

Examination regulations

for examinations at

the Faculty of Humanities and the Faculty of Social Sciences
Aalborg University

1. Introduction

These examination regulations apply to all examinations under the Faculty of Humanities and the Faculty of Social Sciences at Aalborg University.

The examination regulations are primarily addressed to students and aims to assist students in obtaining an overview of what to do and consider when attending examinations. Special rules apply to master's thesis students; further information is available in the document Master Thesis Regulations on the faculty office website.

All students are individually responsible for reading and understanding these regulations before attending examinations.

The examination regulations are based on current legislation in the field and will be revised on a regular basis whenever the legislation is amended. In case of discrepancies between legislation in force and these examination regulations, the legislation will always apply.

The date of the most recent revision is provided in the end of this document.

2. Registering for courses and examinations

There is no legal requirement stating that students must register for courses and examinations comprising 30 ECTS credits per semester; however, students are expected to be studying on a full-time basis. First-year students on bachelor programmes and professional bachelor programmes will be automatically registered for all courses and examinations in their first two semesters (60 ECTS credits), i.e. the first-year examination. Moreover, all master students who have passed all examinations apart from the master thesis are required to register for the master thesis examination (30 ECTS credits).

2.1 Conditions for registration

The following conditions for examination registration and participation apply:

- Students must be enrolled in the programme or registered for the specific course (pre-approval of credit transfer) offering the examination in question.
- Students may not register for or participate in examinations when on leave. No exemptions will be made from this condition. However, once their leave period has ended, students may participate in the examinations offered by their programme in the same semester of their leave period.

- Students may not register for or participate in examinations after having used all their examination attempts. All students are entitled to three examination attempts for each course. Students who have failed their third examination attempt must apply for exemption with their study board in order to obtain an additional attempt. Additional examination attempts will only be granted in cases of exceptional circumstances.
- Students may only register for re-examination if they were registered for the ordinary examination but deregistered due to illness or failed their examination.

2.2 Registration deadlines for courses and examinations

Students must register individually for courses in the [Student Self-service System \(STADS\)](#).

The registration periods are:

	Autumn/winter semester	Spring/summer semester
Registration for courses	15 May to 1 June	15 November to 1 December

For new master's students and students registering for their third examination attempt/re-examination due to illness, the following second registration periods apply:

	Autumn/winter semester	Spring/summer semester
Second registration period	15 September to 1 October	15 February to 1 March

Note that in order to register for a course, students must have a valid user ID and a password for the [STADS self-service system](#). Further information is available on the [STADS self-service website](#).

First-year students (1st or 2nd semester of a bachelor programme) will automatically be registered for courses in the second registration period. Students in continuing and further education programmes will be registered for courses automatically when the tuition fee is paid. Master's students who have passed all other examinations except the master's thesis must register for the master's thesis module. Any Master's students who have not registered for the master's thesis will be automatically registered after the second registration period.

Registrations for teaching activities automatically include registration for the ordinary examination of that particular teaching activity (first examination attempt) An examination registration must be registered in the [STADS self-service system](#) as 'approved' in order for students to be allowed to participate in an examination. Therefore, we recommend that all students check that their

registration has been approved well in advance of the examination date. We also recommended students to print out their approved registration and bring this to their examination.

2.3 Deregistering from courses and examinations

Students in their first academic year of a bachelor programme or professional bachelor programme must participate in all scheduled examinations before the end of their first year of study. Students who have not participated in all examinations before the end of their first year of study following enrolment, will be withdrawn from the University.

The examinations of the first year of study must be successfully completed by the end of the second year of study following enrolment in order for students to continue their studies. Under exceptional circumstances, the Faculty Office may grant exemptions from the rules regarding registration and deregistration on the basis of an application for exemption. To this end, the Faculty Office will obtain a statement from the relevant study board. Under normal circumstances, exemptions will not be granted after the time and date of the scheduled examination.

Withdrawal from a course and the first examination attempt will only be accepted if notification of withdrawal occurs before the final day of the second registration period; this does not apply, however, to first year bachelor students, professional bachelor students or master's students registered for the master's thesis module.

Deregistration from the second or third examination attempt must occur no later than 5 working days before the examination date. Special rules apply to master's thesis students; further information is available in the document Master Thesis Regulations on the faculty office website.

