

Examination Rules

University College Absalon

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1. Introduction

The University College Absalon's examination rules have been devised for students, staff and other people who are involved in our undergraduate degree programmes. The examination rules can be read in their entirety or be used as a reference and must be seen in context with executive orders, study programmes, modules/subject descriptions and the practical/administrative frameworks, which have been established for the individual degree programmes.

The Student Administration and Services department works constantly to improve the quality of common documents. If you have any comments relating to the examination rules, or supplementary suggestions, please forward these to uddannelsesjura@pha.dk.

Please note that the terms "examination" and "test" are used synonymously.

2. General objectives and application

2.1. Legislative regulations

The execution of examinations is regulated by:

- Executive order on examinations and tests in professionally and commercially oriented higher education programmes (the Examination Executive Order)¹
- Executive order on the grading scale and other assessments of degree programmes of the Ministry of Higher Education and Science's area (the Grading Scale Executive Order)²
- Executive order on academy profession programmes and professional bachelor programmes (the LEP Executive Order)³.
- Executive order on external examiners (BEK no. 458 dated 19/04/2022 on external examiners and the activities of external examiners in higher education programmes)

A number of aspects are exhaustively regulated by executive orders, whereas University College Absalon has authority to set rules and procedures in other areas. These procedures shall, for instance, contribute to the optimisation and quality assurance of our operations, including the execution of examinations.

The Examination Executive Order determines certain conditions relating to an examination that must be set out in the study programme.⁴ This applies, for example, to objective/learning outcome and requirements for the individual examinations, just as the Examination Executive Order determines that certain requirements on format for the examinations must be described in the study programmes. The executive order for the individual degree programmes concerning the content of the study programme may contain provisions that take precedence over the rules in the examination executive order. When reference is made to requirements on format for examinations, University College Absalon's Examination Rules shall refer exclusively to "the study programme".

¹ BEK no. 863 dated 14/06/2022 on examinations and tests in professionally and commercially oriented higher education programmes (the Examination Executive Order)

² BEK no. 1125 dated 04/07/2022 on the grading scale and other assessments of degree programmes of the Ministry of Higher Education and Science's area (the Grading Scale Executive Order)

³ BEK no. 2672 dated 28/12/2021 on academy profession programmes and professional bachelor programmes (the LEP Executive Order)

⁴ Section 33 of the Examination Executive Order

Executive orders and study programmes are available on the Absalon website.

2.2. The objective of examinations

The objective of examinations is to assess the extent to which the individual student fulfils the academic objectives or learning outcome goals stipulated for the individual examination.⁵

3. Access to examinations

3.1. Rules on time limits for fulfilling examination requirements

As a general rule, the degree programme must be completed within six years.⁶ However, the executive order for the individual degree programme may set special rules for the completion of that degree programme.

3.2. Study start examination

With respect to the individual degree programme, the study programme may stipulate that students must first take and pass a study start examination in order to be able to continue on the degree programme. The aim of the study start examination is to clarify whether students have actually commenced the degree programme. The study start examination is graded "Pass" or "Fail".⁷

The study start examination must be taken no later than two months after the commencement of the degree programme. Students who fail this examination may sit a re-examination, which must be held no later than three months after the commencement of the degree programme. Students have a total of two attempts to pass the study start examination. University College Absalon may grant exemptions in exceptional circumstances.⁸

Students may submit complaints to the educational institution about study start examinations no later than two weeks after notification of the outcome.⁹

3.3. First year examination

Before the end of their second year of study, students must have passed the examinations that the study programme stipulates they are obliged to sit during the first year of study.¹⁰ However, the degree programme may stipulate that, in order to be permitted to continue on the study programme, students are required to pass the first year examination before the end of their first year of study.¹¹

3.4. Automatic registration for examinations

Students are typically required to conclude a degree programme element (e.g. a semester or a module) by completing an examination positioned in continuation of the element in question.

⁵ Section 2 of the Examination Executive Order

⁶ Section 17(2) of the LEP Executive Order

⁷ Section 30 of the Examination Executive Order

⁸ Section 30(3) of the Examination Executive Order

⁹ Section 38 of the Examination Executive Order

¹⁰ Section 8(1) of the Examination Executive Order

¹¹ Section 31(2) of the Examination Executive Order



If completion of a given degree programme element requires passing an examination, students' registration for said element simultaneously constitutes registration for the associated examination(s) such that they do not need to register actively for the examination(s).¹² Some degree programmes also offer the option of withdrawing from an associated examination, if this option is stipulated in the study programme.

