

Examination Regulations

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CONTENTS

1. Before the Exam.....	3
1.1. Exam Registration	3
1.2. Preconditions for Attending the Exam.....	3
1.3. The Number of Examination Attempts	3
1.4. Exemptions	3
1.5. Alternative Arrangements.....	4
2. During the Exam	5
2.1. Exam Forms	5
2.1.1. Written Exams	5
2.1.2. Oral Exams.....	6
2.2. Examination Language	7
2.3. Aid during Examination	7
3. After the Exam.....	8
3.1. Grades and Grading	8
3.2. Re-examinations	8
3.3. Complaints and Appeals	9
3.4. Rules Regarding Cheating, Fraud and Disruptive Behaviour.....	10

This document is a supplement to all curricula in effect at Cphbusiness. It stipulates examination rules and regulations and covers all examinations at Cphbusiness.

Legal framework

Cphbusiness' examination regulations are drawn up in conformity with the ministerial orders in force at the time in question. The legal framework is constituted by the latest versions of the following ministerial orders provided by the Ministry of Higher Education and Science (these are also apparent in the curricula):

- Ministerial Order no. 1519 of 16 December 2013 on Examinations on Professionally Oriented Higher Education Programmes (*the Examination Order*)
- Ministerial Order no. 114 of 03 February 2015 on the Grading Scale and Other Forms of Assessment of education regulated by the Ministry of Higher Education and Science (*the Grading Scale Order*)

The orders mentioned are Danish national orders published in Lovtidende, which is the Danish national gazette. An English version of the Examination Order is available on ufm.dk, however, no official English version of the Grading Scale Order is available.

In any event, the latest versions of acts and ministerial orders, covering the educational sector, can be obtained through *Retsinformation* at www.retsinfo.dk (in Danish).

Clarification of concepts

Curriculum: A curriculum constitutes a set of rules that describe the subject-related contents of a particular study programme as well as other rules applying to same.

Catalogue of Examinations: For each curriculum, and thus for each study programme, a document, comprising detailed descriptions of examinations as well as of other tests specific to each programme, is provided. These documents are called 'Catalogues of Examinations' or 'Study and Examination Catalogues'.

To whom do these rules apply?

The rules stipulated in this document apply to all types of exams. In certain cases, the rules regulating full-time study programmes and part-time study programmes differ. These variations will be outlined explicitly in this document.

1. BEFORE THE EXAM

Full-time study programmes

Most examinations take place in December/January and May/June, while re-examinations primarily take place in July/August and February/March. However, some study programmes place the examination periods differently. In case of the latter, information regarding the examination periods will be available in the Catalogues of Examinations specific to the particular programmes.

Part-time study programmes

Examinations take place in December/January and May/June.

1.1. Exam Registration

Automatic registration for examinations and re-examinations

You are automatically registered for all exams and re-exams. If you do not pass an exam, you are subsequently automatically registered for the next re-exam.

Cphbusiness announces time and place for an examination using Fronter.

Please note that changes in examination plans can occur, so check the plans continuously. If an examination plan is changed *later than* 14 days before the examination is scheduled to take place, you will be informed per email. Please note that Cphbusiness only uses cphbusiness email addresses.

Deregistration from the exam

Students may only deregister from an exam, if they are able to document serious illness or that they are on parental leave.

1.2. Preconditions for Attending the Exam

In the Catalogue of Examinations specific to your study programme, you will find descriptions of the conditions you must fulfil in order to attend the exams (e.g. it could be stated that you must complete a certain number of mandatory learning activities). If these preconditions are not fulfilled by the deadline described in the examination catalogue, you will not be able to attend the exam; however, you use an examination attempt. Subsequently, you are automatically signed up for the re-exam, prior to which you must still fulfil the preconditions for attending the exam.

1.3. The Number of Examination Attempts

Students have three examination attempts. If you have not passed the exam by the third attempt, your enrolment at the study programme will be terminated.

1.4. Exemptions

If special circumstances apply Cphbusiness can grant exemptions from the rules laid down in the curriculum, this examination regulations document as well as the Catalogue of Examinations specific to your study programme. The request for

exemption, which must be in writing, must specify and document the reasons for exemption.

The deadline for applying for an exemption is 4 weeks prior to the examination date. However, if the dispensation concerns an exemption for a 4th examination attempt, you need to request this as soon as possible after having used your 3rd examination attempt.

Send the request to the reception desk at your local Cphbusiness department (full time study programmes).

