

Examinations (AU's rules)

Examinations (AU's rules)

Aarhus University's rules of 1 September 2015 on registration for, participation in and withdrawal of registration for examinations

Under Danish Consolidation Act no. 261 of 18 March 2015 on Universities (the University Act (*Universitetsloven*)) and Ministerial Order no. 1147 of 23 October 2014 on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes (*Bekendtgørelse af lov om erhvervsakademiuddannelser og professionsbacheloruddannelser*) with subsequent amendments etc. as well as related ministerial orders, the following applies:

Registration for examinations for students enrolled in Bachelor's and Master's degree programmes:

- 1.-(1) The student is automatically registered for the ordinary examination when the student is registered as enrolled in a course or course element with which one or more examinations are associated.
- (2) If the student fails to meet a prerequisite or condition for registering for an examination associated with the teaching provided, the student has used one examination attempt. The student is registered either for re-examination in the same examination period or for classes in the next possible semester with a view to meeting the prerequisite or condition for registering for the examination. The options available to the student appear from the academic regulations.
- (3) A student who does not pass the ordinary examination is automatically registered for re-examination in the same examination period, provided that the degree programme is organised in semesters. If the degree programme is not organised in semesters, the student is automatically registered for re-examination within six months of the ordinary examination.
- (4) Registration for the third examination attempt takes place on the student's own initiative via the students' self-service system, unless students are informed otherwise via study portals etc. Students who attempt to register in any other way cannot expect their registration to be processed.
- (5) If registration for a new course is subject to the student having passed prior courses or course elements (academic progression), the student will automatically be registered for the third examination attempt in the prerequisite course. The requirements for academic progression appear from the academic regulations.

(6) Under exceptional circumstances, the board of studies may grant an exemption from subsections (1), (2) and (3). Under exceptional circumstances, the director of studies may grant an exemption from subsection (4). The board of studies may grant an exemption from subsection (5).

Registration for examinations for students enrolled in professional Bachelor's degree programmes and academy profession degree programmes:

2.-(1) The student is automatically registered for the examination(s) when the student is registered as enrolled in a course or course element with which one or more examinations are associated.

(2) A student who does not pass the ordinary examination is automatically registered for the re-examination and again for the next examination period, where relevant.

(3) Under exceptional circumstances, the board of studies may grant an exemption from subsections (1) and (2).

Registration for examinations for students enrolled in professional Master's degree programmes and other part-time degree programmes under the Danish University Act or the Danish Act on Open Education (*Lov om åben uddannelse*):

3.-(1) Registration for a course or a course element also includes registration for the exam elements at the conclusion of the course or course element, unless students are informed otherwise via study portals etc.

(2) If the examination is not taken in direct continuation of an associated course or course element, registration for the examination or exam element takes place on the students' own initiative via the students' self-service system, unless students are informed otherwise via study portals etc. Students who attempt to register in any other way cannot expect their registration to be processed.

(3) Under exceptional circumstances, the director of studies may grant an exemption from subsections (1) and (2).

Withdrawal of registration for examinations for students enrolled in Bachelor's and Master's degree programmes:

4.-(1) Students may not withdraw registration for the first and second examination attempts, and failure to participate in the examination for which a student is registered will count as one examination attempt.

(2) Withdrawal of registration for the third examination attempt may take place via the students' self-service system unless students are informed otherwise via study portals etc. Students who withdraw their registration in any other way cannot expect their withdrawal of registration to be processed. If there are requirements for academic progression, withdrawal of registration for the

third examination attempt may not take place. The requirements for academic progression appear from the academic regulations.

(3) Students must withdraw their registration for the third examination attempt no later than seven days before the examination is scheduled to take place. In the event of examinations lasting several days, the deadline is calculated from the first examination day for the course.

(4) If the withdrawal of registration is made too late, the student will be registered as having used one examination attempt.

(5) Under exceptional circumstances, the board of studies may grant an exemption from subsection (1). Under exceptional circumstances, the director of studies may grant an exemption from subsections (2), (3) and (4).

Withdrawal of registration for examinations for students enrolled in professional Bachelor's degree programmes and academy profession degree programmes:

5.-(1) Students may not withdraw registration for an examination, and failure to participate in the examination for which a student is registered will count as an examination attempt.