Students who fail an examination remain registered for the examination. As such, these students may not withdraw from degree programme re-examinations.

Students who have been granted leave of absence are not permitted to participate in the teaching or examinations associated with the degree programme from which they have been granted leave of absence.¹³

3.5. Examination attempts

Students may not resit an examination they have passed. If an examination comprises multiple subsidiary tests, students may resit any subsidiary tests they have failed if their final grade is no higher than 02¹⁴. The rules for the individual study programme may, however, stipulate otherwise¹⁵.

Students are entitled to three attempts to pass the same examination. Additional attempts may be granted in exceptional circumstances.¹⁶ Students must apply to the educational institution for permission to sit an examination for a fourth time. The question of academic aptitude may not be included in the assessment of whether exceptional circumstances apply.¹⁷

3.6. Re-examinations

In the absence of practical or other special circumstances, the same examiner and external examiner shall generally assess the re-examination. This provision shall not apply, however, if the re-examination or reassessment is the result of a complaints procedure, cf. Section 9.3.

Unless otherwise stipulated in the study programme, the form of the re-examination shall be the same as that of the ordinary examination.

Five re-examination scenarios are described below:

3.6.1. Re-examination on the grounds of failure to pass the exam – most recently or previously

The automatic registration for examination shall continue to apply for students who have failed an examination¹⁸, including examinations assessed as failed due to a student's "failure to appear". Pursuant to the Grading Scale Executive Order, an examination shall be considered passed when the student achieves a grade of 02 or more, as well as the assessment "Pass".¹⁹

¹² Section 6 of the Examination Executive Order

¹³ Section 18 of the LEP Executive Order

¹⁴ Section 18(2) of the Examination Executive Order

¹⁵ Section 6(1) of the Examination Executive Order

¹⁶ "Exceptional circumstances" are circumstances whose scope and timing have prevented the student in passing one or more examinations or parts thereof. An "exceptional circumstance" will typically be an external circumstance which is beyond the control and influence of the student.

¹⁷ Section 4(2) and (4) of the Examination Executive Order

¹⁸ Section 6(2) of the Examination Executive Order

¹⁹ Sections 1–8 of the Grading Scale Executive Order



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

In connection with a student's complaint concerning an oral examination, University College Absalon may decide to offer a re-examination.²⁰ A board of appeal may likewise decide to offer a re-examination.²¹ See the section concerning complaints.

The result of the re-examination in the two cases mentioned above may be a different grade – including a lower grade – since the previous examination and the grade awarded have been cancelled.²²

In cases where a certificate has been issued and the student subsequently accepts an offer of re-examination ensuing from a complaint or appeal, the certificate shall be revoked until the student has re-taken the examination.²³

A student who did *not* pass the examination about which he or she subsequently complains is required to sit a re-examination as soon as possible – irrespective of the complaints procedure – unless the student has exhausted all his or her examination attempts. If the student's complaint is subsequently upheld and the student is offered another re-examination, the assessment of the re-examination that was already taken will remain valid, as it is not permitted to retake a passed examination.

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

In the event that University College Absalon should become aware of the existence of errors or irregularities in connection with an examination, such as the distribution of an incorrect examination paper, University College Absalon shall be entitled to decide which remedial action to take.²⁴

In the event of errors or irregularities of particularly serious nature, the institution may cancel the activity and organise a re-examination. In the event of other significant errors or irregularities, the institution may offer all students involved the option of an extraordinary examination, and students may choose to retain their original assessment, even if they have chosen to participate in the extraordinary examination.²⁵

3.6.4. Re-examination in connection with partial examinations

An examination may consist of several parts, if such is stated in the study programme. A grade is then awarded for each part. The final grade comprises a weighted average of the grades awarded for the partial examinations, rounded off to the nearest grade on the grading scale. Averages positioned equally between two grades will be rounded up.²⁶

The individual examinations may be weighted differently in their reciprocal relationship to each other. Such

²⁰ Section 42 of the Examination Executive Order

²¹ Section 44 of the Examination Executive Order

²² Section 45 of the Examination Executive Order

²³ Section 46 of the Examination Executive Order

²⁴ Section 32 of the Examination Executive Order

²⁵ Section 32 of the Examination Executive Order

²⁶ Section 18(1) of the Examination Executive Order



weighting will be stipulated in the rules for the individual study programme.²⁷

Failed partial examinations may be retaken if the original grade is no higher than 02 without rounding up.²⁸

3.7. Re-examination on account of illness

In the event that one or more students have been prevented from sitting an examination on the grounds of illness, University College Absalon shall organise a re-examination as soon as possible after the ordinary examination.²⁹ Where an examination falls within the final examination term of the educational programme, the student shall be offered the opportunity to sit the examination within the same examination term or immediately thereafter.³⁰

Students who are ill on the morning of an examination are required to notify the study secretary by email or telephone. Students who are taken ill suddenly during the course of an examination are to inform the teacher or another person present at the exam.

