

Examination Rules

University College Absalon

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1. Introduction

In combination with ministerial orders, study programmes, module/subject descriptions and the practical/administrative framework set out for the educations, the Examination Rules for University College Absalon constitute instructions and information concerning the examination rules applicable for the basic educations provided by University College Absalon and are targeted at students, employees and other persons involved in examination procedures.

The objective of laying down Examination Rules for University College Absalon is to provide a set of standardised and qualified descriptions of procedures in connection with the examination of the students' competences, thus providing an assessment of the individual student's performance in respect of the ministerial orders in force within the area.

These present Examination Rules are prepared by Student Administration and Services on the basis of a compilation of a variety of instruments pertaining to the University College Absalon educations.

Student Administration and Services is constantly working towards a quality enhancement of shared documents. In the event of any comments as regards the examination rules or supplementary suggestions, please forward such input to Uddannelsesjura@pha.dk

2. Objectives and scope of application, in general

2.1. Legislative regulations

The Examination Rules for University College Absalon is a collection of such general rules applicable to the holding of examinations which, pursuant to the Ministerial Order on Examination, shall not be set out in the study programme.

The organisation of examinations is regulated by Ministerial Order no. 1046 dated 30/06/2016 on Examinations in Professionally Oriented Higher Education Programmes (the examination order)¹ and by Ministerial Order on the Grading Scale and Other Forms of Assessment of Education (the grading scale order)². Further, the ministerial order on Admission to and Enrolment on Vocational Academy Professions and Professional Bachelor's Degree Programmes (the enrolment order)³ and the ministerial order on Training Programmes for the Vocational Academy Professions and on Professional Bachelor's Degree Programmes (the education order)⁴ also set out individual examination rules. Please note that the most recent versions of the legislative texts and documents are available in Danish only (notes 1-4 below). Please note that only Danish versions have legal validity.

A number of aspects are exhaustively regulated by the ministerial orders, whereas University College Absalon in other aspects has authority in the Act to implement its own procedures. Such procedures shall, for instance, contribute to the optimisation and quality assurance of University College Absalon operations, comprising the organisation of examinations.

¹ BEK nr. 1500 dated 02/12/2016 Prøvebekendtgørelsen (the examination order) and nr. 1502 dated 28/11/2017 and nr. 1081 dated 28/08/2018

² BEK nr. 114 dated 03/02/2015 Karakterbekendtgørelsen (the grading scale order)

³ BEK nr. 211 dated 27/02/2019 Adgangsbekendtgørelsen (the enrolment order)

⁴ BEK nr. 841 dated 24/06/2018 LEP-bekendtgørelsen (the education order)

Pursuant to the examination order, certain conditions pertaining to an examination shall be set out in the study programme⁵ where objectives/learning outcomes and requirements to the individual examinations are laid down. Likewise, in pursuance of the provisions in the examination order, certain formal requirements to the examinations must be described in the study programmes. The ministerial order pertaining to the specific education may further lay down rules on the study programme content which shall take precedence over the rules set out in the examination order. Any reference to formal examination requirements set out in the Examination Rules for University College Absalon shall solely refer to "the study programme". The ministerial orders and the Study Programmes are available on www.Phabsalon.dk.

2.2. The objective of examinations

The objective of examinations is to assess the extent to which the individual student's qualifications comply with the academic objectives stipulated for the individual examination in the study programme/module/academic description.

3. Access to examinations

3.1. Rules on time limits for examination requirements

In order to continue their professional bachelor programme, the students must comply with the following requirements:

- Before the end of the student's second year of study after the student's commencement of study, the student must have passed such examinations which, pursuant to the study programme, are included in the first-year exam⁶.
- The study programme of the education may stipulate that, in order for the student to continue on the programme, the first-year exam must have been passed before the end of the student's first year of study⁷.
- As a rule, the education must at the latest, be completed within the number of years allocated for the study plus 2 years. In exceptional circumstances, the institution may grant an exemption from this requirement⁸.

3.2. Automatic registration for examinations

An educational subject element (e.g. a semester or a module) is usually concluded by a completing examination positioned in continuation of the element.

The student's registration for an educational subject element at the same time constitutes registration for the examination(s) pertaining to the element; and, hence, the student

⁵ s. 4(2) of prøvebekendtgørelsen (the examination order)

⁶ s.8(1) of prøvebekendtgørelsen (the examination order)

⁷ s.8(2) of prøvebekendtgørelsen (the examination order)

⁸ s.5(3) of LEP-bekendtgørelsen (the education order)



need not register for examination⁹. For some of the educations there is a possibility of unsubscribing from an exam, if this option is stipulated in the curriculum.

Students who fail an ordinary examination are automatically registered for a re-examination¹⁰. The education does not provide students with the opportunity to withdraw their registration for examination.

Students are entitled to 3 attempts at passing an examination. Based on exceptional circumstances, a further attempt may be allowed.¹¹ The student shall apply to the educational institution for permission to a 4th examination permitted. The question of academic aptitude must not be included in the assessment as to whether exceptional circumstances apply¹².

Students having been granted leave cannot, during the period of leave, attend classes or sit for examinations in respect of the education from which the student has been granted leave¹³.

An examination which is passed cannot be resat. If an examination consists of several partial examinations, partial examinations assessed as failed cannot be resat if the combined examination is passed. The rules for the individual study programme may, however, stipulate otherwise¹⁴.

3.3. Re-examination and make-up exams

Unless practical or other special circumstances prevent it, the point of departure for re-examination and make-up exams is that the same examiner and external examiner shall assess the examination. This provision shall not apply, however, if re-examination or re-assessment is the result of an appeal procedure cf. s. 9(3) of these present rules.

