

UCN Student Administration Office

UCN Examination Regulations

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2. Purpose and scope

2.1 Scope

The UCN Examination Regulations is a collection of the general rules for the conduct of examinations that Ministerial Order no. 1519 of 16 December 2013 on examinations and degrees in profession-oriented higher education study programmes (the Exam Order) (see below) does *not* require to be specified in the curricula for the individual study programmes.

Conduct of examinations in the ordinary higher education study programmes and in the adult and continuing higher education study programmes at University College of Northern Denmark (UCN) are governed by the provisions of the Exam Order.¹ The regulations on the grading scale and other kinds of assessment are governed by Ministerial Order no. 262 of 20 March 2007 on the grading scale and other forms of assessment (the Grading Order) Some matters are regulated exhaustively by Ministerial Orders whereas an institution is given statutory authority to stipulate its own regulations in other matters. Furthermore, UCN may lay down regulations to optimise daily operations.

The Exam Order stipulates that certain conditions regarding an examination must be specified in the curriculum.² This is where the goals/learning outcomes and individual examination requirements are stipulated. Furthermore, the Order also stipulates that certain formal requirements to exams must be described in the curricula. The ministerial orders pertaining to individual study programmes may include regulations on the contents of their curricula that override the stipulations of the Exam Order. Find the curricula on www.ucnorth.dk. The UCN Examination Regulations will only refer to 'the curriculum' when referring to the formal examination requirements.

Along with the curricula and the practical/administrative framework established for the programmes, the UCN Examination Regulations form a source of information for UCN's students, staff and others taking part in examinations about the examination regulations that apply to each study programme.

UCN recommends that students seek the help of a student advisor for clarification and interpretation of the examination regulations, including the correct application of the complaints procedure regulations when considering whether to submit a complaint.

2.2 The purpose of examinations

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

¹ In Danish the Ministerial Order distinguishes between examinations (prøver) and degrees (eksamen), two words, the meanings of which are often confused in Danish. 'Examinations' refers to the individual events at which the students, during the course of their study, must document their achievement of specific academic learning outcomes. 'Degree' refers to the collective result of a student's course of study which is documented by a diploma. This distinction also applies to these Examination Regulations.

² See s. 4(2) of the Exam Order.

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

The results of examinations make up the foundation for issuing a diploma that proves that the education has been passed (degree certificate).

3. Access to examinations and general closing dates for passing examinations

3.1 General closing dates for passing examinations in academy profession degree, professional bachelor's degree and diploma degree programmes

In order to continue in the academy profession or professional bachelor's degree programme, the student must:

- before the end of the second year of study, have passed the examinations (the first-year examination) that are held during the first academic year according to the curriculum.³

In their curricula, individual study programmes may determine that the student must have passed the examinations (the first-year examination) that, according to the curriculum, are held during the first year of study before the expiry of the first year of study, in order for the student to continue in the study programme. Please see the individual curricula to find out what applies to a particular study programme.⁴

3.1.1 Rules on passing certain examinations before the final examination

The individual ministerial orders, i.e. the 'Ministerial Order on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes' and 'the Ministerial Order on Diploma Degree Programmes', respectively, include provisions that a student must have passed certain examinations that take place before the final examination (bachelor's degree project, final degree project and final project) in order for the student to take the final examination. Please see the above-mentioned Ministerial Orders for more information.

3.1.2 Rules on completion of an education within a certain time frame – Ordinary higher education study programmes

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

- programmes that have a standard length of study of up to 120 ECTS credits must be completed, at the latest, within a number of years corresponding to twice the official length of study
- all other programmes must be completed, at the latest, within a number of years corresponding to the official length of study plus two years.

³ See s. 8(1) of the Exam Order.

⁴ See s. 8(2) of the Exam Order.

⁵ See s. 5(2) of the Ministerial Order on academy profession degree programmes and professional bachelor's degree programmes.

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

The educational institution may exempt an individual student from the rules for the latest acceptable completion of the programme if such exemption is based on extraordinary circumstances.⁶ A written application for exemption should be submitted to the relevant programme director and the reasons for the application stated.

