Addendum to the Framework Provisions

Examination Policies and Procedures*

for examinations at

The Faculty of Engineering and Science and
The Faculty of Medicine
Aalborg University

* This is a translation of a Danish text. In case of any discrepancies, the Danish version prevails.
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1. Holding and Taking Examinations

The Faculty of Engineering and Science and the Faculty of Medicine at Aalborg University (hereinafter the University) conduct examinations in order to assess, whether and to what extent, the student’s qualifications comply with the description of the knowledge, skills and competencies stipulated for the program.

A program activity is completed with an examination that is normally a direct extension of the activity. This is designated as an ordinary examination. The ordinary examination can also be assessed during the course.

Furthermore, examinations can be held for a program activity in the time period outside the ordinary examination periods for students who have such requirements according to the provisions in Chapter 8. These exams are designated as re-examinations, re-examinations following an appeal, and make-up examinations.

Students are obligated to keep themselves informed as to the formats of examinations, announcements and other information concerning the holding of examinations, etc.

For independent students, examinations and other assessments can be organized individually, cf. the Ministerial Order on Part-time Programs.

1.1. Scheduling and announcement of time and place for examinations

Exams are normally held at the end of the semester within the following examination periods:

<table>
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<th>Examination period</th>
<th>Ordinary exams</th>
<th>Re- and make-up exams</th>
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The study board schedules and announces the date for an exam no later than 4 weeks prior to the exam.

At the same time as this, it is announced:

1) The date on which the assessment will be disclosed, cf. section 6.2
2) The necessary aids and equipment as well as those permitted, cf. section 3.3
3) Whether an exam or assessment format (for a re-exam and a make-up exam) other than that of the ordinary exam is to be used, cf. section 8.6

The location and starting time of the examination is announced no later than 2 weeks before the examination is to be held.

1.2. Conditions for taking examinations

A student can take an exam if the student is registered for the exam, is not on leave of absence, and has not had a leave of absence during the semester. Taking an exam can also be determined by whether the student fulfils or has fulfilled certain conditions. A number of such conditions can be attached to the same examination and these can be, for example:

- participation in instruction, seminars, an internship or the like
- handing in of written assignments or the like
- completion of certain – or all – study activities
The conditions for taking a specific exam must be approved by the study board. If the conditions for taking an exam are not met, the program secretary withdraws the student’s registration for the exam, and the student has not used an exam attempt.

### 1.3. Absence from examinations etc.

#### 1.3.1. Absence from an examination

If a student is registered for an exam and is absent without a valid reason, that student is registered as “absent.” This counts as an examination attempt. Documented illness, cf. section 8.3, and valid withdrawal of registration, cf. section 2.2, are considered valid reasons for absence. Late arrival to an exam is handled as stated under section 3.1 and 3.2.

For week-long assignments, oral exams with preparation, and the like, the exam begins by distributing the material that is to be the basis for the exam.

#### 1.3.2. On time submission of a paper

The study board, upon application, can grant an exemption from the stipulated deadline if there are special circumstances.¹

¹ This includes documented illness.
2. Registration and withdrawal of registration

2.1. Registration for program activities and examinations

Registration for a program activity extends automatically to registration for that activity’s ordinary exam(s). Registration occurs automatically also if the student, cf. section 8.1, re-registers for a program activity. Registration for a program activity is done by the student via the STADS self-service system.

In other cases, registration for an exam is submitted in writing to the program secretary.

A student cannot register for or take some types of exams during the semester where the student is on leave of absence or has been on leave of absence.

Registration for program activities and examinations in the 1st and 2nd semesters in bachelor’s programs occurs automatically.

2.2. Withdrawal of registration

Withdrawal of registration is to be done no later than 12.00 on the third weekday (including Saturday) before the day the exam is to be held (the start of the exam cf. 1.3.1). Withdrawal of registration does not apply to exams where assessment is made on the basis of class participation, etc. Withdrawal of registration from ordinary exams and from re-examinations and make-up exams must be submitted in writing to the program secretary.

Withdrawal of registration cannot occur in the case of:

a) an examination (1st attempt) during the first year of the program
b) an examination for a master’s thesis, once the deadline for handing in the thesis is set

2.3. Exemptions

The study board, upon application, can exempt the student from a deadline for registration or withdrawal of registration if there are special circumstances. The study board, under the same conditions, can exempt the student from the prohibition against withdrawal of registration (1st examination attempt) during the first year of the program.