The following describes 5 variations of re-examination:

3.3.1. Re-examination on the grounds of failure to pass the exam –now or previously

The automatic registration for examination shall continue to apply for students who have failed an ordinary examination¹⁵, comprising examinations assessed as failed due to the student's "failure to appear" for examination.

An examination shall be passed when the student achieves a grade of at least 02 or more, or the assessment "Passed"¹⁶.

⁹ s.5 of prøvebekendtgørelsen (the examination order)

¹⁰ s.6(2) of prøvebekendtgørelsen (the examination order)

¹¹ In practice "unusual circumstances" are characterized by being sudden situations that the student could not control- for example sudden illness or death in the immediate family.

¹² s.6(3) of prøvebekendtgørelsen (the examination order)

¹³ s.39(2) of adgangsbekendtgørelsen (the enrolment order)

¹⁴ s.6(1) of prøvebekendtgørelsen (the examination order)

¹⁵ s.6(2) of prøvebekendtgørelsen (the examination order)

¹⁶ s.1-8 of karakterbekendtgørelsen (the grading scale order)



3.3.2. Re-examination as a result of a complaint or appeal procedure

In connection with a student's complaint concerning an oral examination (the basis or process of the examination or the assessment), University College Absalon may decide to provide an offer of re-examination¹⁷. A board of appeal may likewise arrive at a decision to provide an offer of re-examination¹⁸.

In the event of re-examination, cf. the two circumstances referred to above, the previous examination, and hence the grade achieved, is declared void, and thus a re-examination may result in a different grading, and perhaps a lower grade. The complainant must be informed thereof¹⁹. Re-examination arising from an examination appeal shall not count as an examination attempt²⁰.

In cases where a certificate has been issued and the student subsequently accepts an offer of re-examination ensuing from a complaint or appeal, the certificate shall be revoked until a new assessment has been made²¹, and a new certificate shall be issued if the assessment of the re-examination is different from the first assessment.

The student who did *not* pass the examination, he or she complains about must do a re-examination as soon as possible regardless of the complaint, unless the student has used all his or her examination attempts. If the student subsequently succeeds with the complaint and is offered a re-examination, the assessment of the re-examination already held, will be valid as it is not possible to retake a passed examination.

3.3.3. Re-examination as a result of significant errors or irregularities

Where University College Absalon in connection with an examination becomes aware of the existence of errors or irregularities which can be rectified – e.g. the handing out of an incorrect examination paper – University College Absalon shall be entitled to decide which remedial action to take²², subject to agreement with the assessors or assigners where this is relevant.

In case of significant errors or irregularities which may have impacted on the student's performance, the institution will provide the students with an offer of re-assessment or re-examination. Such an offer shall apply to all students whose examinations were affected by the same error or irregularity²³. In such circumstances, the students cannot receive lower grading – neither by re-assessment nor re-examination; and, hence, the students will be in a position to choose the best grading²⁴.

¹⁷ s.45(1(2)) of prøvekendtgørelsen (the examination order)

¹⁸ s.50 (1(2)) of prøvekendtgørelsen (the examination order)

¹⁹ s.45(3) of prøvekendtgørelsen (the examination order)

²⁰ s.6(5) of prøvekendtgørelsen (the examination order)

²¹ s.46(1) of prøvekendtgørelsen (the examination order)

²² s.39(1) of prøvekendtgørelsen (the examination order)

²³ s.39(2) of prøvekendtgørelsen (the examination order)

²⁴ s.40(1) of prøvekendtgørelsen (the examination order)



3.3.4. Re-examination as a result of particularly severe errors or irregularities²⁵

Where an examination is characterised by errors or irregularities of such a severe nature that they may have affected the student's performance, University College Absalon may decide to declare an already held examination void and arrange a re-examination. A re-examination owing to an annulment of the ordinary examination may result in lower grading²⁶. Such re-examination shall not count as an examination attempt²⁷.

3.3.5. Re-examination in connection with partial examinations

The rules for the individual study programme may stipulate that an examination shall consist of several partial examinations. The individual examinations may be weighted e.g. by their reciprocal relationship to each other. Such weighting will be stipulated in the rules for the individual study programme.

Unless otherwise set out in the ministerial order or the individual study programme, partial examinations which are not passed cannot be resat if the combined examination is passed²⁸.

The individual partial grades are combined into one grade for the combined examination²⁹. The grade shall be the average of the partial grades, rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades. One decimal shall be included in the calculation of the grade point average³⁰.

The calculation of the grade point average shall not comprise examinations based on the assessment "Pass/Fail".

3.4. Re-examination on the grounds of illness

Where one or more students were prevented from sitting an examination on the grounds of illness, University College Absalon shall, at the soonest possible after the ordinary examination, organise a re-examination³¹. Timewise, such an examination may coincide with the education's next ordinary examination. Where the examination falls within the final examination term of the education, the student shall be offered to sit the examination within the same examination term or immediately thereafter³².

Students that are sick in the morning of an exam, must give notice to the study secretary by e-mail or telephone. A student taken suddenly ill in the course of an examination gives notice to the teacher or other person present at the exam. The student must be able to document his/her being ill on the day of the examination.