The deadline for completion is calculated from date the student commenced on the programme. Delays, e.g. because a student has to retake a semester/module, are included in the time that is allowed for completion of the programme. However, leave of absence for reasons of maternity/paternity, adoption, military service and UN service, etc., are not included and thus do not count toward the period available for completion of the programme.

3.1.3 Rules on completion of an education within a certain time frame – Adult and continuing higher education programmes

There are rules governing when an adult and continuing higher education must be completed at the latest. The general regulations stipulate that

- An academy profession degree programme must be completed no later than six years after the students commenced their study. In special cases the institution may disregard this rule.⁷
- A diploma degree programme must be completed no later than six years after the students commenced their study. In special cases the institution may disregard this rule.⁸

3.2 Academic aptitude examination

In their curriculum, each study programme may decide that students in the programme must take and pass an academic aptitude examination ("studiestartsprøve" in Danish) in order to continue their study on the programme. The academic aptitude examination is to determine whether the students have in fact started their study. Please see the individual study programme curricula for more information.⁹

3.3 Automatic registration for all examinations

An educational component (e.g. a semester, a module, course or period) concludes with an examination that takes place at the end of the component.

6. According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

7. See s. 4(6) of Ministerial Order no. 834 of 3 July 2015 on continuing adult education (academy profession degree programmes).

8. See s. 4(6) of Ministerial Order no. 835 of 3 July 2015 on diploma degree programmes

9. See s. 9 of the Exam Order.

The beginning of an educational component is also a registration for the examinations pertaining to the component, and thus students do not need to do anything to register for the examination(s).¹⁰

If an examination has not been passed, the student will continue to be registered for the examination.¹¹

In the ordinary higher education study programmes, automatic registration does not take place, however, if the student is on leave of absence or has been on leave of absence during the semester/module.¹²

A student who is on maternity or paternity leave can, however, register for and attend examinations. The deadline for registration is to be agreed with the programme. .

Students cannot withdraw registration for examinations in the study programme.

3.4 Rules on withdrawal from exams – apply only to academy profession degree programmes and diploma degree programmes¹³

The rules for withdrawal from an exam at an academy profession degree programme or a diploma degree programme are indicated in the curriculum for each study programme.

If a withdrawal notice is not presented in due time, the examination will be considered started and will count as an exam attempt. This does not apply if illness prevents the student from attending.

In cases of extraordinary circumstances, the study programme may disregard the deadline for due withdrawal¹⁴.

A written, substantiated application for exemption from the rules should be submitted to the relevant study programme.

3.5 Resits

Below are descriptions of five kinds of resits:

3.5.1 Resit because the examination was not passed at a previous attempt

Automatic registration also applies to examinations that were not passed,¹⁵ including examinations that were assessed "failed" due to "non-attendance".

¹⁰ See s. 5 of the Exam Order.

¹¹ See s. 6(2) of the Exam Order.

¹² See s. 40(2) of Ministerial Order no. 223 of 11 March 2014 on admission to academy profession degree programmes and professional bachelor's degree programmes.

¹³ **Please note** that the two study programme types are adult and continuing higher education programmes and that the rule does not apply to other study programmes offered at UCN.

¹⁴ According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

¹⁵ See s. 6(2) of the Exam Order.

3.5.2 Resit due to complaint about an examination¹⁶ or due to appeal¹⁷

If a student complains about an examination (the examination basis, the course of the examination or the assessment), UCN may decide to offer the student a resit. An appeals board may also decide that a resit will be offered.

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

If an offer of a resit is accepted as the result of a complaints process, after a diploma has been issued, the diploma will be withdrawn until the examination has been finalised. If the grade changes after the resit, a new diploma will be issued.

A student who did *not* pass the examination that was complained about has a right to attend a resit offered before the complaint case is decided.

If the student does not subsequently succeed in the complaint, the grade achieved at the resit that the student opted to take of their own accord will be the grade that applies.

If the student withdraws registration from the resit and waits for the complaint case to be decided, two scenarios are possible:

1. If the student does not succeed in their complaint, the student will automatically be registered for the next resit unless all their exam attempts have been used.
2. The student will be offered a resit and the resulting grade will be the applicable grade.

