

Professional Master Centre of African Studies

Faculty of Theology, University of Copenhagen

2009 guidelines

in accordance with Danish Ministerial Order of 15 December 2000
on Flexible Courses of Study in relation to Further Adult Education
(*Bekendtgørelse af 15. december 2000 om Fleksible Forløb inden for
Videregående Uddannelse for Voksne*)

(applicable from 1 February 2009)



The Study Board, Centre of African Studies
University of Copenhagen

CONTENTS

Professional Master at the Centre of African Studies

Professional Master (introduction).....	2
1. Competence profile and level	4
2. Admission requirements and enrolment.....	4
3. Study plan	5
4. Elements of the study programme.....	6
5. Payment.....	8
6. Granting credit transfer from already completed study elements.....	8
Ministerial Order on Flexible Courses of Study in relation to Further Adult Education	10

Professional Master

Centre of African Studies

University of Copenhagen

A faculty council decision of 11 January 2002 opened up for flexible further education courses of study at the Faculty of Theology.

The official length of the Professional Master's programme under a continuing education scheme from the Centre of African Studies at the Faculty of Theology is one year's full-time study (60 ECTS points) and is normally completed as a part-time programme over two years after admission. At least 45 ECTS points of the 60 ECTS points must be acquired through in-depth work with a major subject; 15 ECTS points of these through a final project within the major subject. The guidelines applying to the Professional Master's programme offered as a flexible course of study at the Centre of African Studies are described in the following.

The Professional Master's programme at the Centre of African Studies, the Faculty of Theology, University of Copenhagen, is offered pursuant to Danish Consolidated Act No. 1051 on Vocational Basic Training and Further Adult Education (Further Education System for Adults) (*LBK nr. 1051 om Erhvervsrettet Grunduddannelse og Videregående Uddannelse (Videreuddannelsessystemet) for Voksne*) of 29 August 2007, Danish Ministerial Order No. 1206 of 15 December 2000 on Flexible Courses of Study in relation to Further Adult Education, and Danish Ministerial Order No. 560 on Part-time Programmes (*Bekendtgørelse nr. 560 om deltidsuddannelse*) of 19 June 2003.

The guidelines applying to the Professional Master's programme offered at the Centre of African Studies have been prepared by the Study Board, Centre of African Studies, and approved by the Dean of the Faculty of Theology on 22 January 2009.

A Professional Master's programme completed as a flexible course of study entitles the student to use the title Master with subsequent indication of the major subject of the study programme in parenthesis.

The study programme is offered as an all-English study programme. Therefore, enrolment presupposes good English skills. All courses are offered on weekdays during the daytime.

The study elements in a flexible continuing education course of study are all acquired upon enrolment according to the regulations on part-time study programmes (Open University). A detailed description of the individual courses is available in the Curriculum for the MA Programme in African Studies. The curriculum is also available on the Centre's website www.teol.ku.dk/cas.

Professional Master at the Centre of African Studies

1. Competence profile and level

1.1. Master level requires that the study programme is offered at graduate level. The Master student acquires knowledge and understanding of the discipline within African Studies, enabling the student to understand and identify and reflect, on a scientific basis, on the issues of the discipline.

1.2. The student obtains skills in applying the scientific methodologies and tools of the discipline as well as general skills related to employment within the discipline chosen. During the course of study, the student develops his or her analytical and interdisciplinary working skills in order to participate in collaboration settings involving different academic competences. It is also a goal to develop the student's interdisciplinary skills with a view to promoting business-related competences in relation to handling a wide variety of jobs in Africa-oriented positions. Emphasis is also placed on promoting the student's communicative skills.

1.3. The programme aims to give students scientific and job related competences which, combined with the entrance qualifications and two years' relevant work experience, can lead to employment within the broad area that comprises Denmark's relations with African and other third world countries, regardless of whether the work is carried out in Denmark or in the field.

2. Admission requirements and enrolment

2.1. Those interested may seek advice and guidance on the Professional Master's programme, admission, teaching etc. from the student counsellors at the Centre of African Studies. See the opening hours on the website www.teol.ku.dk/cas.

