assessment is transferred as passed.

Section 18. The school of architecture stores the information necessary to issue diplomas for 20 years upon completion of the assessment. Information on students who have completed degree programmes is stored for a minimum of 50 years.

The curriculum

Section 19. Within the framework of the ministerial order, the school of architecture sets forth rules for the content of the Bachelor and Master's programmes in a curriculum.

Subsection 2. The curriculum should include stipulation on

- 1) the objective, content and timeframe of each project, course and other educational elements expressed in ECTS credits
- 2) admission requirements for the Master's programme, cf. section 7
- 3) a description of the Bachelor and Master's programmes
- 4) preparation of projects and assignments, including the Bachelor thesis and Master's thesis, cf. sections 6 and 9
- 5) instruction forms and working methods
- 6) assessments, including study activities
- 7) credits
- 8) traineeship
- 9) expulsion and other disciplinary measures
- 10) transitional agreement, cf. section 30.

Subsection 3. The curriculum should state that the school of architecture may grant exemptions from the rules in the curriculum that are set forth by each school. Such exemptions are submitted to the school council for approval.

Subsection 4. The curriculum and significant amendments hereto take effect at the beginning of the academic year.

Subsection 5. Applicable curriculums should be made publicly available on the school of architecture's website.

Leave of absence

Section 20. Students may request a leave of absence in accordance with rules set forth by the school of architecture.

Subsection 2. A student may not request a leave of absence until he/she has completed the first year of studies, however, cf. subsection 3.

Subsection 3. A leave of absence should be granted if it is necessary due to a maternity leave, adoption, documented sickness or UN army service.

Subsection 4. In specific circumstances, the school of architecture may grant an exemption from subsection 2.

Other stipulations

Section 21. During the course of the architecture programme, the student must acquire knowledge of accessibility for people with disabilities and other groups of people with special needs.

Section 22. Educational elements approved by one of the two schools of architecture, that offer the degree programmes pursuant to this ministerial order, are equivalent to corresponding educational elements at the other school of architecture.

Section 23. In each case or in accordance with the standard stipulations in the curriculum, the school of architecture may decide that completed educational element within a specific subject area/field from other Danish and foreign educational institutions are equal to corresponding educational elements within a subject area/field at the school of architecture (credit). This decision is made on the basis of an academic assessment of the equivalency between the specific educational elements.

Section 24. The school of architecture may coordinate educational elements in collaboration with other institutions of higher education.

Section 25. The school of architecture may offer continuing education and further education within the school's fields of expertise.

Section 26. In respect to the student's copyright, the school of architecture owns the property right to the results or products that are produced in connection with an assignment, however, cf. subsection 2.

Subsection 2. If the project process involves parties outside of the school of architecture, including companies, institutions etc., the school of architecture, the student and the third party may agree to which extent the school of architecture, the student and the

third party are entitled to use the results produced during the project process, in respect to applicable copyright rules, including whether any information concerning the third party's circumstances, that appear from the assignments, may be publicised.

Exemption, the right to complain etc.

Section 27. The Ministry of Culture may allow for exemption from this ministerial order as part of experiments. At the same time, the duration and reporting form of the experiments are determined.

Subsection 2. The Ministry of Culture may grant an exemption from this ministerial order if it is deemed necessary due to extraordinary circumstances.

Section 28. Complaints about decisions made by the school of architecture pursuant to this ministerial order should be submitted to the school.

Subsection 2. The school of architecture's decision may, when the complaint pertains to legal matters regarding the specific circumstances of a student, may be submitted to the Ministry of Culture. The complaint is presented to the school, which makes a statement, and the complainant is given at least one week to comment upon said statement. The school sends the complaint to the Ministry of Culture, along with the school's statement and any comments made by the complainant.

Subsection 3. Pursuant to subsections 1 and 2, the deadline for submission of complaints is two weeks from the day on which the complainant was informed of the decision.

Subsection 4. Complaints about the study activity statement, the assessment of the first year of the Bachelor programme, the Bachelor thesis and the Master's thesis are dealt with in accordance with the rules in appendix 1.

Transitional and commencement stipulations

Section 29. The ministerial order comes into force on 15 August 2002 and applies to students who commence their studies on 1 September 2002 or later, however, cf. subsections 2 and 3.

Subsection 2. A statement of ECTS credits in accordance with section 16, subsection 1, no. 2, section 16, subsection 6 and section 19, subsection 2, no. 1, applies to diplomas for completed Bachelor and Master's degree programmes as well as documentation for approved/passed courses in a degree programme issued after 1 September 2003.

Subsection 3. Issuance of an English Diploma Supplement in accordance with section 16, subsection 3, applies to diplomas issued after 1 June 2005.

Subsection 4. The following ministerial orders are repealed, however, cf. section 30, subsection 1:

- 1) Ministerial order no. 539 of 11 June 1991 on the architecture programme at the Royal Danish Academy of Fine Arts' School of Architecture and Aarhus School of Architecture.

- 2) Ministerial order no. 1175 of 23 December 1993 on the PhD degree programme at the Royal Danish Academy of Fine Arts' School of Architecture and Aarhus School of Architecture.

Section 30. The school of architecture sets forth further transitional rules in the curriculum for students who commenced their studies in the architecture programme before 1 September 2002, and determines when the last assessment in accordance with the previous rules will be performed.

Subsection 2. Students at the school of architecture who, at the time of this ministerial order's coming into force and onwards, have completed three years of studies in the architecture programme in accordance with the rules applicable until now, are entitled to have a Bachelor diploma issued pursuant to this ministerial order, however, cf. subsection 3.

Subsection 3. Students who have a Bachelor diploma issued pursuant to subsection 2 are not entitled to have educational elements, which were completed in accordance with the applicable rules, expressed in ECTS credits, and are not entitled to receive a Diploma Supplement.

Subsection 4. The school of architecture may set forth further rules for the issuance of Bachelor diplomas to former students at the school who have completed a minimum of three years of studies.

The Ministry of Culture, 27 June 2002

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