

Examination Regulations

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Director of Education Line Louise Hansen



Ole Gram-Olesen
rektor

President, Cphbusiness, Ole Gram-Olesen

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This document is a supplement to all curricula in effect at Cphbusiness. It stipulates examination rules and regulations and covers all examinations at Cphbusiness. Please note that for examinations on activities designed for companies, special agreements, which differ from these regulations, can be made about the practicalities of the examination.

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. 18 of 9 January 2020 on Examinations on Professionally Oriented Higher Education Programmes (*the Examination Order*) and any amendments to the 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*) and any amendments to the 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.

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 it.

Catalogue of Examinations and Examination Manual: For each curriculum, and thus for each study programme, one or more documents, comprising detailed descriptions of examinations as well as of other tests specific to each programme, are provided. These documents are e.g. called 'Catalogue of Examinations' or 'Examination Manual'. (This is not an extensive list of the possible names of such documents.) For the rest of this document, we will refer to examination catalogues, when addressing these types of documents.

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

1.1 Registration

1.1.1 *Full-time study programmes*

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 will be automatically registered for the next re-exam. Please be aware that for some study programmes there are special rules for registration for re-examinations, which you need to know. These special rules are described in the examination catalogues for the study programmes.

Cphbusiness announces time and place for an examination in Wiseflow. Please note that changes in examination plans can occur, so check the plans in Wiseflow continuously.

Deregistration from the exam

Students may only deregister from an exam, if they are elite athletes, or in case of parental leave or exceptional circumstances, including disabilities. Documentation must be provided. Contact your local student counsellors' office if you want to apply to deregister from an examination.

1.1.2 *Part time study programmes (EVU)*

Automatic registration for the exam

You are automatically registered for the exam when you sign up for a course. If you do not pass the exam, you must register for the re-exam when you are ready to take the exam again. Please note, however, that for certain programs, there are special conditions for registration for the re-examination, which you must be aware of. It is described in the curriculum or the examination catalogue for the study programmes.

Cphbusiness publishes time and place for exams on Moodle, for students on SmartLearning at Studie.smartlearning.dk. Be aware that there may be changes in published exam plans, so stay informed on Moodle. For students at SmartLearning, changes are published right up until the exam on Studie.smartlearning.dk.

Withdrawal from the exam

Cphbusiness has decided that students in part time study programmes (EVU) can withdraw from the exam. You withdraw by sending an email to frameldingevu@cphbusiness.dk.

Deadline for withdrawal

For oral exams without a written product:

Deadline is at 12 one working day before the exam takes place. For example if a student

is to sit for the exam on Tuesday, the withdrawal must be announced no later than Monday at 12.00.

For written exams:

The deadline for withdrawal is immediately before the start of the exam.

For oral exams where a written product must be submitted:

The deadline for withdrawal is immediately before the deadline for submission of the written work in Wiseflow.

1.1.3 *For students at SmartLearning*

You are automatically registered for the exam when you sign up for a course. If you do not pass the exam, you are automatically registered for the next re-examination. If there is anything special you need to do to attend the re-examination, you will receive information about this by e-mail.

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 (OLAs) in order to be allowed to participate in the subsequent examination. It could also be stated that you need to submit something, like a written paper, prior to the subsequent oral examination. If these preconditions are not fulfilled, you will not be allowed to attend the exam and you use an examination attempt. This will be registered in the study administrative system. This means that it will count as an examination attempt. You still need to fulfil the preconditions for attending the exam.

1.3 Number of Examination Attempts

You have no more than three attempts to pass each examination that you are signed up for at Cphbusiness. If you have not passed the exam by the third attempt, your enrolment at the study programme will be terminated. You will be notified about this prior to the termination. We will send the notification to your e-boks.

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. You apply for exemption by sending a written and motivated application enclosing relevant documentation.

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 no later than 14 days from the day you received the assessment for your 3rd examination attempt.

1.4.1 *Whom to contact: Full-time study programmes*

If you have questions about dispensations, please contact your local study counsellors. You must send your application for a dispensation to your local study counsellors.

1.4.2 *Whom to contact: Part-time study programmes*

If you have questions about dispensations, please contact the study counsellors for the part-time study programmes (the EVU counsellors). You must send your application for a dispensation to the EVU counsellors.

1.4.3 *Whom to contact: SmartLearning*

If you have questions about or think you need a dispensation, please contact SmartLearning's administration, who will make sure that your application is processed.