3.5.3 Resit due to fundamental errors or deficiencies¹⁹

If, in connection with an examination, UCN becomes aware of errors and/or deficiencies that can be remedied, e.g. if the wrong exam questions were handed out, UCN will decide, subject to any arrangements with the assessors or assignment writers if necessary, how the error will be remedied.

In cases of substantial errors or deficiencies, i.e. if the error or deficiencies could have affected the performance of the examinees, the examinees may be offered a re-assessment or resit. The offer will apply to all examinees whose examination is affected by the same errors or deficiency. In this case, the students do not risk receiving a lower grade neither by re-assessment nor at a resit, and thus they may choose the better of the two grades. This kind of resit does not count as an exam attempt.²⁰

¹⁶ See s. 44(1) of the Exam Order

¹⁷ See s. 49(2) of the Exam Order

¹⁸ See s. 6(5) of the Exam Order

¹⁹ See s. 38(2) of the Exam Order

²⁰ See s. 6(5) of the Exam Order

3.5.4 Resit due to serious errors and deficiencies²¹

In the event of serious errors or deficiencies, i.e. that the error and/or deficiencies are of such a nature that they affect the assessment, UCN may decide to nullify the exam that was held and arrange a resit. Resits due to nullification of the original examination may result in a lower grade²². This kind of resit does not count as an exam attempt.²³

3.5.5 Resit of examination components

An exam may consist in several components if the curriculum states so. The student will receive a grade for each component. The components may be weighted, for example according to their relative importance.

Exam components in which a passing grade has not been achieved cannot be resat if the total exam has been passed unless otherwise stated in the Ministerial Order or the study programme curriculum²⁴.

The individual grades will be calculated to form a single grade for the total exam²⁵. The grade will be the mean of the component grades rounded to the closest grade on the grading scale. If the mean is exactly between two grades, the grade will be rounded up. When averages are calculated, one decimal place is used²⁶.

The calculation of mean values does not include examinations that were assessed 'passed/failed'.

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

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

3.6 Illness resits

An illness resit exam is an examination which UCN arranges to take place as soon as possible after an ordinary examination for those students who could not attend the ordinary examination due to illness²⁷. In terms of date and time, the illness resit may take place at the same time as the next ordinary exam offered on the programme.

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

Illness must be verified by medical certificate. UCN must receive the doctor's note within a certain time after the examination was held. Please refer to the curriculum for the relevant study

²¹ See s. 38(3) of the Exam Order

²² See s. 39 of the Exam Order.

²³ See s. 6(5) of the Exam Order

²⁴ See s. 6 of the Exam Order.

²⁵ See s. 16 of the Grading Order.

²⁶ See s. 17(2) of the Grading Order analogously.

²⁷ See s. 7(1) of the Exam Order.

²⁸ See s. 7(1) of the Exam Order.

programme to find more specific information on this deadline. Students who suffer from acute illness during an exam must submit documentation verifying that they were ill on the day in question.

If illness is not verified according to the above rules, the students will be considered to have made an exam attempt.

It is the students' responsibility to cover the expense of a medical certificate.

3.7 Examination attempts

An examination that has received a passing grade cannot be resat²⁹.

A student may participate in the same examination three times. If extraordinary circumstances exist, the student may be allowed further attempts to attend an examination.³⁰ An application for further attempts must be submitted to the study programme. When determining whether extraordinary circumstances exist, the student's academic ability cannot be included in the considerations³¹.

For adult and continuing higher educations, students may receive additional examination attempts in addition to the ordinary three attempts against payment.

3.7.1 Possibility of taking a semester/module twice

Students in ordinary higher education study programmes are not usually allowed to register for/take the same semester/module of a programme twice. A student who has attended the ordinary examination and the first resit without passing may, however, apply for taking the semester/module again before being registered for the second resit. Examinations in the semester/module that have already been passed cannot be resat.

In cases of exceptional circumstances, UCN may grant exemption from the above-mentioned rule. According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

The application describing the exceptional circumstances that the student want to be taken into consideration must be submitted to the study programme.

Students in the adult and continuing higher education programmes may participate on the same semester/same course several times against payment.

