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# EXAMINATION PLAN

for  
international students

Exam registration, deadlines and exam regulations

**AUTUMN 2011**  
June 2011



# Table of contents

Information about exams .....	3
Exam registration .....	3
Confirmation of exam registration.....	3
Withdrawal from exams.....	3
Exam schedules for oral exam.....	3
Announcement of marks .....	3
Absence because of illness.....	3
Resit exam.....	3
Petitum front pages .....	3
Marks .....	3
Transcript.....	3
Examination plan .....	4
Oral exam .....	4
Written papers.....	5

# Winter exam 2011/2012

## Information about exams

### Exam registration from 12<sup>th</sup> September to 21<sup>st</sup> October 2011

All students must register for exams.

Registration is carried out online via KUnet under the Self Service system <https://intranet.ku.dk>.

From 10<sup>th</sup> to 14<sup>th</sup> October it is, however, possible to register for exams in room 4.2.18 B (Merete Rishøj Møller). However, the department encourages all students to register via KUnet as it is quicker and more reliable.

### Confirmation of exam registration

You are able to check your exam registration and your exam number at KUnet under the student self-service system. The exam number is available about a week after the registration deadline.

### Withdrawal from exams

If you decide not to take an exam you are registered for, then please contact Merete Rishøj Møller, room 4.2.18 B or at e-mail: [mrm@ifs.ku.dk](mailto:mrm@ifs.ku.dk).

**Please be aware:** if you withdraw from an exam, you are not allowed to take it as a resit exam.

### Exam schedules for oral exam

Exam schedules for oral exams can be found at KUnet under the group room Erasmus and at the notice board next to the reception at the department.

### Announcement of marks

Marks for written papers will be announced at the Self Service system at <https://intranet.ku.dk> KUnet → Mine data (My data) → Resultater, eksamen (Results, examination) and at our web site [http://polsci.ku.dk/english/international\\_students](http://polsci.ku.dk/english/international_students).

### Absence because of illness

If you are absent because of illness you must hand in a medical certificate to Merete Rishøj Møller room 4.2.18 B.

Please remember to register for the resit exam at room 4.2.18 B or by sending an e-mail to Merete Rishøj Møller ([mrm@ifs.ku.dk](mailto:mrm@ifs.ku.dk)).

### Resit exam

Please remember to register for the resit exam if you were ill or didn't pass the exam.

### Petition front pages

The front pages for oral and written exams are available at KUnet under the group room Erasmus.

### Marks

You will be graded according to the Danish 7-point grading scale (-3, 00, 02, 4, 7, 10 and 12).

An explanation of the marks can be found at <http://cms.ku.dk/upload/application/pdf/28e6acb2/7-point-grading-scale-eng.pdf>

### Transcript

After finishing all examinations a transcript will be issued and sent to you.

# Examination plan

## Oral exam

Oral exam	Ordinary exam	Resit
<b>Withdrawal from an exam has to take place no later than 12 o'clock noon Danish time</b>	Thursday 10/11	Friday 10/2
<b>Register for an resit exam has to take place no later than 12 o'clock noon Danish time</b> NB: Only as written paper		Friday 10/2
<b>Submission</b> of front page, approved and signed petitum + synopsis <b>no later than 12 o'clock noon Danish time</b>  For the resit exam: <b>Submission</b> of front page, approved and signed petitum + written paper	Thursday 10/11	Monday 20/2
Examination schedule	Monday 28/11	
Oral exam	Monday 12/12 Tuesday 13/12 Wednesday 14/12 Thursday 15/12 Friday 16/12 Monday 19/12 Tuesday 20/12	

Please submit the official front page, approved and signed petitum and synopsis in **3 copies** (original + 2 copies) to **Merete Rishøj Møller (room 4.2.18 B)** at Department of Political Science. The official front page is available at punkt.ku under the group room Erasmus under documents.

Duration of the oral examination is 30 minutes.

**Please be aware: If you don't pass the oral exam and decide to take the resit exam the oral exam will be changed to a written paper.**

# Written papers

Written paper	Ordinary exam	Resit
<b>Please register</b> for the resit exam <b>no later than 12 o'clock noon Danish time</b>		Friday 10/2
<b>Withdrawal from an exam has to take place no later than 12 o'clock noon Danish time</b>	Friday 6/1	Friday 10/2
<b>Submission of</b> front page, approved and signed petitum + written paper <b>no later than 12 o'clock noon Danish time</b>	Friday 6/1	Monday 20/2
Announcement of marks	Friday 3/2	Monday 12/3

Please submit the front page, approved and signed petitum and the paper in **2 copies** (original + 1 copy) to **Merete Rishøj Møller (room 4.2.18 B)** at Department of Political Science. The official front page is available at punkt.ku under the group room Erasmus under documents.

**If you write the paper in a group, it is a requirement that you clearly state, who has written which parts of the paper in order for the lecturer to give you individual marks.**

### Important:

**It will not be possible to do the resit exam unless you have handed in a product at the ordinary exam.**

**It's not sufficient to hand in blank pages or simply not show up for your examination.**

A paper can cover 1 or 2 courses and can be written in groups of 2 or 3 students.

	1 course paper (10 ECTS) (Maximum length of papers) NB: Petitum 1200 pages of literature	2 courses paper (20 ECTS) (Maximum length of papers) NB: Petitum 2400 pages of literature
1 Student	15 pages = 5250 words	25 pages = 8750 words
2 Students	25 pages = 8750 words	40 pages = 14000 words
3 Students	35 pages = 12250 words	55 pages = 19250 words