2.2. Admission to the Professional Master's programme at the Centre of African Studies is conditional upon the applicant having at least two years' relevant work experience after having obtained the entrance qualifications which must, as a minimum, correspond to a Bachelor programme, a graduate programme, a professional bachelor programme, a medium-cycle higher education programme or a diploma programme completed as a course of study regulated by a ministerial order.

2.3. It is a further prerequisite that applicants have acquired academic experience which relates to disciplines within African Studies. The Centre of African Studies may decide to interview the applicant as part of the admission procedure.

2.4. The application form available at www.teol.ku.dk/cas must be used in connection with applications for enrolment. There are two annual application deadlines; 1 November, with study start in the spring semester, and 1 May, with study start in the autumn semester.

3. Study plan

3.1. After admission, the student is assigned a supervisor by the Centre of African Studies, and an individual study plan is prepared for the individual student. The plan is prepared by the student in collaboration with and following prior guidance from the assigned supervisor based on the student's work experience, life experience and previous education. The Centre's form *Professional Master – Study Plan* is used in connection with the preparation of the study plan.

3.2. The supervisor has the academic responsibility for the study plan. The supervisor normally also functions as supervisor in respect of the final project.

3.3. The study plan must describe the student's overall course of study, including the final project. The study plan specifies the major subject and the study elements which the student must take to be able to complete the desired study programme. The individual study elements must be within the curriculum in force at the Centre of African Studies (cf., however, item 4.4.). The plan must thus describe:

3.3.1. The basis of admission of the student (cf. items 2.2. and 2.3.).

3.3.2. The academic profile of the study programme, including the major subject.

3.3.3. The composition of the study elements included in the course of study with indication of ECTS points, including study elements already taken.

3.3.4. The institution at which the elements are to be or have been taken.

3.3.5. The order in which the study elements are to be taken and a recommended timetable for this.

3.4. Once the study plan has been prepared, the student submits it to the Study Board together with an application for approval. If the student applies for credit transfers to the Master's programme, the credit transfer application must be enclosed with the study plan.

3.5. Following the Study Board's approval of the study plan, the plan is signed by the Study Board and the student. The student receives a copy of the plan.

3.6. At the student's request and subject to the supervisor's approval, the Study Board may permit deviations from the study plan.

3.7. The study plan lapses if the study programme is not completed within 6 years. The time is calculated from the time of signing the study plan.

3.8. If the study plan lapses, a new study plan may be prepared upon the student's request based on which the student can make a renewed application for admission.

4. Elements of the study programme

4.1. Together with the final project, the level, order and composition of the individual study elements must ensure a clear academic profile, a competence level corresponding to Master level, inner coherence and academic progression in the relevant study programme.

4.2. The study elements, incl. the final project, must jointly cover 60 ECTS points. At least 45 ECTS points, including the 15 ECTS points of the final project, must be obtained through in-depth work with a major subject.

4.3. The study programme will typically comprise three or four courses of 10 or 15 ECTS points each as well as the 15 ECTS points of the final project.

4.4. The individual study elements are taken at the Centre of African Studies or other educational institutions offering regulated programmes. At least 30 ECTS points must be taken at the Centre of African Studies.

4.5. Before each semester, the student will receive an electronic course registration form. It is the responsibility of the student to register for the individual courses prior to the start of the semester.

Final project

4.6. The course of study concludes with an individual written final project. The project must link the individual study elements. The topic of the final project must lie within the major subject of the study programme.

4.7. The student agrees with the supervisor on a topic for the final project, and the *Professional Master – Final Project* form is filled in. The student subsequently submits the approval form to the Study Board together with an application for approval.

4.8. Approvals of topics for final projects are granted on an ongoing basis. If the topic cannot be approved, the student, upon agreement with the supervisor on a change of topic, may submit a new application for approval.

4.9. The final project is written on the basis of 1,500-2,000 pages of literature studied and must have a length of 25-35 pages. A standard page equals 350 words. The number of words must be stated on the front page of the paper. The final project is written in English. The final project must contain a summary in Danish of a maximum of one page.

