

UCN Legal Services Office

Examination regulations for UCN's Undergraduate Programmes

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This document is a translation of UCN's 'Eksamensregler for UCN's grunduddannelser'. The translation is made for informative purposes only. In the event of any discrepancy between this translation and the original Danish text, the Danish text shall prevail.

2. Purpose and scope

2.1 Purpose

The Examination Regulations for UCN's Undergraduate Programmes is a source of information that can be read in its entirety, but it is also a reference work, intended for UCN's students, staff and other persons involved in examinations, about the examination regulations that apply to individual examinations.

2.2 Scope

The following sections¹ act as a rider² to all UCN's undergraduate programme curricula.

5(5) *Withdrawal from exams*

6 *Re-sits and re-sits due to illness (illness re-sits)*

14 *Examination complaints and appeals*

15(1) *The use of one's own work and the works of others*

15(2) *Disciplinary actions in events of academic misconduct and disruptive behaviour*

The conduct of examinations for the undergraduate programmes at University College of Northern Denmark (UCN) is governed by

- Ministerial Order No. 1500 of 2 December 2016 on examinations in profession-oriented higher education programmes. ('Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser': [1500 af 02/12/2016](#)³) in this document referred to as '*the Exam Order*'.
- Ministerial Order No. 1047 of 30 June 2016 on academy profession degree programmes and profession-oriented bachelor's degree programmes ('Bekendtgørelse om erhvervsakademiuddannelser og professionsbacheloruddannelser' [BEK nr. 1047 af 30/06/2016](#)) in this document referred to as the *Degree Programmes Order*.
- Ministerial Order No. 114 of 3 February 2015 on the grading scale and other forms of assessment under the Ministry of Higher Education and Science ('Bekendtgørelse om karakterskala og anden bedømmelse ved uddannelser på Uddannelses- og Forskningsministeriets område' [BEK nr.114 af 03/02/2015](#)) in this document referred to as the *Grading Order*.
- Ministerial Order No. 107 of 30 June 2016 on admission to academy profession degree programmes and profession-oriented bachelor's degree programmes ('Bekendtgørelse

1. These sections refer to subsection 4(2) numbers 3, 7, 14, 15 and 19, of Danish Ministerial Order No. 1500 of 2 December 2016 on examinations in profession-oriented higher education programmes.

2. The above-mentioned sections are approved according to the rules of approval of curricula meaning that these sections have curriculum status.

3. In Danish, the Ministerial Order distinguishes between 'examination' (prøver) and 'degree' ('eksamen'), two words the meanings of which are often confused in Danish. 'Examination' ('prøve') refers to the individual events at which the student, during the course of their studies, must document their achievement of specific academic learning outcomes. 'Degree' ('eksamen') refers to the collective result of a student's course of studies, which is documented by a degree certificate presented to the student on graduation. The UCN Examination regulations also distinguish between the two words in the same way.

om erhvervsakademiuddannelser og professionsbacheloruddannelser' [BEK nr. 107 af 30/06/2016](#)) in this document referred to as the *Admission Order*.

Some matters are regulated exhaustively by Ministerial Orders. In other matters, institutions are given statutory authority to stipulate their own regulations. Furthermore, UCN may lay down regulations to optimise daily operations.

The Exam Order provides that certain matters concerning an examination must be specified in the curriculum (= legal rules)⁴ such as objectives/learning outcomes and requirements to individual examinations, and the Exam Order also provides that certain formal requirements to examinations must be determined by the curricula. The ministerial orders for each of the individual study programmes may include regulations on the contents of the curricula that will override the stipulations of the Exam Order. Find the curricula on www.ucn.dk/english. The UCN Examination Regulations will only refer to 'the curriculum' when referring to the formal examination requirements.

This text also refers to '*exceptional circumstances*'. According to practice, '*exceptional circumstances*' are characterised as a *sudden and unexpected change of conditions that a student is unable to guard themselves against* – such as sudden illness or death in their near family.

UCN recommends that students seek the help of a student advisor, a student counsellor or member(s) of staff referred to by the study programme for clarification and interpretation of the examination regulations, including the correct application of the complaints procedure regulations, when they are considering whether to submit a complaint.

3. The purpose of examinations

The purpose of examination is to assess to which degree the individual student has achieved the goals/learning outcomes that are defined for the individual examination in the curriculum. The UCN Examination Regulations contribute to ensuring that examinations are conducted in a way that results in the most precise and fair assessment of the individual student's performance.

All examinations are organised in a way that allows individual assessment.

The results of examinations make up the basis for issuing a degree certificate ('eksamensbevis') as proof of graduation.

4. Maximum allowable periods of study

There are rules governing when an ordinary higher education programme must be completed at the latest. The general regulations⁵ state that:

- programmes that have a prescribed length of study of up to 120 ECTS credits must be completed within a number of years equal to twice the prescribed length of study.
- all other programmes must be completed within a number of years equal to the prescribed length of study plus 2 years.

⁴ See subsection 4(2) of the Exam Order.

⁵ See subsection 5(2) of the Degree Programmes Order.

However, the ministerial orders for the individual study programmes may stipulate specific rules for the completion of the programme in question.

The study programme may exempt a student from the rules governing the maximum period of study if it is on the grounds of exceptional circumstances. A written, application for exemption should be submitted to the relevant programme director and the reasons for the application stated.

The deadline for completion is calculated from date when the student was initially registered as a student on the programme. Delays, e.g. because a student has to retake a semester/module, are included in the maximum allowable period of study, meaning that if a student is delayed, he/she will not be granted additional time to complete studies. However, leave of absence for reasons of maternity/paternity, adoption, military service and UN service etc. are not included in the maximum allowable period of study, meaning that the period remaining for completion of the programme will be the same when the student returns to studies as it was before the student left.

If a student has several periods of registration as a student, the maximum allowable period of study is calculated according to the student's total duration of the registration periods. If the study programme has not been completed within the maximum allowable period of study, the student's registration with UCN will be terminated irrespective of whether the student has unused examination attempts remaining.

5. Access to examinations and closing dates for passing examinations

5.1 Academic aptitude examination

In their curriculum, each study programme may decide that students in the programme must take and pass an academic aptitude examination ('studiestartsprøve' in Danish) in order to continue their study on the programme. The academic aptitude examination is to determine whether the student has in fact started their study.⁶

Please see the individual study programme curricula for more information.

The academic aptitude examination will take place no later than two months after the study programme has commenced. If a student fails the examination, the student will have the opportunity to re-sit the examination not later than three months after study programme start. Students have two attempts at passing the academic aptitude examination.

The academic aptitude examination will be assessed 'Pass' or 'Fail'. Students cannot lodge a complaint about this examination.

The result of the academic aptitude examination will not be entered on the degree certificate, which will be issued on graduation.

The study programme may exempt individual students from the deadline for passing the academic aptitude examination if the exemption is due to illness, maternity or paternity leave or exceptional circumstances.

6 See section 9 of the Exam Order.

5.2 Special regulations for the nursing and radiography programmes

Students must pass an examination on safe handling of medicines in order to progress to their third year of studies. Please refer to the curricula for these study programmes for further details.

5.3 Final examinations

Neither the final degree project examination nor the bachelor project examination can take place until the student has passed their internship examination as well as the other examinations of the study programme.⁷

5.4 Automatic registration for all examinations

An educational component (e.g. a semester; a module; a course unit or a particular, planned period of events) concludes with an examination that takes place when the element ends.

When an educational component starts, registration for the examination(s) planned by the educational institution, will take place automatically. This means that students do not have to register for the examination(s) themselves.⁸

Please note that special regulations exist for the Bachelor's Degree Programme in Education. Please refer to the curriculum for more details.

If an examination has not been passed, the student will continue to be registered for that particular examination.⁹

Please note that automatic registration does not take place in the undergraduate programmes if the student is on leave of absence or has been on leave of absence during the semester/module.¹⁰

A student who is on maternity or paternity leave can however register for and attend examinations. The deadline for registration is agreed between the student and the study programme.

5.5 Withdrawal from exams

Students in the undergraduate programmes cannot withdraw from examinations.

The study programme may exempt a student from an examination if the student is an elite athlete¹¹ or for reasons of maternity/paternity leave or exceptional circumstances, including impairment.¹²

5.6 Examination attempts

An examination that received a passing grade cannot be re-sat¹³.

