



# General Exam Guidelines

- revised December 2021

These exam guidelines contain a presentation of general conditions and requirements of which students must be aware in connection with exams. The guidelines also contain specifications of key terms and designations used in the curricula for the various exam forms.

It should be noted that the requirement for *academic integrity* applies fully to any exam form. Please see the description in section 6 on the rules on disciplinary measures against students at the University of Copenhagen.

Students are expected to have read these guidelines before their exams.

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# 1. General conditions and requirements

## **Students cannot withdraw their course registration**

Your choice of courses is binding on expiry of the post-registration period. This means that once you have been registered for a course, you cannot subsequently replace it with another course. The binding registration applies regardless of whether you have taken the course exam, have failed the exam or have not yet participated in the exam.

## **Exam attempts**

You have three attempts to pass an exam. If you fail to attend an exam, you will use one exam attempt.

### **1.1 Exam registration**

When you register for a course, you will automatically be registered for the first exam attempt.

In the Self Service system on KUnet, you can change your exam registrations during the registration periods. Information about the dates of the exam registration periods is provided on the study information pages on KUnet under 'Exams'.

If you need to register for a new exam, this is also done in the registration periods. You may need to register for a new exam if you:

- fail an exam
- fall ill at an exam
- withdraw from your first exam attempt
- are granted an exemption to be withdrawn from the exam.

If you have any questions about what to do if you are unable to take an exam, you can contact the Student Guidance Service.

### **1.2. Withdrawal of exam registration**

You may withdraw from the first, second and third exam attempts during the registration and withdrawal of registration periods. It is not possible to withdraw from the exam after the end of the withdrawal of registration period.

Before you withdraw from an exam attempt, you must be aware of the consequences that the withdrawal may have for your maximum period of study, so that you do not risk being disenrolled from your degree programme. Read more about the maximum period of study requirement on the study information pages on KUnet.

If you can provide documentation of extraordinary circumstances entitling you to withdraw from an exam after the expiry of the deadline for withdrawal, you must apply for an exemption. Read more about how to apply for an exemption on the study information pages on KUnet

### **1.3 Submission**

The date and time for submission of exam assignments can be seen on the study information pages on KUnet under 'Exams'.

For credit students and foreign students, the list of submission dates is available on the Department of Sociology's website <http://www.soc.ku.dk/uddannelser/eksamen/>.

The exam form for the individual courses is stated in the curriculum and in the course descriptions on [www.kurser.ku.dk](http://www.kurser.ku.dk).

When submitting assignments, the student(s) must observe the following formalities:

- Exam number(s) (not name) must be stated on the front page. For the Bachelor project, Master's thesis and a synopsis, however, both name and exam number must be stated. Exams with active participation do not have exam numbers.
- The number of characters, including spaces, must be stated on the front page. For group assignments, it must be stated who is responsible for which parts (not pages, but sections) of the assignment (see also section 2.3).
- Fill in a solemn declaration. This is done automatically in Digital Exam.

All assignments are submitted via Digital Exam. You will receive a link to Digital Exam in your KUmail approximately one week before the deadline for submission. Digital Exam can also be accessed here: [www.eksamen.ku.dk](http://www.eksamen.ku.dk).

### **1.4 Exam number**

You will be assigned an exam number for each exam (not active participation) for which you are registered. Your exam number is shown in Self Service on KUnet. When submitting an exam assignment, you must state the registered exam number on the front page. You only need to enter your name for submission of synopses as well as the Bachelor project and Master's thesis.

### **1.5 Publication of exam results**

Exam results for ordinary exams will be published at the end of January/beginning of February (for the autumn semester) and at the end of June/beginning of July (for the spring semester). The exam results will be shown in Self Service on KUnet.

### **1.6 Re-exams**

Re-exams for the summer term are held in August and for the winter term in February. As a general rule, re-exams are not offered for compulsory courses in the semester in which the course is not offered.

Please note that for courses on which the exam form is active participation, the re-exam form will always be an essay.

For courses offered solely in a single semester, you only have the right to register for the third exam attempt in the semester immediately following the semester in which the course element was offered. Likewise, if a course is offered for the last time, you only have the right to register for the third exam attempt in the semester immediately following the semester in which the course element was offered for the last time. An elective subject is usually offered regularly, but we cannot guarantee it will be offered more than once. Please be aware that the exam for these courses is only offered 3 terms after the course has ended.

