



AALBORG UNIVERSITET

**Study Service
Educational Law and Secretariat**

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EXAMINATION POLICIES AND PROCEDURES FOR EXAMINATIONS AT AALBORG UNIVERSITY

OBJECTIVE AND DEFINITION

Examination Policies and Procedures for Aalborg University contains exam rules for programmes at Aalborg University.

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CONTENT

1. Holding and taking exams

Aalborg University (hereinafter AAU) conducts exams in order to assess whether and to what extent the student's qualifications comply with the description of the knowledge, skills and competences stipulated in the programme's curriculum.

A programme activity typically concludes with one or more exams that are a direct extension of the programme activity. This is designated as an ordinary exam. The ordinary exam can also be an assessment during the course. A module may be assessed entirely or partially by a requirement of class participation if the content and the working method justify it.

Furthermore, re-exams (reeksamen, omprøve) and make-up exams (sygeeksamen) may be held for a programme activity in the examination periods for re-exams and make-up exams cf. section 1.1 for students who have such requirements, according to the provisions in section 8.

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

1.1. Scheduling and announcing time and place for exams

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

Examination period	Ordinary exams	Re-exams (reeksamen, omprøve) and make-up exams (sygeeksamen)
Summer exam	May and June	August
Winter exam	December and January	February

The study board schedules and announces the date for an exam no later than four weeks prior to ordinary exams and no later than two weeks prior to re-exams and make-up exams. Re-exams are held no earlier than 2 weeks after the student has received the assessment of the ordinary exam.

At the same time as this, the following are also announced:

1. The date the assessment will be disclosed (cf. Section 7.2)
2. The necessary and permitted exam aids and equipment (cf. Section 3.3)

The format, location and starting time of the exam are announced no later than two weeks before the exam is to be held. If the examination is conducted digitally, students must also be informed no later than 2 weeks before the examination. This applies to both ordinary examinations, re-exams and make-up exams.

1.2. Prerequisites for taking exams:

A student can take an exam if the student is registered for the exam and is not on leave of absence at the time of the exam.¹ Taking an exam can also be subject to whether the student fulfils or has fulfilled certain conditions in connection with the specific programme activity. A number of such conditions may be attached to the same exam, for example:

- participation in instruction, seminars, an internship or the like
- handing in of written assignments or the like
- completion of certain – or all – programme activities

Conditions for participation in a specific exam must be indicated in the curriculum. When prerequisites are set for participation in an ordinary examination, prerequisites must also be set for the re-examination. If the prerequisites for participation in the re-examination are different from the prerequisites for participation in the ordinary examination, this must be stated in the curriculum.

If the student has registered for the exam, but does not meet the conditions for taking the exam, this will result in the student using one examination attempt, and the student receives the administrative assessment "not assessed". For further information please see the [Rules for giving assessments and access to re-examination](#) (only available in Danish).

1.3. Absence from exams etc.

1.3.1. Absence from an exam

If a student is registered for an exam and is absent, the student is registered as 'absent' which counts as an examination attempt.

Documented illness (cf. Section 8.3) and valid withdrawal of registration (cf. Section 2.1.2) are considered valid reasons for absence.

In the event of late arrival, the steps specified in sections 3.1 and 3.2 are to be followed.

For week-long assignments, oral exams with preparation, and the like, the exam begins by distributing the material that the exam is based on.

For project exams, the student has taken the exam if the student has submitted a project report, regardless of whether the student is absent from the oral exam. In this case, the assessors register the result as the lowest grade possible (-3 or fail).

1.3.2. Timely submission of an examination paper

Upon application, the study board may grant an exemption from the stipulated deadline if there are special circumstances.

¹ The Danish Agency for Higher Education and Science may grant students an exemption to attend examinations during the period of leave if there are special circumstances.

2. Exam registration and withdrawal of registration

2.1. Registration for programme activities and exams

Registration for a programme activity extends automatically to registration for that activity's ordinary exam(s). Registration for a programme activity is done by the student in the STADS self-service system. Exam registration may be subject to approved compulsory elements specified in the curriculum, such as clinical placements or other skills-based elements.

For students in the first year of study of a bachelor or a professional bachelor programme, registration is handled by AAU for the first and second semesters. For students in a master programme who only lack passing their master thesis, registration for the thesis semester is also done by AAU if the students do not register themselves. Furthermore, registration for courses and examinations is done by AAU if the student is admitted or enrolled in a programme that has been notified closed or put on hold.

A student who is on leave from their programme cannot register for or take any type of exam during the leave period.² Once the period of leave has ended, the student can take the exams and tests in the programme where the student has been on leave.

Registration for the courses and the 1st examination attempt can take place in the following periods:

Semester	Registration period	Post-registration period
Spring	15 November to 1 December	15 February to 1 March
Autumn	15 May to 1 June	15 September to 1 October

2.1.1 Registration for re-exam

If the student does not pass the 1st examination attempt, the student must register for the 2nd examination attempt, unless the student is admitted or enrolled in a programme that has been notified closed or put on hold. The student has the possibility to register for the re-exam in the same examination period. If the student does not register for the re-examination in the same examination period, the student may instead register for the re-exam the next time the exam is offered on the programme. . If the student does not pass the 2nd examination attempt, the student can also register for the re-examination the next time the exam is offered on the programme. However, the Study Board is only obliged to offer a re-examination if one or more students do not pass the ordinary examination as a 1st attempt.

Students who are absent from or do not pass the master thesis are automatically registered for a re-exam. The rules on this are described in more detail in Section 8.6.

