

# Examination Regulations

Valid from  
4 September 2023



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This document is a supplement to all curricula in effect at Cphbusiness. It stipulates examination rules and regulations and covers all examinations at Cphbusiness. (Please note that for examinations on activities designed for companies, special agreements, which differ from these regulations, can be made about the practicalities of the examination.)

### **Legal framework**

Cphbusiness' examination regulations are drawn up in conformity with the ministerial orders in force at the time in question. The legal framework is constituted by the latest versions of the following ministerial orders provided by the Ministry of Higher Education and Science (these are also apparent in the curricula):

- Ministerial Order no. 863 of 14 June 2022 on Examinations on Professionally Oriented Higher Education Programmes (*the Examination Order*) and any amendments to the order

- Ministerial Order no. 1125 of 4 July 2022 on the Grading Scale and Other Forms of Assessment of education regulated by the Ministry of Higher Education and Science (*the Grading Scale Order*) and any amendments to the order
- Ministerial Order no. 458 of 19 April 2022 on the Corps of External Examiners and External Examiners' Activities in Higher Education

The orders mentioned are Danish national orders published in *Lovtidende*, which is the Danish national gazette. An English version of the Examination Order is available on [ufm.dk](http://ufm.dk), however, no official English version of the Grading Scale Order is available.

The latest versions of acts and ministerial orders, covering the educational sector, can be obtained through *Retsinformation* at [www.retsinfo.dk](http://www.retsinfo.dk) (in Danish).

### Clarification of concepts

*Curriculum*: A curriculum constitutes a set of rules that describe the subject-related contents of a particular study programme as well as other rules applying to it.

*Catalogue of Examinations and Examination Manual*: For each curriculum, and thus for each study programme, one or more documents, comprising detailed descriptions of examinations as well as of other tests specific to each programme, are provided. These documents are e.g. called 'Catalogue of Examinations' or 'Examination Manual'. (This is not an extensive list of the possible names of such documents.) For the rest of this document, we will refer to examination catalogues, when addressing these types of documents.

### To whom do these rules apply?

The rules stipulated in this document apply to all types of exams. In certain cases, the rules regulating full-time study programmes and part-time study programmes differ. These variations will be outlined explicitly in this document.

## 1 BEFORE THE EXAM

### 1.1 Registration

#### 1.1.1 Full-time study programmes

##### Automatic registration for examinations and re-examinations: Check Wiseflow

You are automatically registered for all exams and re-exams. If you do not pass an exam, you will be automatically registered for the next re-exam. Please be aware that for some study programmes there are special rules for registration for re-examinations, which you need to know. These special rules are described in the examination catalogues for the study programmes.

Cphbusiness announces time and place for examinations for all students in Wiseflow. Please note that you will not receive a personal invitation to the exam by email or otherwise.

Please also note that changes in examination plans can occur, so check the plans in Wiseflow continuously.

##### Deregistration from the exam

Students may only deregister from an exam, if they are elite athletes, or in case of parental leave or exceptional circumstances, including disabilities. Documentation must be provided. Contact your local student counsellors' office if you want to apply to deregister from an examination.

### 1.1.2 Part time study programs (EVU, Partner)

#### Automatic registration for the exam: Check Wiseflow

You are automatically registered for the exam when you sign up for a course. If you do not pass the exam, you must register for the re-exam when you are ready to take the exam again. Please note however, that for certain programs, there are special conditions for registration for the re-examination, which you must be aware of. It is described in the curriculum or the examination catalogue for the study programmes.

Cphbusiness publishes time and place for exams using Wiseflow. Be aware that there may be changes in published exam plans, so stay informed using Wiseflow.

#### Withdrawal from the exam

Cphbusiness has decided that students in part time study programmes (EVU) can withdraw from the exam. You withdraw by sending an email to [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk).

#### Deadline for withdrawal from the exam for students on part time study programs

##### For oral exams without a written product:

Deadline is at 12 one working day before the exam takes place. For example if a student is to sit for the exam on Tuesday, the withdrawal must be announced no later than Monday at 12.00.

##### For written exams:

The deadline for withdrawal is immediately before the start of the exam.

##### For oral exams where a written product must be submitted:

The deadline for withdrawal is immediately before the deadline for submission of the written work in Wiseflow.

### 1.1.3 Part time study programs at SmartLearning

#### Automatic registration for the exam: Check studie.smartlearning.dk

You are automatically registered for the exam when you sign up for a course. If you do not pass the exam, you are automatically registered for the next re-examination. If there is anything special you need to do to attend the re-examination, you will receive information about this by e-mail.

You can see the exam time and place at [studie.smartlearning.dk](http://studie.smartlearning.dk)

Please note that changes to announced examination plans may occur, so check [studie.smartlearning.dk](http://studie.smartlearning.dk) regularly.