2.4 Second and third examination attempts

Students must register for the second or third examination attempt. If a student does not pass the first examination attempt of the course they are enrolled in, the student may choose between registering for a second attempt as a re-examination within the same examination period or registering for the following ordinary examination. If a student fails to attend an examination, they will only be allowed to register for the following ordinary examination. If the second or third examination attempt is a re-examination, the registration deadline is five working days before the submission deadline of the project or before the date of the invigilated examination. Registration must comply with the internal procedure of each study programme.

2.5 Re-examination

Students may only resit an examination if they have participated in the ordinary examination. In the event that a student is unable to attend an examination due to illness, they must present a

doctor's certificate documenting that they were ill on the day in question in order to be eligible to resit an examination. In such cases, students must first contact their programme secretary to inform them of their absence due to illness and subsequently obtain a doctor's certificate as documentation and submit this to the programme secretary. Once the doctor's certificate has been submitted, the Faculty Office will register in STADS that the student was ill, and the non-attendance will not count as an examination attempt.

Deadlines and other practical information in connection with re-examination will be available on the programme website and/or on Moodle.

All re-examinations must be completed no later than by the end of February or August respectively.

The curriculum and regulations may stipulate that the re-examination or assessment forms differ from those of the regular examination. However, this does not apply to bachelor projects, master's theses or part-time master's theses.

Students are entitled to three attempts to pass an examination. Under exceptional circumstances, the study board may allow additional examination attempts upon an application for exemption. The deadline for applying for exemption to have a fourth or fifth examination attempt is 1 November for summer examinations and 1 May for winter examinations.

If an examination has been passed, re-examination is not possible. In order to pass an examination, the minimum pass grade 02 or the assessment 'Pass' must be achieved. If an examination is a multi-part examination, the total minimum pass grade for the entire examination is 02. If a multi-part examination has been passed, part examinations where fail grades 00 or -3 were awarded may not be retaken, unless it is stipulated in the curriculum that all part examinations must be awarded pass grades individually. If an examination is a multi-part examination, this will be specified in the curriculum and regulations. If an examination has been passed on the basis of credit transfer, it may not be retaken.

3. Written examinations¹

Computers are usually used for invigilated written examinations.

¹The following section has not been revised in accordance with Digital Exam as some examinations continue to be held without making use of the system. Further information about examinations under Digital Exam is available at <http://www.en.de.aau.dk/>.

Each individual programme will plan the organisation of their written examinations on the basis of the examination registrations.

The individual programmes will also announce the examination dates on their websites and/or Moodle.

Different rules for materials and aids permitted may apply to different invigilated examinations. Information on these (such as the degree of Internet access, spreadsheets, etc.) is available in the relevant curriculum and regulations, the programme website and/or Moodle room for each course. It may also be stated in the examination question paper. Prior to the examination, students are individually responsible for obtaining information regarding materials and aids permitted at the examination. This also applies if specific rules for an individual examination have been made.

Students are individually responsible for keeping up to date with information about their examinations in the event of changes.

3.1 Rules and procedures on the use of computers at written examinations

All students are expected to have read and understood the following rules and procedure before attending examinations.

General rules:

- All students are individually responsible for being able to use their own computer and the installed software. We recommend students to save their response paper at regular intervals.
- In the event of system failure, the examination will continue, and students will be required to use pen and paper. The total examination time will not be extended.
- Sending or receiving information during the examination is not allowed. This means that mobile phones etc. must be switched off and connection from the computer to any wireless network is not allowed. However, in some cases, an exam assignment will require access to online encyclopaedias; and in such cases, relevant safety regulations and approval must be obtained prior to the examination.
- Listening to music is not allowed (nor by using headphones).
- Borrowing writing materials or aids from other students during the examination is not allowed.
- Students' bags must be placed out of their reach.