²⁵ s.39(3) of prøvebekendtgørelsen (the examination order)

²⁶ s.40(1) of prøvebekendtgørelsen (the examination order)

²⁷ s.6(5) of prøvebekendtgørelsen (the examination order)

²⁸ s.6(1) of prøvebekendtgørelsen (the examination order)

²⁹ s.13(1) of karakterbekendtgørelsen (the grading scale order)

³⁰ s.17(2) of karakterbekendtgørelsen (the grading scale order)

³¹ s.7(1) of prøvebekendtgørelsen (the examination order)

³² s.7(1) of prøvebekendtgørelsen (the examination order)



Illness must be documented by a medical certificate. It must be documented that the student has not been able to sit the exam due to the illness. University College Absalon must receive the medical certificate no later than 5 workdays after the examination having been held. The expense of medical declarations shall be paid by the students themselves. Such declarations must be issued by a general practitioner, a medical specialist, a casualty department or hospital. The medical certificate, to be made out on the doctor's official stationery or a standard form, must carry the doctor's stamp and signature.

Where illness is not documented pursuant to the above rules, the student will have used an examination attempt. Likewise, failure to submit documentation within deadlines shall be considered to be "failure to appear" and hence construed as absence from the examination. The consequence of this will be that the student will have used an examination attempt.

3.5. Failure to appear at an examination

If, without sufficient reason, a student fails to appear for an examination, the student will be registered as "failed to appear". Such absence shall rate as an examination attempt. The student will then automatically be registered for the next ordinary examination³³.

Documented illness shall be considered to be valid grounds for absence from an examination³⁴.

4. Examination forms and the organisation of examinations

4.1. Examination overviews

An examination overview shall be prepared for each individual education. A plan of ordinary examinations and re-examinations will be prepared by the beginning of the semester. This plan will be published on Study Net.

Similarly, the education's study programme will comprise the sequence of examinations in the course of the educational programme³⁵.

It shall be the student's own responsibility to seek information as to the date, time and place for the conduction of the examinations.

4.2. Examination forms

An examination can be of the following form:

- Written
- Oral
- Practical/clinical

³³ s.6(2) of prøvebekendtgørelsen (the examination order)

³⁴ s.7(1) of prøvebekendtgørelsen (the examination order)

³⁵ s.4(2(2)) of prøvebekendtgørelsen (the examination order)



- A project-oriented procedure
- Virtual
- Other
- A combination of the various forms³⁶.

The study programme of the individual education lays down the examination form that applies to the individual examination. Any formal requirements to the examination are set out in the study programme³⁷.

An examination may be organised as an individual examination or as a group examination³⁸.

4.2.1. Individual examination

An individual examination shall be construed as the examination of one individual student.

The assessment is given immediately after an individual oral examination.

If the university holds an individual oral exam as a follow-up to a paper written by a group of students, which constitutes an element in the assessment, the students concerned must not be present in the examination room before they themselves have been examined³⁹.

Any written examination/paper shall be subject to author/co-author responsibility which means that all members of a group shall be equally responsible for the written product in its totality. When uploading/handing in the written product, the student(s) must acknowledge their responsibility and declare that the product is the result of own work. Further rules in respect of plagiarism are set out in section 6 of these present rules and in the examination order (prøvebekendtgørelsen), both available on www.phabsalon.dk.

In connection with the final bachelor project the student can choose to prepare the assignment individually. Regardless if the final bachelor project is prepared in a group the student can choose an individual exam if the exam is oral.

4.2.2. Group examination

A group examination shall be construed as an examination of the entire group at the same time with subsequent individual grading.

When an examination is organised as a group examination, the study programme or its appendices will lay down the maximum number of students permitted to participate in

³⁶ s.11 of prøvebekendtgørelsen (the examination order)

³⁷ s.11(2) of prøvebekendtgørelsen (the examination order)

³⁸ s.12(1) of prøvebekendtgørelsen (the examination order)

³⁹ s.14(4) of prøvebekendtgørelsen (the examination order)



the individual group examination and whether the student may choose an individual examination instead⁴⁰.

In connection with both individual examination and group examination, an individual assessment of the students' performance shall be required⁴¹. It is the education that decides if all of the group members are present when an individual grade is given, or if group members can receive individual feedback.

4.2.3. The basis for examination

The basis for examination is characterised by the study activities to be complied with by the student in order to sit for the respective examination. The basis for the individual examination shall be set out in the study programme⁴². This may e.g. be the handing in of papers, reports or the similar. Likewise, compulsory attendance or participation may constitute the basis for examination.

Where the study programme stipulates compulsory attendance in respect of a study activity as a precondition for sitting an examination, the student shall be under an attendance obligation to an extent as laid out in the study programme for the individual examination.

Compulsory participation and attendance

Compulsory participation shall be construed as an obligation to participate in every kind of study activity that forms an integral element in the education. Examples of study activity may be group work, joint projects, virtual classes, exercises, reports and portfolios. Compulsory participation may be expressed as a precondition for participation in examinations; and the study programme must stipulate how the compulsory participation shall be realised. Compulsory participation cannot be expressed as an obligation to participate in a definite number of classes or as a rate of absenteeism in respect of the activity.

Compulsory attendance shall be construed as physical presence. The study programme shall stipulate such education elements as may be comprised by compulsory attendance.

In certain cases, compulsory participation may mean compulsory attendance. Thus, the students are under an obligation to attend in respect of practice/traineeships and in respect of a variety of compulsory processes and activities within the individual education. Further provisions in this respect are laid down in the study programme.