## 1.2 Preconditions for Attending the Exam

In the Catalogue of Examinations specific to your study programme, you will find descriptions of the conditions you must fulfil in order to attend the exams. E.g. it could be stated that you must complete a certain number of mandatory learning activities (OLAs) in order to be allowed to participate in the subsequent examination. It could also be stated that you need to submit something, like a written paper, prior to the subsequent oral examination. For study programs where compulsory attendance is a requirement for exam participation, the level of compulsory attendance and alternatives to attendance ('remedial options') will also be specified.

If these preconditions are not fulfilled, you will not be allowed to attend the exam and you use an examination attempt. This will be registered in the study administrative system. This means that it will count as an examination attempt. You therefore have to take part in the re-examination. You still need to fulfil the preconditions for attending the exam.

### 1.2.1 *Special prerequisites for the internship exam (full-time programmes)*

For internships on full-time programmes, it is a prerequisite for being able to participate in the exam that the internship has been completed. The internship is considered completed when the student has been enrolled for the internship in the study administration system, and when the student is covered by an approved internship agreement at the time the internship exam takes place. Each study programme can also apply other types of prerequisite requirements for the internship. These are described in the exam catalog for each study programme.

If you do not meet the exam requirements for the internship, you use an exam attempt and cannot take the exam. You are then signed up for the re-examination, and must meet the prerequisite requirements to be able to take part in this exam.

## 1.3 Number of Examination Attempts

You have no more than three attempts to pass each examination that you are signed up for at Cphbusiness. If you have not passed the exam by the third attempt, your enrolment at the study programme will be terminated. You will be notified about this prior to the termination. We will send the notification to your digital post box.

### *Strict first-year examination requirements for some full-time programmes*

Please note that some full-time programs apply a strict first-year examination requirement. This means that the study programmes in questions have chosen specific exams that must be passed by the end of the first year of study. If the requirement is not met, the student's enrolment will be terminated. Students have two attempts to pass the first-year examination requirement.

After each of the chosen exams, Cphbusiness checks whether the students meet the requirement. This means that students who, after two attempts, have not passed one of the designated exams, cannot meet the first-year examination requirement. Such a student will therefore have their enrolment terminated.

Check the curriculum for your study programme to see if your programme applies a strict first-year examination requirement.

## 1.4 Exemptions

If special circumstances apply, Cphbusiness can grant exemptions from the rules laid down in the curriculum, this examination regulations document as well as the Catalogue of Examinations specific to your study programme. You apply for exemption by sending a written and motivated application enclosing relevant documentation.

The deadline for applying for an exemption is 4 weeks prior to the examination date.

However, if the dispensation concerns an exemption for a 4<sup>th</sup> examination attempt, you need to request this no later than 14 days from the day you received the assessment for your 3<sup>rd</sup> examination attempt.

### 1.4.1 Whom to contact: Full-time study programs

If you have questions about dispensations, please contact your local study counsellors. You must send your application for a dispensation to your local study counsellors.

### 1.4.2 Whom to contact: Part-time study programs

If you have questions about dispensations, please contact the study counsellors for the part-time study programmes (the EVU counsellors). You must send your application for a dispensation to the EVU counsellors.

### 1.4.3 Whom to contact: SmartLearning

If you have questions about or think you need a dispensation, please contact SmartLearning's study administration, who will make sure that your application is processed.

## 1.5 Alternative Arrangements

At Cphbusiness, the form of examination for each study programme has been carefully decided based on academic and didactic considerations. The prescribed forms of examination therefore apply to all students. However, exceptions are made for students in special circumstances.

### 1.5.1 If you have a disability

If you have a (physical or psychological) disability or condition that affects your ability to attend examinations under the prescribed conditions, you can submit a request for attending the exam under circumstances that take your specific impairment into account. If deemed necessary by Cphbusiness, you will be offered alternative examination arrangements in order to provide you with equal opportunities in the exam situation. However, these arrangements must not alter the educational standard of the examination.

#### Students on full time study programs: How and when to apply?

- Students with a permanent disability or condition, who receive Special Pedagogical Support (SPS) in order to complete a higher education on equal terms with other students in general, will receive guidance on how to apply for alternative examination arrangements as part of their SPS case.

- Students who do not receive SPS but who require alternative examination arrangements must submit a request to the SPS Office. You must contact the office no later than 15 working days before the day the examination in question will take place. When you have drawn up an action plan with an extended time for the exam in collaboration with the SPS office, you must remember to approve the plan yourself before it can come into force. You must have approved the plan no later than 8 working days before the exam that the action plan covers.