Registration for a re-exam is done with the programme secretary or as directed by the Study Board. Registration for a re-exam must take place no later than 12.00 noon five business days before the day the exam is to be held (for project exams, bachelor projects and master theses, the exam's start time is considered to be the time for submitting the written report).

2.1.2 Withdrawal of registration from ordinary exams

For students enrolled in a full-time programme, it is possible to withdraw from the 1st examination attempt if this is done before the end of the post-registration period. After the end of the post-registration period, the registration is binding and the module cannot then be replaced by other elements, regardless of whether the module is optional or compulsory.

² Danish Agency for Higher Education and Science may grant an exemption from this if there are special circumstances.

Students in the first year of study of a bachelor's or professional bachelor's programme, students who are only missing the master's thesis semester, and students on programmes that have been notified closed or put on hold may not withdraw from the 1st examination attempt.

The study board may grant an exemption from the rules on registration and withdrawal of registration if the student is an elite athlete, if the student has a functional impairment or if there are special circumstances (cf. Section 2.3).

2.1.3 Withdrawal of registration from a re-exam

For students who need a second and third examination attempt and for students under the Part-time Order, withdrawal of registration may take place no later than 12.00 noon five business days before the day the exam is to be held (for project exams, bachelor projects, master theses and master's projects the start time of the exam is considered to the time for submitting the written report).

Students who do not pass the 1st examination attempt in the master's thesis are automatically registered for the 2nd examination attempt and cannot withdraw. The same applies if the student does not pass the 2nd examination attempt in the master's thesis.

Students on programmes that have been notified closed or put on hold and who do not pass the 1st examination attempt are automatically registered for the 2nd examination attempt and cannot withdraw. The same applies if the student does not pass the 2nd examination attempt.

Withdrawal of registration does not apply to exams where the assessment is based on active participation or other forms of ongoing evaluation.

Withdrawal must be notified in writing to the study secretary or as directed by the Study Board. There may be no withdrawal from an oral exam based on written material once the written material has been submitted.

2.3. Exemptions

The study board may exempt the student from the rules on registration or withdrawal of registration if the student is an elite athlete, if the student has a functional impairment or if there are special circumstances.

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

With submission of the project exam, bachelor project, master thesis or master project, the study board can grant an exemption from the submission deadline instead of withdrawing the student's exam registration. The study board can grant this type of exemption if there are special circumstances and the study board also determines that an extension of the deadline is more appropriate than withdrawal of the exam registration.

If an exemption is granted in accordance with the above provisions, the head of studies, the programme secretary, and the person or persons in the department responsible for registration and withdrawal of registration are informed.

3. Rules for conducting exams etc.

Examinations at AAU are generally administered in the Digital Exam system. The Study Board may deviate from this if the Study Board considers that it is not possible to conduct the exam in the Digital Exam system.

3.1. Oral exams

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 may be given the option to take the exam at a later time if the head of studies or the individual they have authorised specifically judges the delay to be reasonable.

3.1.1. Access to the exam room

Oral exams are public; see however the exceptions below.

Clinical exams with patient participation are only public with the patient's consent.

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

The head of studies or the individual they have authorised may deny individuals access to the exam room or remove them from the room if it is deemed necessary to ensure the necessary quiet and order. Likewise, a student may be dismissed from the exam room if it is deemed necessary with regard to completing the exam or to other examinees. The student will then have used an examination attempt. See also Section 3.6.

3.1.2. Participants in the exam and grading process

The exam is conducted by an academic staff member or part-time academic staff who acts as the examiner. Most often, the examiner is a lecturer who has taught the students in the module. If there are multiple examiners present during the exam, who conducts the exam is decided during the planning of the exam.

All assessors (examiners and external examiners) can actively participate in the examination.³ However, only the examinees and the assessors may actively take part in the exam. External parties, such as internship supervisors from companies, may not participate in the examination and grading process.

Only the examiners may be present in the exam room during the grading process. The head of studies may decide, however, that future examiners may observe the grading process, with respect to qualifying these individuals as examiners in the future.

3.1.3. Audio recording of oral exams

Audio and/or photo or video recordings are not permitted during exams, unless these are part of the exam itself. The recording is then done by AAU.

³ For more detailed definitions of examiner, external examiner and assessor, see Section 6.2.

3.2. Exams with supervision

The student must bring a valid student ID that must be presented upon entry to the exam room.

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

The students are responsible for ensuring that their own computer and software work during the exam, cf. rules on the monitoring of written on-site exams at Aalborg University, which can be found [here](#).

A student who has arrived late only has access to the exam room if the head of studies or the individual they have authorised specifically deems the delay to be reasonable and has ruled out that this student had access to information about the examination assignment. Students will not be allowed entry to the exam room later than one half-hour after the exam has begun; extra time for the exam is not normally allowed in the case of late arrival.

Those students who do not wish to take the exam are first permitted to leave the room one half-hour after the exam has begun.

Out of consideration for other students, and in order to prevent exam cheating, a student may not disturb or address other students during the exam. Unless other rules are set by the department, students are not allowed to listen to music during the exam. The study board may grant an exemption from this. Students must not leave their place without first checking with an exam supervisor, or leave the exam room (to use the washroom or the like) without being accompanied by an exam supervisor.

If there is any doubt about an examination assignment, including doubt due to an error in the assignment, students may have extra time for their paper according to the judgment of the person responsible for the exam or the person responsible for the academic subject. The person responsible for the exam is a person designated as such by the study board. 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 may be quickly resolved.

The person responsible for the exam may also allocate extra time to one or more students if, for example, something disruptive has happened, an error has been identified in the exam, or there have been network problems or IT breakdowns. In this case, the person responsible for the academic subject must allocate extra time to all the students who have been affected by the disruption or error.