²⁹ See s. 6(1) of the Exam Order

³⁰ According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

³¹ See s. 6(3) of the Exam Order

3.8 Absence from an examination

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

Good cause for absence from exams are verified illness and valid withdrawal. In cases of late arrival the stipulations of sections 5.5.1 and 5.6.2 will apply.

4. Digitally-mediated conduct of examinations

UCN applies different solutions for digital mediation of examinations, including solutions for digital submission of assignments, projects etc. The rules and regulations applying to non-digital examinations also apply to digitally-mediated examinations. The study programme will inform the students of the digital solutions that are used by the study programme, if any. It is the student's responsibility to stay informed of such requirements, including having a computer available that lives up to the standards required.

5. Examination types and planning

5.1 Examination schedules and publication of examination grades

A schedule of the examinations for each study programme will be made.

The student is responsible for searching out information on date, time and venue for the conduct of the examinations.

5.2 Examination types

An examination may be one of the following types:

- Written
- Oral
- Practical/clinical
- Project-oriented period
- Digital
- Other

-
- A combination of two or more of the above-mentioned types.³²

The curriculum for each study programme indicates which examination type will be used for each examination. Any contents and formal requirements are also described in the curriculum.

5.3 Individual or group examination

An examination is designed to be either an individual examination or a group examination. The curriculum describes whether an examination is intended as a group examination or as an individual examination³³.

5.3.1 Individual examination

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

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

5.3.2 Group examination

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

When an examination is designed to be a group examination, the curriculum also indicates the maximum number of students allowed to take part in each group examination and whether a student may instead opt for an individual examination.

For individual as well as group examinations, each student's performance must be assessed individually.³⁴

5.4 Obligation to participate in and attend the ordinary study programmes

Definition of obligation to participate and obligation to attend

In the ordinary higher education study programmes, students are under an obligation to participate. The obligation to participate covers the duty to participate in any kind of activity that makes up a part of the education, such as participation in group work and joint projects. The obligation to participate is not considered equal to the obligation to attend, as the obligation to participate may also involve the duty to take part in distance learning and the duty to submit as-

³² See s. 10 of the Exam Order.

³³ See s. 11(1) of the Exam Order.

³⁴ See s. 11(2) of the Exam Order

signments and reports. The obligation to participate is thus considered to be a broader concept than the obligation to attend.

The obligation to attend is defined as physical presence.

5.5 Obligations to participate and attend as examination prerequisites

The curriculum describes each examination as well as how the student is expected to participate in terms of submitting assignments, reports etc. and the extent of the obligation to attend. It will also state whether the obligations to participate and attend are examination prerequisites.

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

If the student does not fulfil the obligation to participate or the obligation to attend satisfactorily, he/she will not be allowed to attend the examination.

Non-compliance with the obligation to participate or the obligation to attend is considered equivalent to absence from the examination and will be recorded as such. This means that non-fulfilment of the obligations counts as an examination attempt unless

- the student can provide documentary evidence of illness
- the student has achieved or may achieve exemption

The rules of study activity as a ground for withdrawal have been changed. See new wording in section 8.

5.6 Formal requirements for written assignments

Formal requirements may exist for written assignments that are directly included in the assessment of an examination as well as written assignments that indirectly form part of an examination and which are thus examination prerequisites.

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

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

- the student can provide documentary evidence of illness
- the student has achieved or may achieve exemption.

5.7 Content requirements to written assignments

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

In this context, academic honesty means that a student's work conforms with recognised standards of proper academic behaviour. It must be obvious that the student has made an honest attempt to write/complete the assignment. Cheating or stealing other's work and presenting it as one's own is not allowed. If the assignment is not academically honest, including if it is (partially) plagiarised or if the student has not attempted to write/complete it, the assignment may be rejected.

5.7.1 Non-compliance with content requirements

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

The rules of study activity as a ground for withdrawal have been changed. See new wording in section 8.

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

5.8 Registration in 'UC Knowledge' the knowledge database

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

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

You can find further information here:

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

5.9 Scheduling examinations related to clinical learning

For the study programmes under the health division at UCN, the scheduling of the time for conducting the clinical examinations will take place when the student starts a clinical learning period.

6. Conduct of examinations

6.1 Time and place for each exam

The study programmes will inform the students of where to find information on the time and place for the exams.