If you approve less than 8 working days before the next exam, the 'extended time' only comes into effect from the exam after that.

The SPS counsellors' contact information is available at: <https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices>

Students must provide documentation for their disabilities issued by a specialist or a doctor. This documentation must explain explicitly why the student needs alternative examination arrangements.

*Students on continuing education: How and when should you apply?*

You must apply no later than 14 days before the planned exam date by sending an email to the administration at [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk). In the email, you must explain why you want to apply for a dispensation.

*1.5.2 Application for permission to take part in the exam online or abroad*

*Students on fulltime study programmes: Online exam*

If, due to special circumstances (for example if studying or doing an internship abroad or in case of documented disability or chronic/long-term illness that prevents or makes physical attendance difficult) you wish to apply to do an exam online that has been planned for physical attendance, you can apply for an exemption. Based on your application, Cphbusiness will assess whether special circumstances exist that would justify you completing the exam online.

You must apply at least 14 days before the scheduled exam date, using a special form published on Moodle under General Information - Everything about your Examination.

*Students on continuing education: Online exam*

If, due to special circumstances (for example if suddenly unusual circumstances arise, or in case of documented disability or chronic/long-term illness that prevents or makes physical attendance difficult) you wish to apply to do an exam online that has been planned for physical attendance, you can apply for an exemption. Based on your application, Cphbusiness will assess whether special circumstances exist that would justify you completing the exam online.

You must apply no later than 14 days before the planned exam date by sending an email to the administration at [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk). In the email, you must explain why you want to apply for a dispensation.

*Full time students: Exam abroad*

If, for practical or financial reasons, you cannot attend an exam in Denmark, you can apply for your exam to be held abroad with physical attendance. Cphbusiness must appoint or approve the people who will be responsible for conducting the exam. In such cases, Cphbusiness will normally require you to bear the costs associated with holding such an exam.



You must apply at least 14 days before the scheduled exam date, using a special form published on Moodle under General Information - Everything about your Examination.

#### Students on continuing education: Exam abroad

If, for practical or financial reasons, you cannot attend an exam in Denmark, you can apply for your exam to be held abroad with physical attendance. Cphbusiness must appoint or approve the people who will be responsible for conducting the exam. In such cases, Cphbusiness will normally require you to bear the costs associated with holding such an exam.

You must apply no later than 14 days before the planned exam date by sending an email to the administration at [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk). In the email, you must explain why you want to apply for a dispensation.

#### 1.5.3 Asking to use a room for your exam

##### Students on fulltime study programmes

If, due to special circumstances, you wish to use a room at Cphbusiness for an exam that is otherwise planned to be online, you can contact the local Front Office, and ask if you can borrow a room. Please note that rooms at Cphbusiness are in short supply. We therefore cannot necessarily guarantee you a room, even if you have a documented need for this.

Please contact us no later than 14 days before the planned exam date. See the contact information for the departments at Cphbusiness here: <https://www.cphbusiness.dk/english/about-cphbusiness/contact#campuscontactinformation>

##### Students on continuing education

If, due to special circumstances, you wish to use a room at Cphbusiness for an exam that is otherwise planned to be online, you can contact us at [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk), and ask if you can borrow a room. Please note that rooms at Cphbusiness are in short supply. We therefore cannot necessarily guarantee you a room, even if you have a documented need for this.

Please contact us well in advance, e.g. 14 days before the planned exam date.

## **1.6 In Case of Illness**

You are not obligated to inform Cphbusiness, if you fall ill and cannot attend an exam. If you do not show up for the examination, it will be registered that you did not show up and you use an examination attempt. If you document that you were ill on the day of the examination, the examination attempt will be erased.

#### 1.6.1 If you want to document illness

Documentation for illness in the form of a doctor's note must be received at Cphbusiness no later than 7 days after the specific date of your exam.

The student covers all costs related to the medical statement. Note that the statement must be in writing (digital, on paper or a statutory form), and issued by a healthcare professional about your health. It must be clear that the statement is about you and it must be signed or stamped by the healthcare professional who examined you.

If you are long-term ill, you should ensure that this is registered in the study administration system for the sake of the conditions for your next exam registration and your enrolment in Cphbusiness.

Contact your [local student counsellor](#), so you can do a plan together for how you can complete your studies. Please note that when documenting long-term illness, you will have to pay any expenses associated with obtaining the necessary declarations.

*What to do?*

Full-time students: Send the documentation from your Cphbusiness email to [eksamen@cphbusiness.dk](mailto:eksamen@cphbusiness.dk), stating the exam concerned.

Continuing education: Send the documentation from your Cphbusiness email to [udbud@cphbusiness.dk](mailto:udbud@cphbusiness.dk), stating the exam concerned.