4.10. Before submitting the final project, the student must register for exam in the exam registration period. The final project must be submitted in four copies to the Study and Exam Administration, see the website www.teol.ku.dk/cas for the deadline in the relevant semester.

4.11. The final project can only be completed at the Centre of African Studies.

4.12. The final project is assessed at an oral exam held a maximum of 6 weeks after the deadline for submission. The exam is an individual 30-minute exam, including assessment and announcement of the result. No preparation time is allowed.

4.13. One overall grade is given for the written final project and the oral presentation. The grade of 12 is given when the student, through the final project and at the oral exam, demonstrates:

- In-depth knowledge of the topic of the final project
- An in-depth insight into the correlation between the topic of the final project and the major subject of the study programme as well as understanding of the perspectives of the subject
- A confident ability to search for, select and utilise relevant information and literature

- A confident ability to account for and consider in writing the topic chosen through the expedient organisation of the material and a clear and coherent presentation, including excellent spelling and writing abilities
- A confident ability to orally account for and discuss the topic chosen

4.14. The supervisor and an external examiner appointed by the Danish Ministry of Education participate in the assessment of the final project. A grade is awarded according to the 7-point grading scale, cf. Danish Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (*Bekendtgørelse om karakterskala og anden bedømmelse ved universitetsuddannelser*). Further, the Danish Ministerial Order on University Examinations (*Bekendtgørelse om eksamen ved universitetsuddannelser*) applies to the assessment of the final project.

5. Payment

5.1. The payment for supervision, preparation and approval of the *study plan*, for supervision, approval and assessment of the *final project* as well as for issuing a *diploma* for the completed course of study totals DKK 16,000. Of this amount, DKK 6,000 is collected upon approval of the study plan and DKK 10,000 upon approval of the final project.

5.2. The study elements (excl. the final project) are acquired through the courses offered at the Centre of African Studies. Payment for the study elements is effected according to the applicable rates for courses offered as *Part-time Study* at the Centre of African Studies and the Faculty of Theology. It should be noted that the price of the courses varies depending on the ECTS point weighting of the courses.

5.3. If, after the lapse of a study plan, a student applies for renewed admission, payment must be effected for this according to the rules on approval of the new study plan as well as approval of the topic of the final project.

6. Granting credit transfer from already completed study elements

6.1. Once the level, relevance and correlation in the studies as well as the topic of the final project have been approved by the Study Board, a student may commence the final project for the Professional Master's programme at the Centre of African Studies if the student can document credits

corresponding to 45 ECTS points. Application for credit transfer and for approval of the final project topic in this connection takes place according to the above-mentioned guidelines.

Ministerial Order on Flexible Courses of Study in relation to Further Adult Education

Danish Ministry of Education, Ministerial Order no. 1206 of 15 December 2000

Ministerial Order on Flexible Courses of Study in relation to Further Adult Education (*Bekendtgørelse om fleksible forløb inden for videregående uddannelse for voksne*)

Pursuant to Section 11(2), Section 12(4), Section 13(4), Section 14(4), Section 15(5) and (6), Section 17(5), Section 19, Item 2, Section 30(2) and Section 32, Item 2 of Danish Act No. 488 on Vocational Basic Training and Further Adult Education (Further Education System for Adults) (*Lov nr. 488 om erhvervsrettet grunduddannelse og videregående uddannelse (videreuddannelsessystemet) for voksne*) of 31 May 2000, the following is stipulated:

Part 1

Scope

1. The Ministerial Order shall comprise further adult education (VVU), diploma programmes and Master's programmes under a continuing education scheme completed as flexible courses of study. A flexible course of study shall be composed of study elements from existing study programmes and shall be concluded with a final project. The flexible course of study shall be laid down in a personal study plan.

Part 2

Educational institutions

2. A flexible course of study may be planned by the educational institutions within the areas of the Danish Ministry of Education and the Danish Ministry of Science, Technology and Innovation offering further adult education at the same level as the flexible course of study and within the focus area of the final project.

