



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 2018/2019

Rev. August 2018

A decorative graphic in the bottom right corner consisting of several overlapping thin red circles of varying sizes.

Table of contents

.....	1
.....	1
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
Free assignment/Written paper	5
3-day take-home assignment	6

Winter exam 2018/2019

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, 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 9/11	Monday 4/2
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 4/2
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/)..	Wednesday 5/12	Monday 11/2
Publication of examination schedule under the course pages at Absalon	Thursday 6/12	
Oral exam	Monday 17/12 Tuesday 18/12 Wednesday 19/12 Thursday 20/12	

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 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 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 4/2
Withdrawal from an exam has to take place no later than 12:00 noon Danish time	Thursday 3/1	Monday 4/2
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/)	Thursday 10/1	Monday 11/2
Announcement of marks	Friday 1/2	Monday 4/3

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)

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

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 21/1	Friday 22/2
Submission of the 3-day take home assignment in the Digital Exam system (https://eksamen.ku.dk/) by no later than 12:00 noon Danish time	Thursday 24/1	Monday 25/2
Announcement of grades by no later than 16:00	Wednesday 13/2	Friday 8/3

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	28.000 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