SmartLearning: Contact [administration@smartlearning.dk](mailto:administration@smartlearning.dk). We will send you a link enabling you to upload the documentation securely.

## 2 DURING THE EXAM

### 2.1 Exam Forms

You can see the forms of exam used on your study programme and a given subject in the exam descriptions for your study programme, e.g. in the Catalogue of Examinations. Descriptions are provided of the exact exam requirements and arrangements in each semester.

#### 2.1.1 Group and individual exams

The study programs' various examination documents state for each exam whether it is organized as an individual exam or a group exam. When an exam is organized as a group exam, the group size and duration of the examination are specified, and your options for choosing to work alone are described.

Students have the right to do their final exam project/bachelor project/final project individually followed by an individual oral examination.

#### 2.1.2 Written Exams

##### 2.1.2.1 Written work without oral examination

Some exams consist of written work that you submit for assessment, and where the grade is given for the written work. The written work is to be submitted using Wiseflow and by the deadline set for submission.

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. In the catalogue, you will also find information about what and when you must submit written work.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations, in the *Guide to writing assignments and projects at Cphbusiness*

or in the Examination Manual. (Formal requirements include documentation for approved research question.)

If you are part of a group of students composing written work and the examination form is written work without oral examination, it must be indicated which part(s) of the written work each group member is responsible for. This distinction is important, because the assessors must be able to give an individual assessment based on each student's contribution to the written work. This means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contribution to the written work, the written work cannot be assessed for the student or students affected. These students use an attempt at the exam without participating.

#### *In case you submit the written work too late*

Deadlines set for the submission of written work must be respected. If you miss a deadline, it is not possible for you to submit the written work, and you use an examination attempt without participating. It is therefore imperative that you are aware of deadlines and examination plans. Please look into the exam schedule in Wiseflow. For students in SmartLearning see [studie.smartlearning.dk](http://studie.smartlearning.dk).

#### 2.1.3 *General information about written on-site exams*

A written on-site exam is a written exam that takes place at Cphbusiness, or at a location designated by Cphbusiness, or online. It will be stated in your study program's exam descriptions (e.g. in the Catalogue of Examinations) whether your exam is to be conducted online. Students on continuing education programs will receive information from the administration about how their exam is to be conducted.

#### *Use of equipment and aids*

You complete the exam using your own equipment. You are responsible for ensuring that your equipment works and for saving your work along the way. The exam cannot be postponed if your equipment does not work or is deficient.

For exams involving physical attendance, you may listen to music during the exam (with headphones). The use of headphones must not disrupt other students. If you use headphones, make sure to pay attention to what is happening around you, as messages may be given during the exam.

#### *Written on-site examinations with online participation*

Cphbusiness can choose to conduct written exams digitally. This means that you must choose a suitable location to sit the exam. It is important that you choose a location where you are as undisturbed as possible, with peace and quiet around you.

In case of digital invigilation of the exam, you must have your camera turned on during the exam. For full-time students, this will be stated in the Catalogue of Examinations.

Special rules apply to online exams. These are published on Moodle (under [General Information](#) for full-time students, at Cphbusiness - [Information](#) for continuing education students, and at [studie.smartlearning.dk](http://studie.smartlearning.dk) for students at SmartLearning).

#### 2.1.4 Rules for written on-site examinations – with physical attendance or online using digital invigilation

##### Identification

You must be able to document that your presence at the exam is legitimate. Therefore, you must bring some sort of picture ID (your Student Card if you are enrolled on a full-time study programme). In case you fail to bring any kind of picture ID, the administration will decide whether you will be allowed admittance to the exam. If you are denied admittance to the exam, you use an attempt at the exam without participating.

In case of digital invigilation, we will register you as having not attended if you join the exam without your camera turned on when the exam commences.

##### Arrival time and what happens if you are late

You must arrive no later than 30 minutes before the stated start of the exam, unless you have been informed otherwise. The exam has officially begun when the invigilator or someone else announces this.

If you arrive after the exam has started, you will not be allowed not attend, and you use an exam attempt without being allowed to attend the exam.

##### Communication during the exam

You may not communicate with others during the exam, either physically or digitally. It is permitted to discreetly make contact with an invigilator.

Students who attempt to make contact with anyone other than an invigilator or use non-permitted aids will be expelled from the exam immediately. Cphbusiness will subsequently bring a case of cheating and disruptive behaviour during the exam against the student, as described in section 3.4.

##### No breaks

Please note that there are no breaks when you take a written on-site exam, unless your study programme has scheduled the exam to include a break. You are allowed to leave the room to go to the toilet, but you must be given permission to do so by an invigilator. At exams with physical attendance, please show consideration for the other examinees when you leave the room. You are not permitted to leave the room (even to go to the toilet) during the last 30 minutes of the exam. This is to ensure peace and quiet for the examinees who are still working on their papers.