Failure to comply with the bases for examination shall count as an examination attempt, unless:

- the student can provide documentation for illness
- an exemption has been or may be granted

Where, by non-compliance with the preconditions for sitting an examination, the student has used one examination attempt, the student must be provided with a new opportunity

⁴⁰ s.12(1) of prøvebekendtgørelsen (the examination order)

⁴¹ s.12(2) of prøvebekendtgørelsen (the examination order)

⁴² s.5(3) of prøvebekendtgørelsen (the examination order)



for sitting the examination. This opportunity, referred to as a repair opportunity, may be the handing in of a relevant paper. On the provision that such a repair opportunity is accepted by the teacher, the student may subsequently sit for the examination. In the event of rejection of the repair opportunity, the student will have used his or her second examination attempt. The student shall then be permitted one last repair opportunity; and, in the event that this is likewise rejected, the student will then have used all 3 examination attempts and cannot sit for the examination in question.

4.3. Formal requirements to written papers

A set of formal requirements may pertain to written papers. They appear from the study programme. This shall apply to written papers constituting a direct element in the assessment of an examination as well as to written papers constituting an indirect element in an examination and, hence, a precondition for sitting the examination⁴³.

If handing in is a prerequisite for attending the exam, a reasonable answer must be given.

Overdue or incorrect compliance with formal requirements shall be construed as "failure to appear" where the study activities constitute a prerequisite for examination. The student will thus have used an examination attempt⁴⁴.

As mentioned, non-compliance with a predetermined deadline for the submission of a paper shall count as an examination attempt, unless:

- the student can provide documentation for illness
- an exemption has been or may be granted

4.3.1. Non-compliance with formal requirements to written papers

In the event of a written paper's non-compliance with formal requirements to written papers and requirements to content, this shall be construed as "failure to appear". This assessment shall be made by the assessors pursuant to applicable rules as laid down in the study programme and/or the ministerial order on the grading scale and other forms of assessment.

Non-acceptance of a paper on the grounds of formal requirements shall be registered as non-compliance with study activities. The student has thus used an examination attempt.

Blank hand in results in the lowest grade.

5. Organisation of examinations

5.1. Identification

The student must, upon request, be capable of providing identification by means of his/her

⁴³ s.11(2) of prøvekendtgørelsen (the examination order)

⁴⁴ s.11(3) of prøvekendtgørelsen (the examination order)



student ID card.

5.2. Public examinations

Oral and/or practical/clinical examinations are public⁴⁵, unless an agreement of secrecy has been made. This may apply in case of examinations involving parties outside University College Absalon, e.g. examinations with the participation of patients/citizens/children⁴⁶.

University College Absalon may grant exemption from the rule of public access to oral examinations in case of special circumstances, comprising circumstances where exemption is granted out of consideration for the student⁴⁷.

Further, University College Absalon may limit access to the examination room for space reasons, and individuals may be denied access or ordered to leave if this is deemed necessary in order to guarantee the necessary peace and quiet during the examination⁴⁸.

5.3. Permitted aids

There are various rules as to which aids shall be allowed in respect of the individual written and oral examinations. Such rules are set out in the study programme for the individual educations.

5.4. Written examinations

The individual study programme sets out how the examination shall be organised. The individual education and Student Administration and Services shall provide information pertaining to the practical matters concerning the examination.

In case of an localised examination (the examination is physically held at University College Absalon), the examination shall be deemed commenced from the moment the handing out of the question paper begins; from the moment preparatory material or the title of the paper is made available to the student; or from the moment the student is informed of the examination question or the similar⁴⁹.

Unintentional communication between students or with persons outside the examination room shall not be allowed at written localised examinations. This rule also applies even when assistive aids are allowed.

Examinations that are not localised shall be deemed commenced at the moment of handing out a case assignment or an assignment formulation issued by the education.

An examination answer paper cannot be changed after the expiry of the deadline. The expiry of the deadline shall constitute the moment from which investigation into and the ruling of

⁴⁵ s.14(1) of prøvebekendtgørelsen (the examination order)

⁴⁶ s.14(2) of prøvebekendtgørelsen (the examination order)

⁴⁷ s.14(3) of prøvebekendtgørelsen (the examination order)

⁴⁸ s.14(3) of prøvebekendtgørelsen (the examination order)

⁴⁹ s.17(1) of prøvebekendtgørelsen (the examination order)



possible cheating/plagiarism may take place.

5.4.1. Late arrival for a written localised examination

In the event of a student being late for a written localised examination, it shall be decided – from case to case – whether the student may be admitted. Students who are late for a written examination may only participate in the examination on the provision that University College Absalon considers it impossible for the student to have received information about the question paper whilst also finding the grounds for the delay to be reasonable. Only in exceptional cases may the examination time be extended. Such decisions will be made by the education management⁵⁰.

5.5. Oral examinations

5.5.1. The organisation of the examination

The management of the examination shall be the oral examiner's responsibility. In the event of more examiners, they shall decide between them who shall be in charge of the examination management.

The external examiner shall see to it that the examinations are held in compliance with the objectives and further requirements set out in ministerial orders or pursuant to ministerial orders. The external examiner shall further contribute to ensure uniform and fair treatment of the students, reliable assessment of their performances, and compliance with the rules on grading and other rules pertaining to the education⁵¹.

Only the student and the appointed assessors may contribute actively in the course of the examination.

Only the presence of the assessors shall be permitted during the assessment. University College Absalon may decide whether the presence of future assessors shall be allowed during an assessment session⁵².

An oral examination is considered to be commenced the moment the preparatory material or the title of assignment is made available to the student; or the moment the examination question or the similar is made known to the student⁵³.

In order to minimise the risk of errors, the examiner shall enter the grade on the grading list for external examinations whereupon both the examiner and the external examiner/co-assessor shall sign the grading list. If the examination is conducted in Wiseflow the examiner and external examiner/co-assessor shall enter the grade in Wiseflow and submit the grade. Wiseflow will automatically register whether the grading stated is correct, i.e. whether the grade registrations entered by both examiner and external examiner are identical. This procedure is general and therefore both for oral and written examinations.

