

Course and exam rules
Faculty of Science (SCIENCE)
valid for the 2025-26 academic year
(September 2025)

The overall framework for these rules is set out in the following acts, ministerial orders and regulations as amended.

Danish Consolidation Act no. 391 of 10 April 2024 on Universities (the University Act) (*Universitetsloven*).

Ministerial Order no. 2285 of 1 December 2021 on Full-time University Education (the University Programme Order) (*Uddannelsesbekendtgørelsen*)

Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (the Examination Order) (*Eksamensbekendtgørelsen*).

Ministerial Order no. 51 of 14 January 2024 on Admission to and Enrolment on Degree Programmes at Universities offered on a fulltime basis. (*Adgangsbekendtgørelsen*)

The shared section of the Curricula for Bachelor's and Master's degree programmes at the Faculty of Science (*Shared section of the curricula*).

The rules on disciplinary measures towards students at the University of Copenhagen (*disciplinary regulations*)

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1. Faculty's information channels and students' responsibilities

Students must familiarise themselves with the rules and regulations applicable to their degree programme and keep up to date on messages and information at KUnet. Students are expected to read the messages communicated via the official channels.

- Study information on KUnet
- Study messages
- KUmail
- Self Service
- Absalon

2. Course registration and withdrawal

2.1 Registration for courses

Students are personally responsible for registering for courses during the relevant registration periods. Only students with valid course registrations are entitled to take courses. However, lectures are open to the public.

Bachelor students admitted via the Coordinated Enrolment System (Optagelse.dk) as of 1 September 2024 are automatically registered for courses and ordinary exams on their compulsory courses during their first year of study. Students must subsequently register for courses themselves via Self Service.

Students admitted to a minor subject at SCIENCE must register for courses and projects in both major and minor subjects via Self Service during the relevant registration periods. If the major subject is taken outside SCIENCE, other course registration rules may apply to the major subject. Reference is made to the rules set out by the faculty offering the major subject.

For all registration periods, the registration deadline is 23:59 on the last day of the registration period.

Students who register via Self Service are themselves responsible for checking that they have been sent a receipt from KUmail confirming their registration.

2.2 Ordinary registration period

Registration for courses and projects takes place via Self Service during the following ordinary registration periods:

- Blocks 3, 3-4, 4, 4-5, 5 and 5-1 (2025/26): 15 November up to and including 1 December 2025
- Blocks 1, 1-2, 2 and 2-3 (2025/2026): 15 May up to and including 1 June 2026

Students are guaranteed a place on compulsory courses for which they register during the ordinary registration period.

See clause 3.3 concerning the rules on registration for Master's thesis.

2.3 Late-registration period

Late registration for courses and projects takes place via Self Service during the late-registration periods. In the same period, students can change to classes with vacant slots.

- Block 1 and block 1-2: 13 August up to and including 26 August 2025
- Block 2 and block 2-3: 29 October up to and including 11 November 2025
- Block 3 and block 3-4: 14 January up to and including 27 January 2026
- Block 4 and block 4-5: 1 April up to and including 14 April 2026
- Block 5 and block 5-1: 15 May up to and including 1 June 2026

Registration is possible in the late-registration period if there are vacant slots on the course. Vacant slots are filled on a first-come, first-served basis.

A limit may be introduced after the ordinary registration period based on the number of registrations received during the ordinary registration period. This means that the number of places available during the late-registration period may be limited. This applies even if a course is listed as having an unlimited number of places in the course description.

Students trying to register during the late-registration period are not guaranteed a place on a compulsory course if there are no places available on the course.

2.4 Course withdrawal

Via Self Service, students may withdraw their registration for a course up to and including the last day of the late-registration period for the block. See deadlines in clause 2.3.

It is not possible to withdraw from a teaching activity after the end of the late-registration period. See clause 2.7 for rules on binding registration for projects, courses and exams.

2.5 Prioritisation of students registered for courses with a limited number of participants

If the number of registrations for a course received during the ordinary registration period exceeds the course capacity, the students registered will be prioritised on the basis of the principles below.