3.3. Exam aids

If necessary and permissible exam aids are not described in the curriculum, the deadline to inform the students about this is the same as the deadline for announcing the time the exam will be held (cf. Section 1.1).

3.4 Special conditions

Upon application, the study board may arrange special exam conditions for students with physical or mental functional impairments,⁴ students with a native language other than Danish and students with

⁴ This would include, for example, dyslexia.

comparable difficulties. This presumes that the study board, for the specific exam, deems that this is necessary in order to ensure that the student is 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 exam.

If the disability is of a permanent nature, the Study Board is obliged to offer the student special exam conditions for all examinations on the programme where this is necessary to put the student on equal footing with other students. Examples include if the student is dyslexic, suffers from a chronic illness or the like. The study board's exemption must specify whether this applies to particular exams (and if so, which ones) or whether this applies to all exams in the programme.

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

Unless special circumstances exist, the study board must have the application for special conditions in hand no later than six weeks before the exam is to be held. This ensures that the Study Board has time to process the application for exemption before the exam is held.

Students with physical or mental functional impairments may also apply to the SU Office for special pedagogical support. If the student receives aids through the special pedagogical support system that are to be used for one or more exams, students must apply to the study board for an exemption to use the aids for the exam. For example, this can relate to using computers with assistive technology equipment or books that are loaded onto a digital medium.

3.5 Exam cheating

Exam cheating includes cases where the examinee, during an exam:

- obtains or gives another examinee unauthorised help in taking an exam
- uses aids and equipment that are not permitted
- uses falsified data or submits another person's work as their own work (plagiarism) or
- uses their own previously assessed work without reference (self-plagiarism).

Additionally, cases where an examinee attempts to influence the assessment or change the basis of the assessment after the exam, including by continuing an answer after the exam has been concluded, are also considered cheating.

Exam cheating or attempted cheating also includes the examinee's technical equipment communicating or attempting to communicate with equipment not authorised for the exam without having explicit permission for this. Prior to the start of the exam, the examinee should therefore ensure that electronic equipment is turned off as necessary.

For all written on-site exams at AAU that are conducted in the Digital Exam system, the monitoring system ITX Flex is used in order to avoid exam cheating. Therefore, AAU has established rules on monitoring written on-site exams, which can be found [here](#). It is considered exam cheating if the student tries to circumvent the rules on monitoring written on-site exams.

Cases of exam cheating are handled in accordance with AAU's disciplinary rules. Further information can be found on the [AAU page on exam cheating and plagiarism](#).

3.6 Expulsion from an exam

Expulsion from an exam may take place in cases where exam cheating or a violation of exam rules has been determined. Expulsion may take place prospectively or retroactively and means that the student has used an examination attempt and does not receive an assessment of their performance.

The head of studies or the individual they have authorised are authorised to expel a student from the exam while the exam is in progress. In such cases, subsequent decisions are made based on the [Rules Regarding Disciplinary Measures for Students at Aalborg University](#) where the justification for the expulsion is evaluated.

The head of studies is authorised to review expulsions retroactively. If the circumstances of the case are extraordinary, the Rector, upon request, may decide whether the review of the case is transferred to the Rector.

If a student is expelled from an exam, any assessment will be annulled and the student has used one examination attempt and the administrative assessment 'not assessed' is registered.

4. Types of exams

When determining the format of the exam, the study board 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 exam format corresponds to the form of instruction and
4. that the exam content corresponds to the time allotted for the exam.

The examination shall be based on the assessment criteria set out in Annex 2.

4.1 Exams in course and case modules⁵

Exams in course modules may be individual exams, group exams or a combination thereof. If the format of the exam in a course module is not further stipulated in the curriculum, the lecturer notifies the students and the study board as to the format and the duration of the exam no later than two weeks after the start of the course. The study board may require lecturers to use a particular exam format. The choice of an exam format must comply with the guidelines set out below as well as any additional provisions in the curriculum for the individual programme.

Exams in courses may 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 and accessible in addition to what is stated in the curriculum.

At least two assessors always participate in oral exams.

For 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 written assignments, week-long assignments, mini-projects and the like, the failure to satisfy any formal requirements or failure to submit on time means that student has used an examination attempt. Failure to meet any formal requirements means that the student receives the administrative assessment 'not assessed', provided that this is discovered and registered by administrative personnel. If the assessors find that an examination paper does not comply with the formal requirements, the lowest possible grade is given (-3

⁵ The meaning of the concept of 'course modules' is defined in the glossary on page 21.

or not passed). The student that does not submit the project report on time receives the assessment 'absent'. These rules are stipulated in the rules for submitting assessments and access to re-exams in the same examination period found [here](#) (only available in Danish).

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, clinical journals, working documents, assignments, and the like. The assessment may include individual written assignments, oral performances or exercises connected to the course sessions. It must be stated in the curriculum whether the module is assessed by active participation or ongoing evaluation and the applicable guidelines must be precisely described for the specific module either in the curriculum or in the descriptions of the semester.

Exams based on class participation or other types of participation are evaluated as Pass/Fail, and if the student is registered for the lectures at the start of the module, an assessment is always given.

Course modules with oral exams may be assessed in connection with exams in project modules if the course module supports the project module. If the course module is assessed in the context of an exam in a project module, it must be stipulated in the curriculum.

For written assignments prepared by several students and not followed up by an oral exam, the contributions of the individual students must be clearly marked. This may be done by providing the study number of the person responsible for each section.