1.5 Alternative Arrangements

If you have a (physical or psychological) disability or condition that affects your ability to attend examinations under the prescribed conditions, you can submit a request for attending the exam under circumstances that take your specific impairment into account. 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 who require alternative examination arrangements must submit a request to the SPS Office. The deadline for contacting the SPS counsellors are 3 weeks before the day of the examination in question. The SPS counsellors' contact information is available at: <https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices>

Students must provide documentation for their disabilities issued by a specialist or a doctor. This documentation must explain explicitly why the student needs alternative examination arrangements.

1.6 In Case of Illness

You are not obligated to inform Cphbusiness, if you fall ill and cannot attend an exam. If you do not show up for the examination, it will be registered that you did not show up and you use an examination attempt.

If you document that you were ill on the day of the examination, the examination attempt will be erased.

1.6.1 *If you want to document illness*

Documentation for illness in the form of a doctor's note must be received at Cphbusiness no later than 7 days after the specific date of your exam. Send the documentation to eksamen@cphbusiness.dk and state which exam you were supposed to attend.

The student covers all costs related to the medical statement. Note that the statement must be in writing (digital, on paper or a statutory form), and issued by a healthcare professional about your health. It must be clear that the statement is about you and it must be signed or stamped by the healthcare professional who examined you.

If you are long-term ill, you should ensure that this is registered in the study administration system for the sake of the conditions for your next exam registration and your enrollment in Cphbusiness. Contact your local study guide (for students in part-time study programmes EVU counsellors), so that we can issue an action plan with you for how you can complete 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*

2.1.1.1 Written work without oral examination

Some exams consist of written work that you submit for assessment, and where the grade is given for the written work. The written work is to be submitted using Wiseflow and by the deadline set for submission.

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. In the catalogue, you will also find information about what and when you must submit written work.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations or in the Examination Manual. (Formal requirements include documentation for approved research question.)

If you are part of a group of students composing written work and the examination form is written work without oral examination, it must be indicated which part(s) of the written work 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 written work. This means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contribution to the written work, the written work cannot be assessed for the student or students affected. These students use an attempt at the exam without participating.

In case you submit the written work too late

Deadlines set for the submission of written work must be respected. If you miss a deadline, it is not possible for you to submit the written work, and you use an examination attempt without participating. It is therefore imperative that you are aware of deadlines and examination plans. Please look into the exam schedule at Moodle (for part-time study programmes) or in Wiseflow (fulltime study programmes). For students in SmartLearning see Studie.smartlearning.dk.

2.1.1.2 Written examinations taking place on campus

Some written examinations take place on the Cphbusiness campus or other places selected by Cphbusiness. The rules below apply to such examinations.

Identification

You must be able to document that your presence at the exam is legitimate. Therefore, you must bring some sort of picture ID (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, you use an attempt at the exam without participating.

In case you are late for the written exam

You must 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

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 faultlessly and that the written work is saved in the process of writing.

Please note that music is allowed during exams if you use headphones. The use of headphones must not bother other students. If you are wearing headphones you need to still

pay attention to what is happening around you, as notices may be given during the exam.

Communication during the examination

You are not allowed to communicate with anyone after the examination has begun, no matter whether it is in person or digitally. You can however address the invigilator by raising your hand.

If a student tries to communicate with anyone but the invigilator or if a student tries to use illegal aids, the student will be expelled from the examination immediately. Cphbusiness will subsequently start a case about cheating and disruptive behavior during the exam as described in Chapter 3.4.

No breaks

No breaks are allowed during written exams, unless you have to use the bathroom. In that case, an invigilator will escort you (however no bathroom visits during the last 30 minutes of the examination). Please be considerate towards the other examinees, when leaving the room.

You cannot leave the examination room to smoke, go to the cafeteria etc.

Submission of written work

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

If you leave the examination room before the exam is over

You must notify the invigilator when you have submitted your written work in Wiseflow. When the invigilator has controlled your submission, you are allowed to leave. Please be considerate towards the other examinees when leaving the room. Remember that talking is not allowed in the examination room.

Out of respect for other examinees finishing their written work, 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 Information about 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)

A description of each exam is provided in the catalogues of examinations.

Oral examinations are public. In case of special circumstances, e.g. consideration for the examinee or confidentiality, it is possible to close specific examinations to the public.

2.1.2.2 Use of equipment and aids

If, as part of the oral exam, you need or want to use equipment or aids, it is important that you make sure the equipment works. The exam cannot be postponed if your equipment is not working or is defective.

