

# Examinations (AU's rules)

## **Aarhus University's rules of 1 September 2014 on registration for, participation in and withdrawal of registration for examinations**

*These rules do not apply to examinations held at the Aarhus University School of Engineering. For professional Bachelor's degree programmes at the Aarhus University School of Engineering, refer to "Regelsæt for studerende på diplomingeniøruddannelserne" (regulations for Bachelor of Engineering students). However, sections 3 and 6 of these rules do apply to the professional Bachelor's degree programmes at the Aarhus University School of Engineering.*

Pursuant to the consolidated Act no. 367 of 25 March 2013 on universities with subsequent amendments, consolidated Act no. 467 of 8 May 2013 on academy profession and professional Bachelor's degree programmes with subsequent amendments, Ministerial Order no. 670 of 19 June 19 2014 on university examinations and grading, Ministerial Order no. 666 of 24 June 24 2012 on university examinations and grading and Ministerial Order no. 1519 of 16 December 2013 on exams in vocational higher education programmes:

**Registration for examinations for students who commenced a Bachelor's or Master's degree programme in or before the 2013-14 academic year, for students who commenced a Master's degree programme in the 2014-15 academic year and students enrolled in professional or executive Master's degree programmes (*masteruddannelser*) under the University Act or the act on part-time programmes.**

1. (1) Registration for a course or a course element also includes registration for the exam elements at the conclusion of the course or course element, unless students are informed otherwise.

(2) If the exam is not taken in direct continuation of an associated course or course element for the examination or exam element, registration for the exam or exam element must take place via mit.au.dk (self-service), unless students are informed otherwise. Students who attempt to register in any other way cannot expect their registration to be processed.

(3) Under exceptional circumstances, the director of studies may grant an exemption from subsection (2).

**Registration for examinations for students who commence a Bachelor's degree programme in or after the academic year 2014-15:**

2. (1) The student is automatically registered for the ordinary examination when the student is registered as enrolled in a course or course element with which one or more exams is associated.

(2) The students who do not pass the ordinary examination are automatically registered for re-examination in the same examination period.

(3) Registration for the third examination attempt must take place via mit.au.dk (self-service) unless students are informed otherwise. Students who attempt to register in any other way cannot expect their registration to be processed.

(4) Under exceptional circumstances, the board of studies may grant a dispensation from subsections (1) and (2). Under exceptional circumstances, the director of studies may grant a dispensation from subsection (3).

**Registration for examinations for students who are enrolled in a professional Bachelor's degree programme:**

3.-(1) When a student is registered as enrolled in a degree programme element, the student is automatically registered for the examination or exams which are associated with the degree programme element.

(2) Students who do not pass the ordinary exam are automatically registered for the re-examination and again for the next exam period where relevant.

(3) Under exceptional circumstances, the board of studies may grant a dispensation from subsections (1) and (2).

**Withdrawal of registration for examinations for students who commenced a Bachelor's or Master's degree programme in or before the 2013-14 academic year, for students who commenced a Master's degree programme in the 2014-15 academic year and students enrolled in professional or executive Master's degree programmes (*masteruddannelser*) under the University Act or the act on part-time programmes:**

4.-(1) Withdrawal of registration for the third examination attempt must take place via mit.au.dk (self-service) unless students are informed otherwise. Students who withdraw their registration in any other way cannot expect their withdrawal of registration to be processed.

(2) Students must withdraw their registration for the examination no later than seven days before the examination is scheduled to take place. In the event of examinations lasting several days, the seven-day deadline is calculated from the first examination day for the subject.

(3) If the withdrawal of registration is made too late, the examinee will be registered as having used one examination attempt.

(4) Under exceptional circumstances, the director of studies may grant an exemption from subsections (1), (2) and (3).

**Withdrawal of registration for examinations for students who commence a Bachelor's degree programme in or after the academic year 2014-15:**

5.-(1) Students may not withdraw registration for the first and second examination attempts, and it will count as an exam attempt if a student fails to participate in the examination for which he or she is registered.

(2) Withdrawal of registration for the third examination attempt can take place via mit.au.dk (self-service) unless students are informed otherwise. Students who withdraw their registration in any other way cannot expect their withdrawal of registration to be processed.