4.2. Examinations in Project

As a basis for the examination, each project group jointly prepares a project report where the individual examinee's contribution is not indicated. The study board may approve a format of reporting other than a project report, such as a scientific article, through a general provision in the curriculum, or based on prior application.

Final project reports⁷ must provide a summary in a foreign language. If the project report is written in a foreign language, the summary may be written in Danish.

It is a prerequisite for taking an exam that the project report is submitted on time in the digital exam system, and any formal requirements must be met. If the project report is not submitted on time or the currently valid formal requirements are not met, the student has used an examination attempt.

If the project report is not submitted or if the project report is submitted after the submission deadline, the student is registered as "absent". If the project report does meet the currently valid formal requirements, the student is registered "not assessed" if the result is registered by a programme secretary. If the assessment is registered by the assessors, the lowest possible grade ('-3' or "fail") is registered.

The master's thesis is done in the final year of the master degree programme. The study board may specify in the curriculum that the thesis is written in the last semester of the programme.

4.2.1. Oral Examination

The following parties are involved in the examination:

⁶ 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.

⁷ That is, the bachelor's project (in both the bachelor's programmes and bachelor of engineering programmes), master's thesis and master's (continuing education) project.

1. Examinee
2. Examiner
3. Either an external examiner or an internal co-examiner

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

The exam takes the form of a conversation between the student(s), the examiner and the external examiner based on the project report regardless of whether it was prepared individually or in cooperation with other students. The exam may commence with a joint presentation. The project report is considered the joint responsibility of the group. The project report constitutes the basis for the exam and assessment, and an overall assessment of the project report and the oral performance will be made.

The examination is normally conducted by the students' main supervisor (examiner). All the assessors may actively contribute during the examination.

Time allocations for the oral examination in programmes under the Faculty of Humanities (hereafter HUM) and the Faculty of Social Sciences (hereafter SAMF) are stated in the curriculum, the description of the module or in the description of the semester. Time allocations for the oral examination in programmes under the Faculty of Engineering and Science (hereafter ENGINEERING), the Faculty of Medicine (hereafter MEDICINE) and the Technical Faculty of IT and Design (hereafter TECH) are stated in Appendix 3.

4.2.2. Assessment

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

An individual assessment of each student's performance is made. This assessment must evaluate to what degree the student's performance fulfils the project module's learning objectives.

The assessment is made of the individual student based on the learning objective. The assessment must also be based on an overall evaluation of the project report⁸ and the oral performance. The project report is thus part of the overall basis for the assessment and is not given an independent grade.

When the student(s) have submitted a project report on time and in accordance with the formal requirements of the curriculum, the study board is obligated to hold an oral examination.

When 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 without the participation of the other examinees or the audience.

Subsequently, the project group is given joint feedback from the examiner and external examiners on the project report, the presentation, and any other aspects of the examination process.

4.2.3. Option for an Individual Examination for Final Projects

Students may opt to write the project report individually or in a group. For final projects (bachelor's projects, master's theses, and master's (continuing education) projects) with an oral defence, students may opt to be examined individually, even though the final assignment was prepared in a group.

⁸ Errata, physical models, and similar material made available at the examination are also considered part of the report.

Students who desire an individual examination must inform the programme secretary no later than six weeks prior to submitting the written project report. The study board may grant exemption from this deadline.

4.3. Substitution of a Stipulated Examination Format

Upon application, the study board may 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. It is not possible to do a substitute assignment for final project exams (bachelor's project, master's thesis, and master's (continuing education) project).

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. Preparation of Examination Assignment

If the examination is graded with external assessment, the exam assignment must be submitted to the external examiner prior to submission to the programme secretary.

At ENGINEERING and TECH, the head of study must ensure that examination assignments assessed by a single assessor are also reviewed by an AAU colleague.

Along with the examination assignment, the programme secretary must be informed of the name and telephone number of the person designated by the study board 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 may be quickly resolved.

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

5.3. Releasing Examination Assignments and Examination Papers

The student has the right to obtain a copy of both the examination assignment and his/her own examination paper. This takes place in accordance with the study board's rules on this. AAU is obligated to provide access to the assessors' notes if the student exercises their right of access to the documents in accordance with the Danish Public Administration Act or request for access under the Danish Data Protection Act. In this case, the student may only gain access to documents that relate to the student's own performance. Further, the assessors may agree to individual or joint feedback on the exam but are not obligated to do so.

5.4. Storing Examination Assignments and Examination Papers

The study board must ensure that all examination assignments and examination papers are kept for at least one year, or until any appeal is closed.

6. Internal and External Examinations

6.1. Internal and External Examinations

Examinations are either internal or external. An internal exam is an exam that is assessed by one or more lecturers (examiners) designated among the lecturers at AAU. An external exam is an exam that is assessed by one or more examiners and one or more external examiners from the Corps of External Examiners affiliated with the programme. Both examiners and external examiners are designated as assessors.

6.2. Designation of Examiners and External Examiners

External examiners are appointed by the chair of the relevant Corps of External Examiners. AAU must not use external examiners who are employed or who have been employed within the last two years at AAU.

For an internal exam in a project, at least one additional examiner is designated in addition to the examiner(s) who have supervised the students in the project concerned.

Assessors must have access to the material that is necessary for them to be able to discharge their duties. The material may be:

- The curriculum, any excerpts of it, Examination Policies and Procedures, and other semester regulations
- Recommended literature or syllabus, if any
- Project reports, examination assignments and any grading instructions for written exams
- Examinees' papers for written exams
- Questions prepared in advance for use during an oral exam

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 must under normal circumstances have the report in hand no later than two weekends before the exam.

