



IT University  
of Copenhagen

# Examination regulations

Valid from 1 December 2013 to 31 August 2014

The regulations concern all exams held at the IT University and are a supplement to the curricula approved by  
The Board of Studies ITU and The Board of Studies for EBUSS

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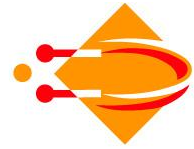
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## Section 1: Exam types and variations

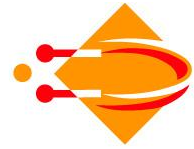
*Subsection 1.* The exam types and variations are determined by The Board of Studies for each study activity.

In the course descriptions and project descriptions you can find information about the exam types and exam variations used for specific study activities.

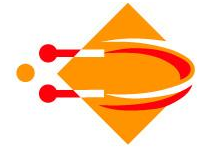
Type	Variations	Description
A. Written exam on premises	- <b>A11</b> Written exam on premises. Open book exam.  You are allowed to use all aids (books, notes, software, on-line resources).	You are asked to work on a set of questions for a few hours, typically 1, 2, 4, or 6.  You are allowed to work on your own private laptop and upload the answer at the end of the exam.



	<ul style="list-style-type: none"> <li>- <b>A22</b> Written exam on premises with restrictions. Restrictions can be on what software and which books you may use.</li> </ul>	<p>If you do not have a laptop, you can use pen and paper. Paper is provided at the exam location.</p> <p>It is your own responsibility to remember to take with you the aids you want to use and to make sure that the aids are fully functional. See the Study Guide for more information about this.</p>
B. Oral exams	<ul style="list-style-type: none"> <li>- <b>B1I</b> Oral exam with time for preparation. In-house. The preparation will take place at the university.</li> <li>- <b>B1H</b> Oral exam with time for preparation. Home. The preparation will take place out of the university. Typically the preparation time is 24 - 48 hours, but could be a week or more.</li> <li>- <b>B1GI</b> Oral exam in group with time for preparation. In-house. The preparation will take place at the university.</li> <li>- <b>B1GH</b> Oral exam in group with time for preparation. Home. The preparation will take place out of the university. Typically the preparation time is 24 - 48 hours, but could be a week or more.</li> <li>- <b>B22</b> Oral exam with no time for preparation.</li> <li>- <b>B2G</b> Oral exam in group, no time for preparation.</li> </ul>	<p>You are called in for an oral exam.</p> <p>The length of an oral exam is typically 20 or 30 minutes per student including time for deliberation and feedback.</p> <p>Typically the topic of the exam is decided either by draw of a question or is given beforehand.</p>
C. Submission	<ul style="list-style-type: none"> <li>- <b>C</b></li> </ul>	<ul style="list-style-type: none"> <li>- Take-home exams</li> </ul>



of written work	<p>Submission of written work</p> <ul style="list-style-type: none"> <li>- <b>CG</b></li> </ul> <p>Submission of written work for groups. As with all exams, a grading foundation must be established to allow individual grading. You must clearly identify which parts of the work submitted you are responsible for.</p>	<p>where you are typically given between 24 and 48 hours to solve an exam question, or exams where the question to be solved is basically given at the beginning of the semester in a broad formulation.</p>
D. Submission of written work with following oral	<ul style="list-style-type: none"> <li>- <b>D11</b></li> </ul> <p>Submission of written work with following oral exam. The oral examination will be based on the submitted work only.</p> <ul style="list-style-type: none"> <li>- <b>D1G</b></li> </ul> <p>Submission of written work for groups with following oral exam. The oral exam will be based on the submitted work only. The group has a shared responsibility for the content of the report.</p> <ul style="list-style-type: none"> <li>- <b>D22</b></li> </ul> <p>Submission of written work with following oral exam supplemented by the work submitted. The oral exam will be supplemented by the submitted work, i.e. the submitted work supplements a fixed syllabus from the course base.</p> <ul style="list-style-type: none"> <li>- <b>D2G</b></li> </ul> <p>Submission of written work for groups with following oral exam supplemented by the work submitted. The group has a shared responsibility for the content of the report.</p> <p>Both variations consist of two parts, i.e. the written work submitted and the oral exam. You will receive a single grade based on your combined overall performance.</p>	<ul style="list-style-type: none"> <li>- Project exams where you are tested in the project only or exams where you are tested in the course syllabus as well as the work submitted.</li> </ul>
E. Thesis exams and final project	<ul style="list-style-type: none"> <li>- <b>E</b></li> </ul> <p>Submission of written work with following oral exam based on the work submitted.</p>	<p>The E exam variation is used only for theses or submission of final</p>



exams – Submission of written work with following oral		projects.  The variations are similar to the D11 variations.
X. Experi- mental form	The Course Manager and the Head of Study agree on the need for an experimental exam form.  The following aspects must be made explicit in the course base: - Transparent foundation for grade - Procedures for re-exam.	Check the course descriptions for further information.

