

Examinations (AU's rules)

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Aarhus University's rules of 1 September 2016 on the placement of, registration for, participation in and withdrawal of registration for examinations

Pursuant to Consolidation Act no. 261 of 18 March 2015 on Universities and Consolidation Act no. 1147 of 23 October 2014 on Academy Profession Degree Programmes and Professional Bachelor's Degree Programmes with subsequent amendments as well as related ministerial orders, the following applies:

Registration for courses and examinations for students enrolled in Bachelor's and Master's degree programmes:

1.-(1) Registration for a course or a course element is performed by the student unless the students are otherwise informed.

(2) The student is not required to register for a specific number of ECTS credits per academic year, however cf. subsection 3. The requirements regarding active enrolment as well as rules on the maximum time to degree after commencement of studies are set out in Aarhus University's rules of 1 September 2016 on the requirements regarding active enrolment at Aarhus University as well as the academic regulations for the individual degree programmes.

(3) The university registers students for the Master's thesis. The time at which students will be registered for the Master's thesis can be found on the study portal.

(4) Students register for courses or course elements via the online Self-service. Students are informed of deadlines for and procedures for registration for and distribution of courses or course elements through notices published on the study portal.

(5) Under exceptional circumstances, the board of studies may grant an exemption from subsections 1-4. The university may also grant exemptions from subsection 3 if the student is an elite athlete, entrepreneur or chair of a volunteer organisation under the Danish Youth Council.

2.-(1) Registration for a course or a course element also includes registration for the exam elements which conclude 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

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 board of studies may grant an exemption from subsections 1 and 2. The university may also grant exemptions from subsection 1 if the student is an elite athlete, entrepreneur or chair of a volunteer organisation under the Danish Youth Council.

Registration for examinations for students enrolled in professional Bachelor's degree programmes and academy profession degree programmes:

3.-(1) The student is automatically registered for the examination(s) when the student is registered as enrolled in a course or course element with which one or more examinations are associated.

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

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

Registration for examinations for students enrolled in professional Master's degree programmes and other part-time degree programmes under the University Act or the Act on Open Education:

4.-(1) Registration for a course or a course element also includes registration for the exam elements which conclude the course or course element.

(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 on the student's own initiative via 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 board of studies may grant an exemption from subsections 1 and 2.

Withdrawal of registration for courses and examinations for students enrolled in Bachelor's and Master's degree programmes:

5.-(1) The student may withdraw registration for a course or course element or register for an alternate course or course element by a deadline which is set by the individual faculty. This does not apply to the Master's thesis. The deadline is posted on the study portal. After the deadline has passed, registration for courses or course elements cannot be withdrawn, and the course or course element constitutes a mandatory element in the student's course of study.

(2) Under exceptional circumstances, the board of studies may grant an exemption from subsection 1. The university may also grant exemptions from subsection 1 if the student is an elite athlete, entrepreneur or chair of a volunteer organisation under the Danish Youth Council.

6.-(1) Registration for an exam or exam element may be withdrawn by the student. This does not apply to the Master's thesis. The deadline for withdrawal of registration for an exam or exam element is announced on the study portal.

(2) Withdrawal of registration for an examination must take place via Self-service unless students are informed otherwise. Students who attempt to withdraw their registration in any other way cannot expect their withdrawal of registration to be processed.

(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 board of studies may grant an exemption from subsections 1-3. Under exceptional circumstances, the board of studies may grant an exemption from subsections 1 and 2. The university may also grant exemptions from subsection 1 and 2 if the student is an elite athlete, entrepreneur or chair of a volunteer organisation under the Danish Youth Council.

Withdrawal of registration for examinations for students enrolled in professional Bachelor's degree programmes and academy profession degree programmes:

7.-(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.

Withdrawal of registration for examinations for students enrolled in professional Master's degree programmes and other part-time degree programmes under the Danish University Act or the Danish Act on Open Education:

8.-(1) Withdrawal of registration for an examination must take place via Self-service unless students are informed otherwise. Students who attempt to withdraw their registration in any other way cannot expect their withdrawal of registration to be processed.

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

(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 board of studies may grant an exemption from subsections 1-3.

Placement of examinations and re-examinations

9.-(1) On programmes for which the examination period is at the end of the autumn semester, students who have used an exam attempt on a scheduled exam without having passed it must at a minimum be given the opportunity of a re-examination in the same examination period or immediately thereafter. On programmes for which the examination period is at the end of the spring semester, students who have participated in a scheduled examination without having passed it must be given the opportunity of a re-examination in the same examination period or immediately thereafter. The same applies to students who are unable to participate in a scheduled examination on account of illness.

(2) On programmes with more examination periods than in subsection 1, students who have participated in a scheduled examination without having passed it must be given the opportunity of a re-examination as soon as possible. The same applies if students have been unable to participate in the scheduled examination on account of illness.

(3) If the student does not pass a re-examination held in accordance with the provisions in subsections 1 and 2, students must be given the opportunity to participate in the next scheduled examination.

(4) Under exceptional circumstances, the board of studies may grant an exemption from subsections 1 and 2. The same applies if the student is an elite athlete.

Appeals and exemptions

10.-(1) Appeals regarding examinations must be submitted electronically to the studies administration office at the student's faculty. The studies administration office will ensure that the appeal is brought before the correct body as quickly as possible.

(2) 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 pursuant these rules must be submitted in writing and include an explanation of the reasons for the application. Applications must be submitted to the appropriate board of studies.

(2) Applications for exemptions 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.

Entry into force:

12.-(1) These rules come into force on 1 September 2016.

(2) Aarhus University's rules of 1 December 2015 on registration for, participation in and withdrawal of registration for examinations are repealed.

Aarhus University, 1 September 2016.

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