⁵⁰ s.17(2) of prøvebekendtgørelsen (the examination order)

⁵¹ s.31(1) of prøvebekendtgørelsen (the examination order)

⁵² s.14(6) of prøvebekendtgørelsen (the examination order)

⁵³ s.17(1) of prøvebekendtgørelsen (the examination order)



5.5.2. Late arrival for examinations with oral answers

Students arriving late for an examination with oral answering may receive an offer of later examination on the provision that UNIVERSITY COLLEGE ABSALON assesses the delay to be reasonably explained⁵⁴. The education management shall authorise the assessors to make such decisions.

5.5.3. Oral examination performed as videoconferencing or the similar

Oral examinations may be held as videoconferences, via Skype, or by means of other technical arrangements between student, examiner and external examiner. The education management shall be empowered to appoint and approve of an examination invigilator who will stay with the student during the examination. Internal and external examiners' grading shall be pursuant to the provisions otherwise set out in the ministerial order⁵⁵.

5.6. Combination of oral and written examinations

When a combination of oral and written examination is organised as a group examination, the maximum number of students permitted to participate in the individual group exam shall be stipulated; and, likewise, it shall be determined whether the student may choose an individual examination instead⁵⁶.

In connection with the final bachelor project the student can choose to prepare the assignment individually. Regardless if the final bachelor project is prepared in a group the student can choose an individual examination if the examination is oral.

In connection with a group examination, an individual assessment of the students' performances shall be required⁵⁷.

When the examination is a combination of an oral and written assignment, the examination shall be deemed to be commenced at the expiry of the deadline for the written examination. No subsequent changes shall be allowed after this point in time. Likewise, the expiry of the deadline shall constitute the moment from which investigation into and the ruling of possible cheating/ plagiarism may take place.

This shall apply both when the written assignment is made as a written individual assignment and when the written assignment is made as a written group assignment.

5.7. Specifically on re-examination with oral defence on the basis of a written group-examination paper

Students participating in re-examination on the basis of a group-produced written as-

⁵⁴ s.17(3) of prøvebekendtgørelsen (the examination order)

⁵⁵ s.15(3) of prøvebekendtgørelsen (the examination order)

⁵⁶ s.12(1) of prøvebekendtgørelsen (the examination order)

⁵⁷ s.12(2) of prøvebekendtgørelsen (the examination order)



signment shall not be permitted to make any revision of the paper handed in at the ordinary examination. Any enhancement of the written paper in connection with re-examination shall be handed in as a supplement to the examination paper, clearly stating who is responsible for the preparation of the supplement and to which question the supplement refers. Finally, a re-examination may mean that the student must hand in a new answer paper. Admission to do so shall be given by the education management.

Students participating in re-examination on the basis of a written individual assignment can be allowed to make changes in the ordinary assignment or hand in a new assignment. Permission for this shall be given by the education management (perhaps assigned to the teacher). Admission to do so shall be given by the education management.

5.8. Language

Examination pertaining to a full study programme or parts of a programme provided in the Danish language shall be conducted in the Danish language, unless part of the objective of the individual examination is to document proficiency in another foreign language. The examination can be conducted in Swedish or Norwegian instead of Danish, unless the objective of the examination is to document the students' proficiency in Danish.⁵⁸

Examination pertaining to educations or individual subject elements provided in the English language or another foreign language shall be conducted in the language provided, unless part of the objective of the examination is to document the students' proficiency in another language⁵⁹. That means that when a written paper is completed in English or another foreign language, and when this paper forms the basis for an oral test, the oral test may be taken in the same language as the written paper.

In addition, where the circumstances permit it, the institution may allow a student wishing to take an examination in a foreign language, unless the purpose of the examination is to document the student's proficiency in Danish⁶².

5.9. Special examination terms

Students can apply for special examination terms if they have stated health conditions, relevant specific disability, similar difficulties or another mother tongue than Danish.

Further information pertaining to such terms will be available in the study programme of the specific education⁶⁰.

The institution must assess that special examination conditions are necessary to equate the student with other students in the examination situation, and it is a prerequisite that no change in the level of the examination is happening.

Health-related circumstances may be:

- Decreased functionality may be mental as well as physical decreased functionality.

⁵⁸ s.17(1) of prøvebekendtgørelsen (the examination order)

⁵⁹ s.18(2) of prøvebekendtgørelsen (the examination order)

⁶⁰ s.19 of prøvebekendtgørelsen (the examination order)



The application shall be attached relevant documentation from a medical practitioner.

- In the event of dyslexia, the application shall be attached relevant documentation.
- In the event of pregnancy, the application shall be attached relevant documentation by way of a maternity/ pregnancy record.
- Other special examination terms such as e.g. the use of a wheelchair, the presence of a personal helper or other special circumstances founded in physical or linguistic impediments.

Any application concerning special examination terms must be attached relevant documentation, stating the reasons for an application for special examination terms.

5.10. Guidelines for examinations conducted abroad

University College Absalon may conduct examination at a Danish representation abroad (= embassy or consulate) or at other locations abroad (eg. Partner university), on the provision that the student and the relevant representation agree to such an arrangement and provided that the reason for such a procedure is that the student, for practical or financial reasons, is prevented from attending examinations in Denmark⁶¹. It may be written or oral examinations

Greenland and the Faroe Islands are also considered as abroad

An examination held abroad may be conducted via videoconferencing/Skype or by means of other technical provisions set up between the student and the internal and external examiners on the provision that the security measures for such examinations correspond to those normally applying to examinations held in Denmark. In this connection, specific terms are constituted by the fact that the assessors may be at another location, albeit the examination and grading shall be conducted in pursuance of the examination order and the rules otherwise pertaining to the examination in question⁶². The education management is empowered to appoint and approve of an invigilator who will stay with the student during the examination⁶³.