Part 3

Title

3.-(1) A further adult education (VVU) programme completed as a flexible course of study shall entitle the student to use the title VVU with subsequent indication of the major subject of the study programme in parenthesis.

3.-(2) A diploma programme completed as a flexible course of study shall entitle the student to use the title Diploma with subsequent indication of the major subject of the study programme in parenthesis.

3.-(3) A Master's programme completed as a flexible course of study shall entitle the student to use the title Master with subsequent indication of the major subject of the study programme in parenthesis.

Part 4

Admission requirements

4.-(1) Admission to further adult education as a flexible course of study shall be conditional upon the applicant, prior to the preparation of a personal study plan, cf. Section 5, having at least two years' relevant work experience after having obtained the entrance qualifications at the following levels as a minimum:

- 1) For further adult education (VVU): A youth education programme or a basic adult education programme.
- 2) For a diploma programme: A short-cycle higher education programme, a further adult education (VVU) programme completed as a course of study regulated by a ministerial order or a special preparatory course for the diploma programme.
- 3) For the Master's programme: A medium-cycle higher education programme, a professional bachelor programme, a Bachelor programme or a diploma programme completed as a course of study regulated by a ministerial order.

4.-(2) The educational institution shall be entitled to set up requirements as to which courses, including course levels, must be included in the entrance qualifications, cf. Subsection 1.

4.-(3) Following a specific assessment, the educational institution shall be entitled to admit applicants who do not comply with the conditions for entrance qualifications as set out in Subsections 1 and 2, including applicants who have completed a further adult education (VVU) programme, a diploma programme or a Master's programme as a flexible course of study where the educational institution finds the applicant to possess the skills necessary to complete the flexible course of study.

Part 5

Study plan

5.-(1) The personal study plan shall be laid down by the educational institution, cf. Section 2. The plan shall be prepared in collaboration with and following prior guidance of the applicant based on the applicant's work experience, life experience and previous education. The educational institution shall ensure that the plan complies with the requirements set out in Section 8(2).

5.-(2) The study plan shall describe the applicant's overall course of study, including the final project. The study plan shall specify the study elements which the applicant must take to be able to complete the desired study programme. The plan shall contain:

- 1) The basis of admission of the applicant, cf. Section 4.
- 2) The academic profile of the study programme, including the major subject, and competence level, cf. Section 8(2).
- 3) The composition of the study elements included in the course of study with indication of ECTS points, including study elements already taken.
- 4) Indication of the institution at which the elements are to be or have been taken.
- 5) The order in which the study elements are to be taken, and a recommended timetable for this, cf. Section 8.

5.-(3) The educational institution shall ensure that the applicant is offered the opportunity to take all study elements in the study plan, cf., however, Section 6(2). Where the course of study comprises elements which are to be completed at other institutions, the educational institution shall make the necessary agreements with such other institutions.

6.-(1) The study plan shall be signed by both the educational institution and the applicant. The educational institution shall submit a copy of the plan to the applicant and to other educational institutions, if any, at which parts of the course of study are to be taken.

6.-(2) Following a request from the student, the educational institution shall be entitled to permit deviations from the study plan, including in cases where a study element has changed significantly or is no longer offered.

7.-(1) The study plan shall lapse if the study programme is not completed within six years. The time shall be calculated from the time of signing the study plan.

7.-(2) If the study plan has lapsed, the educational institution shall, upon the applicant's request, lay down a new study plan, which shall be prepared in

accordance with the current rules on the study elements comprised by the study plan.

Part 6

Study elements

8.-(1) The study elements in a flexible course of study and the final project, cf. Section 9, shall jointly cover 60 ECTS points, of which

- 1) at least 30 ECTS points shall be obtained through in-depth work with a major subject, and
- 2) at least 10 ECTS points for further adult education (VVU) programmes or at least 12 ECTS points for diploma and Master's programmes shall be obtained through a final project within the major subject, cf. Section 5(2), Item 2.

8.-(2) Together with the final project, the level, order and composition of the individual study elements shall ensure a clear academic profile, a competence level corresponding to further adult education (VVU), diploma and Master level, inner coherence and academic progression in the relevant study programme.