Under normal circumstances, an exemption cannot be granted after the time where the examination should have commenced.

If an exemption is to be granted according to the above provisions, notification of the exemption is also submitted to the program secretary and the faculty who handles the registration or withdrawal of registration on behalf of the student.

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2 A stipulated examination date, if any, can however be changed, just as an exemption from a submission deadline can be granted if there are special circumstances.
3. Conducting Examinations

3.1. Oral examinations
The student must bring a valid student ID and it must be presented on demand.

Students must arrive a half-hour before the exam is to begin. In the case of late arrival, the student can be given the option to take the exam at a later time if the head of studies specifically judges the delay to be reasonable.

3.1.1. Access to the examination room
Oral exams are public, cf. however the exceptions below.

A paper written by several students can be followed up with an individual oral examination. In such cases, the students may not be present in the exam room before they are to be examined.

The study board can limit access to the examination room for adequate space reasons or in cases where consideration of the student or any signed agreements on confidentiality call for this.

Clinical exams with patient participation are only public with the patient’s permission.

Individual persons, including the student, can be denied access to the examination room or be removed from the room if it is deemed necessary to ensure the necessary quiet and order.

3.1.2. Participants in the examination and the grading process
The examiner conducts the examination. If there is more than one examiner, the examiners jointly decide who will conduct the exam.

Assessors can all actively contribute during the examination. Only the examinees and the designated assessors may actively participate in the examination.

During the grading, only the assessors can be present. The head of studies can decide, however, that future examiners may observe the grading process.

3.1.3. Audio recording of oral examinations
Audio and/or video recording is not permitted during an exam unless the recording is part of the exam itself. The recording is then done by the university.

3.2. Written examinations with invigilation
The student must bring a valid student ID and it must be presented upon entry to the exam room.

In order to ensure that the exam starts on time, the student must arrive a half-hour before the exam is to begin. With regard to the duration of the examination, the clock starts when all the examinees who have arrived on time have been given the exam assignment.

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3 Or the person whom the head of studies has authorized.
A student who has arrived late only has access to the exam room if the person responsible for the exam specifically deems the delay to be reasonable and has ruled out that this student has had access to information about the exam. Students will not be allowed entry to the exam room later than a half-hour after the exam has begun; extra time for the exam is not normally allowed in the case of late arrival.

On account of late arrivals, those students who do not wish to take the exam are permitted to first leave the room a half-hour after the exam has begun.

Out of consideration for other students, and in order to counteract academic dishonesty, a student may not disturb or address other students during the examination. Students must not leave their place without first checking with an invigilator or leave the exam room to use the washroom, or the like, without being accompanied by a guard.

If doubt arises about an exam assignment, including that which is due to an error in the assignment, students can have extra time for their paper according to the judgment of the person responsible for the exam. The same applies if a disturbance occurs.

If students wish to make a copy of their paper, this is done in accordance with the study board’s regulations.4

3.3. Aids and special circumstances
Announcement of the aids and equipment for the exam, those necessary as well as those permitted, must occur no later than the announcement of the time the exam is to be held. Unless the study board has drawn up general rules regarding the use of a personal computer during an exam, the extent to which a personal computer can be used during the exam must also be communicated at this time.

The study board, upon application, can arrange special exam conditions for students with physical or functional disabilities,5 students who are not native speakers of Danish6 and students with comparable difficulties. This presumes that the study board deems, for the specific examination, that this is necessary in order to ensure that such students are on equal footing with others in the exam situation. It is also a condition that this offer does not result in lowering the level of the examination.

If the student documents a relevant, specific, functional disability, and spelling and proficiency in writing are not a significant part of the exam’s objective, the study board, upon application, can exempt the student from the curriculum’s requirement that an assessment of spelling and proficiency in writing also enters into the assessment of an exam paper.

Unless otherwise indicated in the curriculum, or unless special circumstances exist, the application for special conditions must be in the hands of the study board no later than 2 weeks before the exam is to be held.

As a rule, the student can only be offered extra time for an exam due to the student having a native language other than Danish, if the following conditions 1-4 are fulfilled:

4 Regarding the subsequent release of exam papers, see section 5.3.
5 This would include, for example, dyslexia.
6 This is possible for exams within the first year of study. However, this does not apply for students who are native speakers of Norwegian or Swedish.
1. The exam is held in Danish
2. The student is not a native speaker of Danish and has not achieved sufficient Danish language proficiency for the exam\(^7\)
3. The study board considers the offer necessary in order to put the student on equal footing with other students in the exam situation
4. The offer does not result in lowering the level of the exam for the student

### 3.4. Academic dishonesty

Academic dishonesty includes, among other things, cases where the examinee, during an exam:

- obtains or gives another examinee unauthorized help in taking an exam
- uses aids and equipment that are not permitted
- submits another’s work as his/her own work (plagiarism) or
- uses his/her own previously assessed work without reference.