The following students are guaranteed a place on courses with a limited number of participants:

- Students enrolled on a degree programme with a curriculum in which the course is compulsory.
- Students who have been registered for a course with exam registration requirements but have not fulfilled these, and where re-registration for the course is a prerequisite for compliance with the registration requirements.

Any vacant slots are allocated according to the following priorities:

1. Students enrolled on a degree programme with a curriculum in which the course is a restricted elective course.
2. Students for whom the course is an elective course, as well as students enrolled on an interim arrangement under which they have been granted permission to take courses which are to form part of their Master's programme while they are completing their Bachelor's programme.

Within each category (1-2), students who have registered for the course are prioritised as follows:

- a. Students at the course level (bachelor students on bachelor courses and master's students on master's courses)
- b. Students who have passed the highest number of ECTS credits on the degree programme of which the course will form part.
- c. Drawing of lots among students with equal numbers of ECTS credits.

Students who are not allocated a place on a course because the number of students registered for the course during the ordinary registration period exceeds the number of places available will be notified via KUmail. They will then have the chance to register for another course. The deadline for registration is specified in the email and precedes the late-registration period.

2.6 Registration for courses and projects which cannot be included in the student's degree programme

Students who want to register for a project, a course or an exam requiring a dispensation from the Study Board must make sure to apply for such dispensation themselves.

If, during an ordinary registration period, students have registered for too many ECTS credits in relation to their curriculum, they will be withdrawn from the excess course(s)/project(s) by the faculty and be notified thereof via KUmail.

If students have registered for courses or projects which cannot be included in their degree programme and have not applied for or have not been granted a required dispensation, their registration for the course will also be withdrawn by the faculty, and the students will be notified thereof via KUmail.

If students register for courses or projects in the late-registration period and are sent a receipt in their KUmail, stating that their registration has been rejected, this means that they have not been registered for the course/project. This may be because the students have registered for too many ECTS credits in relation to their curriculum or have registered for courses/projects which cannot be included in their degree programme. The students must contact Student Services for further clarification.

2.7 Binding registration for projects, courses and exams

After the end of the late-registration period, students can no longer withdraw their registration and are thus bound by their project and course registrations. Students must therefore pass the exam as part of their degree programme:

If a course is discontinued, the rules on binding registration depend on whether the discontinued course is replaced by an identical course.

- If an identical course is offered, the binding registration is transferred to the identical course after the registration deadline for the last exam in the discontinued course. Attempts made to pass an exam in a discontinued course are added to exam attempts in the identical course.
- If an identical course is not offered, the binding registration for the discontinued course lapses after the registration deadline for the last exam in the discontinued course.

If the discontinued course is replaced by an identical course, or if a course is specified in the students' curriculum which replaces the discontinued course, students may register for the exam (and classes) even though the registration deadline for the last exam in the discontinued course has not yet expired. In that case, the binding registration will be transferred to the new course.

2.8 Schedule groups

Courses are offered in the schedule groups specified in the course description.

A course may be offered outside the schedule group specified in the course description if the course equals 15 ECTS credits in a single block, or if necessary for the planning of a compulsory course to fall into place. In that case, account must be taken of other compulsory courses in the same block.

Students must seek information about the schedule groups for the various courses before registering for courses and exams to avoid overlapping classes or exams.

3. Registration for projects and Master's thesis

3.1 Registration for projects outside the course scope, projects in practice and thesis preparation projects

Registration for and withdrawal from projects outside the course scope, projects in practice and thesis preparation projects take place in the course registration periods (ordinary registration and late-registration periods) via Self Service (see clauses 2.2 and 2.3).

3.2 Registration for bachelor projects

Registration for and withdrawal from bachelor projects take place in the course registration periods (ordinary registration and late-registration periods) via Self Service (see clauses 2.2 and 2.3). Direct registration for and withdrawal from bachelor projects take place via Self Service (see periods in clauses 7.1 to 7.3).