- Students must bring their student ID card and documentation for any exemptions granted and place these on their desks in the examination room.
- Students must bring their own writing materials and aids permitted.
- Paper and envelopes for submission will be handed out in the examination room and must be used. Blue or black pens must be used for handwritten response papers.
- Students are not allowed to leave the room during the first 30 minutes or the last 30 minutes of the examination.
- During the examination, students must not disturb or contact other students, and they may only leave their seats after contacting one of the invigilators. If a student needs to leave the room during an examination, they must be accompanied by an invigilator.
- In case doubts are raised concerning an examination question, or errors are found in this, or any other disturbance has occurred, students may be given extra time to answer the examination question. This will be decided by the subject teacher.
- If students leave the examination without having completed the assignment, they must submit a sheet of paper containing their student ID number.
- If students leave the examination before the end time, they are not allowed to take with them the examination question nor their response paper.
- The invigilators will announce when 30 minutes of the examination time remains.
- When the invigilators have announced the end of the examination, all students must remain seated without talking to anyone until the invigilators have collected all response papers or announced that all response papers have been uploaded to Digital Exam.
- If students fall ill during the examination and are unable to complete the examination, they must inform the invigilator whether they would like to submit their response paper for assessment, or if they will submit a doctor's certificate in order to resit the examination.

3.2 Rules on use of own computer/printer and the University's computer/printer at examinations

Specific rules are stated in the table below.

Use of own computer/printer	Use of the University's computer/printer
<p><i>Before the examination</i></p> <p>The examination room may be accessed 45 minutes prior to the start of the examination. Computers and printers must be installed and ready to use 30 minutes prior to the start of the examination.</p>	<p><i>Before the examination</i></p> <p>The examination room may be accessed 30 minutes prior to the start of the examination; IT staff will be present.</p> <p>Students must be seated no later than 15 minutes prior to the start of the examination at</p>

<p>Students must print a test page before the examination begins. This test page must be placed on their desks in order for the invigilators to see that the printer works. If the printer does not work, pen and paper must be used for the response paper.</p> <p>Students must be seated no later than 15 minutes prior to the start of the examination at which time an invigilator will make announcements.</p>	<p>which time an invigilator will make announcements.</p> <p>Students must log on using their student email as username and their password.</p>
<p><i>During the examination</i></p> <p>Students are allowed access to the examination room up to 30 minutes after the beginning of the examination; however, computers and printers may not be set up and no additional time will be given.</p> <p>Students are allowed to print during the examination.</p> <p>Any students leaving the examination room before the end time must be careful not to disturb the other examinees.</p> <p>Students who bring their own personal computers will do so at their own risk; this means that students should not expect to receive any assistance in the event of computer problems.</p>	<p><i>During the examination</i></p> <p>Students are allowed access to the examination room up to 30 minutes after the beginning of the examination; no additional time will be given.</p> <p>We recommend students to save their response paper in the 'My Document' folder on the network and do so at regular intervals.</p> <p>In the event of system failure, students may get IT support by notifying an invigilator.</p> <p>Only urgent assistance will be provided, but not general user support.</p> <p>All computer activity during the examination is monitored in a log file.</p> <p>Any students leaving the examination room before the end time must be careful not to disturb other examinees.</p>
<p><i>At the end of the examination</i></p> <p>All response papers must be submitted in paper.</p> <p>Response papers must be printed out during</p>	<p><i>At the end of the examination</i></p> <p>All response papers must be submitted in paper.</p> <p>Students may only print out their response</p>

<p>the examination. The power will be switched off at the end of the examination.</p> <p>Students must ensure that their student ID number and page numbers are provided on every page of the printed document.</p> <p>‘Emergency procedure’: In the event of printer failure, IT staff will be present at the end of the examination, and they will attempt to solve the problem. The invigilators have a number of USB keys in envelopes, which will be distributed in case of printer failure. In such an event, each response paper must be saved on a USB key and placed in the envelope on which the student ID number must be written. The envelope must be sealed.</p> <p><i>An invigilator must note all student ID numbers and hand this to the IT staff member. Students must remain seated until all response papers have been collected. At this time, students may give their envelope to the IT staff member who will attempt to print out the response paper. If this proves impossible, it will be concluded that no valid examination response paper has been submitted.</i></p>	<p>paper once in the required number of copies. Students may print an extra copy for themselves.</p> <p>When less than 30 minutes of the examination time remains, printing is not allowed; students must wait until the end of the examination to print their response paper.</p> <p>Before printing, students must ensure that their student ID number and page numbers are provided on every page of the printed document.</p> <p>At the end of the examination time, nothing further may be written; the response paper must be printed.</p>
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At examinations using computers, students must accept that their use of the computer during the examination is monitored in a log file which will register the programmes used during the examination.

Any contravention of the above rules and regulations will be regarded as breach of examination regulations and processed accordingly; this may result in expulsion from the examination.