It also constitutes academic dishonesty or attempted academic dishonesty if the examinee’s technical equipment communicates or attempts to communicate with equipment not authorized for the exam without there being explicit permission for this.

In the event that a presumption of academic dishonesty arises, during or after an exam, the situation is reported to the Rector through the main Study Administration. The Rector will then make a decision in the case and decide on a sanction, if any.\(^8\) If it is proven beyond a doubt that an act of academic dishonesty took place during an exam, the person responsible for the exam makes a decision about immediate expulsion of the examinee from the exam. This decision is communicated to the program secretary, who informs the study board, the Rector, and the Examinations Office.

### 3.5. Expulsion from an examination

An examinee can be expelled from an exam as a consequence of academic dishonesty or attempted academic dishonesty, or if it is deemed necessary to ensure the appropriate quiet and order. Expulsion can result in annulment of any grade for the exam in question and in the student having used an examination attempt.

\(^7\) Such a level is considered to be achieved if the student’s qualifying education is Danish, the student has passed the *Studieprøve i dansk*, or the student has resided in the country sufficiently long enough to have acquired sufficient Danish language proficiency (see [http://studieguide.aau.dk/Optagelse/KOT/603685#dansk](http://studieguide.aau.dk/Optagelse/KOT/603685#dansk), in Danish only.)

\(^8\) Regarding sanctions, see [http://www.plagiat.aau.dk/regler](http://www.plagiat.aau.dk/regler). The examinee can be expelled from the examination retroactively.
4. Types of Examinations

The determination of the format of the examination must ensure

1) that an individual assessment of the student’s performance is made,
2) that it is possible to assess to what extent the student fulfils the module’s learning objectives,
3) that the examination’s format is in agreement with the course’s other didactic variables\(^9\)
4) and that the examination’s content corresponds with the allotted examination time.

Unless otherwise indicated in the curriculum, the starting point of the exam is the evaluation criteria as they appear in an addendum to the Framework Provisions.

4.1. Examinations in course modules

Examinations in course modules can be individual or group exams or a combination thereof.

If the format of the examination in a course module is not further stipulated in the curriculum, the course holder notifies the students and the study board as to the format and the duration of the examination, no later than two weeks into the semester. The study board can require the course holder to use a particular format for the examination. The selection of an examination format must comply with the guidelines set out below as well as any additional provisions in the curriculum\(^10\) for the individual program.

Rules for aids and equipment that are necessary and permitted are found in the present Examination Policies and Procedures, see section 3.3.

Examinations in courses can be written or oral or a combination thereof and it is possible to perform assessment during the course. All types of exams must be precisely described for the specific semester in addition to what is stated in the curriculum.

With final oral exams at least two assessors always participate.

With week-long assignments, oral exams with preparation and the like, the exam begins with distribution of the material that serves as the basis for the exam. If assessment is to be made on the basis of handed-in written assignments, week-long assignments, mini-projects and the like, the failure to satisfy any formal requirements or failure to hand in on time means that student is registered as "absent" and has used an examination attempt.

Assessment of the extent to which the student’s qualifications comply with the course learning objectives can take place during the course and is based on class participation and, for example, handing in notes, working documents and the like. The assessment can possibly include individual written assignments, oral performance or exercises connected to the course sessions. Currently valid guidelines must be precisely described for the specific module.

Exams based on class participation are evaluated as Pass/Fail and the student registered at the start of the module is always given an assessment.

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\(^9\) That is, content, presentation media, forms of instruction, etc., cf. the Framework Provisions.

\(^10\) The study board can stipulate regulations that supplement, restrict or entirely replace those stated.
4.2. Examinations in project modules\textsuperscript{11}

As a basis for the examination, each project group jointly prepares a project report where the individual examinee’s contribution is not indicated. The report contains an account of the project work’s issues, results and use of theory and methods. The study board can approve a format of reporting other than a project report, such as a scientific article, through a general rule in the curriculum, or based on prior application.