##### Submission of written work

You have full responsibility for what you deliver in Wiseflow. Please note that there can be special requirements about how and what to submit. A description of the form of submission can be found in the Catalogue of Examinations or curriculum for your study programme.

Please note that it is not possible to retract a paper once you have submitted it.

##### If you leave the examination room before the exam is over

You must signal the invigilator once you have submitted your exam paper in Wiseflow. Once the invigilator has checked your submission, the exam is over for you.

At exams with physical attendance, please leave the exam room quietly. Show consideration for the other examinees and remember that no conversation is permitted in the exam room. You are not permitted to leave the exam room during the last 30 minutes of the exam.

### 2.1.5 Regulations for written examinations, when taking online exams without digital supervision

#### Time

You are responsible for managing your own time during the exam. Your exam will be visible on WISEflow, where you will also find information regarding the starting time of the examination.

#### Communication during the exam

You are only allowed to use the permitted exam aids. You are not allowed to communicate with others regarding your solution of the examination questions or cases.

#### Handing in the assignment

It is very important that you hand in your paper on time in WISEflow. If you hand in your paper late, you will use as an exam attempt but your paper will not be graded. You have the full responsibility for what you hand in on WISEflow. Note that there might be special requirements regarding the layout of the assignment. You will find a description of the exam layout in the exam catalogue or in the curriculum for your exact study programme or in Guide to writing assignments and projects at Cphbusiness.

Please notice, that you cannot withdraw an assignment when it has been submitted.

### 2.1.6 Oral Exams

#### 2.1.6.1 General Information about Oral Exams

At Cphbusiness, oral exams are conducted in several ways, which include individual exams and group exams with or without:

- preparation (individual or in groups)
- a project/case/test (made individually or in groups)

A description of each exam is provided in the catalogues of examinations. Oral exams can be held at Cphbusiness, at a location designated by Cphbusiness, or online. If your study programme has chosen to conduct the exam online, you must find a suitable location for doing the exam. It is important that you choose a location where you are as undisturbed as possible, with peace and quiet around you. Read more about this in the guides about online exams that you can find on Moodle.

For examinations that are set to take place at a physical location, the external examiner can, given exceptional circumstances, participate online.

Oral examinations are public. In case of special circumstances, e.g. consideration for the examinee or confidentiality, it is possible to close specific examinations to the public.

#### 2.1.6.2 Use of equipment and aids

If, as part of the oral exam, you need or want to use equipment or aids, it is important that you make sure the equipment works. The exam cannot be postponed if your equipment is not working or is defective.

#### 2.1.6.3 Online examination

Cphbusiness can choose to conduct oral exams via video conferencing systems (e.g. Zoom). This means that the exam takes place online and that you attend the examination using your own computer. Your webcam must be turned on while you attend the examination.

Special rules apply to online exams. These are published on Moodle (under [General Information](#) for full time students, at [Information](#) for continuing education students, and at [studie.smartlearning.dk](http://studie.smartlearning.dk) for students in SmartLearning).

##### 2.1.6.3.1 Timetables and examination order, full-time study programs

Timetables (meeting lists) are published in Wiseflow. The examination order is scheduled when all projects and the like are handed in.

We ask you to attend 60 minutes before your individual time slot, so that you can take over any absent student's time slot. The first two students on the meeting list must attend at the time of the earliest time slot.

For some exams students are convened in clusters. This means that several students arrive for the same time slot, and the individual exam times are determined by the assessor(s) on the day.

##### In case you are late for the oral exam

In case you are late for the oral exam, you cannot attend the exam, and you use an examination attempt without participating.

##### 2.1.6.3.2 Timetables and examination order, part-time study programmes, incl. SmartLearning

The exam order (arrival time list) is published in Wiseflow, or at [studie.smartlearning.dk](http://studie.smartlearning.dk) for SmartLearning. The examination order is determined by the teacher, usually by agreement with the students.

Please show up well in advance so that you can take over any absent student's exam time. For SmartLearning, you must be ready for the exam 30 minutes before your exam time.

##### In case you are late for the oral exam

In case you are late for the oral exam, you cannot attend the exam, and you use an examination attempt without participating.

#### 2.1.6.4 Oral Exams Based on Written Work

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. Your written work must be submitted using Wiseflow.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements, e.g. maximum number of characters, defined in the Catalogue of Examinations, in *Guide to writing assignments and projects at Cphbusiness* or in the Examination Manual. (Formal requirements include documentation for approved research question.)

#### *In case you submit the written work too late*

Deadlines set for the submission of written work must be respected. If you miss a deadline, it is not possible for you to submit the written work, and you use an examination attempt without participating.