6.3. Duties of the External Examiner⁹

The external examiner must ensure,

1. that the requirements for the content of the exam comply with the objectives, competences and other requirements stipulated for the programme (including in the programme's ministerial order and curriculum)
2. that the exam is carried out in accordance with the currently valid rules
3. that the students receive equal and fair treatment and their performances receive a reliable assessment in accordance with the rules on grading in the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education, including rules stipulated on this in the programme's curriculum and other programme rules
4. that any questions prepared in advance are suitable

7. Assessment and Grading

The assessment is given by the person(s) who are assessors on the examination. If there are several assessors, the assessment is given after a discussion among these.

During the exam and grading process, each assessor must make notes 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

⁹ For an internal exam, these duties rest with the designated examiner(s).

one year, and in addition to this, until any appeal is closed.¹⁰ The assessors must keep the student's examination paper for at least one year.

Once an examination has commenced, an assessment is given unless the exam is interrupted by illness, which justifies a make-up exam. If an exam is cut short by an expulsion, "not assessed" is registered and the student uses an examination attempt.

In order to pass an examination, the student must achieve a grade of at least 02 or the assessment "Pass."

7.1. Disagreement over the Assessment

7.1.1. Disagreement on Grading according to the 7-Point Scale

If after a discussion, the assessors are in disagreement over a grade, the internal and any external examiners each give a grade. 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 has given the highest grade; otherwise 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. Following this, the average of the grade is then determined according to the rules above.

7.1.2. Disagreement on Assessment as "Pass" or "Fail"

If at least half of the assessors assess the performance as 'Pass', this is the result, unless one or more external examiners take part and these all assess the performance as 'Fail'.

7.2. Announcement of the Assessment

The result of the examination must be 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).

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

For written exams under the Faculty of HUM and SAMF, the assessment must be given to the student no later than 20 working days after the exam is held. For continuous evaluation, the assessment is given no later than 20 business days after the end of the course. The month of July is not included in the calculation of the 20 working days.

For written exams under the Faculty of ENGINEERING, MEDICINE and TECH, the assessment must be given to the student no later than 15 working days after the exam is held. For continuous evaluation, the assessment is given no later than 15 working days after the end of the course. The month of July is included in the calculation of the assessment deadlines.

¹⁰. If a student requests access to the assessors' notes, the case officer involved in processing the complaint will contact the assessors about providing the notes to the student. However, there is nothing that hinders assessors from providing the student with the notes on their own initiative.

The assessment is personal. Students thus have the right to receive an assessment without the participation of the other examinees or the audience. In cases where the assessment is not communicated immediately after the exam, students are informed via the STADS self-service system.

8. Re-exams and Make-up Exams

Re-exams, re-exams (omprøve) and/or make-up examinations (sygeeksamen) in a programme activity are held for students who require this in accordance with the provisions in Sections 8.2 or 8.4. Make-up exams are held as a rule at the same time as re-exams.

A re-exam (reeksamen) is an exam in a programme activity held due to the student having taken and failed an exam.

A make-up exam (sygeeksamen) is an exam in a programme activity for students that were unable to participate in the activity's ordinary exam due to documented illness in the time period for the ordinary exam.

A re-exam (omprøve) is an extraordinary examination in a programme activity held due to the fact that the university identified errors or omissions in holding an exam and corrected the error or omission by holding a new exam. A student may also be offered a re-exam (omprøve) in connection with an examination appeal.

8.1. Number of Examination Attempts etc.

A student has the right to a total of three examination attempts. Upon application, the study board may permit additional examination attempts if there are special circumstances. The issue of academic aptitude must not be included in the study board's evaluation of whether there are special circumstances.

Examinations that have been passed cannot be re-taken unless it is a re-exam (omprøve). Students cannot take exams in modules that are credit-transferred.

At the request of the study board, the responsible person(s) at the department terminates the enrolment of the student who has exhausted all examination attempts.

8.2. Holding and Taking Re-exams and Make-up Exams

Students who have taken but not passed the ordinary exam must register for a re-exam themselves. The exception to this are students in the master thesis semester who have not taken or passed the first and second examination attempt, as well as students of programmes that have been announced closed or put on hold. In these cases, the university handles registration for the re-exam.

Students who were ill for the ordinary exam must register themselves for the make-up exam.

The date for holding the re-exam and/or make-up exam as well as the location and the starting time for the exam are announced in accordance with the provisions in Section 1.1. Students who are entitled to take the re-exam or make-up exam must have this possibility. To the extent possible, re-exams and make-up exams are held within the following time limits, though earliest 14 days after the student has received the assessment of the ordinary exam:

1. For ordinary exams held during the spring semester (summer exam): No later than August
2. For ordinary exams held during the autumn semester (winter exam): No later than February

8.3. Documented Illness and Make-up Examinations

In the case of illness, the programme secretary must be contacted as quickly as possible.

For absence due to illness, the student is registered as “absent” unless a doctor’s certificate documenting that the student was ill at the time the exam was held is submitted to the programme secretary. The same applies if it was necessary for the student to leave an examination room due to illness during the exam. An assessment may not be given until the end of the examination time. Thus, the student must only be registered “absent” and ill after the exam.

In general, the doctor’s certificate may only be accepted as documentation of a valid reason for absence if the student has consulted with the doctor no later than the actual day of the exam. The study board may address the content of the doctor’s certificate when the study board evaluates whether the student must be registered as ill. Any expenses for obtaining the doctor’s certificate are paid by the student.

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

If the programme secretary is in doubt as to whether the student’s documentation of illness may be approved, the programme secretary contacts the study board. In such cases, the study board decides whether the student’s documentation is adequate and, on that basis, whether the student is registered as “ill.”