3.3 Registration for Master's thesis via thesis contract

Students register for their Master's thesis using a thesis contract, which they must create themselves via Self Service. Students must change the status of their contract to 'ready for approval' within the following deadlines:

- 20 June (for start on 20 August) – block 1
- 1 October (for start on 15 November) – block 2
- 15 December (for start on 31 January) – block 3
- 1 March (for start on 15 April) – block 4

The contract must have the status 'Approved' in Self Service and the student must have received a final approval email before the start date of the Master's thesis.

When the thesis contract has been approved, the contract is considered to be binding from the start date of the Master's thesis. Thus, the deadline for thesis withdrawal is the day before the start date of the Master's thesis.

4. Choice and change of specialisation

4.1 Choice of specialisation

Students starting a specialisation in the coming semester must choose a field of specialisation before the following deadlines:

- 1 April for specialisations starting in block 1
- 1 October for specialisations starting in block 3

Students who apply for admission to a Master's programme starting with a specialisation must choose a specialisation in connection with their application for admission.

4.2 Lack of choice of specialisation

The curriculum states the specialisation for which a student will be registered if the student fails to choose a specialisation before the applicable deadline.

4.3 Change of specialisation

For students to be allowed to change their specialisation, the following elements must be able to form part of the specialisation to which the student wishes to change:

- Passed courses and projects
- Approved credits (credits transferred from previous studies may, however, be reassessed on change of specialisation)
- Binding registrations
- Binding pre-approvals

The rules for change of specialisation also apply to changes to and from curriculum with minor subjects.

The deadlines for applying for a change of specialisation are:

- 1 August – with effect from block 1
- 15 October – with effect from block 2
- 1 January – with effect from block 3
- 15 March – with effect from block 4

5. Cancellation of courses

Cancellation of a course means that the course is cancelled in a single academic year, for example due to too few registrations, with a view to being offered again in a subsequent academic year.

Cancellation of a course means that classes and ordinary exams in the course in question are cancelled. See clause 6.4 on the offering of re-exams on cancelled courses.

The department responsible for the course may cancel elective courses if fewer than ten students have registered for the course by the end of the ordinary registration period, or under extraordinary circumstances.

The cancellation of restricted elective courses is subject to approval by the relevant Study Board.

Students registered for courses which have been cancelled will be notified no later than:

- 1 July for courses in block 1, block 1-2 and block 2
- 5 January for courses in block 3, block 3-4 and block 4
- 16 June for courses in block 5 (however, cancellation is not possible if there is less than one month to the course start in block 5).

Courses may be cancelled after these deadlines under extraordinary circumstances which could not have been foreseen or taken into account before the deadline.

Students will be notified of any course cancellations via KUmail. Students will have the opportunity to register for another course within the deadline specified in the email.

6. Scheduling of exams

6.1 Scheduling of ordinary exams¹

As a general rule, written take-home assignments are handed out and submitted in the eighth week of the block. Take-home assignments to be completed within a maximum of eight hours may be placed in the ninth week of the block.

Oral exams and written on-site exams are held in the ninth and last week of the block (exam week).

In an exam week, exam activities take precedence. Courses that do not have exams in the exam week are not allowed to schedule activities that demand extraordinary work input or attendance (e.g. excursions) out of consideration for students taking exams in other courses.

The exam dates in the exam week are planned on the basis of the schedule group in which the course is taught as stated in the course description:

- Schedule group A: the exam is held on Thursday
- Schedule group B: the exam is held on Friday
- Schedule group C: the exam is held on Wednesday.
- Exams which are not part of a schedule group and courses equalling 15 ECTS in one block: exams are held on Monday and/or Tuesday.

On Monday to Friday, written on-site exams may take place during the hours of 9:00-21:00.

Special rules apply to the scheduling of written on-site exams held in UCPH's exam rooms on South Campus during the exam week:

- Timetable Group A: the exam is held in the hours of 9:00-21:00 on Thursday and 9:00-14:00 on Saturday
- Timetable Group B: the exam is held in the hours of 13:00-21:00 on Tuesday and 9:00-21:00 on Friday
- Timetable Group C: the exam is held in the hours of 13:00-21:00 on Monday and 9:00-21:00 on Wednesday.