Students must be able to document their illness on the day of the examination. Illness must be documented by a doctor's certificate or similar, which must confirm the doctor's opinion that the student in question was unable to sit the exam due to the extent of his/her illness. University College Absalon must receive the relevant document no later than five working days after the date on which the examination was held. Students are responsible for covering the cost of a doctor's certificate. The doctor's certificate must be issued on the doctor's official stationery or the standard form, duly signed and stamped by the doctor.

If the illness is not documented as stipulated in the rules set out above, the student in question will be deemed to have used one attempt at the examination. Students who submit the documentation too late will be considered as having "failed to appear" and therefore as having been absent from the examination attempt. As a consequence, the student will have used an examination attempt.

3.8. "Failed to appear" or late submission

If a student fails to appear for an examination without a valid reason, the student will be registered as "failed to appear". Such absence shall count as an examination attempt. The student will then be registered automatically for the examination the next time it is held.³¹ Documented illness shall be considered to be valid grounds for absence from an examination.³²

Students who submit documentation pertaining to illness too late will be considered as having "failed to appear" and therefore as having been absent from the examination attempt. As a consequence, the student will have used an examination attempt.

4. Examination formats and the organisation of examinations

²⁷ Section 18(3) of the Examination Executive Order

²⁸ Section 18(2) of the Examination Executive Order

²⁹ Section 7(1) of the Examination Executive Order

³⁰ Section 7(1) of the Examination Executive Order

³¹ Section 6(2) of the Examination Executive Order

³² Section 7(1) of the Examination Executive Order



4.1. Examination overviews

An examination overview shall be prepared for each individual degree programme. A schedule of ordinary examinations and re-examinations will be prepared at the beginning of the semester and published on "Studienet", the institution's student information portal.

The scheduling of the examinations during the degree programme will also be described in the relevant study programme.³³ Students are personally responsible for obtaining information about the date, time and venue for the holding of the examinations.

4.2. Examination formats

The format of the individual examination is set out in the study programme for the degree programme in question. Any requirements to the examination format are set out in the study programme.³⁴

Examinations are organised as either individual or group examinations.³⁵

4.2.1. Individual examination

An individual examination is defined as an examination for an individual student.

The assessment of an individual oral examination will be given immediately on completion of the examination.

In the case of an individual oral examination where the assessment is based in part on an assignment written by a group, the other members of the group may not be present in the examination room before they themselves are being examined.³⁶

In the case of the final professional bachelor project, students can choose to prepare the assignment individually. Irrespective of whether the final professional bachelor project is prepared in a group, students presenting an oral defence of the project can choose to be examined individually.³⁷

4.2.2. Group examination

A group examination is defined as an examination of the entire group at the same time, with subsequent individual grading.

When an examination is organised as a group examination, the study programme will stipulate the maximum number of students permitted to participate per group examination, as well as whether students are permitted to choose an individual examination instead.³⁸

In the case of an oral group examination, the individual students are to be examined in such a way that it is possible to arrive at an individual assessment of each student's performance.³⁹

³³ Section 33(1(3)) of the Examination Executive Order

³⁴ Section 33(1(11)) of the Examination Executive Order

³⁵ Section 16 of the Examination Executive Order

³⁶ Section 22(2) of the Examination Executive Order

³⁷ Section 16(3) of the Examination Executive Order

³⁸ Section 16(2) of the Examination Executive Order

³⁹ Section 17(1) of the Examination Executive Order



In the case of a written group examination, it is only possible to award individual assessments if the contribution of each student can be established (individualisation). Requirements concerning individualisation are stipulated in the study programme.⁴⁰

If the contributions of the separate group participants are not to be assessed individually, the written examination answer may be included in the assessment of the subsequent oral defence.⁴¹

The individual degree programme determines whether all the group members are to be present when individual grades are awarded, or whether group members may receive individual feedback.