### **1.7 Registration for second and third exam attempts**

You can register for your second and third exam attempts in the terms in which the exam in question is offered. You register for the second and third exam attempts in Self Service on KUnet. Registration for the second and third exam attempts must be done within the deadlines stated on the study information pages on KUnet under 'Exams'.

### **1.8 Make-up exams**

If you do not attend an exam, fall ill or fail, you must register for the re-exam yourself. There is no requirement for when you must use your second and third exam attempts, as long as the course is still being offered and provided that you comply with the academic progress requirement. If a course is offered for the last time, or is only offered once, you only have the right to register for the third exam attempt in the semester immediately following the semester in which the course element was offered for the last time.

If you can document by a doctor's note that you have been unable, due to illness, to attend or complete an exam for which you have been registered, the exam in question will then not count as an exam attempt. The doctor's note must be submitted no later than five weekdays after the exam was held (to the exam coordinator) as well as upload it through KUnet.

Make-up exams are held in August for the summer term and in February for the winter term.

### **1.9 Publication of exam results for make-up exams/re-exams**

The exam results for make-up exams/re-exams will be published at the beginning of March (autumn semester) or the beginning of September (spring semester). The exam results will be shown in Self Service on KUnet.

### **1.10 Complaints options**

A complaint about tests or other forms of assessment included in your exams must be made in writing with a presentation of the reasons for the complaint and must be submitted no later than two weeks after the result has been published. You submit your complaint via a form on the study information pages on KUnet.

Reference is also made to the Examination Order (*Eksamensbekendtgørelsen*).

## **2. Formal requirements**

### **2.1 Scope of assignment:**

The maximum number of pages for an assignment is specified in the curricula.

- One standard page consists of 2,400 characters, including spaces.

The number of characters (including spaces) is calculated on the basis of all text in the main body of the written presentation, i.e. including footnotes, end notes, references and tables.

The following are not included in the count of the number of characters, including spaces: front page, table of contents, any summary or abstract, bibliography, figures, graphs, etc.

If the formal requirements, including the maximum number of pages, extent of the syllabus, etc., are not met in connection with written assignments and exams, the assignment may be rejected administratively, and one exam attempt will have been used; see the Examination Order.

If an assignment contains quotes, these must be clearly identified. Quotation marks must be used for quotes, and the source must be clearly stated.

If the assignment contains parts of the student's or students' own previously graded assignments, these must be clearly identified with source references and quotation marks.

Failure to quote a reference or use quotation marks or the reuse of parts of the student's or students' own previously graded exam papers or similar without source references or quotation marks will be regarded as plagiarism and is subject to the rules on exam cheating; see the rules on disciplinary measures against students at the University of Copenhagen and below in section 7.

#### **2.1.1 Footnotes**

Footnotes are an elaboration of the text in areas in which this is found relevant; for example, reference can be made to other authors who hold a diverging opinion on the subject discussed, or if you want to specify that you are only relying on a single chapter or several chapters in a book. Reservations may also be made for any simplifications if you find that this should not be done in the text or elsewhere. For footnotes of this type, the footnote reference must be placed after the full stop of the sentence/paragraph.

Footnotes may also be used to add a comment to, for example, an author or a concept. For footnotes of this type, the footnote reference must be placed after the mention of the author or concepts in the sentence.

#### **2.1.2 Bibliography**

As mentioned, the bibliography is not to be included in the number of pages of the assignment. The bibliography must contain an alphabetical list by author surname and include the books/articles

used, quoted or otherwise referred to as references in the assignment. For further details, see section 4 'References'.

### **2.1.3 Appendices**

Appendices such as calculations or transcribed interviews must not be included in the number of pages of the assignment. Appendices must function as supporting documentation for the assignment, but do not form part of the assignment, and the internal examiner and external examiner therefore cannot be expected to read these.

### **2.2 English abstract in Master's thesis and Bachelor project**

The Master's thesis and Bachelor project must be provided with an abstract in English if the thesis or project has been written in Danish, Swedish or Norwegian. If the thesis or project has been written in any other foreign language, the abstract may be written in Danish or in the foreign language in question. The abstract is not included in the number of pages of the Master's thesis/Bachelor project.

There are no formal requirements for the location of the abstract. The student(s) may choose to place the abstract at the beginning or end of the thesis or project.

### **2.3 Group assignments**

For group assignments (max 4 students), importance is attached to the group assignment constituting a whole, but, in accordance with the requirements for individual assessment in the Examination Order, it **must** be possible to determine the individual participants' contributions.