If students do not appear at an oral exam at the time laid down by the study programme, they will be considered to have made an exam attempt.

The study programme will set the time for when material related to an exam³⁵ is to be submitted. Non-compliance with the deadline or place of submission will mean that the students will be considered to have made an exam attempt.

6.2 Public examinations

Oral and practical/clinical examinations are open to the public³⁶.

However, clinical examinations where patients participate are not open to the public³⁷.

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

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

6.3 Individual examination based on an assignment written by a group

For individual oral examinations based on an assignment written by a group, which will form part of the assessment basis, the other members of the group may not be present in the exam room before their own examination has taken place³⁸.

6.4 Oral exams conducted as video conferences or similar

Oral examinations may be conducted as video conferences, or by the use of other technical devices, between the examinee, the examiner and the external examiner. The study programme will appoint and approve a supervisor who must remain with the student during the examina-

35. Material that can be related to an exam is, for example, the written part of the exam project, the final exam project, the professional bachelor's degree project, or written material to be submitted for the fulfilment of a prerequisite for attending the exam.

³⁶ See s. 13(1) of the Exam Order

³⁷ See s. 13(2) of the Exam Order

³⁸ See s. 13(4) of the Exam Order

tion. The examiner and the external examiner must grade the student's performance according to the Ministerial Order³⁹.

6.5 Study aids etc.

Different rules apply to which study aids students may bring to the individual written and oral examinations. The rules are stated in the curriculum under each examination description.

6.6 Written examinations

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

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

During written on-location examinations, students may not communicate with each other or with persons outside the examination room in ways that are not intended.⁴⁰

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

6.6.1 Late arrival at written on-location examinations

If a student arrives late for a written on-location examination, the individual circumstances will determine whether the student will be admitted to the exam room or not. UCN must be able to exclude the possibility that the student has received information about the assignment. Furthermore, the stated reasons for the late arrival will be considered. Half an hour after examination start, no students will be admitted to the exam room. Only in exceptional cases will students be granted extra time to write their answer paper after arriving late.⁴¹ The relevant programme director will decide each case.

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

³⁹ See s. 14(3) of the Exam Order

⁴⁰ See s. 14 of the Exam Order.

⁴¹ See s. 16(2) of the Exam Order

6.6.2 Written confirmation of no academic misconduct/plagiarism

For written examinations, UCN will ensure that students confirm by signature, possibly by digital signature, that the examination answer paper was made without undue help.⁴²

6.7 Oral examinations

6.7.1 Exam procedure

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

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

Only the assessors ((the examiner(s) and the external examiner(s)) may be present during deliberations. UCN may decide that examiners-to-be may be present at deliberations.⁴³

Oral examinations will be considered commenced when the preparation material or the assignment title has been handed out to the examinee or when the examinee has acquainted himself/herself with the examination question or similar.⁴⁴

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

6.7.2 Late arrival at oral examinations

Students who arrive late at oral examinations may be offered an examination at a later time if UCN deems that the provided reasons for the delay were reasonable.⁴⁵ The relevant programme director will decide each case.

6.8 Combined written and oral examinations

When a combined written and oral examination is planned to be conducted as a group examination, the maximum number of students allowed to take part in the group examination will be decided at the same time. Whether students have an option to take an individual examination instead will be stated in the curriculum.⁴⁶

At group examinations, an individual assessment of each student's performance must be made⁴⁷.

⁴² See s. 19(6) of the Exam Order

⁴³ See s. 13(6) of the Exam Order.

⁴⁴ See s. 16(1) of the Exam Order.

⁴⁵ See s. 16(3) of the Exam Order

⁴⁶ See s. 11(1) of the Exam Order.