2.1.2.3 Exam via video conference

Cphbusiness can choose to conduct oral exams via video conferencing systems (eg Zoom). This means that the exam takes place online and that you attend the examination using your own computer. Your webcam must be turned on while you attend the examination.

Special rules apply for exams via video conference - these are published on Moodle (for full-time students under [General Information](#), for students in part-time study programmes [Information](#), for students in SmartLearning in [studie.smartlearning.dk](#)).

2.1.2.3.1 *Timetables and examination order, full-time study programmes*

Timetables (meeting lists) are published in Wiseflow. The examination order is scheduled when all projects and the like are handed in.

We ask you to attend 60 minutes before your individual time slot, so that you can take over any absent student's time slot. The first two students on the meeting list must attend at the time of the earliest time slot.

For some exams students are convened in clusters. This means that several students show up for the same time, and the individual exam times are determined by the assessor (s) on site.

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.

2.1.2.3.2 *Timetables and examination order, part-time study programmes, incl. SmartLearning*

Timetables (meeting lists) are published in Moodle. The examination order is determined by the teacher, usually by agreement with the students.

Please show up well in advance so that you can take over any absent student's exam time. For SmartLearning, you must be ready for the exam 30 minutes before your exam time.

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.

2.1.2.4 Oral Exams, Including Oral Exams Based on Written Work

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. Your written work must be submitted using Wiseflow.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements, e.g. maximum number of characters, defined in the Catalogue of Examinations or in the Examination Manual. (Formal requirements include documentation for approved research question.)

In case you submit the written work too late

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

2.1.2.5 Oral Exams, Including Oral Exams Based on Written Group Work

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. Your written work must be submitted using Wiseflow.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations, e.g. maximal number of characters. (Formal requirements include documentation for approved research question.)

If you contribute to written work as part of a group and it is determined in the Catalogue of Examinations that the written work 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 written work, which means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contribution to the written work, the oral exam cannot be conducted for the student or students, whose contribution cannot be detected. The student or students affected use an attempt at the exam without participating.

If the written work is not assessed independently, it simply forms part of the overall assessment at the subsequent oral exam. In such cases, there is no requirement to state each student's contribution, unless it is stipulated in the examination catalogue for the specific examination.

2.2 Examination Language

The examination language is normally the same as the language of instruction used at the particular educational element/module/course. 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. You must bring your own aids, and it is your responsibility that the aid works properly. The invigilator can inspect the aid you have brought to the examination.

If there are restrictions in what aids you are allowed to use, it will appear either in the examination catalogue, the examination manual or printed on the examination question.

Remember that it is not allowed to communicate during exams, even if your aids basically allow communication.

3 AFTER THE EXAM

3.1 Grades and Grading

3.1.1 *Grades*

Exams are assessed according to the 7-point grading scale. Where the outcome of the assessment is the grade 02 or higher, you have passed the exam, and you cannot resit the exam. Please be aware that for study programmes using partial examinations or ongoing assessment activities (LBA) special rules apply. Find these in the Examination Catalogue.

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 Study Administration does not report grades to students on an individual basis.

3.1.2 *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 working days after the exam. For students in part-time study programmes, a certificate is also sent approximately three weeks after the examination.

3.1.3 *Written exams*

Students receive the outcome of the assessment no later than four weeks after the examination. For students in part-time study programmes, a certificate is also sent approximately three weeks after the examination.

3.1.4 *Grades from exams that consist of partial examinations*

If stipulated in the curriculum or Catalogue of Examinations specific to your study programme that an exam consists of several partial exams, and you have received an overall assessment of the grade 02 or higher, you cannot resit any of the partial exams unless it is stipulated in the curriculum or the Catalogue of Examinations that all partial examinations must be passed.

3.1.5 *Grades from exams using ongoing assessment activities (LBA)*

If stipulated in the curriculum or Catalogue of Examinations specific to your study programme that ongoing assessment activities (LBA), you should be aware that there will be rules about what it takes to pass this exam. An ongoing assessment activity is not an independent examination, but is included as part of the overall assessment together with the final exam in the subject.

3.2 Re-examinations

See section 1.1. about registration and de-registration for re-examinations.

If you cannot attend the exam due to illness, and you provide Cphbusiness with documentation supporting this in due time, it will not count as an examination attempt. See more about illness connected to examinations in section 1.6.

3.2.1 *Examination form for re-examinations*

The examination form and requirements for written work/written products for re-examinations may differ from the examination form used for the ordinary exam. This is described in the examination catalogue for your study programme.