7. See subsection 15(1) No. 3 of the Degree Programmes Order.

8. See section 5 of the Exam Order.

9. See subsection 6(2) of the Exam Order.

10. See subsection 40(2) of the Admission Order.

11. The possibility of exemption for elite athletes exists in relation to participation in upcoming competitions of certain importance such as European championships, world championships, Olympic championships etc. The mere fact that a person is an elite athlete does not in itself determine whether exemption may be granted.

12. See section 5 of the Exam Order.

A student may participate in the same examination three times. If extraordinary circumstances exist, the student may be allowed additional examination attempts. An application for additional examination attempts must be submitted to the study programme. When determining whether extraordinary circumstances exist, the student's academic ability will not be taken into consideration.¹⁴

6. Re-sits and illness re-sits

Unless otherwise stated in the curriculum, the re-sit examination will be of the same type as the ordinary examination.

The examination and assessment will be the same for ordinary and re-sit examinations.

Unless otherwise stated in the curriculum, the rule is that examination prerequisites for participation in/access to an examination (including e.g. submitted assignment work, duty of attendance etc.) *that have been met* by the student are valid for ordinary examinations as well as any following re-sits. The fulfilment of examination prerequisites also applies to examination attempts that were granted to the student by exemption. If examination prerequisites for participation in/access to an examination *have not been met* the student cannot take part in/gain access to the examination, and the student will have spent an exam attempt.

Five kinds of re-sits are described below:

6.1 Re-sit because the examination was not passed at a previous attempt

Automatic registration continues to apply to examinations that were not passed,¹⁵ this includes examinations that were assessed 'Fail' due to 'Non-attendance'.

6.2 Re-sit due to complaint about an examination¹⁶ or due to appeal¹⁷

When a student makes a complaint about an examination (the examination basis, the course of the examination or the assessment), UCN may decide to offer the student a re-sit. An appeals board may also decide that a re-sit must be offered.

In these two cases, a re-sit may result in a lower grade than the one first achieved, as the first examination and the associated grade will be annulled. This kind of re-sit does not count as an exam attempt.¹⁸

Please see the section about complaints and appeals below for further information.

6.3 Re-sit due to fundamental error or deficiency¹⁹

If, in connection with an examination, UCN becomes aware of errors and/or deficiencies that can be remedied, e.g. that the wrong exam questions were handed out, UCN will decide, subject to

13 See subsection 6(1) of the Exam Order.

14 See subsection 6(3) of the Exam Order.

15 See subsection 6(2) of the Exam Order.

16 See subsection 45(1) of the Exam Order.

17 See subsection 50(2) of the Exam Order.

18 See subsection 6(5) of the Exam Order.

19 See subsection 39(2) of the Exam Order.

any arrangements with the assessors or assignment writers if necessary, how the error will be remedied.

In cases of substantial errors or deficiencies, i.e. if the error or deficiencies could have affected the performance of the examinees, the examinees may be offered a re-assessment or a re-sit. The offer will apply to all examinees whose examination is affected by the same errors or deficiencies. In this situation, the student cannot receive a lower grade than the original one. In cases of re-assessment as well as re-sit examinations, the higher grade of the two will apply whether it was the original grade or the new grade. This kind of re-sit does not count as an exam attempt.²⁰

6.4 Re-sit due to serious error or deficiency²¹

In the event of serious error or deficiency, i.e. that the error and/or deficiency is of such a nature that it affects the assessment, UCN may decide to nullify the exam that was held and arrange a re-sit. Re-sits due to nullification of the original examination may result in a lower grade.²² This kind of re-sit does not count as an exam attempt.²³

6.5 Re-sit of examination components

An examination may be comprised of several components if this is stated in the curriculum. The student will receive a grade for each component. The individual components may be weighted, for example according to their relative importance.

Failed examination components cannot be re-sat if the total examination was passed unless otherwise stated in the Ministerial Order for the study programme or in the curriculum.²⁴

The individual grades will be calculated to form a single grade for the total examination.²⁵ The grade will be the mean value of the component grades rounded to the nearest grade on the grading scale. If the mean is exactly between two grades, the grade will be rounded up. When means are calculated, one decimal place is used.²⁶

The calculation of mean values does not include examinations that were assessed 'pass/fail'.

A 'weighted mean' is the sum of the individual grades, each multiplied by the weight of the grade, divided by the sum of the weights.

When examination grades are made public, the grade(s) for the individual component(s) will also be made available.

6.6 Re-sit examination due to illness and medical certificates ('friattest')

An illness re-sit exam is an examination that UCN arranges to take place as soon as possible after an ordinary examination for those students who could not attend the ordinary examination be-

20 See subsection 6(5) of the Exam Order.

21 See subsection 39(3) of the Exam Order.

22 See section 40 of the Exam Order.

23 See subsection 6(5) of the Exam Order.

24 See subsection 6(1) of the Exam Order.

25 See section 16 of the Grading Order.

26 See subsection 17(2) of the Grading Order.

cause of illness²⁷. In terms of date and time, the illness re-sit may take place at the same time as the next ordinary exam offered on the programme.

If the missed exam took place in the final exam term of the study programme, the student must be given the opportunity to sit the exam in that exam term or immediately after that term.²⁸

Illness must be documented by a doctor's note.²⁹ UCN must receive the doctor's note not later than three working days after the examination was held. Students who experience acute illness during an examination must submit documentation verifying that they were ill on the day in question.

If illness is not supported by documentary evidence according to the above rules, the student will have used an exam attempt.

It is the student's responsibility to cover the expense of the doctor's note.

6.7 Possibility of taking a semester/module twice

Students in undergraduate higher education programmes are not usually allowed to register for/take the same semester/module of a programme twice. A student who has attended the ordinary examination and the first re-sit without passing may, however, apply for taking the semester/module again before attending the second re-sit. Examinations in that semester/module that have already been passed cannot be re-sat. In cases of exceptional circumstances, UCN may grant exemption from the above-mentioned rule.

The application for exemption describing the exceptional circumstances, which the student wants to be taken into consideration, must be submitted to the study programme.

6.8 Absence from an examination

If a student is absent without good cause from an examination, **which they are registered for**, this will be recorded as an instance of 'non-attendance'. Non-attendance counts as an exam attempt. The student will automatically be registered for the next time the examination will held.

7. Digitally mediated conduct of examinations

UCN applies different solutions for digital mediation of examinations, including solutions for digital submission of assignments, projects etc. The rules and regulations applying to non-digital examinations also apply to digitally mediated examinations. It is the student's responsibility to stay informed of such requirements, including having a computer available that meets the required standards.

27 See subsection 7(1) of the Exam Order.

28 See subsection 7(1) of the Exam Order.

29. This confirmation/statement from the student's medical practitioner (formerly referred to as a 'medical certificate') is called a '**doctor's note**' and is written by the medical practitioner on the practitioner's professional letterhead stationery. The medical practitioner will charge the student a fee for issuing the doctor's note. The medical practitioner will determine the amount of the fee depending on the amount of time spent with the student.

8. Examination types and planning

8.1 Examination schedules and publication of examination grades

Each study programme will prepare a schedule of the times and venues for the examinations. The study programme will also supply information about the time and place where written examination grades will be published.

It is the students' responsibility to seek out information on where to find this schedule.

8.2 Examination types

An examination may be one of the following types:

- Written
- Oral
- Practical/clinical
- Project period
- Digital
- Other
- A combination of two or more of the above-mentioned types.³⁰

The curriculum for each study programme indicates which examination type will be used for each individual examination. Any requirements to content and form as well as examination prerequisites will be stipulated in the curriculum.

8.3 Individual or group examination

Examinations are designed to be either individual examinations or group examinations.³¹ The curriculum describes whether an examination is intended as a group examination or as an individual examination.³²

8.3.1 Individual examinations

An individual examination is defined as the examination of a single examinee – this means that the examinee will be alone at the examination – followed by assessment/grading.

For individual examinations that are based on a written group assignment, the other members of the group are not allowed to be present in the examination room until they have been examined themselves.

30 See section 11 of the Exam Order.

31. Examinations that are organised as individual as well as group examinations make up the basis for the assessment of the students' individual performances.

32 See subsection 11(1) of the Exam Order.

8.3.2 Group examinations

A group examination is defined as the simultaneous examination of a group of students – this means that the students will remain together during the examination – followed by assessment/grading of each student.