¹ An ordinary exam is defined as an exam held in the course block period(s).

- Exams which are not part of a schedule group and courses equalling 15 ECTS in one block: exams are held on Monday and/or Tuesday in the hours 9:00-21:00.

Practical circumstances such as public holidays or the number of students registered for the exam may cause the exam dates to deviate from the above. For students who have been granted a dispensation for time extensions at exams, the exams may end later.

6.2 Scheduling of re-exams²

Re-exams are held in the re-exam week of the block.

The re-exam weeks for the blocks are:

- block 5-1 and block 1: week 5, the interim week between block 2 and block 3
- block 1-2 and block 2: week 16, the interim week between block 3 and block 4
- block 2-3 and block 3: week 26, the interim week following the end of block 4
- block 3-4 and block 4: week 34
- block 4-5 and block 5: week 46, the interim week between block 1 and block 2

The re-exam dates are planned on the basis of the schedule group in which the course is taught as stated in the course description (see clause 6.1).

6.3 Announcement of date, time and place of exams

The exam dates for ordinary exams and re-exams in the coming academic year are announced twice a year at www.science.ku.dk/eksamensdatoer.

- 15 May for blocks 1, 1-2, 2 and 2-3
- 15 November for blocks 3, 3-4, 4, 4-5, 5 and 5-1

Students are informed of the room and the exact time of written on-site exams no later than seven days before the exam. A study message with links and further information will be posted.

For written take-home assignments with fixed start and end times, the times must be available to the students in Digital Exam no later than seven days before the start date.

For written take-home assignments which only have a submission deadline, the submission deadline must be available to the students in Digital Exam no later than seven days before the submission date.

For oral exams, the Campus administration in collaboration with the course coordinator must, at least seven days before the first exam date, prepare an exam plan in the language of instruction of the course and ensure that this is communicated in writing via Digital Exam to the students who have registered for the exam.

²A re-exam is defined as an exam held during the re-exam week.

6.4 A third exam attempt on discontinued courses, cancelled courses and courses which are not offered every year

Students are entitled to three exam attempts for each course if they have not previously passed the exam.

If a course is discontinued, cancelled or not offered in one or more academic years, the faculty will check whether there are students who have not had three exam attempts. If this is the case, the Campus administration must offer an exam attempt on the course in question in the first academic year in which the course is not offered.

For discontinued courses and courses which are not offered every year, the third exam attempt is scheduled based on the block in which the course was offered in the 2024/2025 academic year.

For cancelled courses, the third exam attempt is scheduled based on the block in which the course should have been offered in the 2025/2026 academic year. See the table below.

Dates of third exam attempts on discontinued courses and courses which are not offered every year are announced twice a year on www.science.ku.dk/eksamensdatoer:

- By 15 July for blocks 1, 1-2, 2 and 2-3
- By 15 January for blocks 3, 3-4, 4, 4-5, 5 and 5-1

Dates of third exam attempt on cancelled courses are announced six weeks before the exam at the latest.

Scheduling and registration periods of third exam attempts on discontinued or cancelled courses and courses which are not offered every year		
The block in which the course was offered in the 2024/2025 academic year or should have been offered in the 2025/2026 academic year.	Scheduling of exams in 2025/2026	Registration periods
Block 5-1 and block 1	Week 46, 2025	1 September–1 October 2025
Block 1-2 and block 2	Week 5, 2026	17 November–11 December 2025
Block 2-3 and block 3	Week 15, 2026	2 February–11 March 2026
Block 3-4 and block 4	Week 26, 2026	20 April–20 May 2026
Block 4-5 and block 5	Week 34, 2026	29 June–22 July 2026

Students must register themselves via Self Service in the above registration periods.

The exam form is the re-exam form.

6.5 Third exam attempt on changed courses

Students are entitled to three exam attempts for each course. If students who have had only two exam attempts on a course believe that the exam form or exam basis has been changed to such an extent that they cannot take the exam without taking the course again, they must contact UCPH Study Guidance. In that case, an academic assessment will be made to determine whether a third exam attempt should be offered on the terms and conditions described in the course description of the previous academic year.