3.3 Complaints and Appeals

3.3.1 *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 during the exam, so that they are able to act on it.

3.3.2 *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 to the complaint process.

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.

It is possible to file examination appeals concerning:

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

3.3.3 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. You must file the appeal using www.cphbusiness.dk/complaint

When is the deadline for appealing?

The appeal must be submitted within two weeks after the result of the examination has been made public in the usual way.

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 student will be given the opportunity to comment on the assessors' opinion within a deadline of one week.

If you have submitted an exam complaint and you receive a note of resignation

You have no more than three attempts to pass each examination that you are signed up for at Cphbusiness. Your enrolment will be cancelled, if you do not pass the exam after the third attempt. We will notify you about this, sending a letter to your e-boks.

If you have filed a complaint about an exam where you have used all examination attempts, and you have not yet received a decision in this case, the cancellation of your enrolment must be suspended until a ruling is made in exam complaint case.

If you receive a notice cancelling your enrollment while your examination complaint case is still ongoing, please contact klage@cphbusiness.dk

What kinds of decisions can be made as a result of the complaint?

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

The decision made by Cphbusiness may involve:

- 1) a new assessment (re-assessment), which however does not apply for oral exams
- 2) a new examination (re-examination)
- 3) that Cphbusiness has decided not to find in favour of the complainant

In case of a re-assessment or re-examination, new assessors are appointed. 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 student 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 student.

The deadline for submission of an appeal is two weeks from the day the decision is announced to the student.

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, mandatory learning activities (OLAs) and ongoing assessment activities (LBAs).

3.5 Cheating and Fraud

It is considered exam fraud:

- If you obtain or give another examinee unlawful assistance in answering an assignment/examination question or if you receive outside assistance
- If you bring or use unauthorized aids for an exam (eg mobile phones, smart-watches)

- If you falsify data, documents or the like
- If you communicate with others for an exam
- If you in an identical or almost identical manner reproduce the formulations or works of others as your own by omitting quotation marks, italics, indentation or other clear markings:
 - If you use parts of others' written work as your own without proper source information or clear indication that it is a quote (plagiarism)
 - If you reuse parts of your own already assessed or evaluated written work /project or mandatory learning activity (OLA) or ongoing assessment activities (LBAs) in the exam answer without stating the source and without a clear indication that it is a quote (self-plagiarism)
 - If you copy larger sections from the Internet into your answer (plagiarism). Smaller paragraphs or sentences can be copied into the answer with correct source information or clear marking that it is a quote
 - If you translate text from one language to another verbatim or almost verbatim without proper citation

Cphbusiness uses the plagiarism control systems such as URKUND when checking written work for plagiarism.

3.5.1 Consequences of cheating and plagiarism

In case of suspicion of exam fraud, Cphbusiness will investigate the matter. As part of this, an examination for the student can be temporarily postponed until a decision has been made in the case. Cphbusiness prepares a statement in the case, which the student, with a deadline of 2 weeks, is given the opportunity to comment on. The student is presented with the basis for suspicion of examination fraud that has triggered the case.

The decision in the case is made on the basis of Cphbusiness' statement and the student's comments to the statement. The final decision is sent to the student's e-box.

In case of exam fraud, including plagiarism, Cphbusiness may expel a student from the exam. This means that the exam paper will not be assessed and that the student will not be allowed to participate in the oral examination. The student has used an exam attempt. Cphbusiness may also decide that the student should be expelled for a shorter or longer period as a result of the case.

Repeated acts of cheating is an aggravating circumstance

If a student has received a ruling about examination cheating at an earlier time, this will be considered an aggravating circumstance in repeated cases and this may lead to a permanent expulsion of the student.

3.5.2 Appeal of ruling

The student can appeal the ruling of a case concerning examination fraud.

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

and Research. The appeal must be submitted to Cphbusiness, which issues an opinion. The student 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 student. The deadline for submission of an appeal is two weeks from the day the decision is announced to the student.

3.6 Disruptive Behaviour

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

After the exam, Cphbusiness prepares a statement in the case, which the student, with a deadline of 2 weeks, is given the opportunity to comment on.

The decision is made on the basis of Cphbusiness' statement and the student's comments thereon. The final decision is sent to the student's e-box.

Cphbusiness may decide that the student as a result of the case must also be expelled for a shorter or longer period.

Repeated acts of disruptive behaviour is an aggravating circumstance

If a student has been expelled from the examination because of disruptive behaviour, this will be considered an aggravating circumstance in repeated cases and this may lead to a permanent expulsion of the student.