(2) Under exceptional circumstances, the board of studies may grant an exemption from subsection (1).

Withdrawal of registration for examinations for students enrolled in professional Master's degree programmes and other part-time degree programmes under the Danish University Act or the Danish Act on Open Education:

6.-(1) Withdrawal of registration for an examination must take place via the students' self-service system unless students are informed otherwise via study portals etc. Students who withdraw their registration in any other way cannot expect their withdrawal of registration to be processed.

(2) Students must withdraw their registration for an examination no later than seven days before the examination is scheduled to take place. In the event of examinations lasting several days, the deadline is calculated from the first examination day for the course.

(3) If the withdrawal of registration is made too late, the student will be registered as having used one examination attempt.

(4) Under exceptional circumstances, the director of studies may grant an exemption from subsections (1), (2) and (3).

On-site examinations – written, oral or practical exams of a particular duration held under supervision at a particular location:

7.-(1) Only materials permitted for the examination may be brought to on-site examinations. Materials permitted are specified in the description of the individual course element in the academic regulations or the course catalogue. Examinees must bring their own writing instruments and materials permitted to the examination.

(2) Music players, mobile phones, tablets etc. must not be accessed during the on-site examination and must be switched off and placed in the examinee's own bag, which must be kept closed during the examination.

(3) Students are not permitted to borrow anything – including materials permitted – from other examinees during on-site examinations.

(4) Examinees bear the risk for materials permitted and other objects brought to the on-site examination, as well as for the operational reliability of materials permitted that have been brought to the examination.

(5) Smoking is not allowed during on-site examinations. Students are thus not permitted to leave the examination room to smoke.

8.-(1) Examinees must present valid ID (student card) when reporting for the on-site examination. Students who fail to do so may be excluded from participating in the examination. This will be registered as an examination attempt.

(2) Examinees must be present and seated in the examination room before the on-site examination commences. Students who report for the examination after the time stipulated for the commencement of the examination may be excluded from participating in the examination. This will be registered as an examination attempt.

(3) During on-site examinations, all communication must take place through the exam supervisors present at the on-site examination. Students must raise their hands before speaking.

(4) No examinee may leave the examination room during the first hour of the on-site examination without the express permission of the exam supervisor.

9.-(1) When the on-site examination is over, examinees must be ready to hand in their papers.

(2) Any materials permitted and other objects left behind in the examination room are stored by the university for one year.

Appeals and exemptions

10. Cases regarding violation of these rules will be considered in accordance with the rules regarding disciplinary measures for students at Aarhus University.

11.-(1) Appeals regarding examinations must be submitted electronically to the studies administration at the student's faculty. The studies administration will ensure that the appeal is brought before the correct body as soon as possible.

(2) The deadline for appeals is 14 days from publication of the examination results. Appeals must be submitted in writing and include an explanation of the reasons for the appeal.

12.-(1) Applications for exemptions from these rules and other rules laid down in accordance with these rules must be submitted in writing and include an explanation of the reasons for the application. Applications must be submitted to the relevant board of studies.

(2) Applications for exemptions must be submitted at the start of the semester. Students who submit applications later than this cannot expect them to be processed before the day of the examination.

(3) Under exceptional circumstances, the board of studies may grant an exemption from subsection (2).

Delegation:

13.-(1) The dean of a faculty may, as a supplement to these rules and within the scope of these rules, lay down rules on

- the use of IT for on-site examinations, including format and template requirements for exam papers submitted
- the use of upload and download to distribute and submit exam papers

(2) If no rules have been laid down in accordance with subsection (1), Aarhus University's rules of 1 September 2015 on the use of computers in examinations apply.

(3) Supplementary rules, see subsection (1), will be presented as a reference in the relevant academic regulations, and must be made available to students by the deadline for registering for the course element(s) leading up to the examination in question at the latest.

Entry into force:

14.-(1) These rules come into force on 1 September 2015.

(2) Aarhus University's rules of 15 October 2014 on registration for, participation in and withdrawal of registration for examinations and the specific rules on the Bachelor of Engineering programmes are hereby revoked.

Aarhus University, 1 September 2015.

Berit Eika

Pro-rector