

This is an English translation of "bekendtgørelse om eksamener og prøver ved professions- og erhvervsrettede videregående uddannelser (Ministerial Order no. 863 of 14 June 2022 on Examinations and Tests in Professional and Vocational Higher Education Programmes). In the event of any discrepancy between this translation and the Danish version, the Danish text published in the Danish Official Gazette (Lovtidende) is valid.

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## **Ministerial Order on Examinations and Tests in Professional and Vocational Higher Education Programmes**

Pursuant to Section 34(2) and (4) of the Danish Act on Pharmacy Practice, cf. Consolidation Act No. 801 of 12 June 2018, Section 22(1) and (2), and Section 30 of the Danish Act on Academy Profession and Professional Bachelor's Degree Programmes, cf. Consolidation Act No. 1343 of 10 December 2019, as amended by Act No. 363 of 9 March 2021 and Act No. 2622 of 28 December 2021, Section 21(2), Section 30(2) and point (1) of Section 32(1) of the Act on Basic and Higher Vocational Education and Training (the Upper Secondary Education System) for Adults, cf. Consolidation Act No. 1038 of 30 August 2017, Section 2(9) to (12) and Section 18(2) of the Act on Open Education (Adult Vocational Education and Training), etc, cf. Consolidation Act No. 609 of 28 May 2019, as amended by Act No. 1701 of 27 December 2018, Section 1 of Act No. 247 of 6 April 2001 on the organisation of Danish tests and examinations abroad, the following shall be adopted pursuant to points (9), (10) and (20) of Section 3, points (24), (27) and (31) of Section 8 of Order No. 1229 of 9 June 2021 on the delegation of the powers of the Minister for Higher Education and Science to Danish Agency for Higher Education and Science:

### **Chapter 1**

#### *Area of application, purpose, etc.*

**Section 1.** This Ministerial Order shall apply to examinations and tests in full-time and part-time professional and vocational higher education programmes, unless otherwise provided in the order on the individual programme.

*Subsection 2.* Ministerial Order on Examinations and Tests in University Programmes and Section 5 of this order apply to academy profession programmes and professional bachelor's degree programmes offered by a university.

*Subsection 3.* Academic and diploma programmes are not covered by the rules in sections 5, 15, 30 and 31.

**Section 2.** The purpose of an examination or test is to assess the extent to which the student meets the learning objectives or learning outcomes set for courses in the order or programme of study for the individual programme, cf. section 33.

*Subsection 2.* The order for the programme or the programme of study lays down the tests and examinations included in the programme and the weighting of the result.

#### *Definitions*

**Section 3.** For the purposes of this Ministerial Order, an ongoing examination means an examination which forms an integral part of the teaching, cf. section 10.

*Subsection 2.* A partial examination means an examination that covers an identified part of a course, where each identified part of the course is concluded with an examination, cf. section 18. After the last partial examination has been concluded, an overall grade is calculated for the course in accordance with the rules laid down by the educational institution.

*Subsection 3.* A course examination means an examination held after the teaching, etc. has been concluded.

*Subsection 4.* A final examination is an examination which, as a rule, concludes the entire programme, i.e. the final examination project, final project or Bachelor's dissertation.

#### *Number of attempts*

**Section 4.** A passed examination or test may not be retaken.

*Subsection 2.* A student has three attempts to pass an examination or test, subject to point (3) in section 30(2), and section 31(3).

*Subsection 3.* A student has used an attempt if they do not meet any examination prerequisite, and the student is therefore unable to sit the associated examination or test.

*Subsection 4.* The educational institution may exempt from subsections 2 and 3 in order to grant further attempts, if exceptional circumstances apply. The question of study suitability cannot be included in the assessment.

#### *Number of attempts with a work placement*

**Section 5.** A student is entitled to one offer of work placement per work placement period.

*Subsection 2.* It is an examination prerequisite that the educational institution assesses that the work placement has been successfully completed. The institution sets criteria in the programme of study for assessing the conditions that must be met for the work placement to be successfully completed.