Final project reports\textsuperscript{12} must provide a summary in a foreign language, and rules for this are stipulated in the curriculum for the individual program. Other project reports and the like can include a summary.

It is a condition for taking an exam that the project report is handed in on time to the program secretary and that any formal requirements are met. If the project report is not submitted on time or the currently valid formal requirements are not met, the student is registered as “absent” and has used an examination attempt. If the examination is in connection with a master’s thesis or master’s project, the student can only take the exam provided that s/he has passed all other exams in the program.\textsuperscript{13}

4.2.1. Oral examination

The following parties are involved in the examination:
- the examinees
- the examiners
- external examiners, if any\textsuperscript{14}

The project exam is held simultaneously for the students who have jointly prepared the project report.

The point of departure for the examination is the project report and the examination consists of a joint presentation, a joint discussion and individually oriented questions. The questions must be based on the project report handed in by the group and must incorporate the central topics within the project module’s learning objectives.

The examination is normally conducted by the main supervisor. The assessors can all actively contribute during the examination.

Time allocations are as follows: for projects of 15 ECTS credits and over, 45 minutes per examinee for examination and grading process with a maximum of five hours in total for the entire project group; for projects of less than 15 ECTS credits, 35 minutes per examinee with a maximum of four hours in total for the entire project group; for professional bachelor’s projects, bachelor’s projects, master’s theses, master’s projects, 60 minutes per examinee.

4.2.2. Assessment

Only the assessors can be present during the grading process. However, the head of studies can decide that future examiners may observe the grading process.

\textsuperscript{11} Unless otherwise stipulated in the curriculum for the individual program, examinations in projects will take place in accordance with the regulations in the present section.
\textsuperscript{12} That is, professional bachelor’s project, bachelor’s project, master’s thesis, diploma project and master’s project.
\textsuperscript{13} The study board can grant an exemption from this.
\textsuperscript{14} For project exams, there are always at least two assessors participating.
An individual assessment of the student’s performance is made. This assessment must evaluate to what degree the student’s performance fulfills the project module’s learning objectives.

The assessment is made of the individual student based on an overall evaluation of the project report, the presentation, the joint discussion and the individually oriented questions. In order for the examinee to pass the exam, all these aspects must be satisfactory. The project report is thus part of the overall basis for the assessment, and is not given an independent grade.

Once the assessment is made, each individual student is told his/her grade. The examinee has the right to be told his/her grade and the reasoning for it in private.

Subsequently, the entire project group receives feedback from the internal and external examiners on the project report, the presentation and the rest of the exam process.

4.3. Substitution of a stipulated examination format

The study board, upon application, can approve that examinations stipulated in the curriculum can be replaced by submission of a paper, the length and level of which are assessed in relation to the scope and level of the examination.

15 Errata, physical models, and similar material made available at the examination are also considered part of the report.
5. Learning objectives, examination assignments and examination papers

5.1. Learning objectives
Assessment of the student’s performance is made on the basis of the knowledge, skills and competencies for the module as defined in the curriculum.

5.2. Formulation of the examination assignment
Assignments for a written examination with invigilation are formulated in accordance with the instructions of the study board and are submitted to the program secretary no later than 14 days before the examination is to be held.

Along with the examination assignment, the program secretary must be informed of the name and telephone number of the person designated as responsible for the examination. The person responsible for the exam must be available by telephone during the entire exam so that any questions that may arise about the assignment can be quickly resolved.

The text of the assignment must include information about the permitted and necessary aids as well as precise information about the nature and number of attachments.

5.3. Keeping and releasing of examination assignments and examination papers

The program secretary keeps examination assignments for at least one year. Examination assignments that are produced in years ending in 0 must hereafter continue to be kept – possibly by submission to the National Archives – whereas other examination assignments can be discarded after one year.

Project reports, etc., and assessed examination papers are kept for at least one year, and if necessary, until any appeal is closed. The keeping of exams is done by the examiner or program secretary in accordance with the instructions of the study board.

The program secretary keeps reports from students who have received travel grants, including those associated with EU funds, awards for papers, and final projects for diploma programs for an indefinite time. The keeping of these as well as ordinary project reports can be done in the Digital Project Library.

In connection with appeals, students are required to hand in a copy of both the examination assignment and their own paper.

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16 With reference to “Statens Arkivers bevaringsbestemmelser for arkivalier hos universiteter og højere læreanstalter” as well as the Ministerial Order on University Examinations, there is, to a certain extent, an obligation to keep examination assignments and student papers.