#### 2.1.6.5 Oral Exams Based on Written Group Work

Please consult the formal requirements for the form and content of written work in the Catalogue of Examinations specific to your study programme. Your written work must be submitted using Wiseflow.

Please be aware that Cphbusiness can reject written work if it fails to comply with the formal requirements defined in the Catalogue of Examinations, in *Guide to writing assignments and projects at Cphbusiness* or in the Examination Manual, e.g. maximal number of characters. (Formal requirements include documentation for approved research question.)

If you contribute to written work as part of a group and it is determined in the Catalogue of Examinations that the written work is assessed independently, it must be indicated which part(s) each group member is responsible for. This distinction is important, because the assessors must be able to give an individual assessment based on each student's contribution to the written work, which means that each student must bear full responsibility for at least one specific part of the written work. If the assessors cannot determine one or more of the group members' contributions to the written work, the oral exam cannot be conducted for the student or students, whose contribution cannot be detected. The student or students affected use an attempt at the exam without participating.

If the written work is not assessed independently, it simply forms part of the overall assessment at the subsequent oral exam. In such cases, there is no requirement to state each student's contribution, unless it is stipulated in the examination catalogue for the specific examination.

## **2.2 Examination Language**

The examination language is normally the same as the language of instruction used at the particular educational element/module/course. I.e. if the language of instruction is English, the exam will be conducted in English. Where the examination language is Danish, students are allowed to conduct the exam in Swedish or Norwegian, unless the purpose of the examination is to demonstrate the student's proficiency in Danish.

If you are doing continuing education (EVU) and wish to submit your exam paper in a language other than the language of instruction (e.g. English), you must contact [EVU](#). Please note that you cannot do exams in English

## **2.3 Aid during Examination**

All legal aids are allowed at the exam. You must bring your own aids, and it is your responsibility that the aid works properly. The invigilator can inspect the aid you have brought to the examination.

If there are restrictions in what aids you are allowed to use, it will appear either in the examination catalogue, the examination manual or printed on the examination question.

Remember that it is not allowed to communicate during exams, even if your aids basically allow communication.

## 3 AFTER THE EXAM

### 3.1 Grades and Grading

#### 3.1.1 Grades

Assessment is based on the 7-point grading scale. As a rule, once you have achieved a grade of 02 or above, the exam has been passed and you cannot do it again.

Please note, however, that for exams with sub-exams or regular tests, special rules may apply. These are described in the Catalogue of Examinations for the study programme.

You can see your grades in Wiseflow and via Self Service. Students on continuing education programmes also receive a single-subject certificate within four weeks of sitting the exam.

You cannot be told your exam grades over the phone.

Once you have completed and passed your study programme at Cphbusiness, you will be issued with a diploma. The diploma is digital and is sent to your digital mailbox.

#### 3.1.2 Oral exams, incl. oral exams based on written work

Students receive the outcome of the assessment in direct continuation of the exam. Oral exam grades can usually be viewed in Self Service about seven working days after the exam. For the final exam of your study programme, you can expect your oral project exam to be held no later than six weeks after the submission deadline.

#### 3.1.3 Written exams

For written exams, grades can usually be viewed within four weeks of the exam.

#### 3.1.4 Grades from exams that consist of partial examinations

If stipulated in the curriculum or Catalogue of Examinations specific to your study programme that an exam consists of several partial exams, and you have received an overall assessment of the grade 02 or higher, you cannot resit any of the partial exams unless it is stipulated in the curriculum or the Catalogue of Examinations that all partial examinations must be passed.

#### 3.1.5 Grades from exams involving ongoing tests

If the curriculum or Catalogue of Examinations states that ongoing tests will be used as part of the exam, you should note that rules will have been decided as to what is required in order to pass the exam. An ongoing test is included as part of the overall exam assessment in a study programme element. Complaints



concerning ongoing tests can only be made as part of an appeal about the exam in the study programme element concerned. This usually means at the end of the semester.

## 3.2 Re-examinations

See section 1.1. about registration and de-registration for re-examinations.

If you cannot attend the exam due to illness, and you provide Cphbusiness with documentation supporting this in due time, it will not count as an examination attempt. See more about illness connected to examinations in section 1.6.

### 3.2.1 Examination form for re-examinations

The examination form and requirements for written work/written products for re-examinations may differ from the examination form used for the ordinary exam. This is described in the examination catalogue for your study programme.

## 3.3 Complaints and Appeals

### 3.3.1 Complaints during the exam

During an exam, if you notice errors in the basis for the examination or in the exam process, you must make the invigilator or examiner aware of this during the exam, so that they can investigate the matter.