If a student has contacted the programme secretary due to illness prior to an examination, and recovers before the examination and wishes to participate in the examination, the student is obligated to contact the programme secretary as quickly as possible prior to the examination.

8.4. Re-examination and Re-assessment

A re-examination is an extraordinary exam (i.e., outside the ordinary exam period) in a programme activity. Re-exams must be held in case of complaint or appeal where the student has been offered a re-exam and in cases where AAU has identified an error in the exam and AAU decides the error is best remedied by offering the student(s) a re-exam.

AAU may review a case concerning errors and omissions at an exam on its own initiative. In this context, AAU may offer an extraordinary re-examination to all students whose exam suffers from the error or omission. The specific circumstances for taking any re-examination will appear in AAU’s decision.

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 comments and AAU’s decision by new assessors, prompted by the student having been offered re-assessment of a written exam 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 deadline stipulated with the offer. The deadline is calculated from the time the student received the offer.

A re-examination or re-assessment in connection with an exam appeal can result in either a lower, a higher or the same grade. Assessment following a re-assessment or re-examination cannot be brought before another administrative authority unless the appeal concerns legal issues. The study board is responsible for ensuring that a re-exam or re-assessment takes place as soon as possible after the students received the decision.

If a student accepts an offer of a re-examination or a re-assessment, the re-examination or re-assessment will replace the original assessment. Therefore, the student does not use an examination attempt if the student accepts an offer of re-examination or re-assessment.

8.5. Re-exams or Make-up exams in Project Modules

In programmes under the Faculty of HUM and SAMF, each study board, in collaboration with the head of study, establish guidelines for holding re-exams and make-up exams in project modules.

In programmes under the Faculty of ENGINEERING, MEDICINE and TECH, there are established joint guidelines for holding re-exams and make-up exams in project modules. These guidelines are described in Appendix 4.

8.6 Particularly for Re-exams in Master's (*kandidat*) Theses

If the student does not submit the master's thesis on time, the student uses one examination attempt and is automatically registered for the re-exam. The student submits a revised formulation of the subject matter in the same topic area that is approved by the head of study and the main supervisor. The revised formulation must be approved no later than 14 days after the submission deadline has expired. The head of study, or the one authorized by the head of study, will after the deadline for approval of the revised formulation set a new submission deadline of three months¹¹. The deadline of three months is set regardless of whether the student submits a revised formulation. The month of July is not included in the calculation of the deadline for submitting the revised formulation.

The revised formulation is a prerequisite for participation in the re-examination. If the student does not submit a revised formulation timely, the thesis supervisor will contact the student. If the student has not submitted a revised formulation timely, then the student does not meet the prerequisites for participation in the re-examination. The student therefor uses an examination attempt and will receive the grade "not assessed".

If the student does not submit the project report or take part in the oral examination due to illness, there is no requirements that the student must submit a revised formulation of the subject matter. In this case, a new deadline for submitting the project must be set/or a new date for the oral examination.

If the student does not pass the master's thesis in connection with the oral exam, the student must submit a revised formulation of the subject matter within the same topic area that must be approved by the head of study and the main supervisor. The revised formulation must be approved no later than one month after the student has failed the exam.

The new deadline for the revised formulation is set by the head of study, or the one authorized by the head of study, and must be within three months after the deadline for approval of the revised formulation. The deadline of three months is set regardless of whether the student submits a revised formulation. The month of July is not included in the calculations of the deadlines. The revised formulation is a prerequisite for participation in the re-examination. If the student does not submit a revised formulation timely, the thesis supervisor will contact the student. If the student has not submitted a revised formulation timely, then the student does not meet the prerequisites for participation in the re-examination. The student therefor uses an examination attempt and will receive the grade "not assessed". This procedure is used for the student's 2nd and 3rd examination attempts in the thesis (and any further attempts if the student has received further attempts by the board of study).

8.7. Re-exams or Make-up exams in Courses

The time period for a re-exam or a make-up exam 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. The student must submit an individual, written registration to the programme secretary for both re-exams and make-up exams¹².

¹¹ For the master's programme in medicine the study board can specify a submission deadline between six weeks and three months.

¹² Students on a programme that have been announced closed or put on a hold are registered for examination by AAU

The examiner may decide that a re-exam or make-up exam in a course can have a different exam format than the ordinary exam if the option is specified in the curriculum. The choice of another exam format must be announced to the students not later than two weeks before the exam is to be held.

Students who must have their class participation evaluated a second time can demand to take an exam instead. However, class participation involving practical exercises cannot be replaced with an exam. If the student wishes to take an exam instead, the student must notify the study board no later than by the start of the course.

9. Conducting Examinations Digitally and Abroad

9.1. Digital examinations

The Study Board may approve that both written and oral exams are conducted digitally. The Study Board must ensure that the security measures for such examinations correspond to those that normally apply when conducting exams physically. Therefore, the Study Board must as a minimum measure require the students to complete a solemn declaration¹³. The Study Board may also provide for additional safety measure, such as the presence of an invigilator. In oral examinations, the Study Board may also require the student to display the room in which the student sits during the examination.

The assessors may stay other places than the student but must conduct the exam and assessment in accordance with current rules in general.

9.2. Physical Examinations Abroad

The study board can approve conducting physical 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. The Study Board may approve digital examinations abroad in accordance with the rules in section 9.1 on Digital Examinations.

An examination may only be held abroad if security measures in connection with conducting the examination correspond to those that apply in conducting examinations in Denmark. The Study Board appoints or approves invigilators and other individuals to organise the practical aspects of conducting the examination abroad.