*Subsection 3.* The institution may exempt from subsection 1, if exceptional circumstances apply.

### Chapter 2

#### *Registration for examinations and tests*

**Section 6.** At the commencement of a course, semester, etc., the educational institution registers the student for the corresponding examinations and tests.

*Subsection 2.* The educational institution shall set a deadline for the student's possibility to deregister from an examination or test. Furthermore, the institution shall lay down rules on deregistration due to illness in connection with examinations and tests, cf. section 7.

*Subsection 3.* For all or part of the programme, the institution may stipulate in the programme of study that deregistration cannot take place.

*Subsection 4.* The institution's internal rules pursuant to subsection 2 shall be publicly available, for example on the institution's website.

*Subsection 5.* The institution may exempt from subsections 1-3 if the student is an elite athlete, or the exemption is justified by maternity leave or if exceptional circumstances apply, including functional impairment.

**Section 7.** A student who has been prevented from taking an examination or test due to documented illness or another documented reason shall be given the opportunity to take a new examination or test as soon as possible. If the examination or test is held in the last examination period of the programme, the new examination or test must be held before or immediately after the conclusion of the semester.

### Chapter 3

#### *Special terms and conditions*

**Section 8.** The educational institution may exempt from its own examination or test conditions laid down by offering special conditions to students with physical or mental disabilities, if the institution considers it necessary in order to provide the students concerned with equal opportunities at the examination or test. It is a prerequisite that the offer does not affect the academic level of the test or examination.

*Subsection 2.* Subsection 1 shall also apply to students whose native language is not Danish.

#### *Examination prerequisites*

**Section 9.** The educational institution may set conditions for a student's participation in a course examination (examination prerequisites).

*Subsection 2.* The programme of study may contain information about alternative ways to meet the examination prerequisites, if for some reason the student has not met the prerequisites originally set, including students who have not met the examination prerequisite due to e.g. illness.

*Subsection 3.* When setting attendance as a prerequisite, the institution shall at the same time determine the extent thereof and the remedy available.

*Subsection 4.* The examination prerequisites must be fulfilled before the student first takes part in the examination.

*Subsection 5.* Failure to fulfil the examination prerequisites means that the student has used an examination attempt, unless the student has withdrawn from the examination before the deregistration deadline, cf. section 6(2).

#### *Ongoing tests*

**Section 10.** The educational institution may lay down in the programme of study that written assignments, practical exercises and oral presentations, etc., form part of the assessment of the course.

*Subsection 2.* The description of the course in the programme of study shall state how the assessment in accordance with subsection 1 is included in the overall assessment of the course.

*Subsection 3.* The lecturer must ensure that they can give an opinion about a written assignment, etc., in connection with any appeal.

### Chapter 4

#### *Organisation of examinations or tests*

**Section 11.** All courses shall be concluded with an examination or test.

*Subsection 2.* The institution may hold remote, digital examinations and tests. The institution must ensure that the security measures for the organisation of an examination or test counterbalance those normally applicable when holding the examination or test at the educational institution.

**Section 12.** The educational institution shall determine in the programme of study whether an examination is internal or external.

*Subsection 2.* Internal examinations shall be marked by one or more of the institution's lecturers (internal examiners). If the examination concerns work placement, a work placement supervisor may participate as an examiner together with the internal examiners.

*Subsection 3.* External examinations shall be assessed by one or more internal examiners, cf. subsection 2, and at least one external examiner appointed by Danish Agency for Higher Education and Science.

*Subsection 4.* External examinations shall cover the essential areas of the programme, including the final examination project, the final project, and the professional Bachelor's project. At least 1/3 of the courses calculated in ECTS credits must be external examinations or tests. However, this does not apply to credit transferred examination or test results.