When an examination is designed as a group examination, the curriculum will indicate the maximum number of students allowed to take part in each group examination and whether a student can opt for an individual examination instead.

For individual as well as group examinations, each student's performance must be assessed individually.³³

8.4 Obligation to participate and obligation to attend

Definition of obligation to participate and obligation to attend

Students are under an obligation to participate in their study programme³⁴. The obligation to participate covers the duty to participate in any kind of activity that is part of the education, such as participation in group work and team projects. The obligation to participate is not considered identical to the obligation to attend, as the obligation to participate may also involve the duty to take part in distance learning and the duty to submit written assignments and reports. The obligation to participate is therefore considered a broader concept than the obligation to attend.

The obligation to attend is defined as physical presence.

8.5 The obligation to participate and the obligation to attend as examination prerequisites

Under the description of each examination in the curriculum it will also be described how the student is expected to participate in terms of submitting assignments, reports etc. and the extent of the obligation to attend. It will also state the extent to which the obligations to participate and attend are prerequisites for examination attendance.

If the curriculum indicates that there is an obligation to attend a certain study activity as a prerequisite for examination attendance, the student must attend as much as the curriculum requires for each examination.

A student's incorrect compliance with the obligation to participate or the obligation to attend, means that they will not be allowed to attend the examination.

The curriculum will state whether absence can be compensated through replacement activities.

Non-compliance with the obligation to participate or the obligation to attend (both examination prerequisites) is considered equivalent to absence from the examination and will be recorded as such. This means that non-fulfilment of the obligations counts as an examination attempt. If several prerequisites to the same examination are not fulfilled, this will count as one (1) examination attempt.

33 See subsection 11(2) of the Exam Order.

34 See section 5 of the Degree Programmes Order.

If a student does not meet (all) examination prerequisites before the first and the second re-sit examinations, the student will be de-registered as a student of the programme in question in that three examination attempts will have been used.

Failure to fulfil the obligation to participate or the obligation to attend (both examination prerequisites) do not count as an examination attempt if

- the student can provide documentary evidence of illness
- the student has been granted or can be granted exemption.

8.6 Formal requirements to written assignments

Formal requirements may be made to written assignments that are to enter

- directly into the assessment basis of an examination
- indirectly into the examination basis of an examination
- indirectly as an examination prerequisite – whether this will be assessed or not.

Undue and incorrect fulfilment of formal requirements will, in cases where the activity in question is an examination prerequisite, be considered equivalent to non-attendance to the examination and the student will have used an exam attempt.

If a student fails to meet a submission deadline, this will be recorded as a used exam attempt as described above, unless

- the student can provide documentary evidence of illness
- the student has been granted or can be granted exemption.

8.7 Content requirements to written assignments that make up examination prerequisites

When the curriculum describes content requirements for a written assignment, and when the assignment is also an examination prerequisite, the student is expected to make an effort when writing the assignment as the lectures and the student's benefit from working on the assignment are designed to give the student the maximum learning experience. As a minimum, the contents of the assignment must be 'academically honest'.

In this context, academic honesty means that the student's work conforms with recognised standards of proper academic behaviour. It must be clear that the student(s) has/have made an honest attempt to write the assignment. Cheating and plagiarism are not allowed. If the assignment is not academically honest, including if it is (partially) plagiarised or if the student has not attempted to write it, the assignment may be rejected.

8.7.1 Non-compliance with content requirements that make up examination prerequisites

If a written assignment contains academically dishonest contents or if it contains e.g. text, figures, tables or templates that are the copyright of others without a reference (plagiarism – see the definition below), the assignment will be rejected. In this case, the obligation to participate and the content requirements have not been met, and this will be considered equivalent to absence from the examination. This means that the student will have used an exam attempt.

If a student cannot meet the obligation to participate, the study programme may offer the student guidance as soon as possible.

8.8 Examination prerequisites that are assessed – ongoing grading / ongoing assessment³⁵

The individual study programme curricula may provide that assessment of examination prerequisites, such as written assignments and oral presentations etc., from a course can be part of the overall assessment together with the final examination in the course/educational component/semester. The curricula will also state how the assessment will form part of the collective grade for the examination.

Furthermore, the curricula may state that an examination prerequisite must have been passed in order for the students to take the associated examination. This means that a student who failed an examination prerequisite will have used an *assessment* attempt (on the examination prerequisite that should have been passed), AND the student will have used an *examination* attempt for the final examination for the course / educational component / semester concerned.

The student may re-sit the examination prerequisite with a view to re-sitting the final examination of the course/educational component/semester. If the student does not pass this first re-sit, two assessment attempts and two examination attempts will have been used. If the student fails to pass the second re-sit, a total of three assessment attempts and three examination attempts will have been used, and as a consequence the student will be de-registered from the study programme.

That is to say that a student has three assessment attempts each connected with an examination attempt. Each examination attempt is **not** associated with three assessment attempts.

When a student has used the three available assessment and/or examination attempts he/she will be de-registered from the study programme.

The student may lodge a complaint about ongoing assessment following the same regulations applying to examination complaints. Please find a detailed description in the section on Complaints and appeals.

8.9 Registration in 'UC Knowledge' – the knowledge database

When submitting the final degree project or the final bachelor's degree project, the student must register the project in the 'UC Knowledge' database.

The registration must be made before the student will be allowed to submit the projects mentioned.

Find further information here:

<https://www.ucnbib.dk/en/page/register-your-project>

8.10 Scheduling examinations associated with clinical learning periods

For the study programmes under the health division at UCN, the exact time for the clinical examination will be scheduled when the student commences a clinical learning period.

35. The Danish Ministry for Higher Education and Science uses the Danish terms 'løbende karakterfastsættelse' and 'løbende bedømmelse'. The English terms 'ongoing grading' and 'ongoing assessment' used in this document are UCN's unofficial translations of those the Danish terms. Both of these terms cover the same rule, see subsections 35(2) and 35(3) of the Exam Order

9. Conduct of examinations

9.1 Time and venue for examinations

The study programmes will inform the students of where to find information on the time and venue for the relevant examinations.

If a student fails to turn up at an oral examination at the time fixed by the study programme, the student will have used an examination attempt.

The study programme determines when and where material related to an examination³⁶ must be submitted. If a student fails to meet the submission deadline or place/medium of submission, this will mean that the student will have used an exam attempt.

9.2 Public examinations

Oral and practical/clinical examinations are open to the public.³⁷

However, clinical examinations where patients participate are not public³⁸.

UCN may limit access to the exam room for reasons of space, and individuals may be denied access or be asked to leave the room if this is judged necessary to maintain required peace and quiet. The examination will also not be open to the public if a duty of silence has been agreed in cases where the examination involves a party external to UCN.

UCN may disregard the rule on public access to oral examinations if exceptional circumstances exist and out of consideration for the student

9.3 Individual examination based on an assignment written by a group

For individual oral examinations based on an assignment written by a group, which will form part of the assessment basis, the other members of the group may not be present in the examination room before their own examination has taken place.³⁹

9.4 Oral examinations conducted as video conferences or similar

Oral examinations may be conducted as video conferences, or using other technical means, between the examinee, the examiner and the external examiner. The study programme will appoint and approve an invigilator who must remain with the student during the examination. The examiner and the external examiner must grade the student's performance according to the Ministerial Order as usual.⁴⁰

36. Material that can be related to an exam is e.g. the written part of the final exam project or the bachelor's degree project, or written material to be submitted to meet a prerequisite for attending the exam.

37 See subsection 13(1) of the Exam Order.

38 See subsection 13(2) of the Exam Order.

39 See subsection 13(4) of the Exam Order.

40 See subsection 14(3) of the Exam Order.

9.5 Study aids etc.

There are different rules as to the study aids students may take to the individual written and oral examinations. The rules are stated in the curriculum under each examination description.

9.6 Written examinations

The curriculum will state how the examination will proceed. The study programme will inform students about the practicalities concerning the examination.

In the case of an on-location examination (meaning that the examination will physically take place at UCN), the examination is considered commenced when the assignments, the preparation material or assignment titles have been handed out to the students or when the student has acquainted himself/herself with the examination question(s) or similar.

During written on-location examinations, students may not communicate unintentionally with each other or with persons outside the examination room.⁴¹

Take-home examinations, i.e. not on-location examinations, are considered commenced when a case or specific assignment formulated by the study programme has been handed out to the students. Other written assignments that are not on-location examinations are considered commenced when the deadline for submission expires. After submission of a written examination paper, no changes can be made to the paper. As soon as a paper is submitted, investigations and determination as to whether academic misconduct has taken place will begin.