### 3.3.2 Appeals after the exam

If you wish to complain about the exam after it has been completed, you should be aware of the rules that apply.

The rules are available in the current Examination Order, which can be found on [www.retsinfo.dk](http://www.retsinfo.dk).

In the following, the rules are briefly described. Please note that the description is an English reproduction of parts of the Danish Examination Order, and in the event of a discrepancy between the translated version and the Danish version, the latter is valid and should always be consulted.

#### What can you complain about?

You can complain in writing to Cphbusiness about legal issues and academic issues, including the examination process, for an exam in a study programme element or a sub-exam. If you wish to complain about a regular test, your complaint must be filed as part of an appeal about the exam in the study programme element concerned.

#### How do you complain?

Complaints about exams must be filed with Cphbusiness by the student. The complaint must be in writing and can be filed at [www.cphbusiness.dk/klage](http://www.cphbusiness.dk/klage)

#### When is the deadline for filing a complaint?

The appeal period is two weeks after the assessment has been announced.

#### For full-time students: How do you complain about anonymized exams?

At Cphbusiness we have decided that most written exams are conducted anonymously. (This applies in particular to written on-site examinations and other exams where an individual written assignment is handed in without a subsequent oral exam. Please note that group exams and internship exams are not conducted as anonymized exams.)

Anonymously conducted examinations mean that the assessors do not know the names of the students when they grade the papers, but only a serial number for each student. If you, as a student, subsequently complain about such an exam, the assessors will not be informed of the student's name as part of the complaint case when they give an opinion on academic issues in the case. The assessors are only informed of the student's serial number.

*For full-time students: Can I stay enrolled in the study programme when I have filed a complaint?*

If your complaint concerns the exam in a course where you have used up all your examination attempts, and the case has not yet been decided, your disenrollment case must be put on hold until your examination appeal has been decided.

This also applies if you have filed an appeal concerning academic issues pertaining to a decision made in an examination appeal case.

You should not receive a notice of disenrollment while the complaint or appeal is pending, but if you do, you must notify [klage@cphbusiness.dk](mailto:klage@cphbusiness.dk).

*What happens when you complain about academic issues in connection with an exam?*

Cphbusiness submits complaints regarding academic issues to the assessors, who must normally submit an opinion on the academic issues raised in the complaint within two weeks. July is not included when calculating the deadline.

You will then have the opportunity to comment on the opinion, normally within a period of one week. The study programme will then make a decision in the case based on the complaint, the assessors' opinion, and your comments.

*What will be the result of a complaint about academic issues?*

The study programme will decide the case based on the complaint, the assessors' opinion and the student's comments on this opinion, if any.

The decision made by Cphbusiness may involve:

- 1) an offer of a new assessment of a written assignment (re-assessment)
- 2) an offer of a new exam (re-examination), or
- 3) notice that your complaint was unsuccessful
- 4) a combination of 1-3, if the exam includes a written paper with oral defence

In case of a re-assessment or re-examination, new assessors are appointed.

Please note that a re-assessment or re-exam may result in a lower grade.

If you are offered reassessment or re-examination, you have two weeks to accept this offer. If you choose to accept this offer, the original grade no longer applies.

### 3.3.2.2. Appeals about legal issues

Appeals about legal issues in decisions made by Cphbusiness may be brought before the Danish Agency for Higher Education and Science. The appeal must be filed with Cphbusiness, which initially considers whether circumstances may suggest that the original decision was incorrect. If Cphbusiness stands by the original decision, preparation is made for the case to be sent to the Danish Agency for Higher Education and Science for consideration. As part of the process, Cphbusiness submits a statement in the case, which the student must have the opportunity to comment on, normally within a period of one week. Cphbusiness forwards the appeal, the statement and the complainant's comments, if any, to the agency, which makes a decision in the case.

## **3.4 Appeals against decisions in examination complaint cases (appeal about academic matters)**

It is possible to appeal a decision, i.e.. appeal against a decision in a complaint case.

Appeals concerning academic issues can be brought before an appeals board appointed by Cphbusiness. The appeal must be in writing and filed no later than two weeks after the student has received the decision being appealed.

The board of appeals makes a decision based on the material that formed the basis for Cphbusiness' decision, and the student's appeal. The board's decision must be communicated to the institution and the complainant no later than two months after the appeal is filed. July is not included in the calculation.

The board of appeals' decision may include:

1. an offer to re-assess a written assignment
2. an offer of a new exam (re-examination) or
3. notice that the student's appeal has been unsuccessful, or
4. a combination of 1-3, if the exam includes a written paper with oral defence

In the case of re-assessment or re-examination, new assessors are assigned.

Please note that a re-assessment or re-examination could result in a lower grade.