⁴⁷ See s. 11(2) of the Exam Order

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

6.9 Particular rules for oral resits based on a written group assignment

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

6.10 Examination language

For study programmes that are offered in Danish, the exam will be conducted in Danish.⁴⁸

For programmes or single-subject courses that are taught in English or another foreign language, the pertaining examinations will be conducted in that language unless part of the purpose of the examination is to prove the student's skills in another language.⁴⁹

6.11 Special exam arrangements

Students may apply for special exam conditions if their medical condition or relevant specific disabilities qualify them to do so. A prerequisite for allowing special exam arrangements is that the difficulty level of the examination remains unchanged. See the curriculum for the relevant study programme for more information.⁵⁰

6.12 Guidelines for exams conducted abroad

UCN may conduct exams in a Danish representation office abroad or elsewhere abroad,⁵¹ when the student and the representation office in question understand and accept this and when the decision to conduct the exam abroad is based on the fact that the student cannot for reasons of finance or practicality partake in exams in Denmark. The regulations on examinations, including the provisions of the Exam Order, apply as usual.

An examination may be conducted abroad as a video conference if the security measures related to the exam are similar to the ones that apply to exams conducted in Denmark. For this kind of examination, the assessors must not necessarily be at the same location as the student, but they must conduct the exam and grade the student's performance according to the stipulations of the Exam Order and other regulations applying to the exam.

⁴⁸ See s. 17(1) of the Exam Order.

⁴⁹ See s. 17(2) of the Exam Order.

⁵⁰ See s. 18 of the Exam Order.

⁵¹ See ss. 20 and 21 of the Exam Order

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

7. Assessment

7.1 Publication of the examination grades

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

7.1.1 Assessment is confidential

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

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

7.2 Internal/external assessment

Examinations will feature either internal or external assessment.

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

For externally assessed examinations (also referred to as external examinations), the assessment will be made by the examiner and one or more external examiners assigned by the Danish Agency for Higher Education.⁵²

7.3 The concepts of examination basis vs. assessment basis

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

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

⁵² See s. 33 of the Exam Order.

7.4 The assessment basis

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

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

7.5 Two kinds of assessment

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

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

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

7.5.1 Independent assessment based on a written group project

When a written group assignment is part of the assessment, independent assessment (grading) can only take place if the individual students' contributions can be discerned. For this purpose, the curriculum states as one of the assignment requirements that the assignment be 'individualised'.⁵³

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

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

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

7.5.2 Non-independent grade based on a group project

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

⁵³ See s. 12(3) of the Exam Order.

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

7.6 Assessment and grading

7.6.1 Assessment and the assessors' duty to take notes

In cases where an external examiner or an examiner participates, that person will determine the grade. If more examiners participate in the assessment (internal examinations) or both an external examiner and an examiner take part (external examinations), they will determine the grade according to their deliberations.⁵⁴

The external examiner and the examiner must take notes about the student's performance and the determination of the grade. These notes are for their own personal use in the event that they will need to prepare a statement for a complaint or appeals case. The notes must be kept for at least one year or as long as required until any pending complaints or appeals cases have been settled.⁵⁵ The notes will be exempt from any requests for access to documents and thus cannot be handed out to e.g. a student.

Once an examination has been commenced, the assessors must make an assessment unless the examination is interrupted due to expulsion or illness, the latter entitling the student to an illness resit.⁵⁶

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

7.6.2 Disagreement over the assessment

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

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

If the external examiner and the examiner (external assessment) cannot agree on a unanimous assessment, they must each give a grade. The grade for the examination will be the mean of the grades given, rounded to the nearest grade on the grading scale. If the mean is between two grades, the final grade will be determined as the higher of the two grades if the external examiner gave the highest grade. If not, the final grade will be the lower one of the two.⁵⁷

b) Disagreement when assessing 'Pass' or 'Fail'

⁵⁴ See s. 14(1) of the Grading Order.

⁵⁵ See s. 30(2) of the Exam Order.

⁵⁶ See s. 14 of the Grading Order.

⁵⁷ See s. 14(2) of the Grading Order.

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

7.7 Writing and spelling skills

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

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

Writing and spelling skills may be included in the assessment of other examinations. The specific rules for how spelling and writing skills are included in the assessments are described in the curricula; however the academic and discipline-specific contents should always be weighted higher.⁵⁸

8. Cessation of registration

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

Periods during which the students have not been participating actively in studies due to leave of absence, maternity or paternity leave, adoption of a child, verified illness or military service do not count against the period of 12 months required for participating actively in studies. On request, the students must provide documentation of such matters.⁵⁹ The individual study programmes may have different customs for when documentation is to be available. It is, therefore, important for the students to enquire about these matters.