#### *Assessment forms*

**Section 13.** All courses must be assessed according to the 7-point grading scale, cf. Ministerial Order on the Grading Scale for Study Programmes under Ministry of Higher Education and Science (the Grading Scale Order). However, the courses may be assessed as pass or fail if this is stated in this order or in the relevant ministerial order on the education programme.

*Subsection 2.* The student's writing skills shall be taken into account in the assessment of final examination projects, final projects and Bachelor's projects.

*Subsection 3.* The educational institution may exempt from subsection 2 in accordance with section 8(1), if special circumstances apply.

#### *Examination forms*

**Section 14** The programme shall include a variety of examination forms which shall reflect the content of the teaching and the forms of work. The institution determines the form of the examination in the programme of study.

*Subsection 2.* The institution may lay down rules in the programme of study on the use of computers in examinations and tests.

**Section 15.** A programme of study must include at least the following three examinations, subject to subsection 2:

- 1) one internal or external examination before the end of the second semester to prove that the student has achieved the learning outcomes set for the first year of study (first-year examination).
- 2) one internal or external examination following the completion of the student's entire work placement period, subject to subsection 3, to demonstrate that the student has achieved the learning outcomes set for the work placement period.

3) one external examination in the final examination project or Bachelor's project. The examination consists of a project and an oral examination for which one overall grade is awarded. The examination must take place after the student has passed the final examination in the work placement period, and all other examinations included in the programme.

*Subsection 2.* The first-year examination, cf. point (1) of subsection 1 shall not be included in professional Bachelor's programmes organised as independent higher education programmes.

*Subsection 3.* In professional Bachelor's programmes organised as independent higher education programmes, the work placement examination, cf. point 2 of subsection 1 shall cover only the part of the work placement period that is included in the independent higher education programme.

#### *Group examinations*

**Section 16.** The educational institution shall determine in the programme of study, whether an examination is to be organised as an individual examination or as a group examination. The determination of the examination form shall be based on academic considerations.

*Subsection 2.* Where an examination is organised as a group examination, the size of the group, the examination time and the possibility of choosing an individual assessment shall be determined at the same time.

*Subsection 3.* The student has the right to prepare a final written assignment individually and to make an individual oral defence.

**Section 17.** In an oral group examination, each student shall be examined in such a way that each student's examination performance can be individually assessed.

*Subsection 2.* In a written group examination, an independent assessment can only be given if the individual student's contribution can be ascertained (individualisation). The educational institution sets the requirements for individualisation in the programme of study.

*Subsection 3.* If the individual group member's contribution is not to be assessed, the group's written answer to the assignment may be included in the assessment of the subsequent oral defence.

#### *Partial examinations*

**Section 18.** The programme of study may stipulate that the final grade for a course consists of several partial grades for different performances (partial examinations). The final grade is a weighted average of the partial grades rounded to the nearest grade on the grading scale. If the average is exactly between two marks, the final grade is rounded up.

*Subsection 2.* Failed partial examinations may be retaken if the final grade is not at least 02 without rounding, subject to point (1) of subsection 3. Passed partial examinations cannot be retaken.

*Subsection 3.* The educational institution may lay down rules in the programme of study stipulating

- 1) that at least a certain grade must be obtained in a partial examination,
- 2) that certain partial examinations must be passed in the same examination period; and
- 3) that partial grades obtained enter with different weighting in the final grade.

### *Jointly weighted examination results*

**Section 19.** The programme of study may stipulate that two or more examinations in different courses shall be passed based on a total weighted grade average (jointly weighted examination results).

*Subsection 2.* The educational institution may lay down rules in the programme of study to the effect that examination results of 00 or -3 in a course examination cannot be retaken if the examination has been passed in accordance with rules laid down under subsection 1.

*Subsection 3.* Examinations offered in accordance with the rules of the Order on Open Education (Adult Vocational Education and Training) must be passed separately.