3.3 Storage of examination questions and response papers

The study boards will store all examination response papers and examination questions for a minimum of one year.

Professional master projects, bachelor projects, final projects and thesis projects (such as for the Graduate Diploma in Business Administration (*HD*)) will be stored by the study boards for a minimum of five years.

All master theses must be uploaded to Digital Exam. Students must print out a receipt as proof of submission and submit this to their programme secretary together with the printed versions of the thesis if required by the study programme.

4. Oral examinations and combined oral/written examinations

4.1 General guidelines

A description of all examinations is included in the programme curriculum and regulations and/or in the guidelines to the curriculum. This includes information regarding the form and duration of individual examinations, whether there will be an internal or external co-examiner, whether any aids are permitted and which learning objectives and assessment criteria will apply to individual examination.

Information about specific requirements to project work and the project report – including group work, number of members in a project group and group examination – is also available in the programme curriculum and in the guidelines to the curriculum.

The individual programmes will announce the examination dates on their websites and/or Moodle. Information on any aids permitted at the examination and the deadline for the publication of examination results will also be provided.

Students are individually responsible for keeping up to date with information about their examinations.

4.2 Oral examinations

It is important to arrive well in advance of the commencement of the examination. Students must bring their student ID card and produce it on request.

Oral examinations are public; however, the study board may decide to limit access to the examination room due to exceptional circumstances, limited space, noise risk, or if considerations regarding the examinee speak in favour of this.

Only the examinee(s) and the examiners may participate actively in the examination.

During the assessment, only the examiners may be present in the examination room.

4.3 Project submission

The individual study boards will stipulate deadlines for the submission of projects and publish these together with information about place and method of submission on the programme website and/or Moodle.

Students are individually responsible for keeping up to date with information about the submission date. If a project has not been submitted by the submission deadline, it will be registered as a failed examination attempt.

4.4 Group projects

The standard examination of a project is a group examination, in the following referred to as the *project examination*. The project examination is an oral examination. The basis for the examination is a joint group project report in which the students' individual contributions may not be indicated as such. However, all examination assessments are individual. Students who have collaborated on the written assignment will take the examination together. This form of examination has been organised in accordance with the Examination Order (*eksamensbekendtgørelsen*). The examination must be conducted in such a way that individual assessment of each individual student's performance is ensured. This form of examination will apply unless otherwise specified.

An individual assessment of each student's performance will be made. This assessment will evaluate the extent to which the student has met the learning objectives of the project module, and the assessment will be based on an overall evaluation of the project report, the presentation, the group discussion and the individual questions; thus, all of the above aspects form the basis of the assessment. The project report is included in the overall assessment, including an assessment of writing skills and language accuracy, but a separate grade will not be awarded for the project report.

After the examiners have made their assessments, they will announce the result of each individual student. Students are entitled to receive this information in private, i.e. without any other students or any audience being present. Before the start of the examination, the group must inform the examiners whether they wish to hear the announcement of results together or individually. After the announcement of results, the examiner and the co-examiner will provide overall feedback on the project report, the presentation and any other aspects of the examination process to the entire project group.

Written group assignments without oral examination must be submitted as individual response papers.

4.5 Audio recording

Audio and/or video recordings are not permitted during examinations, unless such recording form part of the examination itself. In such case, the recordings will be made by the University.

5. Special examination conditions

The University may offer special examination conditions to students with physical or mental impairments; students whose first language is not Danish but are examined in Danish; and students with similar difficulties that may infringe their equal rights as compared to other students in the examination situation. However, it is a precondition that the academic level of the examination may not be lowered as a result.

Students who wish to apply for special examination conditions must send their application to their study board well in advance of the examination date. The study board will determine on an individual basis whether special examination conditions may be offered.

6. Examination language

For courses offered in Danish, the examination will be conducted in Danish. However, Norwegian or Swedish may be spoken, unless the documentation of Danish language skills is one of the objectives of the examination.

For courses offered in other languages, examinations will be conducted in that language, unless the documentation of other language skills is one of the objectives of the examination.

7. Conduction of examinations abroad

Under special circumstances and upon prior application to the study board, the University may conduct examinations at a Danish representation or other location abroad. Examinations conducted abroad must comply with the regulations of the Danish Ministerial Order on University Examinations.

