

This is an English translation of *Bekendtgørelse om bachelor-, kandidat- og solistuddannelser ved musikkonservatorierne og Operaakademiet*. In the event of a discrepancy between the translation and the Danish version, the Danish text published in the Danish Official Gazette (*Lovtidende*) is valid.

The Executive Order on the bachelor, master's and advanced postgraduate diploma programmes at Music Academies and the Opera Academy

Pursuant to section 10, subsections 1, 2 and 5, and section 15, subsection 2 of the Danish Act on Higher Artistic Educational Institutions, cf. Executive Order No. 1673 of 11 December 2013, stipulates:

Objective, purpose and structure etc.

Section 1. The Executive Order includes bachelor, master's and advanced postgraduate programmes at Music Academies and the Opera Academy.

Subsection 2. Programmes at the Music Academies and the Opera Academy are artistically based and in specific fields also research based.

The programmes are aimed at qualifying students for employment as a composer, musician and music teacher, as well as for other careers within music.

Subsection 3. The Danish Ministry of Culture approves the Music Academy's selection of bachelor, master's and advanced postgraduate diploma programmes, including line of study and specialisations; cf. section 2.

Subsection 4. The Danish Ministry of Culture stipulates the number of students each year.

Section 2. Programmes that are covered:

1) A bachelor's degree of 3 years, where the student qualifies for a line of study. The workload of a bachelor's degree equals 180 ECTS (European Credit Transfer System).

2) A master's degree of 2 years, where the student qualifies for a line of study. The workload of a master's programme equals 120 ECTS credits.

3) An advanced postgraduate diploma programme of 2-4 years in which particular qualified students take further education in a specialty, cf. section 11. The workload of the advanced postgraduate programme equals between 120 ECTS and 240 ECTS credits.

Subsection 2. Additional programme that is included: An academic research programme where especially qualified students can obtain a PhD degree in music pedagogy, music theory etc., in accordance with applicable regulations.

Subsection 3. The Music Academy can offer students as an individual choice and alternative to completing a programme in Denmark to instead complete parts of the programme at one or more foreign institutions by agreement between the institutions concerned with mutual *exchange (parallel course)*.

Subsection 4. 60 ECTS points correspond to 1 year of full-time studies.

Section 3. The bachelor's degree entitles the holder to use the title Bachelor of Music (BMus) (line of study).

Subsection 2. Master's programme entitles the holder to use the title Master of Music (MMus) (line of study).

Subsection 3. The advanced postgraduate diploma programme entitles the holder to use the title Advanced Postgraduate Diploma in Music (speciality).

Subsection 4. The Danish Ministry of Culture can approve other titles for sound engineer, sound director and music management programme and other similar programmes.

Bachelor's degree programme

Section 4. The admission requirement for the bachelor's degree is a passing grade on the entrance examination.

Subsection 2. The applicant can apply for admission to several Music Academies simultaneously, putting them in order of priority.

Subsection 3. The decision on admission is made by the Music Academy on the basis of a specific evaluation of the candidate's abilities and skills. Consideration is also taken to the needs of the music business, as well as to securing an appropriate combination of instruments and voices.

Subsection 4. The Music Academy can require that applicants for the sound engineer, sound director and music management programme and other similar programmes have passed a high school examination.

Subsection 5. The Music Academies will jointly determine rules for the admission procedure. The rules are approved by the Danish Ministry of Culture.

Section 5. The bachelor's degree is a rounded programme that provides students with a basis for further studies in a master's programme. The bachelor's programme also provides the basics needed for professional work functions.

Subsection 2. The bachelor's degree programme aims to provide students with basic skills in instrumental/vocal music pedagogy, theory and other relevant disciplines.

Subsection 3. The bachelor's programme must incorporate teaching in pedagogy corresponding to a minimum of 30 ECTS credits. This does not apply to the sound engineer, sound director and music management programme and other similar programmes.

Subsection 4. The Music Academy can offer different study lines within the bachelor's programme, cf., section 1, subsection 3.

Section 6. The bachelor programme concludes with a bachelor project equivalent to at least 10 but no more than 20 ECTS credits.

Master's programme

Section 7. The admission requirement for the master's programme is a bachelor's degree. The curriculum stipulates the requirements for the bachelor programme content and level the student must have achieved in order to be admitted to the master's programme's different lines of study.

Section 8. The master's programme aims to expand on the student's bachelor education with further studies in improvisation and performance, music pedagogy and other relevant disciplines.

Subsection 2. The Music Academy can offer various lines of study within the master's programme, cf., however, section 1, subsection 3.