### *Examinations or tests abroad*

**Section 20.** The educational institution may hold the examination abroad by physical attendance if the student cannot be examined in Denmark for practical or financial reasons.

*Subsection 2.* The institution shall appoint or approve persons who are to be responsible for the practical conduct of the examination.

**Section 21.** The educational institution shall bear the special costs associated with examinations held abroad in accordance with section 20(1), cf. however subsection 2.

*Subsection 2.* The institution may require that the student bear the costs associated with the organisation of the examination. It is a condition that the institution receive the student's prior written consent. The institution may require advance payment.

*Subsection 3.* The Ministerial Order on payment for service in the Foreign Service shall apply when holding examinations abroad at Danish representative offices.

## **Chapter 5**

### *Holding examinations and tests*

**Section 22.** Oral examinations and tests shall be public, subject to section 49(3). Clinical examinations with attending patients are only public with the patient's or patients' permission.

*Subsection 2.* In an individual oral examination in which the student is examined based on a group report, the other members of the group may not be present in the examination room until they have been examined themselves.

*Subsection 3.* Audio or visual recordings during an examination or test are not permitted. The educational institution may, however, record the activity if the recording is part of the examination or test.

*Subsection 4.* The institution may deviate from subsection 1 if special circumstances apply, including the interests of the examinee.

### *Examination language*

**Section 23.** The examination or test shall be conducted in the teaching language of the course, unless the purpose of the examination or test wholly or partly concerns specific language skills, cf. however subsection 2.

*Subsection 2.* The examination or test may be taken in Swedish or Norwegian instead of Danish, unless Danish language skills are part of the academic learning outcome.

#### *Formal requirements and assessment*

**Section 24.** If a written assignment submitted does not comply with the formal requirements, including the requirement for individualisation, the educational institution may refuse to assess the assignment, which means that the student has used an examination attempt.

**Section 25.** The student's performance at an examination or test shall be assessed on the basis of the academic objectives set for the course concerned (absolute grading). No particular distribution of grades (relative grading) may be sought.

*Subsection 2.* Students shall be assessed individually, regardless of whether the examination is conducted individually or as a group examination.

**Section 26.** Only the examiners may be present during the deliberations.

*Subsection 2.* During the deliberations, the examiners must take notes on the performance and the determination of the grade for the purpose of handling any appeal. The notes must be kept for at least one year, or until an appeal procedure has been completed.

**Section 27.** If the examiners do not agree on the grade, they each give one grade. The final grade is the average of these grades rounded to the nearest grade on the grading scale. If the average is halfway between two grades, the final grade is the next higher grade if the external examiner has given the higher grade.

*Subsection 2.* Subsection 1 shall also apply when multiple external and internal examiners take part in the assessment. The group of internal examiners and the group of external examiners give one grade each.

**Section 28.** If the internal examiner and the external examiner do not agree on whether the performance is to be assessed as "pass" or "fail" on the two-step grading scale, the external examiner's assessment is decisive.

*Subsection 2.* If the group of internal examiners and the group of external examiners do not agree on whether the performance is to be assessed as "pass" or "fail", the assessment is "pass" if at least half of the examiners, including at least one external examiner, agree on that assessment.

#### *Announcement of the assessment*

**Section 29.** Written examinations or tests must be graded within 4 weeks after the activity has been held, but no later than 6 weeks after the submission of the final examination project, final project or Bachelor's project. The month of July is not included in the calculation.

### **Chapter 6**

#### *The commencement of study examination and the first-year examination*

##### *The commencement of study examination*

**Section 30.** The educational institution may decide that students on a specific educational programme must pass a commencement of study examination in order to continue on the programme. The purpose of the

commencement of study examination is to clarify whether the student has actually started the programme. The examination is internal and the 2-step grading scale "pass" or "fail" is to be used.