7. Exam registration and withdrawal

7.1 Registration for exams

Only students with valid exam registrations can take exams.

When students register for a course via Self Service, they are automatically registered for the ordinary exam for the course.

Students who withdraw their registration for an exam, take an exam without passing it or do not use an exam attempt due to illness are themselves responsible for registering for the exam again later. Students decide themselves in which exam period their subsequent exam attempt should take place, provided that the exam in question is being offered. Students are responsible for registering for exams within the set registration periods (see below).

Students may register for an exam directly without having registered for the course if both:

- allowed by the exam form
Note that if the exam form is continuous assessment, students must, before registering directly for the exam, contact the course coordinator to establish whether it is possible in practice to participate in the exam without being registered for the course and
- allowed by any exam prerequisites, i.e.:
 - a) no particular exam prerequisites apply, or
 - b) the students have previously met the exam prerequisites for the course and these are still valid, or
 - c) the exam prerequisites can be met without registering for the course (see the course description).

Students are responsible for ensuring the above before registering via Self Service.

A direct exam registration becomes binding at the end of the exam registration period.

For all registration periods, the registration deadline is 23:59 on the last day of the registration period.

Students who register via Self Service are themselves responsible for checking that the student has received a receipt from KUmail confirming their registration.

In the 2025/2026 academic year, direct registration for exams takes place in the following periods:

Block	Registration for ordinary exam period	Registration for re-exam period
5 (2024/2025)	Deadline 2 June 2025*	1 September–1 October 2025
5-1	Deadline 1 June 2025*	17 November–11 December 2025
1	10 September–17 September 2025	17 November–11 December 2025
1-2	10 September–17 September 2025	2 February–11 March 2026
2	12 November–19 November 2025	2 February–11 March 2026
2-3	12 November–19 November 2025	20 April–20 May 2026
3	4 February–11 February 2026	20 April–20 May 2026

3-4	4 February–11 February 2026	29 June–22 July 2026
4	22 April–29 April 2026	29 June–22 July 2026
4-5	Deadline 1 June 2026*	31 August–30 September 2026
5	Deadline 1 June 2026*	31 August–30 September 2026

*It is not possible to register directly for ordinary exams for courses in block 4-5, block 5 and block 5-1 via Self Service. Students who have previously taken a course in these blocks without passing it and who wish to register directly for the ordinary exam must contact the course coordinator and clarify whether it is possible in practice to take the exam without re-registering for the course. If the course coordinator approves this, the individual student must write to UCPH Study Guidance to be registered for the exam within the deadline.

7.2 Deadlines for withdrawal from ordinary exams

Students may withdraw from their registration for their project in practice, project outside the course scope and thesis preparation project up to and including the last day of the late-registration period for the block. See deadlines in clause 2.3.

Students may withdraw their registration for courses and for their bachelor project up to and including the last day of the direct ordinary exam registration period: See deadlines in clause 7.1.

Exam withdrawal takes place via Self Service.

7.3 Deadlines for withdrawal from re-exams

Students may withdraw their registration for re-exams in the re-exam registration period for the block. See deadlines in clause 7.1.

Exam withdrawal takes place via Self Service.

8. Courses for which the re-exam form is changed if 10 students or less register for the re-exam

It appears from the course description if the re-exam form for a course is changed in the event of 10 students or less registering for it. Students who have registered for the re-exam for a course in which this provision comes into force will be notified via KUmail that the exam form has changed. The Campus administration will send this notification no later than seven working days after the deadline for registering for the re-exam in the block in question.

9. Courses with exam prerequisites

Any exam prerequisites to be met by students are stated in the course description. Students who do not meet the exam prerequisites may not take the exam and will have used one exam attempt. They will be given the assessment 'prerequisites not fulfilled' (DK: 'MF' for Manglende Forudsætninger). The students will be notified via KUmail.