Unless University College Absalon has laid down other rules, the student must pay for the additional expenses ensuing from the examination being conducted abroad. In this respect, the student's preceding declaration in writing, stating his or her willingness to pay the expenses in question, must be ensured. Such expenses shall be based on the education management's estimate of the amount to be expected. It may further be stipulated that a condition for conducting the examination shall be the prepayment of this amount⁶⁴.

The student is responsible for the functioning of the technology.

⁶¹ s. 21(1) of prøvebekendtgørelsen (the examination order)

⁶² s. 15(3), cf. s. 21(1) of prøvebekendtgørelsen (the examination order)

⁶³ s. 21(2) of prøvebekendtgørelsen (the examination order)

⁶⁴ s. 22(3) of prøvebekendtgørelsen (the examination order)



6. Cheating and plagiarism at examinations

In so far as written examination answers are concerned, University College Absalon ensures that the student by his or her signature, which may be digital, shall confirm that the answer paper has been prepared without unlawful help⁶⁵. Students are under obligation to adhere to the general principles on scientific integrity and plagiarism. Non-compliance with these principles shall be construed as cheating⁶⁶. Attempts at cheating, as well as complicity in other students' cheating at examinations, shall be construed as actual cheating.

6.1. Definition

Cheating at written examinations may be:

Falsification: Falsification takes place if, for instance, the student is required to collect empirical data as an element in his or her examination paper and in this connection fabricates or manipulates data.

Plagiarism: Plagiarism takes place if the student presents another author's text as his or her own without precise source references. Plagiarism may be conscious cheating but may, however, also occur more or less unconsciously if source references are inadequate. Plagiarism also takes place if the student reuses his or her own text, if the text has been handed in/judged at an earlier stage.

In addition, cheating at written examinations shall also comprise:

- Get unlawful help
- Help another examinee with his or her answer paper
- Use aids that are not permitted.

6.2. Consequences of cheating and plagiarism at examinations

The provision of unlawful help, via the use of unlawful aid, in connection with the preparation of an examination paper is prohibited – both with respect to oneself and to other students. Digital monitoring of plagiarism is performed with respect to all examination papers or papers comprised by assessment.

In the digital plagiary control, data from previously handed in assignments and from the internet are compared with the paper. The result of the digital plagiarism control is given as a percentage and the higher the percentage, the greater the likelihood is that a paper has been improperly written. If the digital plagiarism check shows a score of 20% or more, the case will be investigated further.

Suspicion of plagiarism can also arise from the teacher / assessor who can detect plagiarism below 20% when the assignment is read through. Each case is assessed further out

⁶⁵ s.20(6) of prøvebekendtgørelsen (the examination order)

⁶⁶ s.20(1) and (2) of prøvebekendtgørelsen (the examination order)



from the individual circumstances of the case. If cheating is confirmed, this will have consequences.

The extent to which an occurrence is considered more or less grave shall rest on an assessment made by the education management.

The most typical level of sanction will be exclusion from the examination, albeit, in aggravating circumstances, the student may be suspended from the institution for a briefer or longer period..

6.2.1. Expulsion from written examinations

In the event of a student's expulsion from an examination, the answer paper shall not be subjected to academic assessment. Instead, "not qualified" shall be administratively imposed and the student registered for a used examination attempt⁶⁷.

6.2.2. Expulsion from oral examinations

Cheating at oral examinations shall have the consequence that the examination procedure will be terminated and the student expelled from the examination. The student shall thus have used an examination attempt.

6.2.3. Expulsion from University College Absalon

In aggravating circumstances, the student may be suspended from the institution for a briefer or longer period. Prior to such sanctions, the student will be called in for an interview.

In case the student is suspended from University College Absalon, the student will be de-enrolled from the education during the sanction period. Thus, the student will be excluded from access to all activities and shall not be entitled to enrol for courses or sit for examinations during this period.

The student will be given warning in writing stating that reiteration may lead to permanent expulsion.⁶⁸

6.3. Complaints

Complaints may be lodged about legal affairs, i.e. about administrative rules or principles. See section 9, *Complaints and appeals*.

7. Assessment

7.1. The assessors (internal/external)

The examinations shall be subject to either internal or external assessment.

⁶⁷ s.20(5) of prøvobekendtgørelsen (the examination order)

⁶⁸ S.20 (4) of prøvobekendtgørelsen (the examination order)



In respect of internal examinations, the assessment shall be made by one or more teachers appointed by University College Absalon (examiner)⁶⁹. In respect of the healthcare educations' clinical examinations, it shall be responsibility of the teaching-practice place to appoint an examiner.

In respect of external examinations, the assessment shall be made by an examiner and one or more external examiners appointed by the Danish Agency for Science and Higher Education⁷⁰.

7.2. The basis of the examination

The basis of the examination shall comprise the applicable curriculum in which the students may be examined.

7.3. The basis of assessment

The basis of assessment shall be the student's individual performance.

7.4. Assessment and grading

The assessment shall be according to the 7-point grading scale and pursuant to the provisions set out in the grading scale order.

The grading shall be based on an overall assessment of the extent to which the student's performance meets the objectives for the subject/subject element or educational element as set out in the ministerial order pertaining to the individual education or in the study-programme rules etc.⁷¹

Where one or more internal examiners and one or more external examiners participate in the assessment, the assessment shall be awarded following a discussion between them⁷².