*Subsection 2.* The commencement of study examination must be held within the first two months of the first semester, and the result must be communicated to the student within two weeks after the examination was held. If the student does not pass the commencement of study examination, the student is entitled to a re-examination, which must be held within three months after the start of the programme. The student has two attempts to pass the commencement of study examination.

*Subsection 3.* The institution shall lay down rules on the commencement of study examination in the programme of study, including the form, content and timing of the examination.

*Subsection 4.* The institution may exempt from subsections 1 and 2 if exceptional circumstances apply.

#### *First-year examination*

**Section 31.** The educational institution shall specify in the programme of study which examinations the student must take before the end of the first year of study after the start of the programme (first-year examination). The requirements for the first-year examination may also be expressed in ECTS credits. The first-year examination requirement does not cover independent higher education programmes.

*Subsection 2.* The student must pass the first-year examination before the end of the student's second year of study in order to continue on the programme. However, the institution may stipulate in the programme of study that the first-year examination must be passed before the end of the first year of study.

*Subsection 3.* The rules laid down in subsections 1 and 2 shall apply irrespective of the number of attempts taken. However, the student must have the opportunity of at least two attempts during the first year of study before the student can be disenrolled from the programme.

*Subsection 4.* The institution may exempt from the deadlines if exceptional circumstances apply.

### **Chapter 7**

#### *Errors and deficiencies*

**Section 32.** If the educational institution becomes aware of errors or deficiencies in connection with an examination or test, the institution shall decide how the error or deficiency can be remedied.

*Subsection 2.* If an error or deficiency is particularly serious, or if the institution considers it the most appropriate remedy, the institution may cancel the examination and arrange for an extraordinary reexamination.

*Subsection 3.* In case other significant deficiencies are detected, the institution may offer an extraordinary examination. The offer must be made to all students concerned. A student may keep the grade originally given, even if they have chosen to participate in the extraordinary examination.

### **Chapter 8**

#### *Programme of study*

**Section 33.** Within the framework of this order and in accordance with the order for the individual programme, the educational institution shall lay down details of the examinations and tests in the programme of study, including



- 1) subjects included in the programme and the weighting of the grade awarded in the individual examinations and tests, cf. section 2(2),
- 2) criteria for assessing the work placement period, cf. section 5(2),
- 3) placement in the programme,
- 4) deregistration, cf. section 6(3),
- 5) special examination conditions, cf. section 8,
- 6) fulfilment of participation obligations, attendance obligations, submission of assignments and projects, etc., requirements for completing the work placement period, which are a prerequisite for participation in an examination, cf. section 9. In the event of compulsory attendance, the scope and remedy shall also be determined, cf. section 9(3),
- 7) any rules regarding ongoing tests, cf. section 10,
- 8) any rules that two or more examinations can be passed on a total weighted grade average if the average is at least 2.0 without rounding up. At the same time, it may be stipulated that examinations and tests graded 00 or -3 may not be retaken if the grade point average is at least 2.0 without rounding up,
- 9) external examinations or tests, grading, cf. section 12(1),
- 10)            how the student's writing skills are included in the assessment, cf. section 13(2), 11) examination forms and formal requirements for answers, cf. sections 15 and 24,
- 12) the organisation of examinations and tests as individual or group examinations, including the maximum number of participants in a group examination, the student's option to choose an individual examination rather than a group examination and the requirements for individualisation of a written group answer, cf. sections 16 and 17,
- 13) any rules on partial examinations, cf. section 18,
- 14) the language used for the examination, cf. section 23,
- 15) any rules on the commencement of study examination, cf. section 30(3),
- 16) any rules requiring that the first-year examination be passed by the end of the first year of study, cf. section 31(2),
- 17) use of assistive devices,
- 18) cheating and plagiarism, cf. section 34(1) and (2),
- 19) disciplinary measures in case of cheating and disruptive behaviour during examinations and tests, cf. section 34(3) and (4), and
- 20) appeals, cf. chapter 11.