Section 9. The master's programme concludes with a master's project equivalent to at least 15 but no more than 30 ECTS credits.

Advanced Postgraduate Diploma Programme

Section 10. The admission requirements for the advanced postgraduate diploma programme are a master's degree from a Music Academy or equivalent qualifications, as well as a passing grade on the entrance examination. The decision on admission is made by the Music Academy/Opera Academy on the basis of a specific appraisal of the candidate's abilities and skills, conducted by the Music Academy/Opera Academy and one or more external examiners appointed by the Danish Ministry of Culture.

Subsection 2. The Music Academy/Opera Academy stipulates specific rules for the admission procedure in the curriculum.

Section 11. The advanced postgraduate diploma programme aims to educate students to work at the highest artistic level.

Subsection 2. The Music Academy can offer various specialties in the soloist programme, cf., however, Section 1, Subsection 3.

Subsection 3. The advanced postgraduate diploma programme concludes with a public concert or the like.

Internships

Section 12. Modules of the bachelor and master's programme can be substituted with the completion of an internship. The maximum number of ECTS credits earned from taking programme module replacements may not exceed 30 ECTS credits.

Subsection 2. For special lines of study, The Danish Ministry of Culture can approve a longer internship period.

Enrolling in programme modules

Section 13. Before the start of each academic year or half-year of study, cf., however, Subsection 3, the Music Academy/Opera Academy must ensure that students admitted to the bachelor, master's and advanced postgraduate diploma programmes are enrolled in modules at the programme's relevant programme level corresponding to 60 ECTS or 30 ECTS credits. Enrolment must take place, even if a student needs to pass modules from the previous academic year.

Subsection 2. The Music Academy/Opera Academy stipulates in the curriculum rules for enrolling in the programme modules.

Subsection 3. In cases where teaching in a programme module only starts during the academic year, enrolment in programme modules in exceptional cases can happen after the start of each academic year or half-year of studies, but before teaching in the programme element begins.

Subsection 4. The Music Academy/Opera Academy can withdraw a student from one or more programme modules, cf. subsection 1, if there are exceptional circumstances, or if the student is a high performance athlete, where the student will not be able to carry on normal study.

If a student has withdrawn from one or more programme modules in an academic year, the programme module or programme modules will be included in the calculation of ECTS points in accordance to subsection 1 for the student's following academic year.

Subsection 5. The Music Academy/Opera Academy can grant exemptions from the enrolment rules stipulated in subsection 2, if there are exceptional circumstances.

Section 14. The Music Academy can enrol students who are admitted and enrolled in a bachelor programme at the Academy, in programme modules and tests for up to 30 ECTS credits in a master's programme, if the Academy believes that the student has the professional requi-

rements for successfully completing the bachelor programme, while completing programme modules for the master's programme.

Subsection 2. Programme modules that a bachelor student is enrolled in as part of a master's programme, cf. Subsection 1, are not included in the calculation of ECTS credits according to section 13 subsection 1, in the student's enrolment in subjects for the bachelor's programme.

Assessment

Section 15. The purpose of the assessment is to assess whether the student's qualifications are in accordance with the objectives, competencies and professional requirements set for each programme.

Subsection 2. The qualifications acquired at the Music Academy/Opera Academy are documented as follows:

- 1) An assessment of the student's qualifications for the bachelor programme's first year.
- 2) An assessment of the bachelor programme's bachelor project.
- 3) An assessment of the master's programme's master's project.
- 4) An assessment of the soloist programme's public concert or the like.
- 5) An assessment of other subjects according to the curriculum.

Subsection 3. To continue the bachelor programme, the students must, before the end of the second semester after the start of studies for the bachelor programme, have a first year assessment and pass the first-year assessment before the end of the fourth semester.

If special circumstances apply, The Music Academy can allow exemptions.

Subsection 4. After 1 year in the Opera Academy's advanced postgraduate diploma programme, the Opera Academy can make an assessment of the student's qualifications. The assessment must be passed before the end of the second semester. The Opera Academy can allow exemptions in special circumstances.

Subsection 5. The assessment gives grades according to the 7-point scale or pass/fail or approved/not approved, cf. Executive Order on the grading scale and other assessments by certain education institutions under the Danish Ministry of Culture.

Subsection 6. The bachelor, master's project and any diploma and master's projects are assessed with grades, and possibly supplemented with a written opinion on the student's professional level. The advanced postgraduate diploma programme's public concert or similar performance is assessed as approved/not approved, and possibly supplemented with a written opinion on the student's professional level.

Subsection 7. For participation in classes etc., an assessment of pass/fail or approved/not approved is given. The curriculum stipulates rules on the extent to which the student must have participated in classes etc.