Any commenced examination shall require an assessment, unless the examination is terminated on the grounds of expulsion or for reasons of sickness entitling the student to a re-examination⁷³.

An examination shall be passed when the student achieves a grade of at least 02 or the assessment "Passed" or "accepted".

If the student hands in a blank exam, the lowest grade is awarded.

⁶⁹ s.34(2) of prøvebekendtgørelsen (the examination order)

⁷⁰ s.34(3) of prøvebekendtgørelsen (the examination order)

⁷¹ s.10(1) of karakterbekendtgørelsen (the grading scale order)

⁷² s.11(1) and s.12(1) of karakterbekendtgørelsen (the grading scale order)

⁷³ s.14 of karakterbekendtgørelsen (the grading scale order)



7.4.1. Disagreement about the assessment

a) Disagreement as to grading pursuant to the 7-point grading scale

In case of disagreement between examiners (internal examination) as to the assessment of the performance awarded, each examiner shall give a separate grade. The conclusive grading of the examination shall then be the average of the combined grades, rounded off to the nearest grade on the grading scale.

Where the external examiner and the internal examiner (external examination) cannot agree to reach a shared assessment, they shall each give a separate grade. The conclusive grading of the examination shall then be the average of the combined grades, rounded off to the nearest grade on the grading scale. If the average is halfway between two grades, the final grade shall be the nearest higher grade if the external examiner has given the highest grade, or otherwise the nearest lower grade⁷⁴.

b) Disagreement as to the grading "Pass" or "Fail"

Where one internal examiner and one external examiner participate in the assessment (external examination) and cannot agree as to whether the assessment of the performance awarded should be "Pass" or "Fail", the external examiner's assessment shall be decisive.

7.4.2. Obligation of note-taking

Both the external examiner and the internal examiner shall be under an obligation to take notes in respect of the student's performance and the subsequent grading. Such notes are intended for the examiners' use in event they need to prepare a statement in case of complaints. These notes must be kept for at least one year and, further, until the conclusion of a possible complaint case⁷⁵. In the event of a request for right of access to documents, these notes shall be comprised by such requests.

7.5 Verbal and spelling skills

In addition to an assessment of the academic content, the assessment of the final bachelor's assignment shall also attach weight to the student's verbal and spelling skills.

University College Absalon may grant exemption from this provision for students who can document a relevant specific functional handicap. The study programme sets out the degree to which verbal and spelling skills shall enter into the collective assessment of the performance, albeit the academic content shall at all times be added most importance.

Verbal and spelling skills may enter into the assessment of other examinations. Further rules in respect of the significance of verbal and spelling skills are set out in the study programme⁷⁶.

⁷⁴ s.11(2) of karakterbekendtgørelsen (the grading scale order)

⁷⁵ s.31(2) of prøvebekendtgørelsen (the examination order)

⁷⁶ s.35(2) of prøvebekendtgørelsen (the examination order)



8. Exemption

Subject to the student's previous written and reasoned application, the student may be granted exemption from the examination rules to the extent that such rules are laid down by University College Absalon, albeit only where special circumstances apply and such exemption is not in violation of or excluded by ministerial order.

Where not otherwise stipulated, the exemption competence shall be conferred upon the education management.

Application for exemption must be submitted in respect of each individual examination. This may be realised collectively and, perhaps, for the entire course of the education on the provision that the grounds are identical for more than one examination (for instance via SPS (special pedagogic support)).

The form, "Ansøgning om forlænget tid til prøve" (application for an extension of examination time) is available on Study Net. The form must be filled in and submitted to Student Administration and Services.

Re-examinations and make-up examinations shall be comprised by an exemption concerning the ordinary examination.

9. Complaints and appeals

The rules governing complaints in respect of examinations are subject to the regulations stipulated in parts 10 and 11 of the examination order.



9.1. Remedies

The examination order distinguishes between complaints concerning⁷⁷:

- The basis of the examination
- The examination procedure
- The assessment

If a student wishes to complain about the noise at a written examination, the complaint will be dealt with as a complaint within our professional autonomy and not a complaint included in the Examination Order. The student has to mention the noise at the examination to the invigilators.

9.2. Complaints comprised by the examination order

Formal requirements to a complaint:

- The time limit for lodging a complaint is 2 (calendar) weeks after the assessment of the examination has been made public in the ordinary manner⁷⁸. Delayed complaints shall be dismissed, albeit exemption may be granted in exceptional circumstances.
- Complaints must be well-founded and in writing⁷⁹. A complaint may be dismissed where the reasons stated by the student are groundless or insufficient.

9.3. The hearing and decisions in respect of complaints

Complaints may be divided into legal and non-legal complaints, respectively:

Legal: A legal complaint is construed as a complaint which must be decided on the basis of a legal assessment. Such complaints concern matters as to compliance with the provisions in force for the education, the regulations of the Danish Public Administration Act, or principles in administrative law.

Non-legal: A non-legal complaint within the educational field is a complaint pertaining to a decision made on the basis of an educational academic assessment.

The education management of the respective education shall make decisions in respect of legal as well as non-legal complaints. In non-legal matters, a decision shall be made on the grounds of the complaint, the assessors' professional response and the complainant's comments thereto, if

⁷⁷ s.43(1) of prøvebekendtgørelsen (the examination order)

⁷⁸ s.41(2) of prøvebekendtgørelsen (the examination order)

⁷⁹ s.41(1) of prøvebekendtgørelsen (the examination order)



any⁸⁰.