9.6.1 Late arrival for written on-location examinations

If a student arrives late for a written on-location examination, the individual circumstances will determine whether the student will be admitted to the examination room or not. UCN must be able to exclude the possibility that the student has received information about the assignment. Furthermore, the stated reasons for the late arrival will be considered. Half an hour after the examination has begun, no students will be admitted to the examination room. Only in exceptional cases will students be granted extra time to write their answer paper after arriving late.⁴² The relevant programme director will decide each case.

Out of consideration for any late arrivals, students who do not wish to answer the assignment may not leave the examination room until half an hour after the examination has begun. This does not apply, however, if all students have arrived in due time.

9.6.2 Written confirmation of no academic misconduct/plagiarism

For written examinations, UCN will ensure that students confirm by signature, possibly by digital signature, that the examination answer paper was made without undue help.⁴³

⁴¹ See section 14 of the Exam Order.

⁴² See subsection 16(2) of the Exam Order.

⁴³ See subsection 19(6) of the Exam Order.

9.7 Oral examinations

9.7.1 Examination procedure

The examiner will direct the examination. If there is more than one examiner, they will jointly decide who will direct the examination.

The appointed external examiners may take active part in the examination e.g. by taking part in any dialogue, making comments and asking questions. Only the examinee and the appointed assessors may take active part in the examination.

Only the assessors ((the examiner(s) and the external examiner(s)) may be present during deliberations. UCN may decide that examiners-to-be may be present at deliberations.⁴⁴

Oral examinations will be considered commenced when the preparation material or the assignment title has been handed out to the examinee, or when the examinee has acquainted himself/herself with the examination question or similar.⁴⁵

To minimise the risk of mistakes, the examiner will write the grade on the grading list for externally assessed examinations, and the examiner and external examiner/co-examiner will sign the grading list.

9.7.2 Late arrival at oral examinations

Students who arrive late at oral examinations may be offered an examination at a later time if UCN deems that the provided reasons for the delay were reasonable.⁴⁶ The relevant programme director will decide each case.

9.8 Combined written and oral examinations

When it is decided that a combined written and oral examination will be conducted as a group examination, the maximum number of students allowed to take part in the group examination will be decided at the same time. If students have an option to take an individual examination instead, this will be stated in the curriculum.⁴⁷

For individual as well as group examinations, an individual assessment of each student's performance must be made⁴⁸.

When an examination is a combination of an oral and a written element, the examination will be considered commenced on expiry of the submission deadline. After submission, no changes can be made to the text. As soon as an answer paper is submitted, investigations and determination as to whether academic misconduct has taken place will begin.

⁴⁴ See subsection 13(6) of the Exam Order.

⁴⁵ See subsection 16(1) of the Exam Order.

⁴⁶ See subsection 16(3) of the Exam Order.

⁴⁷ See subsection 11(1) of the Exam Order.

⁴⁸ See subsection 11(2) of the Exam Order.

9.9 Particular rules for oral re-sits based on a written group assignment

Students who take a re-sit based on a written group assignment are not allowed to make changes to the assignment that was handed in for the ordinary exam. Any improvements or amendments made to the written assignment in relation to a re-sit must be submitted as an appendix to the assignment with a clear indication of the name of the student(s) who made the appendix and which assignment the appendix refers to.

9.10 Examination language

For study programmes that are delivered in Danish, the exam will be conducted in Danish.⁴⁹

For programmes or single-subject courses that are offered in English or another foreign language, the pertaining examinations will be conducted in that language unless part of the purpose of the examination is to prove the student's skills in another language.⁵⁰

9.11 Special exam arrangements

Students may apply for special exam arrangements if their medical condition or relevant specific disabilities qualify them to do so. A prerequisite for allowing special exam arrangements is that the difficulty level of the examination remains unchanged. See the curriculum for the relevant study programme for more information.⁵¹

9.12 Guidelines for exams conducted abroad

UCN may conduct exams at a Danish representation office abroad or elsewhere abroad,⁵² when the student and the representation office in question understand and accept this, and when the decision to conduct the exam abroad is due to the fact that the student cannot, for reasons of finance or practicality, partake in exams in Denmark. The regulations on examinations, including the provisions of the Exam Order, apply as usual.

An examination may be conducted abroad as a video conference if the security measures related to the exam are similar to the ones that apply to exams conducted in Denmark. For this kind of examination the rule is that the assessors do not have to be physically present with the student, but they must conduct the exam and assess and grade the student's performance according to the stipulations of the Exam Order and other regulations that apply to the exam.

Unless UCN has laid down other rules, the student must pay the additional expenses connected with conducting the exam abroad. In this context, the student must initially declare in writing that he/she will be willing to pay the aforementioned expenses based on an estimate of the expected amount made by the programme director. The programme director may decide that the examination will only be conducted on the condition that the amount is paid in advance.

⁴⁹ See subsection 17(1) of the Exam Order.

⁵⁰ See subsection 17(2) of the Exam Order.

⁵¹ See section 18 of the Exam Order.

⁵² See sections 20 and 21 of the Exam Order.

10. Assessment

10.1 Publication of the examination grades

The study programmes will inform the students about when and where the grades will be made public.

10.1.1 Assessment results are confidential

The result of the assessment is considered confidential information. Publication of assessments must be communicated to the student in a way that ensures that only that particular student can read/knows the code (e.g. student ID No. or examination No.) to reading/accessing the assessment record.

For oral examinations, the student must be informed of the assessment of his/her performance in private. However, for group examinations, the students may agree that the publication of their grades takes place while the whole group is present.

10.2 Internal/external assessment

Examinations will be assessed either internally or externally.

Law requires that externally assessed examinations must make up at least one third of the total number of ECTS credits for a particular study programme⁵³, and that this must be documented by/through external assessment. The requirement that at least one third of the study programme must be documented by external assessment does not apply to ECTS credits achieved by credit transfer. This means that one third of the study programme is determined based on the number of ECTS credits that were not achieved by credit transfer.

For internally assessed examinations (also referred to as internal examinations), the assessment will be made by one or more lecturers appointed by UCN (the examiner(s)). For clinical examinations in the health profession programmes, an examiner will be appointed by the internship host.

For externally assessed examinations (also referred to as external examinations), the assessment will be made by the examiner and one or more external examiners appointed by the Danish Agency for Science and Higher Education.⁵⁴

10.3 The concepts of examination basis vs. assessment basis

The examination basis is the total amount of material that can be used to examine the student at a given examination.

The assessment basis is the student's *individual* performance at the examination.

10.4 The assessment basis

The assessment basis is the student's *individual* performance.

53. See subsection 34(4) of the Exam Order.

54. See section 33 of the Exam Order.

The assessment will be subject to the provisions of the Grading Order.

10.5 Two kinds of assessment

The Exam Order distinguishes between whether the student's performance should be subject to

- **Independent assessment**, which is the assessment/grading of e.g. both the oral and the written performance
- **Non-independent assessment**, which is a total, cumulative assessment of e.g. the oral and the written performances

The curriculum will state whether independent or non-independent assessment (grading) will be applied regardless of whether an examination is defined as an individual examination or a group examination.

10.5.1 Independent assessment based on a written group project

When a written group assignment is part of the assessment, independent assessment (grading) can only take place if the individual students' contributions can be discerned. For this purpose, the curriculum states, as one of the assignment requirements, that the assignment be 'individualised'.⁵⁵

When an examination involves written group work, the curriculum must state whether the written work is to be assessed independently.

When it has been determined that *independent* assessment will be applied, the written group work must be individualised when

- the examination is written group work only
- the examination is an oral *group examination* based on a piece of written group work, which is to be assessed separately
- the examination is an oral *individual* examination based on a piece of written group work.

10.5.2 Non-independent grade based on a group project

When a cumulative ('total') assessment (grade) for a written and an oral performances is to be given, this will be stated in the ministerial order pertaining to the study programme (e.g. in sections about the final degree project, the bachelor's degree project or the final project) or in the individual the study programme curriculum.

In cases of oral group examinations that are based on a written group project, and where a non-independent grade is to be given, there are no requirements as to the individualisation of the project, and the entire group project will be part of the assessment of each individual student.