10. Illness at exams

10.1 Illness before or during an oral exam

In connection with absence due to illness prior to an oral exam, students must, for practical reasons, contact the department responsible for the course by 9:00 on the day of the exam and report their illness to the course coordinator/examiner.

Students who wish to leave an oral exam must inform the examiner before the grading begins. The student uses an exam attempt for the exam in question.

Students who do not want the exam attempt to count must subsequently submit medical documentation of illness on the day of the exam. The documentation must be submitted no later than eight calendar days from and including the date of the exam (i.e. same weekday the following week at 23.59) via the form 'Ill for an exam', which can be found on the study information pages. After that, the exam attempt will be cancelled. Any expenses incurred in connection with a medical certificate must be borne by the student.

10.2 Illness occurring during a written on-site exam

Students who wish to leave an ongoing on-site exam due to illness must inform the invigilators. The student uses an exam attempt for the exam in question.

Students who do not want the exam attempt to count must subsequently submit medical documentation of illness on the day of the exam. The documentation must be submitted no later than eight calendar days from and including the date of the exam (i.e. same weekday the following week at 23.59) via the form 'Ill for an exam', which can be found on the study information pages. After that, the exam attempt will be cancelled. Any expenses incurred in connection with a medical certificate must be borne by the student.

10.3. Illness at exams with the exam form written 'assignment' (take-home assignment)

Students who fall ill during an exam in courses with the exam form written assignment (take-home assignment) and who wish to give notice of absence due to illness must refrain from submitting an exam paper. The student uses an exam attempt for the exam in question. No later than eight calendar days from the deadline for submission of the assignment (i.e. same weekday the following week at 23.59), the student must submit medical documentation of the illness and its duration. The documentation must be submitted no later than one month after the exam date via the form 'Ill for an exam', which can be found on the study information pages. Any expenses incurred in connection with a medical certificate must be borne by the student.

When UCPH Study Guidance has received the documentation, a specific and individual assessment will be made of whether the duration and time of the illness have prevented the student from participating in the exam in question. Against this background, it will be decided whether the student has used an exam attempt.

10.4. Illness at exams with the exam form continuous assessment

If students fall ill during a course with the exam form continuous assessment, they must give notice of absence due to illness by informing the course coordinator before the end of the course at the latest. The student uses an exam attempt for the exam in question.

Students wishing not to have used an exam attempt must submit medical documentation of the illness and its duration no later than eight calendar days after the end of the course (i.e. same weekday the following week at 23.59). The documentation must be submitted via the form 'Ill for an exam', which can be found on the study information pages. Any expenses incurred in connection with a medical certificate must be borne by the student.

A specific and individual assessment will then be made of whether the duration and time of the illness have prevented the student from taking the exam in question. Against this background, it will be decided whether the student has used an exam attempt.

10.5 Illness in connection with courses with exam prerequisites

Students prevented from complying with the exam prerequisites for a course for an exam due to illness can give notice of absence due to illness by submitting documentation of illness during the course period as soon as possible, and no later than one month after the end of the course. The documentation must be submitted via the form 'Ill for an exam', which can be found on the study information pages. Any expenses incurred in connection with a medical certificate must be borne by the student.

A specific and individual assessment will then be made of whether the duration and timing of the illness have prevented the student from complying with the registration requirements or significant parts thereof. Against this background, it will be decided whether the student has used an exam attempt.

10.6 Illness at exam after the first block in a course that runs over several blocks

A notification of illness from an exam in which students do not use an exam attempt (see clause 10.1 to 10.5) applies to the whole exam. In connection with courses running across two blocks, this means that a student who gives notification of illness for an exam in the first block will not be able to take the exam in the second block either.

11. On the day of the exam

11.1 Obligation to follow instructions

Students must at all times follow the instructions given by the examiners or invigilators concerning the exam.

11.2 Identification

For oral exams and written invigilated exams, students must, if so requested by the examiner or exam invigilators, produce the following photo ID: UCPH student identity card with photo, driving licence, passport, ID card³ or residence card issued in connection with a residence permit. No other form of ID is valid in the context of exams.

Students who cannot show valid ID at the exam will not be allowed to take the exam.