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 they are 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 exam abroad conditional upon advance payment of the amount.

10. Issuing Diplomas etc.

10.1. Issuing Diplomas

A diploma is issued in accordance with the current rules of the Examination Order 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 two months after the last exam is concluded and the result disclosed. The month of July does not enter into the calculation of the two-month deadline.

¹³ Educational Law and Secretariat maintains a solemn declaration, which can be found on the following website: <https://www.studieservice.aau.dk/studielegalitet>. The updated solemn declaration is also available in the Digital Exam System.

10.2. Issuing Documentation for Partial Completion of a Programme

If the student leaves a programme without completing it, the department, at the request of the student, issues documentation for the parts of the programme that were passed including a statement of the assessment and the number of ECTS credits earned.

11. Avenues of Complaint

An appeal regarding an internal or external examination (examination complaint) is submitted to Secretariat and Educational Law in Study Service by the student. The appeal must be in writing, with stated reasons and submitted from the student's student email no later than two 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.

For further information, including information on what should be included in an application for exemption or an appeal see AAU's written [guidelines on exemptions and complaints](#).

ORIGIN, BACKGROUND AND HISTORY

Examination Policies and Procedures for Aalborg University of 1 September 2022 replaces the Examination Policies and Procedures for Aalborg University of 5 November 2020.

The current regulations apply to all programmes offered at Aalborg University, including the programmes offered in accordance with the Ministerial Order on Part-time Degree Programmes at the Universities.

The regulations were approved and take effect 1 September 2022.

OVERALL FRAMEWORK

The Examination Policies and Procedures were prepared in accordance with the current ministerial orders for university and profession-oriented higher education programmes and the internal programme regulations of Aalborg University.

CONTACT/RESPONSIBILITY

The Examination Policies and Procedures were prepared by Educational Law and Secretariat, Study Service.

For questions on the Examination Policies and Procedures, you may contact Educational Law and Secretariat at:

uddannelsesjura@adm.aau.dk

DEFINITION OF CONCEPTS

Project modules: A project module consists of work done by a project group on a defined problem (a topic) under supervision of a supervisor. Usually, the project module concludes with a project report that is the basis for an oral examination. The learning objectives of the project module are stipulated in the programme's curriculum where ECTS credits are also indicated.

Course modules: In addition to the project module, individual semesters can also include course modules. The semester can be organised so that the course modules reflect the semester's project module. The exam format for individual courses must reflect the learning objectives and thus the type of instruction.

APPENDIX 1: CHANGES TO EXAMINATION POLICIES AND PROCEDURES

1 September 2022: The rules on course and exam registration have been updated to comply with the new "Joint rules for course and exam registration at Aalborg University". There has been a clarification of the university's responsibilities in relation to students with disabilities. Finally, the rules on registration for re-examinations in the master's thesis have been updated so that they are in accordance with the Danish Agency for Higher Education and Science.

5 November 2020: The rules and regulations regarding digital examination and examination abroad are updated.

1 September 2019: The dispensation access in terms of replacement of modules when the students has used examination attempts is added in Section 2.1.2. Students' responsibilities during written on-site exams are clarified in Section 3.2. It is added that students are not allowed to listen to music during on-site exams unless otherwise decided by the study board in Section 3.4. The rules on access to assessment notes are specifies in Section 5.3. It is clarified that the month of July should not be included in the calculation of the deadline for re-examination in the master's thesis in Section 8.6.

1 February 2019: Joint Examination Policies and Procedures for Aalborg University were drawn up and take effect 1 February 2019.

APPENDIX 2: Aalborg University Evaluation Criteria

Aalborg University operates two sets of evaluation criteria:

- Evaluation according to the Danish 7-point grading scale
- Evaluation with the assessment Pass/Fail

Evaluation criteria for assessment according to the 7-point grading scale

The current grade is assigned according to the following criteria:

The grade 12 is given for an excellent performance

- which as a whole
- within the current problems
- with no or only a few minor weaknesses

- demonstrates exhaustive fulfilment of the objectives of the programme element at hand with regard both to topical breadth and depth.

As a whole, the performance is systematic, confident, coherent and well-structured, and is characterized by the examinee's correct selection and exposition of the disciplinary elements, including theories, methods and results that are relevant to the problems at hand.

This involves that the student:

- demonstrates comprehensive and unified insight into the elements mentioned, their basis, and a grasp of their interrelations, if any
- apply these in ways that are relevant in relation the objectives of the programme elements as well as to the problems at hand
- by correct application of concepts and notations performs relevant reasoning in relation to the problems at hand and their theoretical and methodological assumptions
- is able to bring into perspective and generalize to related disciplinary areas and problems within relevant themes.

The grade 10 is given for a very good performance

- that as a whole
- within the current problems
- with only minor weaknesses
- demonstrates fulfilment of the objectives of the programme element at hand with regard both to topical breadth and depth.

As a whole, the performance is predominantly systematic, confident, coherent and well-structured, and characterized by the examinee's ability, with some errors and deficiencies of minor importance, to select and expound the disciplinary elements, including theories, methods and results that are relevant to the problems at hand.

This involves that the student:

- demonstrates extensive insight into the elements mentioned, their basis, and a grasp of their interrelationship, if any
- applies these in ways that are relevant in relation to the objectives of the programme element as well as to the problems at hand
- through reasonably correct application of concepts and notations, performs relevant reasoning in relation to the problems at hand and their theoretical and methodological assumptions
- is able to some extent to bring into perspective related disciplinary areas and problems within relevant themes.