17 That is, professional bachelor’s projects, bachelor’s projects, master’s theses, master’s projects and final projects for diploma programs.

18 Students do not have the right to see any notes made in connection with the grading process.
6. Assessment and grading

The assessment is given following a discussion between the internal and external examiner(s). These are denoted collectively as the assessors.

Each assessor must make notes during the grading process on their evaluation of the performance and on the determination of the grade for use in any appeal. The notes must be kept for at least one year, and in addition to this, if necessary, until any appeal is closed.\(^\text{19}\)

Once an examination has commenced, an assessment is given unless the exam is interrupted by an expulsion or due to illness, the latter being justification for a make-up exam.

In order to pass an examination, it is required that the student achieve a grade of at least 02 or the assessment “Pass.”

6.1. Disagreement over the assessment

6.1.1. Disagreement over grading according to the 7-point scale

If the assessors are in disagreement over a grade, the internal and external examiners each give a grade, respectively. If there are several internal and external examiners, then the groups each give one grade. The grade for the examination is an average of these grades rounded off to the closest grade in the grade scale. If the average lies between two grades, the final grade is the closest higher grade—if the external examiner group has given the highest grade; otherwise the final grade is the closest lower grade.

If there is disagreement over a grade within the internal examiner group or within the external examiner group, each internal or external examiner gives a grade. The grade for each group is the average of the grades given within the group rounded off to the closest grade in the grade scale. If the average lies between two grades, it is rounded up to the closest higher grade.

6.1.2. Disagreement over assessment as “Pass” or “Fail”

If an internal and an external examiner participate in the assessment and there is disagreement over whether the performance is to be assessed as “Pass” or “Fail,” the assessment of the external examiner is final. If several internal and external examiners participate, the performance is assessed as “Pass” if at least half of the assessors, including at least one external examiner, give this assessment.

6.2. Announcement of the assessment

The result of the examination must be made disclosed, i.e., communicated to the student.

Unless the assessment is told to the student immediately following the examination, the date for when the assessment will be disclosed must be communicated at the same time as the announcement of the date the exam is to be held, cf. section 1.1.

The time period for communication of the assessment must lie within the following time limits:

1) For oral exams, the assessment is given immediately after the exam is held

\(^{19}\) The notes are regarded as personal documents that are not attached to a case and are not encompassed by administrative law or public law regulations regarding right of access to documents. However, there is nothing that hinders assessors from submitting the notes on their own initiative.
2) For written exams, the assessment is given no later than 4 weeks after the exam is held
3) For assessments during a course, the assessment is given no later than 4 weeks after the course ends
4) In other cases where the assessment is not communicated immediately after the exam is held, the assessment must be given no later than 4 weeks after the exam is held

The assessment is personal. Students thus have the right to receive an assessment of an oral performance privately. In cases where the assessment is not communicated immediately after the exam, students are informed via the STADS self-service system.
7. Internal and external examinations

7.1. Internal and external examinations
Examinations are either internal or external. An internal exam is an exam that is assessed by one or more teachers (examiners) designated by the study board from among the teachers at the university. An external exam is an exam that is assessed by one or more examiners and one or more external examiners appointed by the Danish Agency for Universities and Internationalization.

7.2. Designation of examiners and external examiners
External examiners are appointed by the chair of the relevant corps of external examiners on the recommendation of the study board. If employed at Aalborg University, external examiners may not serve as external examiners for the study program(s) in which they have taught.

A teacher who has not taught the student in the teaching module in question may be appointed as an examiner if s/he has not taught the student in the semester in question. For an internal exam in a project, in addition to the examiner who has supervised the student in the project in question, an additional examiner must be appointed who has not taught the student in the semester in question.

An internal examination can be replaced by an external exam, upon approval from the study board, if for example the teaching module in question included students under another curriculum requiring external examination.

Assessors must have access to the material that is necessary for them to be able to discharge their duties. The material can be, for example:
- The curriculum, any excerpts of it, the Examination Policies and Procedures and other semester regulations
- Recommended literature, if any
- Examination assignments from written examinations
- Examinees’ papers from written examinations
- Questions prepared in advance for use during an oral examination

Assessors must be notified that they have been assigned the task of examiner or external examiner in enough time to have the opportunity to become familiar with the material relating to the exam. For exams based on a project report, the assessor, under normal circumstances, must have the report in hand no later than two weekends before the exam.