All group members are responsible for the combined written product. When uploading/handing in the written product, students must acknowledge their responsibility and declare that the product is the result of their own work. Further rules in respect of plagiarism are set out in Section 6 of the present rules and in the Examination Executive Order, both available on www.phabsalon.dk.

4.3. Compulsory participation and attendance

Compulsory participation and attendance

Compulsory participation is defined as an obligation to participate in every kind of study activity that forms an integral element in the degree programme. Examples of such study activity are group work, joint projects, virtual teaching, exercises, reports and portfolios. Compulsory participation may be deemed a precondition for participation in examinations and if so, this will be stated in the study programme. Compulsory participation cannot be expressed as an obligation to participate in a definite number of classes or as a rate of absenteeism in respect of the activity. **Compulsory attendance** is defined as physical presence. The study programme shall stipulate such education elements as may be contingent on compulsory attendance.

Compulsory participation is considered a broader concept than compulsory attendance. In certain cases, compulsory participation may comprise compulsory attendance. Work placements are subject to compulsory attendance, as are various compulsory courses and activities included in the degree programme. Further provisions in this respect are laid down in the study programme.

4.3.1. Preconditions of examinations

The individual study programme sets out whether any preconditions apply for participation in the examination.⁴²

If the individual study programme stipulates that compulsory attendance or compulsory participation in a study activity is a precondition for participation in the examination, students must achieve the level of attendance stated in the study programme for the individual examination. Mitigation options are also stated in the study programme.⁴³

⁴⁰ Section 17(2) of the Examination Executive Order

⁴¹ Section 17(3) of the Examination Executive Order

⁴² Section 9 of the Examination Executive Order

⁴³ Section 9(3) of the Examination Executive Order



If, at the time the examination is held, a student has not fulfilled the preconditions for the examination, the student will not be permitted to take the examination and will be considered to have used an examination attempt.

Failure to fulfil the preconditions for the examination will entail the student in question having used one examination attempt, unless he/she has withdrawn from the examination in a timely manner.⁴⁴

If the student still fails to fulfil the preconditions for the examination by the time of the first and second re-examination attempts, he/she will be considered to have used three examination attempts.

4.4. Requirements on format for written assignments

Requirements on format may be stipulated for written assignments, and these are stated in the study programme.

This applies to written papers constituting a direct element in the assessment of an examination, as well as to written papers constituting an indirect element in an examination and, hence, a precondition for sitting the examination⁴⁵. If the submission of an assignment is a precondition for participation in the examination, students shall submit an assignment that meets the established requirements.

If students submit a written assignment that fails to comply with the established requirements regarding format – and thus the requirements on content – University College Absalon may decline to assess the assignment, resulting in the student being considered to have used one examination attempt.⁴⁶ This decision shall be made by the assessors pursuant to applicable rules as laid down in the study programme.

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

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

A blank submission will be awarded the lowest grade.

5. Organisation of examinations

5.1. Identification

Students must, upon request, be able to provide identification in the form of their student ID card.

5.2. Public examinations

Examinations involving oral and practical/clinical answers are public. Clinical examinations involving a patient may, however, only be public if the patient gives his/her consent.⁴⁷

⁴⁴ Section 9(5) of the Examination Executive Order

⁴⁵ Section 24 of the Examination Executive Order

⁴⁶ Section 24 of the Examination Executive Order

⁴⁷ Section 22(1) of the Examination Executive Order



University College Absalon may grant exemption from the rule of public access to oral examinations if special circumstances are deemed to exist, including circumstances where exemption is granted out of consideration for the student.⁴⁸

5.3. Permitted aids

Various rules apply as to which aids shall be allowed in respect of the individual written and oral examinations. Such rules are set out in the study programme for the individual degree programmes.

5.4. Written examinations

The individual study programme stipulates how the examination is to be organised. The individual degree course and the Student Services department provide information pertaining to the practical matters concerning the examination.

In the case of written examinations, students may not communicate with each other or with persons outside the examination room. This rule also applies even when all aids are allowed.

An examination answer paper cannot be changed after it has been submitted. Investigation into and determination of whether cheating/plagiarism may have taken place begin from this point in time.