Subsection 8. The assessment pass/fail or approved/not approved can only be used for a maximum of 1/3 of the programme's ECTS points.

It does not apply to credit transfer examinations, cf. section 25.

Section 16. The examinations are either internal or external.

Subsection 2. Internal examination means:

- 1) Examinations that are only assessed by teachers at the Music Academy/Opera Academy (examiners), or
- 2) Examinations that in addition to the teacher are assessed by examiners appointed by the Music Academy/Opera Academy among its teachers or teachers in the same or related programmes.

Subsection 3. External examinations are examinations that are assessed by an external examiner appointed by the Danish Ministry of Culture.

Subsection 4. At least 1/3 of the bachelor and master's programme's total ECTS credits must come from external examinations.

These examinations must cover significant areas, including the bachelor project, master's project and the advanced postgraduate diploma programme's public concert or the like. It does not apply to credit transfer examinations, cf. section 25.

Section 17. The examination must meet the requirements of the subject module and reflect its teaching content.

Subsection 2. Based on professional considerations, it is stipulated in the curriculum whether an examination is to be organised as an individual exam or a group exam. If an examination is organised as a group exam, the maximum number of students allowed to participate in the individual group exam and whether students may choose an individual exam instead are also stipulated.

Subsection 3. In connection with both an individual exam and a group exam, an individual assessment must be made of the students' performance, and separate grades must be awarded.

Section 18. In an oral group exam, examination of the individual student must be carried out in such a way as to ensure that an individual assessment can be made of the student's performance. The Music Academy/Opera Academy must ensure that the time allocated for the examination is adjusted to the number of students participating in the examination.

Subsection 2. In a written paper prepared by a group of students, and not followed by an oral examination, each student must individualize their part of the paper in such a way as to ensure that there can be an individual assessment of the student's performance. The Music Academy/Opera Academy stipulates requirements for the individualization of the curriculum.

Section 19. External examiners and examiners must during the grading make notes on performance and grade for personal use in case of a possible appeal.

The notes must be kept for at least one year, and until any appeal is completed.

Section 20. Students can only enroll for the same assessment 3 times. The Music Academy/Opera Academy can permit a 4th time, if justified by exceptional circumstances.

Subsection 2. The Music Academy/Opera Academy can stipulate specific rules for the organisation of sick- and re-examination for the master's project and the advanced postgraduate diploma programme's public concert or similar performance.

Section 21. The 3rd and 4th time a student enroll for the same internal assessment, which is assessed solely by teachers from the Music Academy/Opera Academy, the student can demand that an external examiner is involved, who is appointed by the Danish Ministry of Culture.

Section 22. The Music Academy/Opera Academy can, in connection with assessments, offer special conditions to students with physical or mental disabilities, students with a mother tongue other than Danish and students with similar difficulties when the Music Academy finds that this is necessary to give equal status to such students with others for the assessment.

It is a precondition that the offer must not result in a lowering of the assessment level.

Informing students about examination rules

Section 23. It is the Music Academy/Opera Academy's duty to inform students about:

- 1) General examination rules,
- 2) Special examination rules for each programme module, etc., including any rules governing automatic registration for exams,
- 3) The option to submit individual papers if it should be included in the assessment,
- 4) Guidelines in connection with illness,
- 5) Consequences of failure to comply with assessment rules and
- 6) The option to appeal the assessment.

Diplomas for a completed programme

Section 24. The Music Academy/Opera Academy issues diplomas for completed bachelor, master's and advanced postgraduate diploma programmes. The students must be in possession of the diploma no later than two months after the last assessment has been completed and the results of the assessment have been announced. The month of July is not included in the calculation of the two months.

Subsection 2. The diploma shall, in addition to providing details about the qualified student's name and Social Security number (or other similar unique identification) and the issuing authority, at least specify:

- 1) The programme's specification in ECTS credits,
- 2) The bachelor programme or other programme which are the basis of the master's programme,
- 3) The programme modules that are assessed, or otherwise documented, indicating the scope of ECTS points,
- 4) The grades obtained,
- 5) Credits transferred, indicating the scope of ECTS points,
- 6) Language, if the assessment is conducted in a foreign language other than Norwegian and Swedish,
- 7) The title that the programme gives the right to, and
- 8) The title of the programme in English.

Subsection 3. The qualified students can ask that their diploma be issued in English.

Subsection 4. As an appendix to the diploma, the Music Academy/Opera Academy issues an English language Diploma Supplement in accordance with the European Commission, the Council of Europe and UNESCO/CEPES developed standard module describing the line of study, content, level and objectives, as well as providing information about the Music Academy/Opera Academy and its programme's placement in the Danish education system.