Send the request to efteruddannelse@cphbusiness.dk (part time study programmes)

1.5. Alternative Arrangements

If you have a (physical or psychological) disability or condition that affects your ability to sit examinations or written tests under the prescribed conditions, you are entitled to submit a request for attending the exam under circumstances that take account of the specific impairment. If deemed necessary by Cphbusiness, you will be offered alternative examination arrangements in order to provide you with equal opportunities in the exam situation. However, these arrangements must not alter the educational standard of the examination.

Applying for alternative arrangements

- Students, with a permanent disability or condition, who receive Special Pedagogical Support (SPS) in order to complete a higher education on equal terms with other students in general, will receive guidance on how to apply for alternative examination arrangements as part of their SPS case.
- Students who do not receive SPS but still may require alternative examination arrangements must submit a request at the SPS-Office. The SPS-counsellors' contact information is available at:
<https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices>
All types of disability must be documented by a specialist or doctor. This documentation must explain explicitly why the student needs alternative examination arrangements.

1.6. In Case of Illness

In case you are ill, and your illness will affect your performance at the exam, you must notify the Cphbusiness hereof immediately.

All students enrolled on a *full-time study programme* must inform the study administration by sending an e-mail to the reception desk at their local Cphbusiness department. All students enrolled on a *part-time study programme* must inform the administration by sending an e-mail to efteruddannelse@cphbusiness.dk.

Subsequently, and with the least possible delay, you must provide a doctor's medical statement, documenting that you have been ill at the date of examination. If the administration receives the documentation in due time, the particular exam will *not* count as an attempt.

The administration must receive the documentation no later than 7 days after the specific date of your exam. All costs related to the medical statement are covered by the student.

In case of long-standing illness, it is important that you notify the administration hereof. Long-standing illness can affect the following examination registrations, and ultimately your enrolment as a student, if not registered by the administration. Further contact Study & Career so that you can work out a plan for the completion of your studies.

2. DURING THE EXAM

2.1. Exam Forms

The exam forms used at your study programme are described in the Catalogue of Examinations specific to your programme. The exact requirements and scope of the exams are also provided in this catalogue.

2.1.1. Written Exams

Identification

You must be able to document that your presence at the exam is legitimate. Therefore, you must bring some sort of picture ID (preferably your Student Card if you are enrolled on a *full-time study programme*). In case you fail to bring any kind of picture ID, the administration will decide whether you will be allowed admittance to the exam. If you are denied admittance to the exam because you have no picture ID, you use an attempt at the exam without participating.

In case you are late for the written exam

You should arrive at the exam location at least half an hour before the exam begins. The exam officially begins whenever the invigilator or teacher announces it. If you arrive after the exam has begun, you cannot attend the exam. In that case, you use an attempt at the exam without participating.

Bring your own equipment

As a general rule you use your own equipment during the examination. In the Catalogue of Examinations specific to your programme, the types of equipment required for the particular exams are described in greater detail. It is the student's own responsibility to ensure that the equipment works seamlessly and that the examination paper is saved in the process of writing. Please note that music is not allowed during exams.

No breaks

No breaks are allowed during written exams, unless you have to use the toilet. In that case, you will be escorted by an invigilator. Please be considerate towards the other examinees, if you leave the room.

You cannot leave the examination room in order to smoke, get lunch or the like.

Submission of papers

Please be aware that you have the full responsibility for what is submitted in Wiseflow. A description of the formal requirements to the particular exams is available in the Catalogue of Examinations specific to your study programme.

When you have submitted your exam and you wish to leave the room, you must notify the invigilator hereof. Please leave the examination room quietly and be considerate towards the other examinees. Remember that talking is not allowed in the examination room.

If you leave the examination room before the exam is over

You must notify the invigilator when you have submitted your paper in Wiseflow. When the invigilator has made the required registration on the examination list, you are allowed to leave. Please be considerate towards the other examinees when you leave the room. Remember that talking is not allowed in the examination room.

Out of respect for other examinees finishing their papers, you are not allowed to leave the examination room during the *last 30 minutes of the exam*.

2.1.2. Oral Exams

2.1.2.1. General Notes on Oral Exams

At Cphbusiness, oral exams are conducted in several ways, which include individual exams and group exams with or without:

- preparation (individual or in groups)
- a project/case/test (made individually or in groups)

Since the examination forms vary, a description of each exam is provided in the catalogues of examinations. In the catalogues, it is also stipulated whether it is possible to conduct the exam as an individual exam if it originally has been arranged as a group exam.

Timetables and examination order

Timetables are published in Fronter. The examination order is scheduled when all projects and the like are handed in.

Make sure to be there well in advance of the timing of your own exam (preferably half an hour earlier), so that you will be able to step in, if another student is absent.

Oral exams are public. Under special circumstances, Cphbusiness may nevertheless choose to deviate from this rule for the sake of the examinee or the sake of confidentiality.