*Subsection 2.* Any change to an exam type and exam variation requires approval by The Board of Studies.

## Section 2: Exam language

*Subsection 1.* The exam language is the same as the language used in class, i.e. Danish or English. However, The Nordic Language Convention applies, thus allowing Nordic nationals to use their mother tongue as exam language.

*Subsection 2.* You may speak or write in another language than the ones mentioned above if the course manager or the main project supervisor along with the external examiner and examinees approve of it. Please contact your course manager or main project supervisor to find out if it is possible or not.

*Subsection 3.* Special rules apply to the final project/thesis for bachelor and Master of Science study programmes, professional master study programmes and the diploma programme. See the curricula for more information.

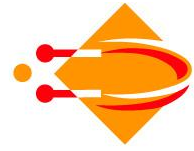
## Section 3: Group exam

*Subsection 1.* Group exams are eligible for exam types B, C, D and E. The maximum number of members in a group is limited to five students, unless other group sizes are defined in the curriculum for a study programme or in the course or project description.

*Subsection 2.* As a participant in a group exam you will receive a separate grade based on an individual assessment of your performance. If you have submitted written work as a part of a group exam, you must clearly identify which parts of the work submitted you are responsible for.

## Section 4: Grading Scale

*Subsection 1.* The grading scale used for the study activity appears from the course or project description.  
Final projects on study programmes are assessed according to the 7-point grading scale.



## Section 5: Re-exam

*Subsection 1.* If you do not pass an exam, you are entitled to a re-exam. You have three attempts to pass an exam. See the Study Guide for further information.

## Section 6: Cancellation of an exam

*Subsection 1.* In some cases you can cancel an exam without using an exam attempt. This means that you do not attend the exam, but that you have to do so at a later time. In order to cancel an exam, you must pay attention to relevant deadlines. If you cancel after the deadline, you will use an exam attempt. See the Study Guide for further information.

*Subsection 2.* You can cancel an exam due to unforeseen events right up until the exam. Unforeseen events cover events such as illness, birth, death in the immediate family or similar occurrences. See the Study Guide for further information.

## Section 7: Exam complaints

*Subsection 1.* If you consider complaining about an exam, please find more information about this in the Study Guide. Complaints are sent to Student Affairs and Programmes no later than two weeks after the release of the exam result, and must be written, and substantiated. See the Study Guide for more information about exam complaints.

## Section 8: Exam fraud and disruptive behaviour

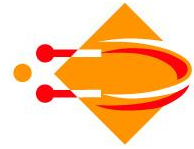
*Subsection 1.* It is considered exam fraud if you:

- Inappropriately obtain or provide help with answering exam questions from/to others
- Bring non-permitted aids to an exam
- Submit someone else's work as your own by using another person's text, ideas or products without source references or quotation marks, or falsify or fake data, documents or the like
- Re-use your own written work or project (with production, if any), which has already been assessed, without calling attention to this and without referring to the source.

*Subsection 2.* If you are being suspected for exam fraud during or after an exam, the invigilator or examiner will report this to Student Affairs and Programmes. If the suspicion is substantiated, you will be expelled from the exam, you will use one of your examination attempts, and the university can impose the following sanctions upon you:

- Warning
- Quarantine for one or more semesters
- Permanent expulsion from the IT University

*Subsection 3.* Random fraud control may be employed as part of the examination procedure. Such procedure must be stated in the course description at the beginning of the semester. Failure to comply with random fraud control will be handled as a suspicion of examination fraud.



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*Subsection 4.* If you behave in a disruptive manner during an examination, the university can impose the following sanctions upon you:

- . Warning
- . Expulsion from exam
- . Quarantine for one or more semesters
- . Permanent expulsion from the IT University

*Subsection 5.* The regulations stated in section 8 subsections 1 to 4 apply to the submission of written work or the like during the semester, if this activity is mandatory and/or required by the university as part of the examination.

## **Section 9: Exemptions and dispensations**

*Subsection 1.* The university can grant exemptions from the parts of these rules determined by the university when justified by special circumstances. If you wish to apply for dispensation in a matter concerned by these rules, please see the Study Guide for information on how to apply for exemptions and dispensations.

*Subsection 2.* If you are suffering from physical or mental disabilities, or if you have similar difficulties, you can apply to The Board of Studies for special terms for an exam.