Subsection 5. The diploma must not contain information about specific conditions for students with physical and mental disabilities, cf. section 22.

Subsection 6. A diploma for a programme completed at multiple educational institutions, must be issued by the institution where the student has been enrolled.

Subsection 7. For students who leave the programme without having completed it, the Music Academy/Opera Academy will issue at the request of the student documentation for the passed parts of the programme specified in ECTS credits.

Section 25. If the Music Academy/Opera Academy has approved that passed programme modules from a Danish or foreign education institution are credited, the assessment is transferred as passed.

If the relevant programme module uses the 7-point grading scale at both educational institutions, the assessment must be transferred with the grade.

Subsection 2. If a programme module has been completed at a foreign educational institution, it must be shown in an appendix to the diploma which grade was obtained according to the grading scale used by this institution, as well as an overview of the grading scale used.

Section 26. The Music Academy/Opera Academy shall keep the data necessary to issue diplomas for 30 years after the end of the appraisal. Then the information is handed over to the State Archives.

Curriculum

Section 27. The Music Academy/Opera Academy stipulates within the framework of the Executive Order more detailed rules on the bachelor programme, master's programme and advanced postgraduate diploma programme in a curriculum.

Subsection 2. The curriculum should include provisions for:

- 1) The programme's title in Danish and English,
- 2) The prescribed amount of ECTS points,
- 3) Entry requirements and admission procedures for the bachelor, master's and advanced postgraduate diploma programmes, including Music Academies' common rules for the admission procedure for the bachelor programme, cf. section 4,
- 4) Number of students for the master's programme's different lines of study,
- 5) A description of the bachelor, master's and advanced postgraduate diploma programme objectives,
- 6) A description of the individual subjects, projects and other programme modules, stating the objectives, content and number of ECTS credits, teaching and work forms, timing and requirements for participation
- 7) Rules on the compilation of a bachelor and master's project, as well as the rules for completing the advanced postgraduate diploma programme's public concert or another similar performance
- 8) Rules on examination forms, cf. section 17 and section 18,
- 9) Rules on internships,
- 10) Rules on credit and
- 11) Rules on transitional schemes.

Subsection 3. It should be clear from the curriculum that the Music Academy/Opera Academy can grant exemptions from the rules in the curriculum, which are solely stipulated by the Music Academy/Opera Academy itself.

Subsection 4. The Music Academy must inform the other academies that offer similar or related lines of study when a new curriculum is adopted or when there are significant changes to the current curriculum.

Subsection 5. The curriculum and material changes therein shall enter into force when the academic year begins.

Subsection 6. Current curricula must be publicly available on the academy's website.

Leave

Section 28. Students can take leave from a programme in accordance with rules set by the Academy/Opera Academy, cf., however, section 29.

Subsection 2. While on leave, students cannot attend classes within that programme. The student cannot participate in assessments or examinations within the programme during the semester or equivalent where the student was or is on sabbatical.

Section 29. The Music Academy cannot grant a student leave until they have completed the first year of the bachelor programme and have passed the assessments or examinations according to the curriculum for the first year, cf., however subsection 4 and 5.

Subsection 2. The Music Academy cannot grant a student leave until the student has completed the first 6 months of the master's programme and passed the assessments or examinations, which according to the curriculum are held in the first 6 months of study, cf., however, Subsection 4 and 5.

Subsection 3. The Music Academy/Opera Academy cannot grant a student leave before they have completed the first 6 months of the advanced postgraduate diploma programme and passed the assessments or examinations, which according to the curriculum are held in the first 6 months of study, cf., however, subsection 4 and 5.

Subsection 4. If applied for leave due to maternity, adoption, or call-up for compulsory military service, cf. Act on defence personnel, must be granted.

Subsection 5. Students who sign a contract with the Armed Forces to make them self-available for posting abroad or sign a contract with the Armed Forces for posting abroad, follow the rules of Section 13 b of the Act on defence personnel.

Subsection 6. The educational institution can grant exemptions from subsections 1-3 if there are exceptional circumstances.

Credits

Section 30. Successfully completed programme modules obtained at a Music Academy that provides programmes under this Executive Order equivaletes programme modules at other academies that offer similar programmes.

Subsection 2. The academies shall jointly develop an agreement on credits.