The study programme may grant exemption from these stipulations in exceptional circumstances.⁶⁰ Before registration is terminated the individual students will be heard in writing within a deadline of one week.

Rules laid down by the institution on the academic aptitude examination and the first-year examination according to the Exam Order shall apply irrespective of the cessation rule above⁶¹.

⁵⁸ See s. 34(2) of the Exam Order.

⁵⁹ See s. 39(1) of Grading Order.

⁶⁰ According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

⁶¹ See s. 39(2) of the Grading Order.

9. Access to records

9.1 A student's access to records

A student will be able to see the records (right of access to records) that concern him/her about e.g. an examination or complaints about an exam. The only exceptions are e.g. internal documents, to which the student cannot get access while a (complaints or appeals) case is pending, and the other exception is personal notes that the assessors made during deliberations.⁶²

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

The student may, if he/she so requests, furthermore be informed about the extent to which data about the examination and relating to him/her is being electronically processed in the system (right of access). UCN will then inform the student about the information that is being processed, to which purpose, the categories of receivers inside and outside UCN, the information that UCN has about the student and where that information came from.⁶³

9.2 Access to records for people other than the student

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

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

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

10. Exemptions

On prior written, reasoned application from a student, UCN may exempt the student from provisions in the examination regulations, provided that they were made by UCN, if exceptional circumstances exist and if the exemption is not contrary to or excluded by any ministerial order. According to practice, "exceptional circumstances" are characterised by being sudden conditions from which the student has not been able to protect himself or herself – such as sudden illness or death in the near family.

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

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

⁶² See ss. 9, 12 and 13 of the Danish Public Administration Act and s. 4 of the Danish Open Administration Act.

⁶³ See s. 31 of Act no 429 of 31 May 2000 on Processing of Personal Data.

11. Complaints and appeals

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

11.1 Complaints under the Exam Order

The regulations for complaints and appeals are described in the curricula for the study programmes; please see the relevant curriculum.

Please note however that

- the deadline for submitting a complaint is two (calendar) weeks after the assessment results of the examination have been announced in the usual way
- the complaint must be made in writing and the reasons for it stated

The rules on complaints about examinations are stipulated in sections 10 and 11 of the Exam Order.

The Exam Order distinguishes between complaints over the examination basis etc., the course of the examination and/or the assessment and complaints on the grounds of legal matters. The complaints mentioned are handled in different ways.

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

11.2.1 Complaint about guidance on a written assignment that makes up an examination and/or assessment basis

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

11.2.2 Complaints about instruction

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

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

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

12. Academic misconduct, plagiarism and disruptive behaviour during exams

The regulations for academic misconduct and plagiarism are described in the curricula for the study programmes; please see the relevant curriculum.

13. Storage of exam questions and exam papers

13.1 Storage of written assignments and examination answers

UCN will store exam questions for at least one year.

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

14. Issue of degree certificates

UCN will issue a degree certificate⁶⁴ when all exams described in the curriculum have been passed. The degree certificate will be issued in Danish and English. A cover page for the degree certificate is issued containing:

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

A Diploma Supplement is also issued.

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

15. Application for state authorisation after graduation from health profession programmes

When a student is about to complete a study programme to achieve one of the following titles

- Bachelor of Occupational Therapy
- Bachelor of Physiotherapy
- Bachelor of Midwifery
- Bachelor of Radiography
- Bachelor of Science in Nursing

⁶⁴ See s. 36 of the Exam Order.

the student may apply to the Danish Health and Medicines Authority for a state authorisation.

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

An application for an authorisation should be made well ahead of completion of the study programme.

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

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

Further information can be obtained at the Study Administration Office.

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

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

17. Copyright

The student will hold the copyright of any products produced as the result of an examination.⁶⁵

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

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

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

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

⁶⁵ See Danish Act no. 1144 of 23 October 2014 on copyright and Circular no. 169 of 16 July 1973 as well as s. 52 of the Exam Order.

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

18. Effective date

The UCN Examination Regulations of 1 September 2014 are hereby repealed.

These Examination Regulations for UCN will come into effect as of 1 September 2015 and will apply to examinations commenced on 1 September 2015 or thereafter.