In case you are late for the oral exam

In case you are late for the oral exam, you cannot attend the exam, and you use an examination attempt without participating.

2.1.2.2. Oral Exams, Including Individual Papers

Please consult the formal requirements for the form and content of written papers in the Catalogue of Examinations specific to your study programme. In the catalogue, you will also find information about *how* and *when* you must hand in the paper.

In case you hand in the paper too late

Deadlines set for the submission of papers must be respected. If you miss a deadline, it is not technically possible for you to submit the paper, and you use an examination attempt without participating.

2.1.2.3. Oral Exams, Including Group Papers

If you contribute to a paper as part of a group *and* it is determined in the Catalogue of Examinations that the paper is assessed independently, it must be indicated which part(s) each group member is responsible for. This distinction is important, because the assessors must be able to give an individual assessment based on each student's contribution to the group work, which means that each student must bear full responsibility for at least one specific part of the paper. If the assessors cannot determine one or more of the group members' contribution to the paper, the oral exam cannot be conducted and the entire group uses an attempt at the exam without participating. If the paper is assessed independently (for instance when the assessment of the paper constitutes 30 per cent of the overall grade), it is indicated in the Catalogue of Examinations.

If the paper is *not* assessed independently, it simply forms part of the overall assessment at the subsequent oral exam.

2.2. Examination Language

The examination language is the same as the language of instruction used at the particular educational element, i.e. if the language of instruction is English, the exam will be conducted in English. Where the examination language is Danish, students are allowed to conduct the exam in Swedish or Norwegian, unless the purpose of the examination is to demonstrate the student's proficiency in Danish.

If you wish to conduct the exam in another language than the language of instruction, you must forward a request for exemption. See section 1.4 about applying for a dispensation.

2.3. Aid during Examination

All legal aids are allowed at the exam. If there are restrictions, it will appear either in the examination catalogue or examination manual.

3. AFTER THE EXAM

3.1. Grades and Grading

Grades

Most exams at Cphbusiness are assessed according to the 7-point grading scale. Where the outcome of the assessment is the grade 02 or higher, the exam concerned is passed, and you cannot resit the exam.

You must check Self Service in order to gain access to your grades. In addition, students enrolled on a *part-time study programme* receive a certificate for single courses.

The administration does not report grades to students on an individual basis.

Oral exams

Students receive the outcome of the assessment in direct continuation of the exam. The grade will be available through Self Service no later than seven days after the exam.

Written exams

Students receive the outcome of the assessment, when the administration has received and registered the grades from the assessors. After that, and no later than four weeks after the exam, the grade is published at Self Service.

Grades from exams, including several elements

If stipulated in the curriculum or Catalogue of Examinations specific to your study programme that an exam consists of subunits (more than one part), and you have passed the exam with an overall assessment of the grade 02 or higher, you cannot resit the particular exam unless it is stipulated in the curriculum or the Catalogue of Examinations that all parts must be passed. If the latter is the case, the student may only resit subunits that have not been passed.

3.2. Re-examinations

If you, for some reason, do not pass an exam, you use an examination attempt, and you will automatically be signed up for the next examination attempt.

If you cannot attend the exam due to illness, and you provide Cphbusiness with documentation supporting that in due time, the exam does not count as an examination attempt. You will automatically be signed up for the next examination attempt.

Please note that the examination form at re-examination may be different than the one used for the ordinary exam.

Also please note that you must re-submit written work.

3.3. Complaints and Appeals

Complaints during the exam

If you believe that the basis for the examination or the examination process is incorrect, you should notify the invigilator or examiner hereof during the exam, so that they are able to act on it.

Appeals after the exam

If you wish to complain about the exam after you have attended it, it is important that you familiarise yourself with the rules that apply hereto. The rules are available in the current Examination Order, which can be found on www.retsinfo.dk.

In the following, the rules are briefly described. Please note that the description is an English reproduction of parts of the Danish Examination Order, and in the event of a discrepancy between the translated version and the Danish version, the latter is valid and should always be consulted.

Appeals may be submitted about the following:

- the basis for examination (questions, assignments, etc.) and the way in which it relates to the programme's objectives and requirements
- the examination process
- the assessment and grade

How do you appeal?

Appeals about exams must be submitted individually by the students to Cphbusiness. The appeal must be in writing and include an explanation of the reasons for the appeal, so that Cphbusiness is able to assess whether a mistake has occurred in relation to the exam. You must send the appeal to klage@cphbusiness.dk

When is the deadline for appealing?

Appeals must be submitted in close continuation of the exam, so that Cphbusiness is able to assess whether an examination should be conducted anew. The appeal must be submitted within two weeks of the assessment being released.

