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# 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

# SPRING 2019

rev. February 2019

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# Summer 2019

## 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 **16<sup>th</sup> January to 14<sup>th</sup> February**. Contact Merete Rishøj Møller by email: [mrm@ifs.ku.dk](mailto: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](mailto: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](mailto:mrm@ifs.ku.dk).

Please remember to register for the resit exam by sending an email 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 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 <sup>st</sup> attempt)	Resit (2 <sup>nd</sup> attempt)
<b>Withdrawal from an exam must take place no later than 12 o'clock noon Danish time</b>	Friday 10/5	Friday 2/8
<b>Registration for a resit exam must take place no later than 12 o'clock noon Danish time</b>  <i>NB: For the resit exam all oral exams will be converted to a free assignment/written paper</i>		Friday 2/8
<b>Submission of synopsis no later than 12 o'clock noon Danish time</b> at the Digital Exam System: <a href="https://eksamen.ku.dk">https://eksamen.ku.dk</a>  <b>For the resit exam:</b> <b>Submission</b> of literature list + free assignment /written paper at the Digital Exam System: <a href="https://eksamen.ku.dk">https://eksamen.ku.dk</a>	Monday 13/5	Monday 12/8
Publication of examination schedule at Absalon at the course page no later than 4 pm	Tuesday 14/5	
Oral exam	Thursday 23/5 Friday 24/5 Monday 27/5 Tuesday 28/5 Wednesday 29/5	

The synopsis 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"> <li>• Curricula 900-1200 pages of literature</li> <li>• Duration of the oral examination is 30 minutes incl. assessment.</li> <li>• Maximum length of synopsis as listed below.</li> </ul> <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 <sup>st</sup> attempt)	Resit (2 <sup>nd</sup> attempt)
<b>Please register</b> for the resit exam <b>no later than 12 o'clock noon Danish time</b>		Friday 2/8
<b>Withdrawal from an exam must take place no later than 12 o'clock noon Danish time</b>	Thursday 6/6	Friday 2/8
<b>Submission of literature list + free assignment/written paper no later than 12 o'clock noon Danish time</b>	Tuesday 11/6	Monday 12/8
Announcement of marks	Monday 2/7	Monday 2/9

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. This will count as an exam attempt.**

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

	<i>Free assignment / written paper (10 ECTS) for BA students Free assignment / written paper (7.5 ECTS) for MA students</i>	<i>Free assignment / written paper (20 ECTS) for BA students Free assignment / written paper (15 ECTS) for MA students</i>
	<ul style="list-style-type: none"> <li>• Curricula 900-1200 pages of literature</li> <li>• Maximum length of papers as listed below</li> </ul> <p>Standard page = 2400 keystrokes incl. spaces</p>	<ul style="list-style-type: none"> <li>• Curricula 1500-1800 pages of literature</li> <li>• Maximum length of papers as listed below</li> </ul> <p>Standard page = 2400 keystrokes incl. spaces</p>
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)

# 3-day take-home assignment

<b>3-day take-home assignment</b>	<b>Ordinary exam</b>	<b>Make-up and resit exam</b>
<b>Issue</b> of questions <b>at 12:00</b> noon on	Friday 21/6	Friday 23/8
<b>Submission</b> of the 3-day take home assignment in the Digital Exam system ( <a href="https://eksamen.ku.dk/">https://eksamen.ku.dk/</a> ) <b>by no later than 12:00</b> noon Danish time	Monday 24/6	Monday 26/8
<b>Announcement</b> of grades by <b>no later than 16:00</b>	Monday 8/7	Friday 30/8

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

The extent of the take-home assignment must not exceed:

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.

[https://socialsciences.ku.dk/students/regulations/curricula/Curriculas\\_common\\_part\\_-\\_august\\_2018.pdf](https://socialsciences.ku.dk/students/regulations/curricula/Curriculas_common_part_-_august_2018.pdf)

# 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 28 June at 12:00 noon 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.

The extent of the assignment must not exceed:

	<b>7.5 (MA students) or 10 ECTS (BA students)</b>	<b>15 ECTS (MA students) or 20 ECTS (BA students)</b>
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)

There will be given one grade based on the two assignments. Students who do not get their assignment approved will be able to resubmit a revised assignment once for a new assessment.

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.

[https://socialsciences.ku.dk/students/regulations/curricula/Curriculas\\_common\\_part\\_-\\_august\\_2018.pdf](https://socialsciences.ku.dk/students/regulations/curricula/Curriculas_common_part_-_august_2018.pdf)