*Subsection 2.* The institution may exempt from the rules which the institution has laid down in the programme of study, if exceptional circumstances apply.

### *Rules on cheating, plagiarism, and sanctions*

**Section 34.** During examinations and tests, the student must behave with consideration, and comply with instructions given by the examination supervisor and examiner.

*Subsection 2.* Cheating occurs e.g. if the student

- 1) plagiarises, including reuses own text (self-plagiarism) without citation and quotation marks, 2) falsifies,
- 3) conceals or misleads about own efforts or results,
- 4) engages in unauthorised collaboration,
- 5) receives or attempts to receive help during an examination or test, or helps others during individual examinations or tests,
- 6) uses unauthorised assistive devices,
- 7) has wrongfully obtained prior knowledge of the examination paper,
- 8) provides false identification information; or
- 9) attempts to circumvent, disable or otherwise impede the educational institution's use of electronic monitoring programs.

*Subsection 3.* If a student violates subsection 2, the student's examination answer will not be graded, and the student has used an examination attempt.

*Subsection 4.* The student may also receive a written warning. In aggravating circumstances or in case of repeated violation, the institution may decide that the student be temporarily or permanently expelled from the institution.

## Chapter 10

### *Establishing boards of appeal*

**Section 35.** The educational institution shall establish boards of appeal on a permanent basis or as needed.

*Subsection 2.* The board shall consist of two appointed examiners, a lecturer entitled to examine, and a student within the relevant academic field.

*Subsection 3.* The external examiner chair shall appoint two external examiners, one of whom shall act as the chair. The chair of the external examiners may appoint themselves.

*Subsection 4.* The institution shall appoint the lecturer and the student.

**Section 36.** The actual processing of the complaint prerequisites that all members of the board of appeal have had the opportunity to acquaint themselves with all the documents in the case, and that all board members participate in the deliberations. If the board of appeal unanimously agree, the deliberations may take place in writing.

*Subsection 2.* If the board of appeal is unable to reach agreement, the board shall hold a final meeting at which all board members shall be present. If the vote is tied, the chair shall cast the deciding vote.

## Chapter 11

### *Right of appeal and exemption*

**Section 37.** The institution's consideration of an appeal lodged under sections 40 or 43 does not affect the student's enrolment at the institution.

### *Commencement of study examination*

**Section 38.** Appeals about the commencement of study examination may be submitted to the educational institution, which will make a decision. The appeal must be lodged within two weeks after the assessment has been announced.

*Subsection 2.* Academic questions arising from the institution's decision may not be referred to another administrative authority.

*Subsection 3.* Legal issues arising from the institution's decision may be brought before Danish Agency for Higher Education and Science, cf. section 48.

### *Ongoing tests*

**Section 39.** Appeals over an ongoing test may only be lodged as part of an appeal against an examination in the course, cf. section 40.

### *Course examination and partial examinations*

**Section 40.** The student may submit a written appeal to the educational institution about legal and academic issues arising from an examination in a course or a partial examination, including the examination procedure. The deadline for lodging appeals is two weeks after the examination result has been announced. The deadline shall, however, be calculated, at the earliest, from the date on which the institution has informed the student that the assessment will be announced.

*Subsection 2.* The institution may make an exemption to the deadline for lodging an appeal, if exceptional circumstances apply.

**Section 41.** If the appeal concerns academic issues, the educational institution shall immediately ask the examiners to issue a statement. The examiners must prepare the statement within two weeks. The month of July is not included in the calculation of the deadline. The examiners must give a statement on the academic issues in the appeal. The student must be given at least a week to comment on the statement.

*Subsection 2.* The institution may extend the deadline for the statement, cf. section 1, if exceptional circumstances apply.

**Section 42.** The educational institution shall decide based on the appeal, the examiner's or the examiners' statement and any comments made by the student, cf. section 41.