If you are offered a re-assessment or re-examination, you have two weeks to accept this offer. If you choose to accept this offer, the original assessment will become void.

### Can I stay enrolled in the study programme when I have filed a complaint?

If your complaint concerns the exam in a course where you have used up all your examination attempts, and the case has not yet been decided, your disenrollment case must be put on hold until your examination appeal has been decided.

This also applies if you have filed an appeal concerning academic issues pertaining to a decision made in an examination appeal case.

You should not receive a notice of disenrollment while the complaint or appeal is pending, but if you do, you must notify [klage@cphbusiness.dk](mailto:klage@cphbusiness.dk).

### 3.5 Rules Regarding Cheating, Fraud and Disruptive Behaviour

Cphbusiness has laid down the following rules regarding cheating, fraud and disruptive behaviour in relation to examinations, mandatory learning activities (OLAs) and ongoing tests.

### 3.6 Cheating and Fraud

It is considered exam fraud:

- If you obtain or give another examinee unlawful assistance in answering an assignment/examination question or if you receive outside assistance
- If you bring or use unauthorized aids for an exam (e.g., mobile phones)
- If you falsify data, documents or the like
- If you conceal or mislead anyone about your own efforts or results
- If during an exam you communicate with other than authorized staff (exam invigilators, etc.) about your or someone else's exam answers
- If you have acquired illicit knowledge of the examination questions prior to the exam
- If you provide incorrect attendance information
- If you attempt to circumvent, disable or otherwise inhibit the intended use of electronic monitoring at the exam
- If you in an identical or almost identical manner reproduce the formulations or works of others as your own by omitting quotation marks, italics, indentation or other clear markings. (This includes using text generated by AI, e.g. chatbots etc.)

Examples of behaviour that will be considered exam fraud:

- If you use parts of others' written work as your own without proper source information or clear indication that it is a quote (plagiarism)
- If you reuse parts of your own already assessed or evaluated written work/project or mandatory learning activity (OLA) or regular tests in your exam paper without clearly indicating your source and that it is a citation (self-plagiarism)
- If you copy larger sections from the Internet into your answer (plagiarism). Smaller paragraphs or sentences can be copied into the answer with correct source information or clear marking that it is a quote
- If you translate text from one language to another verbatim or almost verbatim without proper citation

**Cphbusiness uses plagiarism detection systems such as Ouriginal to detect plagiarism in assignments. All written products uploaded in Wiseflow are automatically checked for plagiarism. Ouriginal also checks whether students have used translated text.**

### 3.6.1 Consequences of cheating and plagiarism

In case of suspicion of exam fraud, Cphbusiness will investigate the matter. As part of this, an examination for the student can be temporarily postponed until a decision has been made in the case. Cphbusiness prepares a statement in the case, which the student, with a deadline of 2 weeks, is given the opportunity to comment on. The student is presented with the basis for suspicion of examination fraud that has triggered the case.

The case is decided on the basis of Cphbusiness' statement and the student's comments in response to this. The final decision is sent to the student as digital post box (mit.dk).

In case of exam fraud, including plagiarism, Cphbusiness may expel a student from the exam. This means that the exam paper will not be assessed and that the student will not be allowed to participate in the oral examination, and has used an exam attempt. Cphbusiness may also decide to give the student a written warning and, under aggravating circumstances or in repeated cases, to suspend the student for a period of time as a result of the case. Under aggravating circumstances, the student may be permanently expelled.

### 3.6.2 Appeal of ruling

The student can appeal the ruling of a case concerning examination fraud.

Appeals concerning legal issues in decisions made by Cphbusiness may be brought before the Danish Agency for Higher Education and Science. The appeal must be submitted to Cphbusiness, which issues an opinion. The student must be given the opportunity to comment on Cphbusiness' opinion within a deadline of at least one week. Cphbusiness submits the appeal to the Agency, enclosing the opinion and any comments made by the student. The deadline for submission of an appeal is two weeks from the day the decision is announced to the student.

## **3.7 Expulsion from an exam due to disruptive behavior**

If you exhibit disruptive behaviour at the exam and do not comply with the instructions of the invigilator, assessors or other employees, you will be expelled from the exam without assessment. You will have used an exam attempt.

After the exam, Cphbusiness will prepare a statement concerning the matter, which you will have the opportunity to comment on within two weeks.

The case will be decided on the basis of Cphbusiness' statement and your comments in response to this. The final decision will be sent to you as digital mail.

Cphbusiness may also decide, as a result of the case, to suspend you for a period of time.

### Repeated acts of disruptive behaviour can be considered as aggravating circumstances

If you have previously been expelled from an exam due to disruptive behaviour, it will be considered an aggravating circumstance in subsequent cases of cheating at exams and could result in permanent expulsion.