55 See subsection 12(3) of the Exam Order.

10.6 Assessment and grading

10.6.1 Assessment and the assessors' duty to take notes

In cases where an external examiner or an examiner participates, that person will determine the grade. If more examiners participate in the assessment (internal examinations) or both an external examiner and an examiner take part (external examinations), they will determine the grade according to their deliberations.⁵⁶

The external examiner and the examiner must take notes about the student's performance and the determination of the grade. These notes are for their own personal use in the event that they should need to prepare a statement for a complaint or appeals case. The notes must be kept for at least one year or as long as required until any pending complaints or appeals cases have been settled.⁵⁷ The notes will be exempt from any requests for access to documents and therefore they cannot be handed out to e.g. a student.

Once an examination has commenced, the assessors must make an assessment unless the examination is interrupted due to expulsion or illness that entitles the student to an illness re-sit.⁵⁸

To pass an exam, the student must at least achieve the degree of 02 or the assessment 'Pass'.

10.6.2 Disagreement as to the assessment

a) Disagreement when grading according to the 7-point grading scale.

If the examiners (internal assessment) cannot agree on a unanimous assessment, they must each give a grade. The grade for the examination will be the mean of the grades given, rounded to the nearest grade on the grading scale.

If the external examiner and the examiner (external assessment) cannot agree on a unanimous assessment, they must each give a grade. The grade for the examination will be the mean of the grades given, rounded to the nearest grade on the grading scale. If the mean is exactly halfway between two grades, the final grade will be determined as the higher of the two grades if the external examiner gave the highest grade. If not, the final grade will be the lower of the two.⁵⁹

b) Disagreement when assessing 'Pass' or 'Fail' (one internal and one external examiner)

If there is one examiner and one external examiner to make the assessment (external assessment) and if they disagree on whether the performance should be assessed 'Pass' or 'Fail', the external examiner's assessment will be decisive.⁶⁰

⁵⁶ See subsection 14(1) of Ministerial Order No. 262 of 20 March 2007 on the Grading Scale.

⁵⁷ See subsection 30(2) of the Exam Order.

⁵⁸ See section 14 of the Grading Order.

⁵⁹ See subsection 11(1) of the Grading Order.

⁶⁰ See subsection 11(2) of the Grading Order.

10.7 Written formulation and spelling skills

In addition to the discipline-specific content of final degree projects, professional bachelor's degree projects or final projects, assessments must also consider the student's written formulation and spelling skills.

UCN may exempt students from this requirement if they provide documentary evidence of a relevant, specific disability. The curriculum will state how the formulation and spelling skills are included in the total assessment of the examination performance as the discipline-specific content should always be given more weight.

Formulation and spelling skills may be included in the assessment of other examinations. The specific provisions for how written formulation and spelling skills are included in the assessments are described in more detail the curricula, however the academic and discipline-specific contents should always be given more weight.⁶¹

11. Credit transfer⁶²

Credit transfer evaluations take place in different situations.

11.1 Credit transfer assessment (compulsory credit transfer) related to applications for admission/registration for a study programme

When a student has met his/her duty to inform of passed educational components from another Danish or foreign higher education programme and his/her work experience, which may be assumed to be worth transfer credit, the study programme will decide whether to grant transfer credit in each individual case or according to the below-mentioned provisions of the curriculum for passed educational components and work experience that can be equalled to courses, elements of a study programme and parts of an internship. The decision to award transfer credit is based on an assessment of disciplinary elements.

11.2 Credit transfer assessment on the grounds of an application for admission/registration in which the student has not met his/her duty to inform of prior education and work experience

Twice a year (in July and January respectively in the context of study start), applications, which students submitted following applications in which the duty to inform of prior education and work experience was not met, are assessed to determine whether credit transfer should be granted.

This can mean that students will have to wait longer than anticipated to receive a decision of credit transfer.

It is therefore the student's choice to run the risk that a decision of transfer credit is not made in due time before the examination concerned.

- *IF the student does not attend the examination*, and UCN later decides NOT to grant the student transfer credit, the student will have used an exam attempt. Naturally, UCN must loyally inform the student of that risk.
- *IF the student decides to take the examination before UCN has made a credit transfer decision*, and if UCN would have granted credit, then transfer credit will NOT be awarded as the student had decided to take the examination. In this instance, the grade from the 'new examination' will be applicable
 - irrespective of whether 'the old exam grade' — which might have been worth transfer credit if the student had applied for it in due time — is higher than the 'new grade'
 - whether or not the student passed the 'new examination' or not.

⁶¹ See subsection 35(4) of the Exam Order.

⁶² Subsection 17(2) No. 8 of the Degree Programmes Order: Regulations on transfer credit, see section 18, including the indication of credit transfer agreements, if any, applying to educational components that are solely part of the institutional part of the curriculum.

Once the student has decided to attend an examination this will exclude the possibility of awarding transfer credit after the application has been processed, even in cases where transfer credit would have been awarded.

In other words: When a student has decided to take an examination, the student cannot receive transfer credit for the same examination at a later time.

11.3 Pre-approval of credit transfer and final credit transfer

Before a student leaves UCN for another educational institution, in Denmark or abroad, with a view to achieving credit transfer for an educational component, the student must submit an application for pre-approval of credit transfer.

UCN will attach conditions to the final approval of credit transfer. When the conditions have been met, credit transfer will be granted.

11.3.1 Pre-approval of credit transfer

In the application the student must:

- Indicate the elements in the curriculum that the student is applying for transfer credit for. Add a link to the curriculum, attach it or enclose it.
- State where the particular educational components can be completed (educational institution, place of internship/clinical internship)
- Inform whether UCN has a partnership or other agreement with that particular educational institution, place of internship/clinical internship⁶³
- Indicate which educational components of the home curriculum the student wants to seek transfer credit for.
- State which educational components in the guest/host curriculum that are to replace the educational components of the student's home curriculum (with an indication of the specific details of each educational component to allow for easy comparison)
- ...

Conditions that will be attached to the final approval of credit transfer:

- When the student has successfully completed the educational component, the application for final credit transfer must be submitted.
- The student must provide documentation proving that the educational component has been passed.
- The student must consent to allow UCN to obtain such information if the student cannot provide it himself/herself.
- The applied grading scale and an explanation of its taxonomy must be enclosed.

11.3.2 Final granting of transfer credit

When the student has successfully completed the pre-approved educational component, and when the application for final transfer credit has been received with the appropriate documentation, final transfer credit will be granted⁶⁴.

63. Pre-approval of credit transfer will be made according to Appendix 1, Criterion IV of [Ministerial Order No. 852 of 3 July 2015 on the Accreditation of institutions of higher education and approval of higher education programmes](#). **The level and contents of the higher education study programmes: In a manner** that parts of the study programmes that are completed outside of the educational institution, including internships, clinical learning periods and educational components that are completed abroad, undergo systematic quality assurance practices. ¹

64. Also see subsection 18(3) of [the Degree Programmes Order](#). In cases of pre-approved studies or internship in Denmark or abroad, the student is under a duty to document completion of the educational components of the pre-approved study-abroad period upon completion of that period. When applying for pre-approval, the student must consent to the educational institution collecting any required information after the student's completion of the study-abroad period.

Awarded transfer credit will be entered in the student's records to ensure that the transfer credit will be shown on the student's degree certificate.

The student will be encouraged to keep the original documentation of completion of the educational component abroad to allow that this documentation can be enclosed with the degree certificate.

11.3.3 If the pre-approved educational component is not passed

In case the student does not pass the pre-approved educational component(s) at the host institution, the student will have used an exam attempt, and will have to take the examination according to the rules set out in the curriculum that the student is registered under. An evaluation will be made as to whether the student can be exempt from any of the examination prerequisites.

12. Termination of registration as a student

Termination of the student's registration as a student will be made in the circumstances described below.

12.1 Non-compliance with study activity requirements

Each study programme curriculum has laid down rules and requirements for 'study activity' i.e. the students' active participation in studies.

Two varieties of non-compliance with study activity requirements exist that legally justify the de-registration of a student. The two varieties cannot simultaneously apply to the same parts of a study programme.

1. Registration will be terminated for students who have not passed at least one examination over a continuous period of at least one year (non-compliance with study activity requirements).

Periods during which a student has not been 'study active' due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count as non-compliance with study activity requirements. The student must provide documentation of the matter⁶⁵. The individual study programmes may have different customs for when documentation must be provided. It is therefore important that the student enquires about these situations.