*Subsection 2.* The decision may be

- 1) an offer of a new assessment of a written assignment (reassessment),
- 2) an offer of a new examination (re-examination),
- 3) that the appeal is not successful; or

4) a combination of 1-3, if the examination includes a written assignment and an oral defence.

**Section 43.** Academic issues concerning an educational institution's decision under section 42 may be referred to a board of appeal under section 44. Legal issues may be brought before Danish Agency for Higher Education and Science in accordance with section 48.

*Subsection 2.* The student shall submit their written appeal to the institution within two weeks of receiving the institution's decision.

#### *Boards of appeal*

**Section 44.** The board of appeal shall make its decision based on the student's appeal and the case files that were part of the educational institution's decision-making. The institution and the student must be notified of the board's decision within two months of the lodging of the appeal. The month of July is not included in the calculation.

*Subsection 2.* The decision of the board of appeal may be

- 1) an offer of a new assessment of a written assignment (reassessment),
- 2) an offer of a new examination (re-examination),
- 3) that the appeal is not successful; or
- 4) a combination of 1-3, if the examination includes a written assignment and oral defence.

*Subsection 3.* Academic issues arising from the decision of the board of appeal may not be referred to another administrative authority.

*Subsection 4.* Legal issues arising from the board of appeal's decision may be referred to the institution, which shall give its decision. The appeal must be submitted to the institution no later than two weeks after the institution has sent the decision to the student.

*Subsection 5.* The institution's decision, cf. subsection 4, may be appealed to Danish Agency for Higher Education and Science, cf. section 48.

#### *Reassessment and re-examination*

**Section 45.** An offer of reassessment or re-examination must inform the student that the reassessment or re-examination may result in a lower grade.

**Section 46.** The student must accept an offer of reassessment or re-examination within two weeks after they have received the educational institution's decision. The reassessment or re-examination must take place as soon as possible. The institution must withdraw any examination certificate issued.

*Subsection 2.* The institution shall appoint new internal and external examiners for the reassessment or reexamination. However, the external examiner chair appoints the external examiners, if needed.

*Subsection 3.* The new examiners must assess the answer based on any examination paper and the student's written answer.

*Subsection 4.* The reassessment referred to in subsection 3 shall be accompanied by a reasoned decision for the grade given.

**Section 47.** Academic issues arising from the reassessment or re-examination may not be re-appealed to the educational institution or to another administrative authority. Legal issues may be referred to the institution, which shall give its decision.

*Subsection 2.* The institution's decision under subsection 1 may be appealed to Danish Agency for Higher Education and Science, cf. section 48.

#### *Appeals to Danish Agency for Higher Education and Science*

**Section 48.** Legal questions arising from the educational institution's final decisions may be appealed to Danish Agency for Higher Education and Science. The deadline of appeal is two weeks from the day on which the student has received the decision.

*Subsection 2.* The appeal shall be submitted to the institution, which shall draw up an opinion. The institution shall send the opinion to the student for commenting. The student must send their comments within a period of at least one week. The institution sends the entire case to the agency for legal reviewing.

### Chapter 12

#### *Other rules*

**Section 49.** The student shall have the copyright to products resulting from an examination or test in accordance with the rules of the Copyright Act, subject to subsection 3.

*Subsection 2.* The student shall also have the right of ownership of these products against payment of any costs for materials used in the examination or test, subject to subsection 3. If the student does not claim ownership within two months after the result of the examination has been announced, ownership passes to the educational institution.

*Subsection 3.* If the examination process involves parties outside of the institution, the institution, the student and the third party shall agree on the extent to which they are entitled to use the results obtained as part of the process, in compliance with the applicable copyright rules, including whether information about the third party may be published.

**Section 50.** Danish Agency for Higher Education and Science may exempt from the rules in this order if exceptional circumstances apply, except from sections 6(5), 30(4), 33(2) and 40(2).

*Subsection 2.* The agency may permit deviations from the rules of the order as part of experimental and development work.