This means that a division of responsibilities **must** be prepared for assignments specifying who has been responsible for which parts of the assignment. This is done section by section, not page by page. It is thus a good idea to number both the main sections and subsections of the assignment. Introductory sections, part conclusions and the conclusion may be written jointly, and several or all group members' exam numbers can therefore be stated next to these.

A division of responsibilities must also be stated for group assignments with an oral defence (portfolio assignments and Master's theses), but oral presentations and discussions of portfolio assignments and Master's theses are not mechanically subject to this division of responsibilities.

See also below regarding oral group exams in section 6.

## **3. Citations**

At the Department of Sociology, we recommend that the students use either Harvard (author-year) or Vancouver (numbered) referencing style for citations. However, it is up to the individual student to choose which style to use. The most important thing is that you are consistent in your citations and references.

The following sections outline how the Harvard referencing style can be used:

- 3.1 Citations are stated in brackets in the body (i.e. not in the notes), preferably at the end of the sentence in which they are relied on and after the quote in question, and they are then always followed by a full stop. For example: “(Hansen 1996).” or “(Hansen 1995, 1996; Petersen 1996).” with a semicolon between the authors.
- 3.2 Citations can be limited to the year and possibly page number if the author name has been integrated in the text, and the citation can then be placed ‘freely’ in the sentence, e.g.: “as Hansen (1996:33) has argued”.
- 3.3 If the article includes several works of the same author from the same year, they are alphabetised as follows: “(Hansen 1996a, 1996b:33).”
- 3.4 If several authors are named Hansen, a sufficient number of initials or first names must be stated to ensure unambiguous referencing.
- 3.5 As far as possible, page numbers must be stated for the reference, *and always for quotes*, as follows: “(H 1996:33).” or “(Hansen 1996:22-35).”
- 3.6 Vague citations such as (Parsons), (Marx) or (Luhmann *passim*) are not accepted.
- 3.7 A work with several authors can be shortened in the citation with the abbreviation “et al.” for example: “(Hansen et al. 1996:33).” All authors should be included in the bibliography.

## **4. References (i.e. the bibliography, which is placed at the end)**

### **4.1 General principles:**

The guiding principle is to state or highlight what readers need to find or obtain the reference themselves in normal library systems or via a librarian and preferably in the order in which the matter will normally be approached.

1. References can only be used for written material. Oral statements, or interviews, require specification in the notes with statement of author, time, place, etc.
2. In connection with the first name, i.e. the name searched on, the surname is mentioned first followed by first name(s) (possibly abbreviated). This also applies to the first author of a collection or an anthology containing a quoted article. *All other names* are written as they are said, i.e. with first names or initials first.
3. The order of the information is as follows: Surname, first name/initials, any other names, editors (where relevant), year, title (in italics for books, in quotation marks for journals, and contributions to collection and anthologies where the name of the journal or the title of the collection or anthology is written in italics), then place of printing and publishing house separated by a colon.
4. If the reference is in English, “and” is written before the final author (and a comma between the others) and “in” is written for collections and anthologies and “(ed.)” or “(eds)” for edited books. In addition, nouns are generally written in capitals (especially for American texts).



## 4.2 Examples of citations:

### Books/monographs:

Here, the title of the book is written in italics, followed by place of printing and publishing house.  
For example:

Hansen, Erik Jørgen & Bjarne Hjorth Andersen 2000: *Et sociologisk værktøj. Introduktion til den kvantitative metode*. København: Hans Reitzels Forlag.

### Articles in journals:

The title of the article is put in quotation marks.

The name of the journal is written in italics. Volume and year are written in figures, separated from the name of the journal with a comma [i.e. without writing “Vol.” or “Year”]. For example:

Bloch, Charlotte 1994: “Skam, stolthed og sociale bånd”. *Dansk Sociologi*, 5, nr. 4: 56-70.

### Articles in collections/anthologies:

The guidelines for articles are generally combined with the guidelines for books.

Here, the title of the book is written in italics, while the title of the article is put in quotation marks.  
For example:

Mortensen, Nils 1990: “Normer”, in Gundelach, Peter et al. (eds.): *Sociologi under forandring*. København: Gyldendal: 91-124.

### Recommendations/reports:

Here, an institution is often listed as author, often even the same that acts as publishing house. For example:

Socialministeriet 1994: *Socialpsykiatri mellem system og bruger*. 6. rapport. Projekt socialpsykiatri 15-M. København: Socialministeriet.