The study programme may grant exemption from these provisions if exceptional circumstances exist.

2. The curriculum may provide that a student must pass examinations worth 45 ECTS credits per year of studies. The student has three attempts at passing these examinations.

65. See subsection 37(1) No. 5 of the Admission Order.

The study programme may exempt a student from this rule if the student is an elite athlete⁶⁶ or for reasons of illness, maternity/paternity leave or exceptional circumstances, including physical or mental impairment.

Rules laid down by the study programme on the academic aptitude examination and the first-year examination apply irrespective of the rules on termination of registration as set out above⁶⁷.

12.2 Completed studies

When a student graduates from his/her study programme, he/she will be de-registered as a student.

A student cannot apply for re-admission to or re-registration for a study programme from which he/she has already graduated.

12.3 Three examination attempts used

When a student has used the three available examination attempts, the student's registration will be terminated.

The study programme may allow the student to apply for re-registration, if the study programme finds, based on a concrete academic assessment, that the student's possibilities of completing the study programme have increased significantly, or if the contents of the study programme have changed significantly.

12.4 Failed academic aptitude examination

When a student cannot continue studies because he/she has failed the academic aptitude examination, the student will be de-registered.

The study programme may allow the student to apply for re-registration, if the study programme finds, based on a concrete academic assessment, that the student's possibilities of completing the study programme have increased significantly, or if the contents of the study programme have changed significantly.

12.5 Study programme rules prevent the student from completing studies

If the curriculum contains rules on e.g. the student's meeting certain examination prerequisites in order to take an examination, and if these are not met at either of the three examination attempts, the student's registration will be terminated.

66. The possibility of exemption for elite athletes exists in relation to participation in upcoming competitions of certain importance such as European championships, world championships, Olympic championships etc. The mere fact that a person is an elite athlete does not in itself determine whether exemption may be granted.

67. See subsection 39(2) of the Grading Order.

13. Access to records

13.1 Students' access to records

A student will be able to see the records (right of access to records) that concern him/her about e.g. an examination or complaints about an exam. Some documents are exempt from this rule such as internal documents, which the student cannot gain access to while a (complaints or appeals) case is pending, and personal notes that the assessors made during deliberations.⁶⁸

UCN may charge a fee for supplying copies of a student's case records.

The student may, if he/she so requests, furthermore be informed about the extent to which data about the examination relating to him/her is being electronically processed in the student records system (right of access). UCN will then inform the student about the information that is being processed, to which purpose, the categories of receivers inside and outside UCN, the information that UCN has about the student and where that information came from.⁶⁹

13.2 Access to records for people other than the student

Any matters regarding a student's examination are not subject to access to records for people other than the student, meaning that others cannot retrieve information on e.g. grades and examination answers/papers.

Exempt from this rule is e.g. information regarding whether a certain student has graduated from UCN with a completed degree. This means that it is a requirement that the person requesting information can identify the student(s) that he/she is requesting information about. The person requesting the information is not required to identify himself/herself or state the reasons for the request.

All information may be passed on to others if the student gives his/her written consent. One example could be a future employer asking for confirmation of the student's achieved grades.

14. Exemptions

On prior written, reasoned application from a student, UCN may exempt the student from provisions in the examination regulations in so far as the provisions were made by UCN in the event of exceptional circumstances and if the exemption is not contrary to or excluded by any ministerial order. According to practice, 'exceptional circumstances' are characterised as a sudden and unexpected change of conditions that a student has been unable to guard themselves against – such as sudden illness or death in their near family.

Unless otherwise stated, the programme director will be responsible for granting exemptions.

Students must apply for exemption for each examination, however not for re-sits and illness re-sits, even if the reason for an application for exemption is identical for several examinations.

⁶⁸ See sections 9, 12 and 13 of the Danish Public Administration Act and section 4 of the Danish Open Administration Act.

⁶⁹ See section 31 of Act no 429 of 31 May 2000 on the Processing of Personal Data.

15. Complaints and appeals

UCN recommends that the examinee talks to the student advisor for guidance on the complaints procedure and preparation of complaints and appeals.

The Exam Order defines two types of complaints: Complaints about an examination and complaints about legal matters.

15.1 Complaints about examinations and ongoing grading / ongoing assessment⁷⁰

Students can lodge a complaint about:

- The examination basis (including examination questions, assignments etc. and its relation to the objectives and requirements of the study programme)⁷¹
- The course of the exam (the way in which the exam was conducted, disturbances, etc.)
- The assessment (the grade)

Complaints may be made about all types of exams, both oral and written exams or combinations, as well as practical/clinical exams⁷².

The complaint must be in writing and justified. The complaint must be submitted no later than 2 weeks after the assessment of the test has been announced in the usual manner. The institution may dispense with the time limit, where unusual circumstances justify it.

The complaint will immediately be brought before the original assessors, i.e. the examiner and the external examiner from the examination concerned. The statements made by the assessors must be usable as the basis of the decision regarding discipline-specific matters. The study programme will usually give the assessors a deadline of two weeks to make their statements.

Immediately after the statements are made available, the complainant will be given the opportunity to comment on them within, usually, one week.

15.2 The decision

The decision, which must be made in writing and the grounds for it stated, may concern

1. an offer of a new assessment (re-assessment. Please note that this only applies to written products)
2. an offer of a new examination (re-sit)
3. a dismissal of the complaint.

70. Please see the passage above on examination prerequisites that are assessed.

71. The examination basis is the discipline-specific subject matter or material that forms the starting point of the examination and allows the student to demonstrate the competencies acquired during the course of study. The examination basis can be made up of e.g. examination questions, assignments, texts from class, a test or products made by the student. Specifically, this may be e.g. a project, a presentation portfolio or a piece of practical/clinical work. Generally speaking, the examination basis must take significant objectives and requirements as its starting point. This means that the study programme may select the objectives that they consider significant within the areas of knowledge, skills and competencies.

72. Complaints about the following will not be processed under the Exam Order:

1. The academic aptitude examination for an academy profession degree programme or a bachelor's degree programme, see the Exam Order – please note that not all study programmes require students to sit this kind of exam.
2. The module approvals (prerequisites) for the education (teacher) and social education programmes, unless the curriculum stipulates that the module must be approved by examination.
3. Non-performance of prerequisites (conditions) for sitting an exam.

15.2.1 A new assessment (re-assessment)

Re-assessment means that the original performance is assessed once more — by new assessors.

Re-assessment may only be offered in cases of *written* examinations where written material exists for assessment, as new assessors will not be able to (re-)assess an already held oral exam and as the notes of the original assessors are personal and cannot be passed on to others.

Re-assessments may result in lower grades than the initial grades.

The student must *accept* the offer in writing within two weeks of the mailing or electronic transmission of the decision.

If a degree certificate has been issued, the student must return the degree certificate to the study programme alongside his/her acceptance. If the grade is changed as a result of the re-assessment, the study programme will issue a new degree certificate.

The student may withdraw the acceptance within the same deadline/two weeks.

If the student

- does not accept the offer of a re-sit exam
or
- does not return the degree certificate within the deadline,

re-assessment will not be made.

In cases of re-assessment, the new assessors will be presented with the case documents: The examination paper, the student's answer paper, the complaint, the statements made by the original assessors with the student's comments, and the decision made by the study programme.

Re-assessment must take place as soon as possible.

The assessors will inform the study programme of the result of the re-assessment and attach a written justification.

The study programme will inform the student and the assessors about the result of the re-assessment.

15.2.2 New exam (re-sit)

A re-sit exam means that a student is offered to sit an examination over again.

When an examination is failed (and must therefore be re-sat) and if the examination includes a written product, which is (also) to be assessed, this written product must be written anew – unless the curriculum provides otherwise.

A re-sit exam may result in a lower grade than the initial grade.

The student must *accept* the offer in writing within two weeks of the announcement of the decision.

If the student accepts the offer of a re-sit, this is not considered an exam attempt.

If a degree certificate has been issued, the student must return the degree certificate to the study programme alongside his/her acceptance. If the grade is changed as a result of the re-sit, the study programme will issue a new degree certificate.

The student may withdraw the acceptance within the same deadline/two weeks.

If the student

- does not accept the offer of a re-sit examination
or
- does not return the degree certificate within the deadline,

a re-sit examination will not be held.