### Chapter 13

#### *Issuing certificates, etc.*

**Section 51.** The educational institution shall issue an examination certificate for the completed programme in accordance with subsection 2.

*Subsection 2.* The certificate shall be drawn up in Danish, subject to subsection 3. The certificate shall state at least

- 1) the graduate's name and civil registration number (CPR number) or another equivalent unique identifier,
- 2) the issuing authority,

- 3) the name of the programme in Danish and English, and the legal basis,
- 4) the total number of ECTS credits in the programme,
- 5) the courses in the programme, including the corresponding ECTS credits,
- 6) credit transferred examinations and tests,
- 7) the language of the examination, if the examination or test was taken in a foreign language,
- 8) the grades obtained according to the 7-point grading scale and the corresponding letter on the ECTS scale and, where applicable, the overall average quotient; and
- 9) the title in Danish and English which the graduate is entitled to use.

*Subsection 3.* As an appendix to the examination certificate, the institution shall issue a Diploma Supplement in English in accordance with the standard model developed by the European Commission, the Council of Europe and UNESCO, which describes the programme. Furthermore, the Diploma Supplement must provide information about the institution as well as the placement of the institution and the programme in the Danish educational system.

*Subsection 4.* The certificate may not contain information on special examination conditions or on the commencement of study examination.

*Subsection 5.* The rules on examination certificates laid down in the Order on Talent Initiatives for Higher Education under the Ministry of Higher Education and Science (the Talent Order) shall also apply to students who have participated in additional education initiatives for talented students.

*Subsection 6.* The examination certificate for a programme completed at several institutions shall be issued by the institution at which the student was last enrolled.

*Subsection 7.* The graduate has the right to an examination certificate issued in English.

#### *Credit transferred courses*

**Section 52.** If the educational institution has approved a credit transfer for a course passed at another Danish or foreign higher educational institution, the examination result shall be transferred as "passed", cf. however subsection 2.

*Subsection 2.* If the course is assessed according to the 7-point grading scale at both institutions, the assessment is transferred using the grade given.

*Subsection 3.* If the course has been completed at a foreign educational institution, the grade obtained according to the foreign grading scale must be stated in an appendix to the examination certificate. The appendix shall contain general information about the grading scale used at the foreign higher educational institution.

#### *Proof of completed courses*

**Section 53.** If the student leaves the programme without having completed it, the student may require that the educational institution issue documentation of the parts of the programme completed stating the ECTS credits and the letter on the ECTS scale.

*Issuance of new examination certificates, etc.*

**Section 54.** At the request of a person who provides documentation of a legal gender reassignment, cf. the Act on the Central Personal Register, the educational institution shall issue new documentation with the new personal data, cf. subsections 2 and 3.

*Subsection 2.* If the person has completed the programme, the institution shall issue a new examination certificate, cf. section 51(1-7). The original examination certificate is cancelled and destroyed. If the person cannot provide the original examination certificate, the institution shall issue documentation that certifies that the person has completed the programme in question.

*Subsection 3.* If the person did not graduate, the institution shall issue documentation for the parts of the programme which the person has completed, cf. section 53.

*Submission of grades and retention of data in relation to examination certificates*

**Section 55.** Grades and any examination grade point average for each student shall be reported to Danish Agency for Higher Education and Science as determined by the agency.

*Subsection 2.* The educational institution shall keep the information necessary for the issuance of examination certificates for 30 years after the examination or test has been held. The information must then be handed over to the Danish National Archives.

*Subsection 3.* Where an institution ceases to exist or is otherwise unable to store the documents in accordance with subsection 2, the institution shall ensure adequate alternative storage.

Chapter 14

*Entry into force*

**Section 56.** This order enters into force on 1 September 2022.

*Subsection 2.* Order No. 2027 of 7 November 2021 on examinations and tests in professional and vocational higher education programmes is repealed.