



EXAMINATION PLAN

for
exchange students

Exam registration, deadlines and exam regulations

AUTUMN 2017

Rev. August 2017



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Winter exam 2017/2018

Information about exams

Exam registration

When you register for a course you will automatically be registered for the connected exam. If you need to change your registrations it can be done from **August 15th to September 15th**. Please contact Merete Rishøj Møller, CSS 4.2.36 B or by email; mrm@ifs.ku.dk.

Confirmation of exam registrations

Please check your exam registrations at the KUnet under the student Self Service system.

Withdrawal from exams

If you decide not to take an exam please contact Merete Rishøj Møller, CSS 4.2.36 B or by email: mrm@ifs.ku.dk.

Please note: You have 3 exam attempts per exam but only 2 attempts are placed in this semester. The 3rd exam attempt will be placed in the coming semester.

Exam schedules for oral exams

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

Announcement of marks

Marks for exams will be announced at the Self Service system at <https://intranet.ku.dk> KUnet → My data → Results, examination.

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 no later than 5 days after the exam. Please remember to register for the resit exam by sending an email to Merete Rishøj Møller: mrm@ifs.ku.dk.

Make-up and resit exam

Please remember to register for the resit exam if you did not pass the ordinary exam by sending an email to Merete Rishøj Møller (mrm@ifs.ku.dk).

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 results will be issued and sent to the international office at your home university from our International Education and Grants office – int-transcript@adm.ku.dk.

Examination plan

Oral exam

Oral exam	Ordinary exam	Make-up and resit exam
Withdrawal from an exam has to take place no later than 12:00 noon Danish time	Friday 10/11	Monday 5/2
Registration for the make-up and resit exam has to take place no later than 12:00 noon Danish time NB: Only as free assignment/written paper		Monday 5/2
Submission of synopsis and syllabus no later than 12:00 noon Danish time in the Digital Exam System (https://eksamen.ku.dk/). *For the make-up and resit exam: Submission of free assignment/written paper and literature list in the Digital Exam System (https://eksamen.ku.dk/)..	Friday 1/12	Monday 12/2
Publication of examination schedule under the course pages at Absalon	Monday 4/12	
Oral exam	Friday 15/12 Monday 18/12 Tuesday 19/12 Wednesday 20/12 Thursday 21/12	

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 converted 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 assignment/Written paper

Free assignment/Written paper	Ordinary exam	Make-up and resit exam
Please register for the make-up and resit exam no later than 12:00 noon Danish time		Monday 5/2
Withdrawal from an exam has to take place no later than 12:00 noon Danish time	Wednesday 3/1	Monday 5/2
Submission of free assignment/written paper and literature list no later than 12:00 noon Danish time in the Digital Exam System (https://eksamen.ku.dk/)	Wednesday 10/1	Monday 12/2
Announcement of marks	Thursday 1/2	Monday 5/3

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

Group assignments:

You must clearly indicate who is responsible for which parts of the paper, so the assessors are able to carry out individual assessments.

If this is not respected, the assignment will be rejected and you will fail the exam.

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

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)