5.4.1. Late arrival for a written localised examination

In the event of a student arriving late for a written localised examination, the decision on whether to admit the student shall be made on a case-by-case basis. Participation in the examination is dependent upon University College Absalon considering it impossible for the student to have obtained information about the question paper, whilst also finding the grounds for the delay to be reasonable. Only in exceptional cases may the duration of the examination be extended. Such decisions may be made by the Programme Management.⁴⁹

5.5. Oral examinations

5.5.1. Organisation of the examination

The examiner leads the examination. If more than one examiner is present, they shall decide between themselves who is to lead the examination.

The external examiner shall monitor whether the examinations are held in accordance with the objectives and other requirements stipulated in or in relation to the respective executive orders. In addition, the external examiner shall contribute to and ensure the uniform and fair treatment of the students, reliable assessment of their performances, and compliance with the rules on grading and other rules pertaining to the degree programme.⁵⁰

Only the student and the appointed assessors may contribute actively in the examination. Only the assessors may be present during the assessment.⁵¹

⁴⁸ Section 22(4) of the Examination Executive Order

⁴⁹ This is in line with the standard practice of University College Absalon

⁵⁰ Section 38 of the Executive Order on External Examiners (BEK no. 458 dated 19/04/2022 on external examiners and the activities of external examiners in higher education programmes)

⁵¹ Section 26(1) of the Examination Executive Order



The examiner and external examiner shall jointly decide on the grade in WISEflow and submit their assessment. WISEflow automatically registers whether the stated grades are correct, i.e. whether the grade registrations entered by both examiner and external examiner are identical. This procedure is general and therefore applies to both oral and written examinations.

5.5.2. Late arrival for examinations to be answered orally

Students arriving late for an examination to be answered orally may be offered the opportunity to be examined later, on the proviso that University College Absalon considers the explanation for the delay to be reasonable. The Programme Management shall authorise the assessors to make such a decision.⁵²

5.5.3. Oral examinations online

Oral examinations may be held as video conferences, via Skype, or by means of other technical arrangements between student, examiner and external examiner. The examiner and external examiner shall award a grade pursuant to the provisions otherwise set out in the executive order.⁵³

5.6. Language

Examinations are to be held in the language in which the course was taught, unless the objective of the activity refers fully or in part to linguistic skills in a specific language.

Examinations may be held in Swedish or Norwegian instead of Danish, unless Danish language skills form part of the academic objectives.⁵⁴

5.7. Special examination terms

Students can apply for special examination terms if they have a documented physical or mental functional impairment. For additional information, refer to the degree course study programme.⁵⁵

All applications concerning special examination terms must be accompanied by relevant documentation.

5.8. Guidelines for conducting examinations abroad

University College Absalon may hold examinations abroad involving physical attendance if the student cannot be examined in Denmark for practical or financial reasons. In such cases, University College Absalon will appoint or approve persons to handle the practical execution.⁵⁶

University College Absalon covers the special expenses associated with examinations abroad, but may require the student to pay the expenses if University College Absalon has received consent to same from the student in advance. University College Absalon may also request advance payment of the relevant sum.⁵⁷

The student is responsible for ensuring that the technology involved functions correctly.

⁵² This is in line with the standard practice of University College Absalon

⁵³ Section 22(3) of the Examination Executive Order

⁵⁴ Section 23 of the Examination Executive Order

Section 8 of the Examination Executive Order

⁵⁶ Section 20 of the Examination Executive Order

⁵⁷ Section 21 of the Examination Executive Order



6. Cheating and plagiarism in examinations

6.1. Definition

Cheating in examinations is deemed to have occurred when students:

- 1) commit plagiarism, including the reuse of own text (self-plagiarism) without reference to source and use of quotation marks,
- 2) commit forgery,
- 3) withhold information or provide misleading information about their own input or results,
- 4) enter into non-permitted partnerships,
- 5) receive or attempt to receive assistance during an examination, or assist others outside the context of a group assignment,
- 6) utilise non-permitted aids,
- 7) have improperly obtained advance knowledge of the examination paper,
- 8) submit incorrect information about attendance, or
- 9) attempt to circumvent, deactivate or otherwise obstruct the intention behind the use by the educational institution of electronic monitoring software.⁵⁸

6.1.1. ChatGPT and other kinds of artificial generative intelligence

You are not permitted to use ChatGPT or other kinds of generative intelligence in examinations, unless specifically permitted in the curriculum or module description. If permitted, remember to cite the source.

If you use ChatGPT or any other kinds of artificial intelligence in examinations where it is not permitted, it will be considered cheating.