### Presentations/papers:

Here, the event is highlighted (so that others can find the source if it is not in the library). For example:

Bourdieu, P. 1999: “The Craft of Danish Sociology”. *Paper to the conference: “Strategies and Perspectives”*, The Danish Sociological Association, Copenhagen, December 25-26.

### Newspapers/magazines, etc.

For leading articles, the name of the paper is written as author, year and then title, date (without year, possibly by writing the month in letters) and page number.

For example:

*Information* 1997: “Forår på Balkan”. Leading article, 6 February: 5-6

For other articles, the order is author, year, title, date, page number. For example:

Kuperman, Sofia 1997: "I Danmark er jeg ikke født – her har jeg hjemme". *Information*, 19 April: 9

#### 4.3 Documents from the Internet

When contents from web pages are used, it can to advantage be noted that this is information taken from the Internet, for example: "As stated on the website of the National Board of Social Services ...".

As a general rule, reference is made in the body to the originator of the information used, as well as year, date and time of the publication/modification of the contents (if possible). In the bibliography, a description of the contents is, moreover, added (including the heading of the referenced material) and the full http address and time of visit.

For example:

##### 1) Clear copyright holder

- Citation in body: (Thorning-Schmidt 13/3/2012)
- Reference in bibliography:

Thorning-Schmidt, Helle (13/3-2012): "Pressemøde den 13.marts 2012", Statsministeriets pressemødearkiv. [http://statsministeriet.dk/\\_p\\_13632.html](http://statsministeriet.dk/_p_13632.html) (visited on 19/3-2012).

##### 2) Blog posts

- Citation in body: (Posner 21/2/2012)
- Reference in bibliography:

Posner, Richard (21/2/2010): "Double Exports in Five Years?," The Becker-Posner Blog, February 21, 2010. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html> (visited on 19/3/2012)

##### 3) Comment on blog posts

- Citation in body: (Jack 25/2/2010)
- Reference in bibliography:

Jack (25/2-2010, 7:03 p.m.): comment on Richard Posner, "Double Exports in Five Years?," The Becker-Posner Blog, February 21, 2010. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html> (visited on 19/3/2012)

##### 4) Official bodies, associations, businesses, etc.

- Citation in body: (Københavns Kommune)
- Reference in bibliography:

Københavns Kommune: "København – tradition og udvikling", Fakta om kommunen. <http://kk.dk/FaktaOmKommunen/KoebenhavnITalOgOrd/KoebenhavnTraditionOgUdvikling.aspx> (visited on 19/3/2012).

##### 5) Wiki

- Citation in body: (Wikipedia 12/3/2012, 01:47)

- Reference in bibliography:

Wikipedia (12/3/2012, 01:47). "Socrates": <http://en.wikipedia.org/wiki/Socrates> (visited on 19/3/2012).

## 5 Exam forms

The curricula for the Bachelor and Master's degree programmes in Sociology contain information about the exam forms that are applicable to the various courses or course categories. The most central terms and designations are outlined below.

### 5.1 Initial comments on syllabus and petitem

There are two different ways in which literature can be included in an exam assignment. This can be either a syllabus exam or a petitem exam.

A syllabus exam is an exam held on the basis of literature which is compulsory for all the students and set by the lecturer. In a syllabus exam, the students must use the course syllabus at the exam to answer the problem formulated by the lecturer. For some courses, there may also be a requirement that the students must themselves submit a body of literature in which they may also be examined in addition to the established syllabus. The number of pages and the requirements for the optional literature are decided by the individual lecturer.

In turn, a petitem exam is an exam based on literature chosen freely by the students within the framework of the individual course descriptions for Bachelor courses and Master's courses. The course descriptions for Bachelor courses are provided in the curriculum, whereas the course descriptions for Master's courses are found in the electronic course plan [www.kurser.ku.dk](http://www.kurser.ku.dk). Petitem exams especially apply to Bachelor projects and the Master's thesis, but also essays as substitution for course exams on both Bachelor and Master's degree programmes. In connection with such essays, the student(s) must be aware that, although the syllabus can be freely composed, it must include significant parts of the literature read on the course of relevance to the chosen problem/problem formulation.