In the event of the education management's absence, decision competence may be delegated to a named person.

The legal entity at Student Administration and Services handles administrative complaints lodged concerning examinations. Complaints shall be lodged via Uddannelsesjura@pha.dk. The legal entity at Student Administration and Services makes no academic assessments, but solely assesses whether:

- There are other matters than purely academic disagreements
- Complaints otherwise render it probable that the answer paper has not been correctly assessed.
- There are legal matters which constitute a foundation for a reassessment
- The educational institution's response must be reasoned and in writing⁸¹. This decision may be:
 - An offer of reassessment, albeit not for oral examinations
 - An offer of re-examination
 - That the student's complaint shall not be upheld

Where re-assessment or re-examination is offered, the student shall, no later than 2 weeks after the announcement of the decision, submit his/her acceptance concerning such an offer⁸².

If a student's complaint is upheld new assessors shall be allocated for re-assessment and re-examination⁸³.

See also section 3.3.2.

9.4. Remedies for appeal

In the event of non-legal matters, the student may bring the educational institution's decision before a board of appeal set up by the educational institution⁸⁴.

The complaint, which must be reasoned and in writing, shall be submitted no later than

⁸⁰ s.44 of prøvobekendtgørelsen (the examination order)

⁸¹ s.45(1) of prøvobekendtgørelsen (the examination order)

⁸² s.46(1) of prøvobekendtgørelsen (the examination order)

⁸³ s.46(2) of prøvobekendtgørelsen (the examination order)

⁸⁴ s.47(1) of prøvobekendtgørelsen (the examination order)



2 weeks after the educational institution's announcement of its decision⁸⁵. The processing time of the board of appeal is 2-3 months⁸⁶.

The board of appeal may:⁸⁷

- Provide an offer of re-assessment by new assessors (albeit not for oral examinations)
- Provide an offer of re-examination by new assessors
- Not uphold the complaint

Decisions made by the board of appeal cannot be brought before another public administration authority⁸⁸.

If the appeal is about legal matters, the decision may be appealed to the Danish Agency for Higher Education.

The appeal is lodged with the institution. The institution then makes a statement, to which the student must be allowed an opportunity for commenting, within a time limit of 1 week in general. The institution subsequently submits the documents of the case to the agency (i.e. the complaint, the

institution's statement and the complainant's comments, if any). The time limit for lodging an appeal with the institution is 2 weeks from the date on which the decision has been announced for the complainant⁸⁹.

10. Other matters

10.1. Access to documents⁹⁰

The student may be allowed access to such documents as pertains to his or her own case such as e.g. own examination or own complaint concerning an examination. However, e.g. internal documents shall be exempt therefrom, as long as a decision in a complaint case is still pending.

Also, the student may, should he or she request this, electronically obtain information about the extent to which information about the examination in relation to his or her own case is being dealt with. University College Absalon will subsequently provide information about the information being dealt with and the purpose thereof; the categories of recipients inside and outside University College Absalon; any information accessible to University College Absalon; and details about from where such information has been retrieved.

Matters pertaining to a student's examination shall not be comprised by other parties'

⁸⁵ s.47(2) and (3) of prøvebekendtgørelsen (the examination order)

⁸⁶ s.51(1) of prøvebekendtgørelsen (the examination order)

⁸⁷ s.50(2) of prøvebekendtgørelsen (the examination order)

⁸⁸ s.51(4) of prøvebekendtgørelsen (the examination order)

⁸⁹ s.52(2) of prøvebekendtgørelsen (the examination order)

⁹⁰ These rules are subject to general principles in administrative law, comprising part 4 of the Danish Public Administration Act



access to documents; and, hence, no other party may obtain information about a student's grades and answer papers unless the student has personally given his or her consent thereto. Such consent may for instance be given by way of power of attorney authorised by the student.

10.2. Filing of written papers and examination answer papers

University College Absalon keeps examination questions (assignment formulations) and written work which has been assessed and/or has constituted the foundation for an examination, on file for at least one year⁹¹.

10.3. Copyright

The student has copyright ownership to products which are the results of an examination⁹²; and the student shall thus have the sole right to determine how, when, and by whom the product may be used and the terms thereof.

Where a party outside University College Absalon is involved in the examination procedure, the extent to which such products as may appear as elements in the examination procedures shall be made available, and to whom – in respect of the copyright legislation in force – shall be agreed in advance between the institution, the student and the third party. It shall likewise be agreed whether any facts concerning a third party's situation and status may be made public⁹³.

Where a product contains confidential information, such information cannot be made public. The student shall not be entitled to give his/her consent thereto.

The lending of examination answers to third parties shall require the author's (the student's) written consent. If an examination paper contains confidential information it cannot be lent to third parties, nor with the author's consent.

In addition, the student shall have ownership to these products against the payment of any expenses for materials that may be applied in connection with the examination.

If the student does not claim ownership to such products within the passage of 2 months from the announcement of the result of the assessment, ownership shall pass to the educational institution⁹⁴.

11. Commencement

These present Examination Rules for University College Absalon have been effective in respect of examinations commenced on 1 September 2015 or later.

⁹¹ The principles of s.30(2) of prøvebekendtgørelsen (the examination order) in respect of assessors' duty to take notes

⁹² The Danish Copyright Act, min. order no. 202 of 27/02/2010 and Home Office Circular 169 of 16/07/1973 and s.52(1) of prøvebekendtgørelsen (the examination order)

⁹³ s.53(3) of prøvebekendtgørelsen (the examination order)

⁹⁴ s.53(2) of prøvebekendtgørelsen (the examination order)



