



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

Exam registration, deadlines and exam regulations

Winter 2021/2022

Rev. June 2021

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Winter exam 2021/2022

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.

<p>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.</p>
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Exam schedules for oral exams

Exam schedules for oral exams can be found at the Digital Exam portal.

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 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 [here](#).

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	Monday 15/11	Tuesday 1/2
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		Tuesday 1/2
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 6/12	Tuesday 8/2
Publication of examination schedule under the course pages at Absalon	Wednesday 8/12	
Oral exam	Monday 13/12 Tuesday 14/12 Wednesday 15/12 Thursday 16/12 Friday 17/12	

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	
	<p><i>Synopsis / oral exam (7.5 ECTS) for BA and 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		Tuesday 1/2
Withdrawal from an exam has to take place no later than 12:00 noon Danish time	Monday 15/11	Tuesday 1/2
Submission of free assignment/written paper and literature list no later than 12:00 noon Danish time in the Digital Exam System .	Monday 10/1	Thursday 8/2
Announcement of marks	Tuesday 25/1	Monday 28/2

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	Free assignment / written paper 7.5 ECTS	Free assignment / written paper 15 ECTS
		<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	Tuesday 4/1	Friday 11/2
Submission of the 3-day take home assignment in the Digital Exam system by no later than 12:00 noon Danish time	Friday 7/1	Monday 14/2
Announcement of grades by no later than 16:00	Tuesday 25/1	Monday 28/2

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 – this will change from September 1st, 2021. The revision will be published as soon as possible:

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.

The submission deadlines are set by the lecturer for the specific 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 25th January 2022 at 16:00 noon Danish time for the autumn 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 –
this will change from September 1st, 2021. The revision will be published as soon as possible:

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)