7.3. Duties of the external examiner
The external examiner must ensure,
1) that the examination complies with the objectives, competences and requirements stipulated for the program
2) that questions prepared in advance are comprehensive
3) that the examination is carried out in accordance with the currently valid rules
4) that the students receive uniform and fair treatment and their performances receive a reliable assessment in accordance with the rules in the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education.
8. Re-examinations and make-up examinations

Re-examinations following an appeal and/or make-up examinations in a program activity are held in the time period between ordinary exams if there are students who require this in accordance with the provisions in section 8.2 or 8.4. Make-up exams are held as a rule at the same time as re-examinations.

If the student has failed a program activity at the ordinary examination, or at the re-examination or the make-up examination immediately following it, the student, under normal circumstances, must re-take the program activity. In such cases, the normal rules for the examination format apply and the student must register for the activity via the STADS self-service system.

With the 3rd, 4th and 5th attempts on internal examinations that are assessed solely by one internal examiner, the student can demand, with written request to the study board, that more than one assessor be involved. The request must be received by the study board no later than 3 weeks before the examination is to be held.

8.1. Number of examination attempts etc.

Examinations that have been passed cannot be re-taken.

A student has the right to a total of 3 examination attempts.

The study board, upon application, can permit a 4th or 5th examination attempt if there are special circumstances. In this context, a lack of academic aptitude is not a special circumstance.

In exceptional cases, and following the same conditions stated above, the dean can allow students more than 5 examination attempts. This applies especially with an eye toward the student who needs only to pass a single examination in order to have completed the study program. An application for this is submitted to the faculty office.

The faculty terminates the enrollment of the student who is unable to continue the program due to the fact that s/he has exhausted all examination attempts.

8.2. Holding and taking re-examinations and make-up examinations

Students can only take a re-examination if they have taken the ordinary examination in the same semester or with permission from the study board.

Students can only register for a make-up exam if a doctor’s certificate has been submitted in accordance with that which is stated in section 8.3.

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20 This is hereby understood as an extraordinary holding of an exam (i.e., outside the ordinary exam deadlines) in a program activity, where this exam is due to the student having taken the exam in the time period within the program activity’s ordinary exam deadlines but not having passed it.

21 Cf. section 8.4.

22 This is hereby understood as an extraordinary holding of an exam (i.e., outside the ordinary exam deadlines) in a program activity, where this exam is due to the student having been unable to take or to complete the exam in the time period within the program activity’s ordinary exam deadlines due to documented illness.

23 Absence from an ordinary exam is not considered as having participated in the ordinary exam and does not give the student the right to a re-exam. However, students who are absent from an ordinary exam without a valid reason can register for a re-exam in cases where a re-exam already is to be held/must be held.
Re-examinations or make-up examinations are only held if there are students who, with reference to the above, have the right to take the exam.

The date the re-exam and/or make-up exam is to be held, as well as the location and the starting time for the exam, is announced in accordance with the provisions in section 1.1. Students who are required to take the re-exam or make-up exam must have this possibility within the following time limits:

1) For ordinary exams held during the spring semester (summer exam): No later than August or four weeks after the assessment has been disclosed
2) For ordinary exams held during the fall semester (winter exam): No later than February or four weeks after the assessment has been disclosed

8.3. Documented illness and make-up examinations
In the case of illness, the program secretary must be contacted as quickly as possible.

For absence due to illness, the student is registered as “absent” unless a doctor’s certificate, that documents that the student was ill at the time the exam was held, is submitted to the program secretary. The same applies if it was necessary for the student to leave an examination room due to illness during the exam and is entitled to a make-up exam.

In general, the doctor’s certificate can only be accepted as documentation of a valid reason for absence if the student has consulted with the doctor on the actual day of the exam. Any expenses for obtaining the certificate are paid by the student.

The doctor’s certificate must be submitted no later than 2 weeks after the exam is held. With submission of the doctor’s certificate on time, the absent student is registered as “ill” and the absence thus does not count as an examination attempt.

Make-up examinations are held under the conditions that apply for re-examinations.

8.4. Re-examination and re-assessment following an appeal
A re-examination following an appeal is understood as an extraordinary holding of an examination (i.e., outside the ordinary exam periods) in a program activity, where holding the exam is due to the student having been offered a re-examination in connection with a complaint or an appeal, or is due to an exam in connection with a complaint or an appeal, or because of an irregularity in an exam, an exam is annulled and a re-examination is arranged.\(^\text{24}\)

Re-assessment means a re-evaluation of the case file, including the assignment, the answer to the assignment, the complaint, the statement of the original assessors, the complainant's statement, the complainant's comments and the university's decision by new assessors prompted by the student having been offered re-assessment of a written test in connection with a complaint or an appeal.

