Guidelines for group splitting

Framework

This policy established a framework for splitting of groups on the study programmes offered by the Study Board of Architecture and Design and the Study Board of Media Technology.

Applies to

This guideline concerns students as well as semester and education coordinators on the abovementioned study programmes.

PURPOSE AND DELIMITATION

The purpose of this policy is to ensure clear guidelines for splitting of groups. The guidelines apply to the programmes offered by the Study Board of Architecture and Design and the Study Board of Media Technology.

CONTENTS

Dividing groups can be done based on well-founded reasons. Students must consult their supervisor and be made aware of the consequences of a split, including reduced opportunities for supervision and lack of academic sparring between students.

Attempts must also be made to restore cooperation in the group as a split has consequences for all parties.

In the event of a split, all material produced prior to the split date is jointly owned, and everyone thus has an equal right to use it in the further work. The material may not be used by or transferred to other students with whom the student may choose to join a new group.

Procedurally, a final split of a group requires an orientation to the study secretary of the semester. The semester coordinator, Head of Study Board and Head of Studies are only directly involved in special

cases.

The deadline for splitting a group is 4 weeks before project submission.

ORIGIN, BACKGROUND AND HISTORY

The guidelines have been drawn up based on the reorganization per 01 October 2018, where the schools are closed, and the Head of Studies are anchored in each department.

OVERALL FRAMEWORK

The guidelines are related to "Group size policy" and "Guidelines for group formation".

CONTACT/RESPONSIBLE

The policy is set by the Head of Studies, the chair of the study board of Architecture and Design and the chair of the study board of Media Technology.

The study secretariat at the Department of Architecture, Design and Media Technology is responsible for updating the guidelines. Please send inquiries and questions to studies@create.aau.dk.