6.2. Checking for plagiarism

Digital checking for plagiarism is performed with respect to all examination papers or papers included in an assessment. Digital plagiarism checking entails comparing data from previously submitted assignments and from the internet with the paper presented. The result of the digital plagiarism check is expressed as a percentage; the higher the percentage, the greater the likelihood that a paper features plagiarism. If the digital plagiarism check returns a result that is 20% or higher, the incidence will be examined more closely.

Suspicion of plagiarism can also arise from the assessor, who can detect plagiarism at levels below 20% when reading through the assignment.

Each individual case is assessed more closely in accordance with a specific assessment of the individual circumstances pertaining to the case.

6.3. Consequences of cheating and plagiarism in examinations

In the event that cheating is suspected, the student will be interviewed at a hearing before the Head of Study makes a decision. The hearing may be oral or in writing, and in both cases a report on the case will be prepared.

If cheating is established, the student's paper will not be assessed and the student will forfeit one examination

⁵⁸ Section 34(2) of the Examination Executive Order



attempt.⁵⁹

The student may also be issued a written warning. In particularly grave circumstances, or in the event of repeated violations, the institution may additionally decide to impose a temporary suspension on the student or to expel him/her permanently from the institution.⁶⁰

Any attempt to cheat or to assist others in cheating shall be treated in the same way as cheating that has actually been detected.

6.3.1. Expulsion from written examinations

In the event that obvious cheating should be detected during a written examination, the student will be ejected from the examination hall and his/her paper will not be graded. Instead, the administration will mark the student "not qualified" (II) and he/she will be registered as having used an examination attempt.⁶¹

6.3.2. Expulsion from oral examinations

In the event that obvious cheating should be detected during an oral examination, the student will be ejected from the examination, and will be registered as having used an examination attempt.

6.3.3. Expulsion from University College Absalon

In particularly grave circumstances, the student may be suspended from University College Absalon for a short or a long period following a hearing process

Students who are suspended from University College Absalon will be de-enrolled from their degree programme during the period in question. These students will thus be excluded from all activities and shall not be entitled to enrol for courses nor to sit examinations during this period. Nor are students entitled to receive a student grant (SU) during their period of suspension. Students will also be issued a written warning stating that a repeat violation may result in permanent expulsion.⁶²

6.4. Complaints

In the event of sanctions issued on account of plagiarism, students have leave to submit a complaint to the Danish Agency for Higher Education and Science.⁶³ Students are entitled to submit complaints on the grounds of procedural irregularities such as lack of grounds, processing errors or incorrect interpretation of rules.

7. Assessment

7.1. The assessors (internal/external)

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

- In respect of internal examinations, the assessment shall be made by one or more teachers appointed by University College Absalon (examiner).⁶⁴ In respect of work placement examinations, a training

⁵⁹ Section 34(3) of the Examination Executive Order

⁶⁰ Section 34(4) of the Examination Executive Order.

⁶¹ Section 34(3) of the Examination Executive Order

⁶² Section 34(4) of the Examination Executive Order

⁶³ Section 48 of the Examination Executive Order

⁶⁴ Section 1(2) of the Examination Executive Order



- supervisor can participate as an examiner together with the teacher or teachers.
- In respect of external examinations, the assessment shall be made by one or more examiners and one or more external examiners appointed by the Danish Agency for Science and Higher Education.⁶⁵

7.2. The basis of the examination

The basis of the examination shall comprise the whole of the curriculum on which the students may be examined.

7.3. The basis of the assessment

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

7.4. Assessment and grading

The assessment shall be performed pursuant to the provisions of the Grading Scale Executive Order, with grades awarded according to the 7-point grading scale. The assessment shall be made on the basis of an overall evaluation of the extent to which the performance of the student meets the objectives for the subject, or the subject element or educational element, as set out in the executive order pertaining to the individual degree programme education or in the study programme rules, etc.⁶⁶

Where one or more examiners and one or more external examiners participate in the assessment, the assessment shall be awarded following a discussion between them.⁶⁷

Any commenced examination shall require an assessment, unless the examination is terminated on the grounds of expulsion or on account of illness that entitles the student to a re-examination.⁶⁸

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

7.4.1. Disagreement about the assessment according to the 7-point grading scale

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

In case of disagreement between the examiner and external examiner (external examination) as to the assessment to be awarded, they shall each award a separate grade. The final grade for the examination shall then be the average of these grades, rounded off to the nearest grade on the grading scale. If the average is halfway between two grades, the final grade shall be the nearest higher grade if the external examiner has awarded the highest grade, otherwise the nearest lower grade.⁶⁹

