



EXAMINATION PLAN

for
exchange students

Exam registration, deadlines and exam regulations

SPRING 2017

rev. February 2017

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Summer 2017

Information about exams

Exam registration

When you register for a course you will automatic be registered for the connected exam.

If you want to change your course registrations please notice that it can only be done from **16th January to 14th February**. Contact Merete Rishøj Møller by email: mrm@ifs.ku.dk.

Confirmation of course and exam registrations

You are able to check your course and exam registrations at KUnet under the student self-service system.

Withdrawal from courses or exams

If you decide not to take a course or an exam you are registered for, then please contact Merete Rishøj Møller, by email: mrm@ifs.ku.dk.

Exam schedules for oral exam

Exam schedules for oral exams can be found at Absalon under the course pages.

Announcement of marks

Marks for written papers will be announced at the Self Service system at the KUnet <https://intranet.ku.dk>.

Free assignments written in groups

Please note that it's **only** possible to write group papers with other exchange students.

Absence because of illness

If you are absent because of illness you must hand in a doctor's note to Merete Rishøj Møller, CSS room 4.2.36 B or by email mrm@ifs.ku.dk.

Please remember to register for the resit exam by sending an email to Merete Rishøj Møller: mrm@ifs.ku.dk.

Resit exam

Please remember to register for the resit exam if you have been ill or failed the exam.

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

A transcript of your results will be issued and sent to the international office at your home university.

Examination plan

Oral exam

Oral exam	Ordinary exam (1 st attempt)	Resit (2 nd attempt)
Withdrawal from an exam must take place no later than 12 o'clock noon Danish time	Thursday 11/5	Monday 7/8
Registration for a resit exam must take place no later than 12 o'clock noon Danish time NB: For the resit exam all oral exams will be converted to a free assignment/written paper		Monday 7/8
Submission of synopsis + syllabus no later than 12 o'clock noon Danish time at the Digital Exam System: https://eksamen.ku.dk For the resit exam: Submission of literature list + free assignment /written paper at the Digital Exam System: https://eksamen.ku.dk	Monday 15/5	Monday 14/8
Publication of examination schedule at Absalon at the course page no later than 4 pm	Tuesday 16/5	
Oral exam	Tuesday 23/5 Wednesday 24/5 Monday 29/5 Tuesday 30/5 Wednesday 31/5	

The synopsis and syllabus must be uploaded in the Digital Exam System (<https://eksamen.ku.dk>)

Please be aware: If you fail the oral exam and decide to take the resit exam the oral exam will be changed to a free assignment/written paper.

	<p><i>Synopsis / oral exam (10 ECTS) for BA students</i> <i>Synopsis / oral exam (7.5 ECTS) for MA students</i></p> <ul style="list-style-type: none"> • Curricula 900-1200 pages of literature • Duration of the oral examination is 30 minutes incl. assessment. • Maximum length of synopsis as listed below. <p>Standard page = 2400 keystrokes incl. spaces</p>
1 student	7200 keystrokes incl. spaces (3 standard pages)

Free assignments / Written papers

Free assignment / Written paper	Ordinary exam (1 st attempt)	Resit (2 nd attempt)
Please register for the resit exam no later than 12 o'clock noon Danish time		Monday 7/8
Withdrawal from an exam must take place no later than 12 o'clock noon Danish time	Friday 9/6	Monday 7/8
Submission of literature list + free assignment/written paper no later than 12 o'clock noon Danish time	Monday 12/6	Monday 14/8
Announcement of marks	Monday 3/7	Monday 4/9

The assignment / written paper must be uploaded in the Digital Exam System (<https://eksamen.ku.dk>)

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 examiner to give you individual marks. If this is not respected, the assignment will be rejected and you will fail the exam.

Please note that it's only possible to write group papers with other exchange students.

Important:

If you wish to submit a blank exam paper, please make sure to click on "submit a blank exam" in the Digital Exam System.

A paper can be written in groups of 2 or 3 exchange students.

	<p><i>Free assignment / written paper (10 ECTS) for BA students</i> <i>Free assignment / written paper (7.5 ECTS) for MA students</i></p> <ul style="list-style-type: none"> • Curricula 900-1200 pages of literature • Maximum length of papers as listed below <p>Standard page = 2400 keystrokes incl. spaces</p>
1 student	36.000 keystrokes incl. spaces (15 standard pages)
2 students	60.000 keystrokes incl. spaces (25 standard pages)
3 students	84.000 keystrokes incl. spaces (35 standard pages)