Section 31. The student is obliged to provide information on completed programme modules from another Danish or foreign higher education programme for which it is assumed that credit transfers will be granted. In case of preliminary approval of a study stay in Denmark or abroad, the student is obliged, after completing the study stay, to document the programme elements completed and passed during the approved study stay. Upon obtaining preliminary approval, the student must consent to the educational institution requesting the necessary information after the student has completed the study stay.

In each case or by rules in the curriculum, the academy approves credit transfers based on of completed programme modules that are equivalent to programme modules in the programme that the student is enrolled in. The decision is made on the basis of a professional assessment.

Subsection 2. For applicants who are admitted to a programme, the Music Academy ensures that as early as possible, a decision is made on credits transfers from completed programme modules from all previous courses at the same level, cf. subsection 1.

Section 32. In case of preliminary approval of a study stay in Denmark or abroad, the student is obliged, after completing the study stay, to document the programme modules completed and passed during the approved study stay. Upon obtaining preliminary approval, the student must consent to the educational institution requesting the necessary information after the student has completed the study stay.

Subsection 2. An approval according to subsection 1 considers the programme element completed if it is passed according to the rules of that programme.

Subsection 3. A master's project, cf. section 9, cannot be credit transferred.

Other provisions

Section 33. Applicants who already have completed a master's or advanced postgraduate diploma programme at the Music Academy/Opera Academy can only be enrolled in a new master's or advanced postgraduate diploma programme if there are available student places. The same applies to applicants who have previously been enrolled in a master's or advanced postgraduate diploma programme twice without having acquired the final exam.

Subsection 2. The Music Academy/Opera Academy can grant exemptions from Subsection 1, if the applicant due to physical or mental disability cannot perform professional functions on the basis of the acquired master's or advanced postgraduate diploma programme, and if there are exceptional circumstances.

Section 34. The Music Academy can organise programme modules in collaboration with other institutions of higher education.

Section 35. The Music Academy can provide continuing and further education in the academy's disciplines.

Section 36. The Music Academy/Opera Academy can require from foreign applicants or applicants with a foreign study background to demonstrate proficiency in Danish at a level set by the Academy.

Section 37. The Music Academy/Opera Academy offers students guidance on Music Academy programmes and subsequent employment opportunities both during the actual programme and at the beginning of a master's, advanced postgraduate diploma and PhD programmes.

Exemptions, appeals etc.

Section 38. The Danish Ministry of Culture may allow deviations from the Executive Order as part of trials. In connection with trials the duration and form of reporting are stipulated at the same time.

Subsection 2. The Danish Ministry of Culture may grant exemptions from the Executive Order if justified by exceptional circumstances.

Section 39. Appeals to the Music Academy/Opera Academy's decisions under this Executive Order shall be lodged respectively to the Music Academy/Opera Academy.

Subsection 2. The Music Academy/Opera Academy's decisions can, if the appeal concerns legal questions about a student's circumstances, be brought before the Danish Ministry of Culture. The appeal is lodged with the Music Academy/Opera Academy, which issues a statement that the complainant should have the opportunity to comment on within a period of at least 1 week. The Music Academy/Opera Academy sends the appeal to the Danish Ministry of Culture with the statement and any comments on it.

Subsection 3. The deadline for lodging appeals in accordance with subsection 1 and Subsection 2 is 2 weeks from the day the decision was communicated to the complainant.

Subsection 4. Special rules apply to appeals about assessments; cf. the Executive Order concerning the treatment of appeals of tests and examinations as part of music programmes at Music Academies and the Opera Academy.

Section 40. Assessments at the Music Academy can, upon application, be made for external candidates, i.e. persons who have not been or enrolled as a student at one of the conservatories/Opera Academy in the last 3 years.

Subsection 2. The Music Academy can require external candidates to pay a fee to cover all or part of the costs associated with conducting an assessment.

Subsection 3. It is not possible to put yourself forward as an external candidate for the Opera Academy's or the Music Academy's public concert or another similar performance, cf. section 11, subsection 3.

Commencement and interim provisions

Section 41. The Executive Order enters into force on 16 June 2014, and applies with effect from the 2014-2015 academic year, cf., however, subsection 2 and 3.

Subsection 2. Section 13 applies to students who commence a bachelor programme for the 2014-15 academic year. For bachelor, master's and advanced postgraduate diploma programme students who began studying at music academies and the Opera Academy before the 2014-15 academic year, section 13 will take effect from the 2015-16 academic year.

Subsection 3. The Executive Order applies to students who apply for advance credit for study, to be completed from the 2014-15 academic year or later.

Subsection 4. The Executive Order revokes Executive Order No. 1245 of 11 December 2009 on the music programmes at the music academies and the Opera Academy.

The Danish Ministry of Culture, 10 June 2014

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