The University appoints or approves invigilators and other persons to organise the practical aspects of conducting the examination abroad. Prior to the examination date, the student must make arrangements with the University concerning the payment of any expenses incurred in this connection.

8. Exam cheating

It will be considered a breach of the examination regulations if students acquire unlawful assistance during the examination; i.e. by obtaining assistance from other people in or outside the examination room; by using aids which are not permitted; by plagiarising; or by continuing to work

on their response paper after the invigilator has announced that the examination time has elapsed. Such breach may result in expulsion from the examination room and in other disciplinary measures.

Written take-home assignments or projects suspected of plagiarism will also be treated according to Aalborg University's rules regarding disciplinary measures: <http://www.plagiarism.aau.dk>

9. Examination results

As soon as their examination results have been published, students will automatically receive an email in their registered AAU-inbox. Examination results will be published in the [STADS self-service system](#)

Information regarding examination results will not be communicated over the telephone, neither by the Faculty Office nor by the programme secretaries.

In oral examinations, examination results will be announced immediately after the examination. In oral examinations, students are entitled to receive this information in private, cf. section 4.4.

In written examinations, examination results will be announced no later than four weeks after the examination date. The announcement date will be published together with the examination date either on a notice board or in another way. The month of July will not be included in the calculation of the four weeks.

As a general rule, written assignments must be assessed by 1 July for the summer examination, and by 1 February for the winter examination.

For bachelor projects, master theses and professional master theses, however, examination results must be announced no later than two months after submission. The month of July will not be included in the calculation of the two months.

10. Grading scale

The examinations are assessed by the 7-point grading scale which includes the grades 12, 10, 7, 4, 02, 00 and -3. The minimum pass grade is 02.

11. Examination complaints

Complaints about examinations must be sent to humsamf-eksamensklager@adm.aau.dk no later than two weeks after the examination result has been announced. A complaint must be submitted in writing and include an explanation of the reasons for the complaint.

An examination complaint may concern:

- legal issues
- the basis for the examination (examination questions, assignments, etc.)
- the examination process
- the assessment

An examination complaint cannot be substantiated by matters related to the course teaching, a lecturer nor to any other circumstances prior to the examination.

A complaint may result in:

- an offer of re-assessment (does not apply to oral examinations, however)
- an offer of re-examination
- rejection of the complaint

Note that re-assessments may result in a lower grade.

Further information about examination complaints is available on the website of the Faculty Office.

12. Issuing of academic transcript and diplomas

12.1 Academic transcript

During enrolment at Aalborg University and three month after the issuing of diplomas, students can see and print academic transcripts in [STADS self-service](#).

12.2 Diplomas and certificates

Diplomas are issued automatically by the Faculty Office once information about all examination results is available.

According to the ministerial order in force, students must have received their diploma no later than two months after their last examination was completed and the result was published. The month of July will not be included in the calculation of the two months.

Diplomas are sent to students' addresses as listed in the Danish national register, unless students have requested in writing to have it sent to a different address. Such a request must be sent from the student's student e-mail to the Faculty Office at HUMSAMF-Studieadm@adm.aau.dk.

Diplomas will be issued in Danish and English. The Faculty Office will issue only one set of original diplomas. In the event that a diploma is lost, only a certified copy of the diploma can be issued.

13. Further information

13.1 Contact the Faculty Office of the Humanities and Social Sciences

Faculty Office of the Humanities and Social Sciences

Aalborg University

Fibigerstræde 5, room 49

DK - 9220 Aalborg East

Telephone: (+45) 9940 9608

Email: HUMSAMF-Studieadm@adm.aau.dk

Web:

<http://www.en.hum.aau.dk/>

<http://www.en.fak.samf.aau.dk/>

Monday : 9:00 - 15:00

Tuesday : 9:00 - 15:00

Wednesday : 9:00 - 15:00

Thursday : 9:00 - 15:00

Friday : 9:00 - 14:30

*Closed on the first Monday of every month

13.2 References

An overview relevant ministerial orders and legislation in Danish may be viewed at:

http://ufm.dk/lovstof/gældende-love-og-regler/uddannelser/universitetsuddannelser?set_language=da&cl=da

Some versions are available in English on the Ministry's website:

<http://ufm.dk/en/legislation/prevaling-laws-and-regulations/education/universities>

13.3 Date of revision

This English version was translated in May 2017 on the basis of the Danish version of November 2016 and revised Maj 2017.