A re-sit must be held as soon as possible.

The assessors will inform the study programme of the result of the re-sit examination.

The study programme will inform the student and the assessors of the result of the re-sit examination.

15.2.3 The student did *not* pass the examination that is complained about

If the student did not pass the examination that he/she is complaining about, the following will take place:

The student will automatically be registered for the next examination

If a student does not pass an exam, he/she will automatically be registered for the next (re-sit) examination for that particular educational component, unless the student has used their three examination attempts — or if the student has been granted an attempt by exemption.

As the student cannot withdraw from a the re-sit, he/she must sit the examination if it is offered **at the same time as the complaint is being processed** and **before a decision has been reached**.

Offer of re-assessment (new assessment of the same written product)

If a student succeeds in a complaint about an original examination result (in cases of an accepted offer of **re-assessment**) and consequently passes that examination and *at the same time* passes the re-sit examination that the student was automatically registered for, the higher grade of the two will apply.

Offer of a re-sit examination (entirely new examination with new exam questions/new written product/other⁷³)

If a student succeeds in a complaint about an original examination result (in cases of an accepted offer of a **re-sit**), and if the student *at the same time* sat the re-sit exam for which he/she was automatically registered, the grade of the re-sit will apply, *if in fact the student passed the re-sit examination*. This is because the student *will now* have sat a re-sit, and because a passed examination cannot be resat.

In the event that the student did not pass the re-sit that he/she was automatically registered for and that was held while the complaints case was being processed, the student will have an additional examination attempt available to them as the examination for which the student was automatically registered does not (in this particular situation) count as an examination attempt.

73. See the provisions of the study programme curriculum that the student is registered under.

15.2.4 Below is an illustration of the course of events that takes place if a student fails to pass an examination that he/she complains about and succeeds in that complaint

<i>Successful complaint and <u>re-assessment</u></i>	<i>Successful complaint and <u>re-sit examination</u></i>
The student will automatically be registered for the next occurrence of the examination	The student will automatically be registered for the next occurrence of the examination
If this exam is held at the same time as the complaint is being processed, the student must sit the exam.	If this exam is held at the same time as the complaint is being processed, the student must sit the exam.
The student cannot legally withdraw from the exam.	The student cannot legally withdraw from the exam.
If the student passes the re-assessment and <i>at the same time</i> passed the re-sit exam that he/she sat, the highest grade applies.	If the student passes the re-sit exam, this grade will apply, as a passed exam cannot be re-sat.
	If the student does not pass the re-sit exam, the student will have an additional exam attempt, as the exam for which the student was automatically registered does not count as an exam attempt (in this particular situation).

15.3 The student may continue studies during the processing of the complaint

On the conditions that the student

- has not used all his/her exam attempts for the examination he/she is making a complaint about, and
- has not been granted exemption for an additional examination attempt

the student can continue studies during the processing of the complaint, including sitting for a re-sit examination, if he/she failed the examination that is being complained about.

15.4 Appeals

The appellant may bring the study programme's decision on academic/professional matters before an appeals board. The activities of the appeals board fall under the Danish Public Administration Act, including the provisions on legal incapacity and the duty of silence.

The appeal should be submitted to the programme director.

The deadline for appeals is two weeks after the examinee has been notified of the decision. The requirements specified above in the context of complaints (that they must be in writing, substantiated etc.) also apply to appeals.

The appeals board is made up of two external examiners appointed by the chairman of the external examiners, one examiner and a student within the same academic field (from the same study programme as the appellant), both appointed by the programme director of the study programme.

The appeals board will make a decision based on the material that was used by the study programme to make their decision along with the appellant's substantiated appeal.

The appeals board will process the appeal, and the decision may concern:

1. an offer of a new assessment made by new assessors, however, this only applies to written examinations
2. an offer of a new examination (re-sit) with new assessors, or
3. a dismissal of the appeal.

If the decision is to offer the appellant a re-assessment or re-sit examination, the appellant must be notified that a re-assessment or re-sit exam may result in a lower grade. The appellant must accept the offer within two weeks of the mailing or electronic transmission of the decision. Acceptance of an offer of re-assessment or a re-sit examination cannot be cancelled.

If the student does not accept the offer within the deadline, re-assessment or a re-sit examination will not be carried out.

Re-assessment or a re-sit examination must take place as soon as possible.

In cases of re-assessment, the assessors must be presented with the case documents: The exam paper, the appellant's answer paper, the statements made by the original assessors with the appellant's comments, and the decision made by the study programme.

The appeals board must have made a decision within two months — and within three months for summer exams — after the appeal was made.

The appeals board's decision is final meaning that the parts of the case that concern discipline-specific/academic matters cannot be brought before a higher administrative authority.

15.4.1 Complaint about legal matters in decisions made by the study programme and the appeals board

Complaints about legal matters in decisions made by the study and the appeals board may be brought before the study programme within two weeks of the day the complainant was notified of the decision.

For information about complaints about such decisions, please see the section below about complaints about legal matters in general.

15.5 Complaints about the course of examinations that are not subject to the Exam Order

15.5.1 Complaints about supervisory guidance on a written assignment that will make up the examination and/or assessment basis

Complaints about supervisory guidance in relation to a piece of written work that will make up an examination or assessment basis should be submitted to the study programme.

15.5.2 Complaints about lectures and instruction

In matters concerning complaints about lectures and/or instruction provided at lectures, the programme director will be responsible for processing the case and will have the competence to decide the case.

15.6 Complaints over matters governed by the Exam Order and other complaints in the same letter of complaint

If a student submits a letter of complaint concerning matters governed by the Exam Order as well as matters that are not governed by the Exam Order, such as a complaint about supervisory guidance, the complaint will be treated as two separate complaints as they are processed according to two different sets of rules in terms of procedures and legal consequences.

16. Academic misconduct at exams

When submitting a written exam answer paper, an examinee must confirm by signature that the paper was written without undue help.

16.1 Use of one's own work and the work of others – plagiarism

Academic misconduct at exams in the form of plagiarism includes instances where a written assignment, a multimedia production and other physical or electronic products, in full or in part appear to have been made by the examinee(s) themselves, in a way that the assignment

1. includes identical or near-identical wording of other people's statements or works where the text is not set off by quotation marks, italics, indentation or any other clear indication with a reference to the source, see the educational institution's requirements to written work.
2. includes substantial passages of text that are so similar to another work in wording etc. that on comparison it is clear that the passages could not have been written without the use of the other work
3. includes the use of other's words or ideas without giving due credit to the sources
4. re-uses text and/or central ideas from the student's own previously assessed work without observing the provisions in sections 1 and 3.

The regulations on the use of one's own work or the work of others (plagiarism) as set out above also apply for the submission of written material that is indirectly related to an examination:

- indirectly as part of the examination basis of an examination
- indirectly as an examination prerequisite to an examination, whether or not the prerequisite will be assessed.

16.2 Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations

An examinee who, without question,

- unduly obtains help, or
- helps another examinee do an assignment, or
- uses non-authorized aids

and

an examinee who

-
- behaves in a disruptive manner during an exam

may be expelled from the exam room by the programme director, by a person authorised by the programme director, or jointly by the assessors, even while the examination is still taking place. In such cases, whether the expulsion was justified will be assessed in connection with the subsequent decision on the sanctions to be imposed.

In less serious cases of disruptive behaviour, the student will first be given a warning.

16.3 Suspected academic misconduct at exams, including plagiarism, during and after the exam

If, during or after an exam, suspicion arises that an examinee

- has obtained or provided undue help,
- has passed off another person's work as their own (plagiarism), or
- has used his/her own previously assessed work or parts of it without reference (plagiarism),

this will be reported to the relevant study programme.

16.4 The process of identifying academic misconduct including plagiarism

16.4.1 Suspension of the exam

If the reported misconduct concerns plagiarism in a written assignment that will be part of the examination basis for a subsequent oral examination, the programme director will suspend the examination if the matter cannot be settled before the fixed examination date.

16.4.2 Form and contents of an academic misconduct report

Misconduct must be reported without undue delay. The report must include a written presentation of the case with information to identify the reported persons, as well as a brief account of the matter and the existing evidence. If one or more of the reported persons have repeatedly performed academic misconduct, this must be stated.

When plagiarism is reported, the plagiarised sections must be marked and their sources clearly stated. The plagiarised text must also be marked in the source text.

