



EXAMINATION PLAN

for exchange students

Does this exam plan apply for me?

- It applies for you if you are an **exchange student (udvekslingsstuderende)**
- It does not apply for you if you are a full-degree student or a credit student (meritstuderende). In this case, there are different exam deadlines applying for you and you can find them in the exam schedule for full-degree students at the KUnet or at the departments main web page.

Exam registration, deadlines and exam regulations

Summer 2021

Rev. February 2021

TABLE OF CONTENTS

| | |
|--|----------|
| INFORMATION ABOUT EXAMS | 3 |
| Exam registration | 3 |
| Confirmation of exam registrations | 3 |
| Withdrawal from exams..... | 3 |
| Exam schedules for oral exams..... | 3 |
| Announcement of marks | 3 |
| Absence because of illness | 3 |
| Make-up and resit exam..... | 3 |
| Marks..... | 3 |
| Transcript..... | 3 |
| EXAMINATION PLAN | 4 |
| Oral exam | 4 |
| Overview of make-up and resit exam..... | 4 |
| Free assignment/Written paper | 5 |
| Extent of free assignment / written paper for BA & MA students | 5 |
| 3-day take-home assignment..... | 7 |
| Extent of take-home assignment..... | 7 |
| Portfolio exam | 8 |
| Extent of portfolio exam..... | 8 |
| Extent of make-up and resit exam..... | 8 |

Summer exam 2021

Information about exams

Exam registration

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

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 at 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 the Digital Exam system <http://eksamen.ku.dk>.

Announcement of marks

Marks for exams will be announced at the Self Service system at [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, at mrm@ifs.ku.dk 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 here.](#)

Transcript

A transcript of results will be issued and sent to the international office at your home university from our International Education 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 | Monday 3/5 | Monday 2/8 |
| 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 2/8 |
| Submission of synopsis and syllabus no later than 12:00 noon Danish time in the Digital Exam System. *For the make-up and resit exam: Submission of free assignment/written paper and literature list in the Digital Exam System . | Monday 17/5 | Friday 13/8 |
| Publication of examination schedule under the course pages at Absalon | Wednesday 19/5 | |
| Oral exam | Tuesday 25/5 Wednesday 26/5 Thursday 27/5 Friday 28/5 | |

The synopsis and syllabus must be uploaded in the [Digital Exam System](#).

***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.

| Overview of make-up and resit exam | |
|------------------------------------|---|
| | <i>Synopsis / oral exam (7.5 ECTS) for BA and MA students</i> <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. Standard page = 2400 keystrokes incl. spaces |
| 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 2/8 |
| Withdrawal from an exam has to take place no later than 12:00 noon Danish time | Monday 3/5 | Monday 2/8 |
| Submission of free assignment/written paper and literature list no later than 12:00 noon Danish time in the Digital Exam System . | Friday 4/6 | Friday 13/8 |
| Announcement of marks | Wednesday 30/6 | Friday 3/9 |

Assignment / written paper must be uploaded in the [Digital Exam System](#).

Group assignments:

You must clearly indicate who is responsible for which parts of the assignment, so the assessor 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 –

BA students can only write in groups with other BA students and MA students can only write in groups with other MA students.

| Extent of free assignment / written paper for BA & MA students | | | |
|---|----------------|---|--|
| | BA/MA students | <i>Free assignment / written paper 7.5 ECTS</i> | <i>Free assignment / written paper 15 ECTS</i> |
| | | <ul style="list-style-type: none"> ➤ Curricula 900-1200 pages of literature ➤ Maximum length of assignments as listed below <p>Standard page = 2400 keystrokes incl. spaces</p> | <ul style="list-style-type: none"> ➤ Curricula 1800-2100 pages of literature ➤ Maximum length of assignments as listed below <p>Standard page = 2400 keystrokes incl. spaces</p> |
| 1 student | BA students | 19.200 keystrokes incl. spaces (8 standard pages) | 36.000 keystrokes incl. spaces (15 standard pages) |
| | MA students | 36.000 keystrokes incl. spaces (15 standard pages) | 48.000 keystrokes incl. spaces (20 standard pages) |

| | | | |
|---------------|-------------|---|--|
| 2 students | BA students | 24.000 keystrokes incl. spaces (10 standard pages) | 48.000 keystrokes incl. spaces (20 standard pages) |
| | MA students | 60.000 keystrokes incl. spaces (25 standard pages) | 79.200 keystrokes incl. spaces (33 standard pages) |
| 3 students | BA students | 28.800 keystrokes incl. spaces (12 standard pages) | 60.000 keystrokes incl. spaces (25 standard pages) |
| | MA students | 84.000 keystrokes incl. spaces (35 standard pages) | 108.000 keystrokes incl. spaces (45 standard pages) |

See 4.5 of the [Curricula's Common Part](#) for more information about the formal requirements for written assignments and an overview of what is included in the keystroke count.

3-day take-home assignment

| 3-day take-home assignment | Ordinary exam | Make-up and resit exam |
|---|----------------|------------------------|
| Issue of questions at 12:00 noon on | Monday 7/6 | Tuesday 10/8 |
| Submission of the 3-day take home assignment in the Digital Exam system by no later than 12:00 noon Danish time | Thursday 10/6 | Friday 13/8 |
| Announcement of grades by no later than 16:00 | Wednesday 30/6 | Friday 3/9 |

The written assignment consists of an answer to a single question.

The extent of the take-home assignment must not exceed - applies for both BA and MA students:

| Extent of take-home assignment | |
|--------------------------------|--|
| 1 student | 19.200 keystrokes incl. spaces (8 standard pages) |
| 2 students | 24.000 keystrokes incl. spaces (10 standard pages) |
| 3 students | 28.800 keystrokes incl. spaces (12 standard pages) |

See 4.5 of the [Curricula's Common Part](#) for more information about the formal requirements for written assignments and an overview of what is included in the keystroke count.

Portfolio exam

The portfolio exam is passed by submitting two compulsory assignments in Absalon during the course.

If an assignment is not approved on the first attempt, it may be re-submitted once in revised form on the re-submission. The assessments should be registered by no later than **30th June 2021 at 16:00** noon Danish time for the spring semester.

The make-up and resit exam is passed through a free assignment. The free assignment must be submitted in the Digital Exam System.

Each assignment must not exceed – applies for both BA and MA students:

| Extent of portfolio exam | | |
|---------------------------------|---|---|
| | 7.5 ECTS | 15 ECTS |
| 1 student | 19.200 keystrokes incl. spaces (8 standard pages) | 24.000 keystrokes incl. spaces (10 standard pages) |
| 2 students | 24.000 keystrokes incl. spaces (10 standard pages) | 28.800 keystrokes incl. spaces (12 standard pages) |
| 3 students | 28.800 keystrokes incl. spaces (12 standard pages) | 33.600 keystrokes incl. spaces (14 standard pages) |

The make-up and resit exam is passed through a free assignment.

The free assignment must not exceed - applies for both BA and MA students:

| Extent of make-up and resit exam | | |
|---|---|--|
| | 7.5 ECTS | 15 ECTS |
| 1 student | 36.000 keystrokes incl. spaces (15 standard pages) | 48.000 keystrokes incl. spaces (20 standard pages) |
| 2 students | 60.000 keystrokes incl. spaces (25 standard pages) | 79.200 keystrokes incl. spaces (33 standard pages) |
| 3 students | 84.000 keystrokes incl. spaces (35 standard pages) | 108.000 keystrokes incl. spaces (45 standard pages) |