7.4.2. Disagreement as to the assessment of "Pass" or "Fail"

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

⁶⁵ Section 39 of the Executive Order on External Examiners and Section 12(3) of the Examination Executive Order

⁶⁶ Section (1) of the Grading Scale Executive Order

⁶⁷ Sections 11(1) and 12(1) of the Grading Scale Executive Order

⁶⁸ Section 14 of the Grading Scale Order

⁶⁹ Section 27(1) of the Examination Executive Order



assessment of the external examiner shall take precedence.⁷⁰

7.4.3. Obligation to take notes

Both the external examiner and the internal examiner shall be obliged to take notes in respect of the performance and the subsequent grading, for use in the preparation of a statement in the event of a complaints procedure. These notes must be retained for at least one year and, additionally, until the conclusion of any complaints procedure.⁷¹

7.5. Formulation and spelling skills

In addition to the academic content, the assessment of the final assignment shall place emphasis on the student's skills with regard to formulation and spelling.⁷²

University College Absalon may grant exemption from this provision for students who can document a relevant, specific functional impairment.⁷³ The study programme sets out the degree to which formulation and spelling skills shall be included in the overall assessment of the performance.

8. Complaints and appeals

Complaints can be divided into legal and non-legal complaints:

Legal complaint: A legal complaint is construed as a complaint which must be decided on the basis of a legal assessment. Such complaints refer to issues such as compliance with the applicable rules of the degree programme, the provisions of the Danish Public Administration Act, or principles in administrative law.

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

8.1. Remedies

It is permitted to submit complaints concerning legal and non-legal issues, including with reference to the process of an examination in a degree programme element or a partial examination.

Students who have submitted complaints may continue to participate in the degree programme while their complaint and/or appeal is being processed.⁷⁴

8.2. Time limits for complaints

The time limit for submitting a complaint is two (calendar) weeks after the assessment of the examination has been communicated⁷⁵. The time limit is calculated at the earliest from the time at which the institution has issued notification that the assessment has been communicated. In the case of written examinations, students receive notification via their student email address when their assessment has been published in WISEflow, and

⁷⁰ Section 28 of the Examination Executive Order

⁷¹ Section 26(2) of the Examination Executive Order

⁷² Section 13(2) of the Examination Executive Order

⁷³ Section 13(3) of the Examination Executive Order

⁷⁴ Section 37 of the Examination Executive Order

⁷⁵ Section 40 of the Examination Executive Order



the time limit for submitting complaints commences at this point in time. In the case of oral examinations, students are informed of the assessment on the day of the examination, immediately on completion of the oral examination, and the time limit for submitting a complaint commences at this point in time. Complaints submitted subsequent to the expiry of the time limit will be rejected. The Student Administration and Services department can, however, grant exemptions to the time limit on the grounds of exceptional circumstances.

8.3. Requirements on format

Complaints shall be submitted in writing.⁷⁶ University College Absalon requests that students who wish to submit a complaint provide the following information:

- Name
- Which examination the complaint concerns
- Whether it is the first, second or third examination attempt
- What assessment was awarded
- And, ideally, their reason for submitting a complaint

Complaints must be sent to Uddannelsesjura@pha.dk.

8.4. The process and decisions in respect of complaints

The management of the degree programme in question shall decide the issue on the basis of the complaint itself, the statements from the assessors and the complainant's comments thereto, if any.⁷⁷

The legal authority of the educational institution processes the entire complaint and sends the decision to the complainant.

This decision may be:⁷⁸

- Offer of a new assessment of a written assignment (re-assessment)
- Offer of a new examination (re-examination)
- Rejection of the student's complaint, or
- A combination of 1–3 if the examination comprises a written paper defended orally.

Students must accept the offer of a re-assessment or re-examination no later than two weeks after receiving notification of the decision.⁷⁹ The offer of a re-assessment or a re-examination must clearly state that this may result in the award of a lower grade. New assessors shall be appointed for a re-assessment or a re-examination. See section 3.3.2.

8.5. Appeals options

Students have leave to appeal both the academic and legal aspects of a decision.