What happens when you appeal?

Cphbusiness submits the appeal to the assessors, who then normally have two weeks to submit a statement on the assessment etc. in the appeal. The complainant must be given the opportunity to comment on the assessors' opinion within a deadline of at least one week.

What kinds of decisions can be made?

Based on the written appeal, the assessors' statement and the complainant's comments on the statement, Cphbusiness makes a decision.

The decision made by Cphbusiness may involve:

- a new assessment (re-assessment), which however does not apply for oral exams
- a new examination (re-examination)

- that Cphbusiness has decided not to find in favour of the complainant

Please note that a re-assessment or re-exam may result in a lower grade.

If you are offered reassessment or re-examination, you have two weeks to accept this offer. If you choose to accept this offer, the original grade no longer applies.

Appeals against decisions made by Cphbusiness

If Cphbusiness has not found in favour of a complainant, the complainant may refer the decision regarding academic issues to a board of appeals set up by Cphbusiness, which makes a decision. Appeals, which must be in writing and include an explanation of the reasons for the appeal, must be submitted within two weeks of the Cphbusiness decision being announced to the complainant.

The decision from the board of appeals, which must be in writing and reasoned, may involve:

- A new assessment (re-assessment) by new assessors, which however does not apply for oral exams
- A new examination (re-examination) by new assessors
- That the board of appeals has decided not to find in favour of the complainant

The board of appeals' decision is announced to Cphbusiness as soon as possible and at the latest within two months of the appeal being submitted for exams conducted during winter and three months for exams conducted during summer.

Such re-assessment or re-exam may however result in a lower grade.

Appeals about legal matters

Appeals concerning legal matters in decisions made by Cphbusiness under the rules of the Examination Order, can be submitted to the Danish Agency for Higher Education. The appeal must be submitted to Cphbusiness, which issues an opinion. The complainant must be given the opportunity to comment on Cphbusiness' opinion within a deadline of at least one week. Cphbusiness submits the appeal to the Agency, enclosing the opinion and any comments made by the complainant. The deadline for submission of an appeal is two weeks from the day the decision is announced to the complainant.

3.4. Rules Regarding Cheating, Fraud and Disruptive Behaviour

Cphbusiness has laid down the following rules regarding cheating, fraud and disruptive behaviour in relation to examinations.

The rules apply to all exams and obligatory study activities/mandatory learning activities that form part of an exam at Cphbusiness.

3.4.1. Cheating and Fraud

It is considered exam fraud:

- If you obtain help from others for the answering of exam questions or provide others with same
- If you bring non-permitted aids to an exam
- If you use the work of others, or parts hereof, as your own without the use of accurate referencing or quotation marks (plagiarism)
- If you re-use your own already assessed written work/project in the examination paper without the use of accurate referencing or quotation marks (plagiarism)
- If you falsify or fabricate data, documents or the like
- If you at an examination, where internet is permitted, communicate with others (external "helpers" or other students)
- If you copy longer paragraphs from the internet into your examination paper (short paragraphs or sentences can be used in your examination paper when you use accurate referencing or quotation marks)
- If you during the examination use mobile phones, Bluetooth etc.

It is considered plagiarism:

- If you use written work produced by someone else as your own in an identical/almost identical way, without acknowledging the source with quotation marks, italics, indentation or other clear markers
- Examples of plagiarism:
 - Long sections of a text worded in a way that is so close to the wording used in written work produced by someone else, that it cannot be a coincidence
 - Using someone else's words or ideas without the proper referencing
 - Using your own text or central ideas that have already been assessed
 - Using quotes without specifying the source

Cphbusiness uses the plagiarism control systems such as URKUND when checking the students' papers and exams for plagiarism.

Consequences of cheating and plagiarism

In cases of cheating and plagiarism, Cphbusiness expels a student from the exam. This means that the examination paper will not be assessed, and that the student has used an examination attempt. Subsequently, Cphbusiness can decide that the student in question must be expelled for a shorter or longer period of time. After the completion of the processing of the case, Cphbusiness will produce a statement, which the student then has the possibility to comment, within a deadline of two weeks. After this Cphbusiness makes the final ruling, which is forwarded to the student.

Appeal of ruling

The student can refer the case to Cphbusiness Quality which assesses the documentation at hand. Cphbusiness Quality can involve relevant persons to elaborate the matter. Cphbusiness Quality will inform the student of the final ruling in the case. Further the normal rules for appeals concerning legal issues, as described in this document, apply.

3.4.2. Disruptive Behaviour

If you behave in a disruptive manner during an exam and fail to comply with the requests of the invigilator, you will be expelled from the exam without assessment, and you have used one of your examination attempts.