If a student wishes to accept the offer of a re-examination or re-assessment following an appeal, s/he must submit an application to the study board before the expiration of the time limit stipulated

\(^{24}\) If the university becomes aware of significant flaws and deficiencies in connection with an examination, the university can offer an extraordinary re-examination to all students whose exam suffers from the flaw or deficiency. If the earlier exam has not been annulled, a student who has taken the extraordinary re-exam can choose to keep the assessment originally given.
in connection with the offer being given. The time limit is calculated from the time when the student has received the offer. If the offer is not accepted on time, the offer is annulled.

A re-examination or re-assessment in connection with an exam appeal can result in a lower grade than that which was given for the examination which the appeal concerns.

A re-examination or re-assessment following an appeal must be completed as soon as possible.

8.5. Re-examination in projects

Re-examination in a project can take place in the following ways:

a) The student is assessed according to the rules corresponding to those of the previous examination on the basis of the original project report.

b) The student submits a project report that is revised and/or extended in relation to the original report. The revised project report is handed in before the expiration of a time limit agreed upon with the main supervisor. The student is assessed according to the rules corresponding to those of the previous examination, but on the basis of the new project report.

c) The student is assessed on the basis of a new project.

If a re-examination is due to the fact that the student has not passed an exam, a short written statement must be prepared on the initiative of the main supervisor and sent to the student and the study board no later than 8 days after the exam is held. The statement must include information on the reason that the student’s performance could not be considered as fulfilling the objectives of the project, and a substantiated recommendation stating in which of the above ways the re-examination should take place. In connection with this, guidance is given to the student as to what improvements will lead to the student being able to fulfill the objectives of the project.

The study board makes a decision on the way the re-examination must take place. The decision is made on the basis of a recommendation from the main supervisor and a statement from the student obtained with at least one week’s notice.

The time period for holding the exam is stipulated by the study board on recommendation from the main supervisor and the student with 4 weeks’ notice. The time limit can be shorter than 4 weeks if this has been accepted by the student.

Particularly for master’s theses, the student hands in a project report with a revised formulation of the subject matter within a stipulated deadline, after which an exam is held on the basis of the new project according to rules corresponding to those of the previous exam. See also the regulations on this in the Framework Provisions (Section 5.1.2.3).

A similar procedure is used with any additional re-examinations.

8.6. Re-examination in courses

The time period for a re-examination in a course is stipulated, cf. section 8.2. The date the exam is to be held is communicated to the students in accordance with the provisions in section 1.1. An individual, written registration is submitted to the program secretary.

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25 That is, re-examination for exams in a program activity based on a project report, or the like.
26 Procedure a) can however be changed in connection with a make-up exam.
The examiner can decide that a re-examination in a course can have different exam format than the ordinary exam. If another exam format is selected, this must be communicated to the students no later than the announcement of the date the exam is to be held.

Students who must have their class participation evaluated a second time can demand to take an exam instead. Class participation that involves practical exercises, however, cannot be replaced with an examination.
9. Guidelines for conducting examinations abroad or as video conferences

9.1. Exams abroad
The study board can conduct examinations abroad when the student and the relevant examination site agree to this, and when it is substantiated that the student cannot take exams in Denmark due to practical or economic reasons.

An examination can only be held abroad if security measures in connection with conducting the examination correspond to those that apply in conducting examinations in Denmark. Thus, one or more invigilators must be designated who must be with the examinee throughout the exam and manage the practicalities of conducting the exam.

Unless the study board has stipulated other rules, the student must pay for the additional expenses connected with conducting the examination abroad. In this connection, it is ensured that the student has declared beforehand in writing that s/he is willing to pay the relevant expenses on the basis of the study board’s reported estimate of the expected amount. The study board can make conducting the examination abroad conditional upon advance payment of the amount.

9.2. Exams as video conferences
The study board may conduct examinations as video conferences or using other technical measures. The study board must ensure that security measures for conducting such exams correspond to what is normally valid for conducting the exam. The study board appoints or approves invigilators who must be with the student during the test.

Examiners and external examiners may stay other places than the student, but must conduct the examination and assessment in accordance with current rules in general.
10. Issuing diplomas etc.