⁷⁶ Section 40(1) of the Examination Executive Order

⁷⁷ Section 42 of the Examination Executive Order

⁷⁸ Section 42(2) of the Examination Executive Order

⁷⁹ Section 46 of the Examination Executive Order



8.5.1. Appeals on academic issues

Academic issues concerning decisions made by the institution may be brought before a board of appeal.⁸⁰ Such appeals must be in writing and must be submitted no later than two weeks after the decision has been communicated.⁸¹

The board of appeal shall reach its decision on the basis of the material that gave grounds for the decision by the institution and the complaint from the student. The decision from the board of appeal may comprise:⁸²

- Offer of a new assessment of a written assignment (re-assessment)
- Offer of a new examination (re-examination)
- Rejection of the student's complaint, or
- A combination of 1–3 if the examination comprises a written paper defended orally.

The decision shall be communicated to the institution and the appellant no later than two months after the appeal was submitted. The month of July is not included in this calculation.

Academic aspects of the decision from the board of appeal cannot be appealed to another administrative authority.⁸³

Legal aspects of the decision from the board of appeal can be appealed to the institution no later than two weeks after reception of the decision. The institution shall make a decision, and this decision may be appealed to the Danish Agency for Science and Higher Education.⁸⁴ See section 9.5.2.

8.5.2. Appeals on legal issues

Legal issues regarding the final decision of the institution can be appealed to the Danish Agency for Science and Higher Education.⁸⁵ Such appeals must be in writing and must be submitted no later than two weeks after the decision has been communicated.⁸⁶

Appeals can be submitted to the institution within two weeks of the day on which the decision was communicated to the appellant. The institution shall prepare a statement, which the student shall have the opportunity to comment on within a period of at least one week. The institution shall then send the entire case for processing by the agency. The deadline for submitting an appeal to the institution is two weeks from the date on which the appellant was informed of the decision.⁸⁷

⁸⁰ Section 43 of the Examination Executive Order

⁸¹ Section 43(1 and 2) of the Examination Executive Order

⁸² Section 44(2) of the Examination Executive Order

⁸³ Section 44(3) of the Examination Executive Order

⁸⁴ Section 44(4 and 5) of the Examination Executive Order

⁸⁵ Section 43 of the Examination Executive Order

⁸⁶ Sections 43 and 48 of the Examination Executive Order

⁸⁷ Sections 43 and 48 of the Examination Executive Order



9. Other matters

9.1. Access to documents⁸⁸

Students are entitled to access such documents as pertain to their own case, such as own examinations or own complaints concerning an examination.

Students may request information on how University College Absalon processes electronic information about them. University College Absalon will subsequently advise which information is being processed and the purpose thereof; the categories of recipients inside and outside University College Absalon; any information accessible to University College Absalon and details about where such information was sourced.

Matters pertaining to a student's examination shall not be comprised by other parties' access to documents, such that no other party may obtain information about a student's grades and answer papers unless the student has personally given his or her consent thereto. Such consent may, for instance, be granted by way of power of attorney authorised by the student.

9.2. Copyright

Students hold copyright to products which are the results of an examination.⁸⁹

Students thus have the exclusive right to determine how, when and by whom the product may be used, and the terms thereof.

Where a party outside University College Absalon is involved in the examination procedure, the extent to which such products (i.e. products which may appear as elements in the examination procedures) shall be made available, and to whom – in respect of the prevailing copyright legislation – shall be agreed in advance between the institution, the student and the third party. It shall likewise be agreed whether any facts concerning a third party's situation and status that are presented in the examination product may be made public.⁹⁰

Where the examination product contains confidential information, such information may not be made public. The lending of examination answers to third parties shall require the written consent of the author (the student). If an examination paper contains confidential information it may not be lent to third parties – not even with the consent of the author.

In addition, the student shall enjoy right of ownership to these products on payment of any expenses for materials used in connection with the examination.

If the student does not claim the right of ownership to such products within two months from the announcement of the result of the assessment, ownership shall pass to the educational institution.⁹¹

10. Commencement

The present Examination Rules for University College Absalon shall come into force on 1 September 2015, with effect in respect of examinations commenced on or after 1 September 2015. These Examination Rules were revised most recently in January 2023.

⁸⁸ These rules are subject to general principles in administrative law, including Section 4 of *Forvaltningsloven* (Danish Public Administration Act).

⁸⁹ Section 49(1) of the Examination Executive Order

⁹⁰ Section 49(3) of the Examination Executive Order

⁹¹ Section 49(1(2)) of the Examination Executive Order