16.4.3 Involving the examinee — hearing of the parties

The programme director decides whether the hearing of the student will be conducted in person, in writing or a combination.

For oral hearings, the examinee will be summoned for a dialogue to clarify the case where they will be presented with the documentation of the suspected academic misconduct, and where they will be able to state their point of view. The examinee has a right to bring a companion.

For written hearings, the documentation of suspected academic misconduct will be sent to the student in order to request them to write a statement of their point of view.

16.4.4 Sanctions against academic misconduct and disruptive behaviour during exams

If the suspected misconduct is confirmed after the matter has been clarified, and if the misconduct has had or would have had an influence on the assessment of the student's performance, the programme director will expel the student from the examination.

In less serious offences, the student will first receive a warning.

In aggravating circumstances, the programme director may suspend the student for a period of time at the programme director's discretion. In such cases, the student will receive a written warning that repeated instances of academic misconduct may lead to expulsion.

Suspension means that any grades awarded for the examination concerned will be annulled, and that the student will have used an exam attempt.

In cases of aggravating circumstances, the programme director may decide to suspend the student from the educational institution for a period of time at the programme director's discretion. In such cases, the student will receive a written warning that repeated instances of academic misconduct may lead to expulsion.

The student cannot attend lectures or exams while suspended.

Nor can the student participate in activities at UCN and any examination registrations will be annulled during the suspension period. Furthermore, the student cannot obtain pre-approval of credit transfer or be awarded transfer credit for any upcoming study activities or study activities completed at other higher education institutions during the period of sanction. On expiry of the suspension period, the student may resume his or her study. Registration for examinations takes place according to the rules governing examination registrations.

Expulsion from UCN means that the student's course of study and opportunities of study at UCN will be permanently terminated, and that the student must return his/her student ID as well as any materials on loan, such as library books, study aids lent according to the rules of educational, psychological support etc.

16.5 Complaints about legal matters

The decision that a student has used an exam attempt and is suspended for academic misconduct is final and cannot be brought before a higher administrative authority.

Complaints on the grounds of legal matters (e.g. legal incapacity, the hearing procedure, complaints guidelines, correct interpretation of the Exam Order etc.) may be brought before the Danish Agency for Science and Higher Education. The complaint must be brought before the educational institution and directed to the attention of the programme director who will make a statement. The student will have the opportunity to comment on the statement, the deadline being usually one week. The educational institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Science and Higher Education. The deadline for complaints made to the educational institution is two weeks from the day the complainant was notified of the decision, see section 51 of the Exam Order.

17. Storage of exam questions and exam answer papers

17.1 Storage of written assignments and examination answer papers

UCN will store examination questions (examination papers) for at least one year.

Written works that have been assessed and/or have been part of an examination or assessment basis will be stored for at least one year or as long as required until any pending complaints or appeals cases have been settled.

18. Issue of degree certificates

UCN will issue a degree certificate⁷⁴ when all examinations described in the curriculum have been passed. The degree certificate will be issued in Danish as well as English. A cover page for the degree certificate is issued containing:

- Identification of the student (name and CPR.No.)
- A Danish and English designation (title) that the student is entitled to use.

A Diploma Supplement is also issued.

Only one original degree certificate will be issued. In the event that the degree certificate is lost, the graduate will be able to receive a certified copy of the certificate against payment.

19. Application for state authorisation after graduation

Students graduating from certain study programmes will be licensed in Denmark within the professional field of their study programme.

19.1 Technology programmes

- The Academy Profession Degree Programme in Service Engineering; heavy current technician
- The Academy Profession Degree Programme in Service Engineering; heating, air conditioning, gas and sanitation technician

Authorisation as a heavy current technician can be achieved if the student in the third semester passes the elective educational component called 'Heavy current authorisation'. The Danish Safety Technology Authority acts as the external examiner for the authorisation examination. The certificate proving that the student has passed the authorisation examination will only authorise the student to perform authorised work upon graduation of the study programme. This means that the authorisation certificate will be issued alongside the student's degree certificate when the student has graduated the entirety of the study programme.

Authorisation as a heating, air conditioning, gas and sanitation technician can be achieved if the student in the third semester passes the elective educational component 'Gas technology 2'. In order to be able to apply for an authorisation in gas installations according to the guidelines provided

⁷⁴ See section 36 of the Exam Order.

by the Danish Safety Technology Authority, it is a requirement that this examination has been passed. The elective components will be finalized by a practical examination held at Tech College. The certificate proving that the student has passed the authorisation examination will only authorise the student to perform authorised work upon graduation of the study programme. This means that the authorisation certificate will be issued alongside the student's degree certificate when the student has graduated the entirety of the study programme.

19.2 Health programmes

- The Bachelor's Degree Programme of Occupational Therapy
- The Bachelor's Degree Programme of Physiotherapy
- The Bachelor's Degree Programme of Midwifery
- The Bachelor's Degree Programme of Radiography
- The Bachelor's Degree Programme of Nursing

The student can apply to the Danish Health Authority for an authorisation.

The student must apply digitally through the Danish Health Authority's web site: www.sst.dk. The payment of the fee for the authorisation certificate must be made directly to the Authority and can be made by payment card on-line.

An application for authorisation should be made well ahead of graduation from the study programme.

UCN will submit lists of proposed students to the Authority as soon as possible after the last student of the class has completed the final bachelor project examination. An authorisation cannot be issued until the application, the payment and the proposal from the educational institution have been received by the Health Authority.

The effective date of authorisation will be the day of graduation if the application was submitted and the fee paid before that date.

Further information can be obtained at the Study Administration Office.

20. Competence to make decisions according to UCN's Examination Regulations in the absence of the programme director

When the programme director is absent, the competence to make decisions may be assigned to a named individual.

21. Copyright

The student will hold the copyright of any products made as the result of an examination.⁷⁵

This means that the student will have the sole right to decide how, when, by whom and the conditions on which any use of the product may take place.

⁷⁵ See Consolidation Act No. 1144 of 23 October 2014 on copyright, Circular No. 169 of 16 July 1973 and section 52 of the Exam Order.

If a party external to UCN has been involved in an examination, a prior agreement must be made between the educational institution, the student and the third party as to the extent to which the parties will be entitled, under the current copyright regulations, to use the results that emerge during the course of the exam period, including whether any information concerning third party matters that are presented in the assignment solutions may be made public.

Publication may not take place if the product contains confidential information. The student cannot give his/her permission to publication if the product contains confidential information.

Lending examination answer papers to others requires the written consent of the writer of the answer paper. If the examination answer paper contains confidential information, it may not be lent to others, nor may it be lent to others with the consent of the writer.

The student will also have the copyright to these products against payment of any expenses incurred for materials used in relation to the examination. If the student does not enforce the copyright within two months after being informed of the results of the examination, the copyright will transfer to the educational institution.

21.1 Complaints on the grounds of legal matters

Complaints about legal matters may, for example, be a complaint that UCN has not followed the examination procedure according to education regulations or ministerial orders, such as the Exam Order or the Admission Order, and that common administration principles have been violated, or that the examination procedure is contrary to statute or convention.

Complaints on the grounds of legal matters in decisions made by the assessors in connection with re-assessment or re-sit examinations or the appeals board's decisions may be brought before University College of Northern Denmark within two weeks of the day the complainant was notified of the decision.

Complaints on the grounds of legal irregularities in decisions that were made by the educational institution according to the provisions of the Exam Order may be brought before the educational institution, which will make a statement that the complainant will have the opportunity to comment on within a deadline of, usually, one week. The institution will submit the complaint, the statement and any comments made by the complainant to the Danish Agency for Science and Higher Education. The deadline for lodging complaints with the institution is two weeks (14 days) from the day the complainant was notified of the decision.

22. Effective date

These Examination Regulations for UCN's undergraduate programmes will come into effect as of 1 February 2017 and will apply to examinations commenced on February 2017 or thereafter.

The sections below are addenda to the institutional parts of the undergraduate programmes' curricula on

5(5) *Withdrawal from exams*

6 *Re-sits and re-sits due to illness (illness re-sits)*

14 *Examination complaints and appeals*

15(1) *The use of one's own work and the works of others*

15(2) Disciplinary actions in events of academic misconduct and disruptive behaviour during examinations

and will have effect for examinations commenced as of February 2017 .

The UCN Examination Regulations of 1 September 2016 are hereby repealed.