10.1. Issuing diplomas

A diploma is issued if all examinations are passed. The final examination is used as the basis for issuing a diploma. The graduate must receive the diploma no later than 2 months after the last exam is concluded and the result disclosed. The month of July does not enter into the calculation of the 2-month deadline.

A cover page is issued with the diploma with the following content:
- Identification of the student (name and CPR number)
- The degree title in Danish, English and Latin

The other part of the diploma (pages 2-xx) is issued in two versions: one in English and one in Danish. In this part, the following appears:
- The specialization, if any
- The program’s prescribed number of ECTS credits, including introductory instruction, if any
- The program activities that are documented with a statement of the following:
  - Number of credits achieved (in ECTS credits)
  - The examination language, if the exam is given in a foreign language
  - The assessment achieved
- Transferred credit examinations with a statement of the following:
  - Number of credits achieved (in ECTS credits)
  - The assessment achieved
- The average of the combined exam result (weighted according to ECTS credits)
- A competence profile describing the program

A Diploma Supplement in English is also issued.

In addition to the above, the diploma includes the following content or addenda:
- For master’s degree programs:
  - Statement of the bachelor’s program, or the like, that forms the basis for the master’s program
  - If relevant: documentation that the minimum academic requirements are fulfilled, with an eye to achievement of competence at the upper secondary educational level
- For elite programs:
  - *cum laude* or elite addendum
- In cases that involve transferred credits from abroad or examinations completed in parallel or joint programs, the diploma also contains:
  - An addendum with a statement of the grade (if the exam grade is transferred as “Pass”)
  - An addendum with the grade scale (if it deviates from the Danish scale)

10.2. Issuing documentation for partial completion of a program

If the student leaves a program without completing it, the faculty office, at the request of the student, issues documentation for the parts of the program that have been successfully completed including a statement of the number of ECTS credits achieved.
11. Appeal and Exemption

To the extent that there are special circumstances and the exemption does not contravene or is not precluded by ministerial order, an exemption from the examination policy can be granted, upon a substantiated application in advance from the student. Unless otherwise indicated, the study board has the authority to grant exemptions.

An appeal regarding an internal or external examination is submitted to the faculty office by the student. The appeal must be in writing, with stated reasons and signed, and must be submitted no later than 2 weeks after the disclosure of the assessment. Information on the relevant rules in connection with examination appeals is stated in the Ministerial Order on University Examinations. The English version can be found at: http://adm.aau.dk/regelsamling/e.htm

For further information, including information on what should be included in an application for exemption or an appeal, see: http://www.enrolled.aau.dk/student-administration/exemptions/
Appendix 1: Changes to the Examination Policies and Procedures

24 October 2007: Changes were made to the Examination Policies and Procedures with reference to the University’s organization into main areas and faculties; see the foreword to the Framework Provisions. In addition, Chapter 2 on registration and withdrawal of registration was changed since the faculties, as a result of the new Ministerial Order on University Examinations, have implemented automatic exam registration in connection with the students’ semester registration, beginning with the autumn 2007 semester. Small corrections were also made in Chapter 4 on types of examinations.

8 January 2008: In Chapter 2 concerning registration for and withdrawal from tests, footnote 2 has been added and footnote 3 has been changed. In Chapter 3 concerning conduct of examinations, the first sentence in the second paragraph in section 3.3 and footnote 12 has been changed. In Chapter 10 concerning the issuance of diplomas etc., footnote 44 has been deleted (October 24th, 2007).

17 January 2008: Footnotes 27 and 29 have been added.

8 December 2008: Significant linguistic corrections have been made. In addition, section 3.1.3 on audio recording of oral examinations has been revised. Section 4.2 on examinations in projects has also been revised.

20 December 2010: Substantive clarifications have been made. Likewise, it was made clear that two assessors always participate in oral exams, and that the project report is part of the overall basis for assessment with project exams. The sections on audio recording of oral exams (3.1.3.) re-examination and re-assessment (8.4.) etc. have also been revised cf. the Examination Order.

21 November 2012: The Examination Policies and Procedures were revised as a result of the re-introduction of group exams cf. Ministerial Order No. 666 of 24 June 2012. Changes were also made in Section 4.1 on exams in course modules, and generally a number of substantive clarifications and corrections were made.

23 November 2012: A typographical error was corrected such that for projects of 15 ECTS credits and over, a maximum of five hours in total is allocated for the entire project group.