### 5.2 Active class participation

Active class participation entails that the student makes oral presentations, submits one or more short compulsory assignments, e.g. essays, papers, portfolio assignments, or acts as opponent for other students' written products during the course. The precise elements of each course are decided jointly by the head of studies and the lecturer at the start of the course and are stated in the course description on [www.kurser.ku.dk](http://www.kurser.ku.dk).

A pass/fail assessment is used for the exam form active class participation. Re-exams for the exam form active class participation **always** take the form of an essay, which is assessed with pass/fail.

### **5.3 Written assignments**

A written assignment is defined as an assignment that addresses one or more questions. The exam is based on the course syllabus, i.e. the literature set by the teacher. Other literature may be included, but the student(s) are primarily assessed based on their command of the syllabus.

In some examinations, the written assignment may be written in small groups (max. four students). The curriculum will state whether it is possible to write in groups on the course in question.

### **5.4 Essays as substitution for course exams**

In an essay as substitution for a course exam, the student(s) themselves formulate and define a problem within the framework of the course based on a petitem (see section 5.1), and the student(s) must, as mentioned above, be aware that they must include significant parts of the literature read on the course of relevance to the chosen problem. If the student(s) is/are in doubt about whether the chosen problem falls within the framework of the course, the lecturer may be contacted for further clarification thereof.

In some examinations, the essay may be written in small groups (max. four students). The curriculum will state whether it is possible to write in groups on the course in question.

### **5.5 Portfolio assignment.**

A portfolio assignment is defined as a series of short assignments that address one or more set questions. The exam is based on the course syllabus. The assignments can be written as the course progresses. Provided students submit their assignments by the deadlines, feedback on the assignments is offered during the course. The assignments can be reworked on the basis of the feedback. The number of portfolio assignments and details of the feedback options are decided jointly by the head of studies and the lecturer. All of the assignments are submitted together for assessment at the end of the course.

On the compulsory course package course in the first semester of the Master's degree programme, the overall portfolio assignment must be defended orally. A single grade is awarded based on an overall assessment of the portfolio assignment and the oral defence.

In some examinations, the portfolio may be written in small groups (max. four students). The curriculum will state whether it is possible to write in groups on the course in question.

### **5.6 Integrated exam assignment**

An integrated exam assignment is a written assignment prepared across two courses. Separate grades are given for each of the two integrated courses.

The assignment must be written individually or in a group (max. four students). The assignment must be of max. 15 pages. For group assignments, an extra five pages are added per additional student. Further information can be found in the curriculum as well as in the course description on [kursen.ku.dk](http://kursen.ku.dk).

Students must remember to upload and submit the integrated exam assignment in **both** courses on Digital Exam.

## 5.7 Oral exam based on a synopsis

A synopsis exam is a three-part exam that includes a written synopsis, an oral presentation and a subsequent discussion between the student, internal examiner and external examiner/internal co-examiner.

Synopsis means ‘summarising overview’. It is a written presentation from the student(s) to the internal examiner and external examiner/co-examiner, and the sole purpose of the synopsis is to act as a basis for discussion in connection with the oral exam. A synopsis is comparable to the introduction in a written assignment.

A synopsis is therefore not an assignment and is not included in the assessment basis. It is important that the synopsis contains a clear problem formulation or approach to the syllabus. The defined problem formulation which the student intends to use as a springboard for the discussion at the oral exam must fall within the framework of the curriculum and should be presented so that it can be related to the different main views or schools of thought represented in the syllabus. The problem formulation can be based on a theoretical problem or an empirical problem.

In some examinations, the synopsis may be written in small groups (max. four students). The curriculum will state whether it is possible to write in groups on the course in question.

If the synopsis is written by more than one student, the oral exam must, as a general rule, be a group exam. Each student may choose to take the exam individually. If a student wishes to take the exam individually, the Study Administration must be notified thereof no later than on submission of a synopsis. At an oral group exam, each student is graded individually. It must be stated on the front page if a joint synopsis is submitted.

The oral exam is divided into two parts: An oral presentation, for which the student(s) has/have prepared themselves, and a subsequent discussion of the problem formulation and elaborating questions. The exam is thus based on the problem formulation of the synopsis and the oral presentation, but the internal examiner can examine the student(s) in the full syllabus. The student(s) thus cannot expect that the whole exam will revolve around the synopsis.

The extent of a synopsis is **max.** three pages.

Students should be aware that a synopsis is also covered by the general exam regulations regarding front page, extent, submission, appendices and references. The synopsis must thus contain references and a bibliography in the same way as written assignments. However, a division of responsibilities is **not** a requirement for the synopsis (because the assessment is based on the oral presentation).