³ ID card means the card that you can apply for at borger.dk

11.3 Exam number

All written on-site exams must be submitted under an exam number stated next to the specific exam registration in Self Service.

In connection with some written on-site exams, the student's UCPH username must also be stated on the exam paper. The exam invigilators will inform students about this in connection with the exams.

In connection with ITX exams, the exam number (or UCPH username in non-anonymous exams) is automatically added to the exam paper in the system.

11.4 Meeting time for oral exams

To ensure the flexible conduct of the exam, students must arrive for the exam 30 minutes before the time of their own exam.

11.5 Meeting time, rules on submission etc. at written on-site invigilated exams

To ensure the proper conduct of the exam and out of concern for the other students, students should arrive for the exam no later than 30 minutes before the start of a written exam. Students who arrive after the start of a written exam will not be allowed entry by the invigilators and will be registered as no shows. The students will thus have used one attempt at passing the exam in question.

Students must not leave an exam during the first and last 30 minutes. At some exams, students must not leave until the exam has ended. This will be clear from the exam invigilators' instructions at the commencement of the exam.

If students leave the exam room without permission, they will be registered as no shows. The students will thus have used one attempt at passing the exam in question.

Students must not take the exam assignment with them if they leave the exam room before the exam has ended.

When the exam has ended, the students must remain in their seats and wait until all the exam papers have been gathered and the exam invigilators have granted permission for the students to leave the room.

Students must make sure that their exam papers are submitted in accordance with the instructions provided by the invigilators. Students will be given a receipt for the submission of their exam papers.

11.6 Special guidelines for exams held at UCPH's exam facilities

For exams held at UCPH's exam facilities at South Campus, special guidelines apply to meeting times, the submission of papers and conduct during exams.

Students are obliged to familiarise themselves with the guidelines, which are described on the study information pages under the menu item 'Exams' > 'Written on-site exams (ITX exam)'.

11.7 Conduct during exams

Students must not engage in loud behaviour during exams or in any other way disturb the other students with their behaviour or their aids or materials. Violation may result in confiscation of the disruptive aid, or the student may be expelled from the exam and will thus have used an exam attempt.

Students who leave the premises supervised by examiners or invigilators during the exam are regarded as having interrupted their exam and cannot resume their exam afterwards. They will thus have used one exam attempt.

11.8 Suspected errors in the exam assignment in connection with written on-site exams

Students who detect a possible error in an exam assignment in connection with a written on-site exam must draw the attention of the invigilators to such error as soon as possible. The invigilators will then look into the matter and come back with an answer as quickly as possible. If there is an error in the exam assignment, all students taking the exam in question will be informed.

12. Aids and materials permitted at exams

The aids and materials permitted at the exam are stated in the individual course description.

12.2 Aids and materials permitted at written on-site invigilated exams

There are the following options:

No aids and materials permitted

Only analogue writing instruments are permitted.

Only certain aids and materials permitted

The course description specifically states the aids and materials permitted, e.g. pocket calculators, dictionaries, or molecular building kits, etc.

Written aids and materials permitted

Written materials such as notes, textbooks, calculations and the like are permitted. Computers and tablets do not fall under the category of written aids and materials.

All aids and materials permitted

All aids and materials, including computers, tablets, smartwatches⁴ and mobile phones, are permitted (see, however, clause 12.3 on rules for exams in the ITX system). Hearing protection and headphones are permitted. Students may also wear headphones and listen to music as long as this does not require internet access or disturb the other examinees.

All aids and materials permitted, except use of internet and GAI

All aids and materials, including computers, tablets, smartwatches⁵ and mobile phones, are permitted (see, however, clause 12.3 on rules for exams in the ITX system). Hearing protection and headphones are permitted. Students may also wear headphones and listen to music as long as this does not require internet access or disturb the other examinees.

⁴ A smartwatch is regarded as an electronic aid. Therefore, it is only allowed if all aids and materials are permitted or if a smartwatch is specifically permitted according to the course description.