The grade 7 is given for the good performance

- that as a whole
- within the current problems
- with some weaknesses
- demonstrates fulfilment of the objectives of the programme element at hand with regard both to topical breadth and depth.

The performance is predominantly confident, occasionally hesitant, although with evident coherence and structure, and characterized by the examinee's ability, with few important and an amount of errors and deficiencies of minor importance, to select and expound the disciplinary elements, including theories, methods and results, that are relevant to the problems at hand.

This involves that the student:

- demonstrates solid insight into elements mentioned, their basis, and a certain grasp of their interrelations, if any
- applies the large majority of these in ways that are relevant in relation to the objectives of the program element as well as to the problems at hand
- through largely correct application of concepts and notations performs essentially relevant reasoning in relation to the problems at hand and their theoretical and methodological basis
- is able to a lesser extent to bring into perspective related disciplinary areas and problems within relevant themes.

The grade 4 is given for the fair performance

- that as a whole
- within the current problems
- with some major weaknesses
- demonstrates a lesser, although acceptable fulfilment of the objectives of the programme element at hand with regard both to topical breadth and depth.

The performance is somewhat unconfident, although with a certain coherence and structure, and characterized by the examinee's ability, with a number of essential errors and deficiencies, to select and expound the disciplinary elements, including theories, methods and results, that are relevant to the problems at hand.

This involves that the student:

- demonstrates a certain insight into the elements mentioned, their basis, as a limited grasp of their interrelations, if any
- applies the majority of these in ways that are predominantly relevant in relation to the objectives of the programme elements as well as the problems at hand
- through reasonably correct application of concepts and notations performs relevant, but occasionally deficient reasoning in relation to the problems at hand and their theoretical and methodological assumptions
- is able, only to a limited extent, to bring into perspective related disciplinary areas and problems.

The grade 2 is given for the minimum acceptable performance

- that as a whole
- within the current problems
- in spite of considerable and essential weaknesses
- demonstrates the minimally acceptable degree of fulfilment of the objectives of the programme elements at hand with regard both to topical breadth and depth.

The performance is characterised by uncertainty and appears to some extent as incoherent and unstructured, and characterized by several significant errors and deficiencies in the examinee's selection and exposition of the disciplinary elements, including theories, methods and results that are relevant to the problems at hand.

This involves that the student:

- demonstrates limited insight into the elements mentioned, their basis, and a certain, although inadequate grasp of their interrelations, if any
- applies a majority of these in ways that are to a certain extent relevant in relation to the objectives of the programme element as well as to the problems at hand
- through reasonably correct application of concepts and notations performs relevant, although deficient reasoning in relation to the problems at hand and their theoretical and methodological assumptions

- does not bring into perspective related disciplinary areas and problems.

The grade 00 is given for the inadequate performance

- that as a whole
- within the current problems
- as a result of pronounced weaknesses
- does not demonstrate an acceptable fulfilment of the objectives of the programme elements at hand.

The performance is unconfident, incoherent and unstructured, and characterized by the inadequate extent to which the examinee selects and expounds the disciplinary elements, including theories, methods and results that are relevant to the problems at hand.

This involves that the student:

- demonstrates extremely limited insight into the mentioned elements, their basis and their interrelations, if any
- applies only a few of these in ways that to some extent are relevant, or deficient in relation to the objectives of the programme elements as well as to the problems at hand.

The grade -3 is given for is given for the entirely unacceptable performance

- that as a whole
- within the current problems
- does not demonstrate any form of fulfilment of the objectives of the programme elements at hand.

Evaluation criteria for assessment as 'Pass'/'Fail'

The grade '*Pass*' is given for performances that are *above* or *at a level* with the minimally acceptable performance.

APPENDIX 3: TIME ALLOCATIONS OF ORAL EXAMS FOR PROJECT EXAMINATIONS AT ENGINEERING, MEDICINE AND TECH

At the Faculty of Engineering and Science (ENGINEERING), the Faculty of Medicine (MEDICINE) and the Technical Faculty of IT and Design (TECH), joint rules for the time allocated for oral exams at project examinations have been stipulated. Therefore, the following rules only apply to programmes under ENGINEERING, MEDICINE and TECH. Time allocations for the oral examination under the Faculty of Humanities (HUM) and the Faculty of Social Sciences (SAMF) are stated in the curriculum, the the module description or the semester description.

For projects of 15 ECTS credits or above, 45 minutes is allocated for examination and grading per examinee, 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. In the examination of bachelor's projects (both bachelor's programmes and bachelor of engineering programmes), master's theses and master's (continuing education) projects, 60 minutes is allocated per examinee.

APPENDIX 4: GUIDLINES FOR HOLDING RE-EXAMS AND MAKE-UP EXAMS IN PROJECT MODULES FOR PROGRAMMES UNDER ENGINEERING, MEDICINE AND TECH

A re-exam in a project module 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 deadline 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.

Make-up examinations take place according to letter a. If the student does not submit the project report on time, the student is registered as absent. If this is a first examination attempt, the student cannot take the next re-exam (the exception to this is student in the thesis semester of the master's programme).

If a re-exam is due to the fact that the student failed 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-exam 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 fulfil the objectives of the project.

If the re-examination is due to the student having violated the disciplinary rules, the examination is conducted according to the rules in letter c.

The study board makes a decision on the way the re-exam must take place. The decision is made on the basis of a recommendation from the main supervisor.

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

Particularly for re-examination in master's theses, the student hands in a project report with a revised formulation of the subject matter within a deadline stipulated by the head of study after which an exam is held on the basis of the new project according to rules corresponding to those of the previous exam.¹⁴

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

¹⁴ Procedure (a) can however be used in connection with a make-up exam