## 6 Group examination in oral exams

### 6.1 Oral exam based on a synopsis

For all oral exams with synopsis, where the synopses are written in a group, the exam is, as a general rule, held as a group exam. Each student may choose to take the exam individually. If a student wishes to take the exam individually, the Study Administration must be notified thereof **no later**

*than* on submission of the synopsis. At the oral group exam, each student is graded individually. The synopses are not included in the assessment basis.

## 6.2 Portfolio assignment with defence and Master's thesis

The same rule on oral group exams applies to portfolio assignments with oral defence and to the Master's thesis. This means that if these assignments are written in a group, the oral defence is, as a general rule, conducted on a group basis and with individual assessment. At the oral group exam, each student is graded individually based on an overall assessment of the portfolio assignment/the Master's thesis and the defence. The final grade is an individual grade fixed on the basis of the student's individualised contribution (which **must** be stated in the division of responsibilities) and the student's individual performance during the defence.

However, each student may choose to take the exam individually. If the student chooses to take the exam individually, the Study Administration must be notified thereof *no later than* on submission of the portfolio assignment or Master's thesis.

## 6.3 Integrated exam assignments

In connection with integrated exam assignments that combine a method course and a theory course, it is important that the assignment appears as a whole and not as two separate assignments. The methodological considerations must be relevant in relation to the substantial/theoretical problems otherwise discussed in the assignment.

In connection with integrated exam assignments written by a group, a clear division of responsibilities **must** be provided which describes the individual student's contribution to the assignment.

The integrated exam assignment is assessed as two courses. This means that two grades are given – one for each course in relation to which the assignment has been written. Students must also remember to upload and submit the integrated exam assignment in **both** courses on Digital Exam.

## 7. Exam cheating (academic integrity)

The head of studies will investigate cases of exam cheating and will, if the allegation is proven, report the matter to the Dean, who reports the matter to the Rector.

The Rector is empowered to issue an oral or a written warning, bar the student from the exam or suspend or expel the student from the University for a specified or an unlimited period. In particularly serious cases, the Rector may report the matter to the police.

Examples of exam cheating are if you:

- copy other people's texts without inserting quotation marks or source references, so that it appears to be your own text
- use other people's ideas or thoughts without source references, so that they appear to be your own ideas or thoughts
- reuse parts of an assignment that you have previously submitted and received a pass grade for, without using either quotation marks or source references (self-plagiarism)
- receive help from others in contravention of the rules laid down in the framework curriculum, section 4.12, on cooperation and sparring.

You can read more about the rules on exam cheating on the study information pages on KUnet and in section 4.12 of the framework curriculum.

Section 2 of the rules on disciplinary measures against students at the University of Copenhagen (the regulations) stipulate that:

*In these regulations, the term 'exam' is defined as any form of test taken on a degree programme at the University.*

*(2) While enrolled at the University, students must at all times comply with the general principles of good scientific practice and academic integrity. Any breach of these principles will be considered exam cheating. Exam cheating is considered a serious breach of the regulations.*

*(3) Scientific misconduct is defined as a serious breach of good scientific practice committed either intentionally or by gross negligence. However, a breach that is attributable to simple negligence on the part of the student is defined as a breach of good scientific practice.*

*(4) If students mislead others about their own performance or results, this constitutes a breach of good scientific practice and scientific misconduct.*

*(5) Breaches of good scientific practice and scientific misconduct and exam cheating include:*

- a) plagiarism, including reuse of own text (self-quotation) without source references and quotation marks*
- b) falsification*
- c) fabrication*
- d) unauthorised collaboration*
- e) receiving help from others or providing help to others during a non-group exam*
- f) using non-permitted materials*
- g) exceeding the permitted time for the exam*
- h) pre-existing knowledge of the exam assignment*
- i) providing incorrect information regarding attendance.*

*(6) Collusion in exam cheating is treated in the same manner as cheating on the student's own behalf.*

*(7) Attempted cheating is treated in the same way as actual cheating.*

*(8) Students must also comply with all other rules and regulations – both internal and external – pertaining to exams.*

*(9) The University is entitled to use electronic means to detect exam cheating.*

[The rules and regulations can be seen in their entirety here](#)

## **7.1 Solemn Declaration:**

A 'Solemn Declaration' is filled in automatically in Digital Exam.