(3) Students must withdraw their registration for the third examination attempt no later than seven days before the examination is scheduled to take place. In the event of examinations lasting several days, the seven-day deadline is calculated from the first examination day for the subject.

(4) If the withdrawal of registration is made too late, the examinee will be registered as having used one examination attempt.

(5) Under exceptional circumstances, the board of studies may grant an exemption from subsection (1). Under exceptional circumstances, the director of studies may grant an exemption from subsections (2) and (3).

**Withdrawal of registration for examinations for students who are enrolled in a professional Bachelor's degree programme:**

6.-(1) Students may not withdraw registration for an exam, and it will count as an exam attempt if a student fails to participate in the examination for which he or she is registered.

(2) Under exceptional circumstances, the board of studies may grant an exemption from subsection (1).

**On-site examinations (examinations of a particular duration held at a particular location):**

7.-(1) Only aids permitted for the examination may be brought to on-site examinations. Permitted aids are stated in the description of the individual subject element in the academic regulations or the course catalogue. Examinees must bring their own writing instruments and permitted aids to the examination.

(2) If computers are permitted as a reference, no power source will be made available to the examinee. If computers are permitted as a writing instrument, a power source will be made available to the examinee.

(3) Music players, mobile phones etc. must not be accessed during the on-site examination and must be kept in the examinee's own bag, which must be closed during the examination.

(4) It is not permitted to borrow anything – including aids – from other examinees during an on-site examination.

(5) Examinees bear the risk for aids and other objects brought to the on-site examination, as well as for the operational reliability of permitted aids that have been brought to the examination.

(6) Smoking during an on-site examination is not allowed. It is not permitted to leave the examination room to smoke.

8.-(1) Examinees must present valid identification (student ID card) when reporting for the on-site examination. Failure to do so may result in exclusion from participating in the examination and registration as having used one examination attempt.

(2) Examinees must be present and seated in the examination room before the on-site examination commences. Reporting for the examination after the time stipulated for the examination's commencement may result in exclusion from participating in the examination and registration as having used one examination attempt.

(3) All communication during on-site examinations must take place through examination monitors at the on-site examination. Students must raise their hands before speaking.

(4) No examinee may leave the examination room earlier than one hour after commencement of the on-site examination without the express permission of the examination monitor.

**9.-(1)** When the on-site examination is over, examinees must be ready to hand in their papers.

(2) The university will store aids and other objects left behind in the examination room for one year.

### **Appeals and dispensations**

10.-(1) Cases regarding violation of these rules will be handled in accordance with Aarhus University's rules on disciplinary measures for students.

(2) Examination appeals may be submitted to the study centres or the student guidance service, either of which will ensure that the appeal is brought before the correct body as soon as possible.

(3) The deadline for appeals is 14 days from publication of the examination results. Appeals must be submitted in writing and include an explanation of the reasons for the appeal.

11.-(1) Applications for exemption from these rules and other rules laid down in accordance with these rules must be submitted in writing and include an explanation of the reasons for the application. Applications must be submitted to the board of studies attached to the student's degree programme.

(2) Application for dispensation must be submitted at the start of the semester. Students who submit applications later than this cannot expect them to be processed before the day of the examination.

(3) Under exceptional circumstances, the board of studies may grant an exemption from subsection (2).

### **Delegation:**

**12. (1)** The dean of a faculty or school may, as a supplement to these rules and within the scope of these rules, lay down rules on

- the use of computers for on-site examinations, including requirements as regards formats for submission and required templates

- the use of upload and download in connection with distributing examination questions and submitting exam papers

(2) If no rules have been laid down in accordance with subsection (1), Aarhus University's rules of 1 February 2011 on the use of computers in examinations shall apply.

(3) Supplementary rules, cf. subsection (1), will be presented as an appendix to the rules laid out in this guide and will be referred to in the relevant academic regulations, and must be made available to students no later than the registration deadline for the course element(s) leading up to the examination in question.

**Entry into force:**

13.-(1) These rules come into force on 1 September 2014.

(2) Aarhus University's rules of 15 December 2010 on registration for, participation in and withdrawal of registration for examinations are repealed.

Aarhus University, 1 September 2014.

Berit Eika

Pro-Rector