⁵ A smartwatch is regarded as an electronic aid. Therefore, it is only allowed if all aids and materials are permitted or if a smartwatch is specifically permitted according to the course description.

It is not permitted to use the Internet during an exam. Computers, tablets, smartwatches and telephones must be set to 'flight mode' for the duration of the exam.

Practical information on permitted aids and materials for written on-site invigilated exams

In general, students are responsible for the aids they bring and should not expect assistance from invigilators in the event of technical issues with these aids.

For examinations in which all aids are permitted - and where the use of a computer is explicitly stated as a permitted aid - the faculty provides access to power. Students must bring their own power cables for their computers.

It is not permitted to bring printers to the exam.

12.3 Aids and materials permitted at written on-site exams in the ITX system

UCPH will make computers and power available to students sitting written on-site invigilated exams in the ITX system. Students are not allowed to bring digital aids, such as their own computer, tablet, headphones, calculator or mobile phone, to the exam, unless otherwise stated explicitly in the course description.

13. Special exam conditions including time extensions and special aids

Students can apply for a dispensation for special exam conditions due to physical or mental impairment or a native language other than Danish (for exams held in Danish).

The processing time for applications for dispensations is up to six weeks from the faculty has received the application and all relevant appendices. Students must therefore apply for a dispensation as early as possible. For courses where parts of the exam are held during the block, it is particularly important that students submit their application for a dispensation as soon as possible – preferably six weeks before the start of the block.

An application received later than on Friday in the third week of teaching in the block will be processed with effect from the following block, unless this concerns a newly diagnosed or acute functional impairment, and the student has therefore not had the opportunity to apply before expiry of the deadline.

14. Exam cheating

Students who fail to comply with the instructions of the exam invigilators or the rules and regulations concerning aids and materials will be considered to have cheated and will be dealt with in accordance with the rules of conduct for students⁶.

15. Exam results

If the assessment is made via an exam protocol, the departments must submit exam results to the Campus administration no later than three weeks after the exam.

⁶ See a more in-depth description of what is regarded as exam cheating in [Rules on disciplinary measures towards students at the University of Copenhagen](#) (disciplinary regulations).

If the assessment takes place in Digital Exam, the assessment must be reported no later than four weeks after the exam.

The exam results will be published via Self Service no later than four weeks after the exam.

Exam results are final and must be communicated to the student in a manner that ensures confidentiality.

16. Complaints about teaching and appeals about exams

16.1 Complaints about teaching

Complaints about the teaching at the faculty must be reasoned and made in writing, and must be addressed to UCPH Study Guidance. Complaints are processed by the department responsible for the course. The relevant Study Board and head of studies are informed about the complaint received and subsequently about the department's response.

16.2 Appeals about exams

Under the *Examination Order*, students may file an appeal about their exam. Appeals about exams must be reasoned and made in writing, and must be submitted via a form on Study Information. In connection with oral exams, the deadline for appeals is two weeks after the exam date. Appeals about written exams must be submitted no later than six weeks after the exam. The appeal is considered by the Campus administration.

17. Dispensations

In exceptional circumstances, the faculty may grant dispensations from these rules.

18. Entry into force etc.

These course and exam rules for SCIENCE apply to all courses and all exams on Bachelor's, Part-time Master's and Master's programmes as well as minor subjects at the Faculty of Science, SCIENCE, as described in University of Copenhagen's Course Catalogue.

Deviations from the provisions and deadlines set out in these rules may apply to single-subject students taking courses at the Faculty of Science. For single-subject students, reference is made to <https://www.science.ku.dk/english/courses-and-programmes/continuing-education/bsc-msc-courses/>.

Courses and exams on cross-faculty programmes offered jointly by the Faculty of Science and other faculties are further regulated by a number of cross-faculty collaboration agreements on the areas not covered by these rules.

The course and exam rules for SCIENCE may be amended once a year to take effect at the start of the academic year. Proposed amendments must be recommended by the Campus administration and approved by the dean.

The course and exam rules have been approved by the Dean of the Faculty of Science, SCIENCE, at the University of Copenhagen and will enter into force on 1 September 2024.