8.-(3) The individual study elements may be taken at the educational institution which has prepared the study plan, cf. Section 5(1), or at other educational institutions, cf. Section 18 of the Danish Act on Vocational Basic Training and Further Adult Education (Further Education System for Adults).

Part 7

Final project

9.-(1) The course of study shall be concluded with an individual written final project. The project shall link the individual study elements.

9.-(2) The topic of the final project shall lie within the major subject of the study programme, cf. Section 5(2), Item 2, and shall be approved by the educational institution prior to the commencement of the project.

9.-(3) The final project shall be completed at the educational institution which has prepared the study plan. The project may be completed on a full-time or part-time basis.

9.-(4) The educational institution shall appoint a supervisor for the student in relation to the final project.

10.-(1) The final project shall be assessed at an oral exam. One overall grade shall be given for the written final project and the oral presentation.

10.-(2) The exam shall be an individual 30-minute exam, including assessment and announcement of the result. No preparation time shall be allowed.

10.-(3) The supervisor and an external examiner appointed by the Danish Ministry of Education shall participate in the assessment of the final project.

10.-(4) A grade shall be awarded according to the 13-point grading scale, cf. Danish Ministerial Order on the Grading Scale and Other Forms of Assessment (*Bekendtgørelse om karakterskala og anden bedømmelse*).

11. The provisions set out in Danish Ministerial Order on Examinations for Certain Programmes of Higher Education under the Auspices of the Danish Ministry of Education (*Bekendtgørelse om eksamen ved visse videregående uddannelser under Undervisningsministeriet*), Danish Ministerial Order on the Grading Scale and Other Forms of Assessment, and Danish Ministerial Order on Examiners for Certain Programmes of Higher Education under the Auspices of the Danish Ministry of Education (*Bekendtgørelse om censorinstitutionen for visse videregående uddannelser under Undervisningsministeriet*) shall otherwise apply to the assessment of the final project.

Part 8

Various rules

12. A diploma for a completed flexible course of study shall be issued by the educational institution at which the final project is completed, cf. Section 9(3).

13.-(1) A student who, during the final project, constitutes a serious nuisance in respect of the teaching, other students, teachers or other employees or of the safe and appropriate operation of the institution, may be expelled from the teaching at an educational institution under the auspices of the Danish Ministry of Education or the Danish Ministry of Science, Technology and Innovation, possibly for a specific period of time, cf., however, Subsection 4.

13.-(2) Expulsion presupposes that the student has been issued a warning thereof in advance.

13.-(3) Temporary expulsion with a view to considerations in respect of decisions on issuing a warning or on actual expulsion may take place without prior notice where this is necessary for the sake of the teaching etc., cf. Subsection 1.

13(4) The rules on expulsion set out in Subsections 1-3 shall not apply in cases where expulsion rules have been set out in pursuance of other legislation.

14.-(1) The Danish Ministry of Education shall be entitled to permit deviations from the Ministerial Order as part of trials. The duration and reporting form of the trial shall be fixed at the same time.

14.-(2) The Danish Ministry of Education shall be entitled to grant exemptions from the present Ministerial Order if unusual circumstances apply. This shall, however, not apply to the situations mentioned in Section 4(3) and Section 6(2).

15.-(1) Decisions made by the educational institution under the present Ministerial Order may be referred to the Danish Ministry of Education if the complaint concerns legal issues. The complaint shall be submitted to the educational institution. The educational institution shall forward the complaint to the Ministry accompanied by a statement. The educational institution shall give the complainant a deadline of one week to comment on the statement prepared by the educational institution. The comments shall be forwarded to the Ministry.

15.-(2) The deadline for the submission of complaints in accordance with Subsection 1 shall be two weeks of the complainant having been informed of a decision.

Part 9

Commencement

16. This Ministerial Order shall enter into force on 1 January 2001.

Danish Ministry of Education, 15 December 2000

On behalf of the Minister, Ivan Sørensen, head of agency / Hanne Baumann