

This is an English translation of "bekendtgørelse om eksamener og prøver ved universitetsuddannelser" (Ministerial Order no. 2271 of 1 December 2021 on Examinations and Tests in University 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.

Ministerial Order on Examinations and Tests in University Programmes

Pursuant to Section 8(1-3) and (5), and Section 34(1) of the Danish Act on Universities, cf. Consolidation Act No. 778 of 7 August 2019, and Section 22(2) of the Danish Act on Academy Profession Programmes and Professional Bachelor Programmes, cf. Consolidation Act No. 1343 of 10 December 2019, the following shall be adopted pursuant to point (10) of section 3(1), and points (6), (14), (15), (17), (56) and (57) of section 7(1) of Ministerial 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. The Ministerial Order shall apply to examinations and tests in education programmes offered under the University Act and to the awarding of degrees.

Subsection 2. The Ministerial Order shall also apply to Academy Profession programmes and Professional Bachelor programmes offered at universities and to the awarding of degrees. With regard to internships, section 5 applies, cf. Ministerial Order on examinations and tests in professional and vocational higher education programmes.

Section 2. The purpose of an examination or test is to assess the extent to which each student meets the learning objectives or learning outcome set for the course.

Subsection 2. The university shall lay down aims and criteria for the assessment of the learning objectives for the individual course in the programme of study, including course descriptions.

Definitions

Section 3. For the purposes of this Ministerial Order, ongoing tests mean a test which forms an integral part of the teaching.

Subsection 2. A course examination means an examination held after the completion of the teaching, etc.

Subsection 3. A final examination means an examination which, as a rule, concludes the entire programme, i.e. an examination in a Bachelor's dissertation, a Master's dissertation, an academic higher education project or a Master's project.

Subsection 4. A partial examination means an examination that covers an identified part of the course, where each identified part of the course is concluded with an examination. After the last partial examination, an overall grade is calculated for the course, in accordance with the rules laid down by the university.

Number of examination attempts

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

Subsection 2. A student shall have three attempts to pass an examination or test, subject to section 28(2) and (3), and section 29c.

Subsection 3. A student has used an attempt if they do not meet the examination prerequisites.

Subsection 4. The university 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.

Chapter 2

Registration for examinations and tests

Section 5. The university shall lay down rules on registration for and deregistration from examinations and tests, including rules on deregistration due to illness.

Subsection 2. The university may require students to register for examinations and tests amounting to a maximum of 60 ECTS credits each academic year, in addition to any examinations and tests pending from previous academic years.

Subsection 3. Students may not participate in examinations and tests within the programme if they have deregistered from the programme in the relevant semester or in parts of the semester.

Subsection 4. The rules laid down by the university pursuant to subsection 1 shall be publicly available on the university's website.

Subsection 5. The university may exempt from subsections 1 and 2 if the student is an elite sports person, entrepreneur, or the chair of a voluntary organisation under the Danish Youth Council (DUF), or if exceptional circumstances apply, including functional impairment.

Chapter 3

Special terms and conditions

Special terms

Section 6. The university may exempt from the examination or test conditions laid down by offering special conditions to students with physical or mental disabilities, if the university considers that this is 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 7. The university may set conditions for a student's participation in a partial examination or 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. The examination prerequisites must be fulfilled before the student's first attempt in the course examination or partial examination.

Ongoing tests

Section 8. The university may decide that written assignments, practical exercises and oral presentations, etc. shall form part of the assessment of a course examination or a partial examination.

Subsection 2. The lecturer must ensure that they can give an opinion on written assignments etc. in connection with an appeal.

Subsection 3. The course description shall include information about how the assessment, cf. subsection 1, is included in the overall assessment of the course.

Chapter 4

Organisation of examinations and tests

Section 9. All courses shall be concluded with an examination or a test. However, the assessment of a course may consist of a requirement to attend classes. The university may decide that the examination takes the form of ongoing tests.

Subsection 2. The university may hold remote, digital examinations and tests. The university must ensure that the security measures counterbalance those generally applicable when holding the examination or test at the university.

Section 10. The university shall determine in the programme of study whether the examination or test is internal or external.

Subsection 2. Internal examinations or tests shall be assessed by one or more of the university's lecturers (internal examiners).

Subsection 3. External examinations or tests shall be assessed by one or more of the university's lecturers (internal examiners) and at least one external examiner appointed by Danish Agency for Higher Education and Science.

Subsection 4. External examinations or tests must cover the essential courses in the programme, including the Bachelor's dissertation, the Master's dissertation, the academic higher education project, and the Master's project. At least 1/3 of the courses calculated in ECTS credits must be external examinations or tests. The calculation does not include credit transferred examinations or tests.

Assessment forms

Section 11. Examinations or tests shall be graded according to either the 7-point grading scale, cf. the Ministerial Order on the grading scale, or the 2-step grading scale "pass" or "fail".

Subsection 2. The university shall determine the form of assessment for each course in the programme of study or the course description, cf. subsection 3. The assessment form "pass" or "fail" may cover a maximum of 1/3 of the courses in the programme of study calculated in ECTS credits, excluding credit transferred results.

Subsection 3. The Bachelor's dissertation, Master's dissertation, academic higher education project, and Master's project shall be assessed according to the 7-point grading scale.

Subsection 4. The student's writing skills shall be taken into account in the assessment of Bachelor's dissertations, Master's dissertations, academic higher education projects, and Master's projects. The programme of study must indicate how writing skills are included.

Subsection 5. The university may exempt from subsection 4 if the student demonstrates a relevant functional impairment, unless the student's writing skills are an essential academic goal of the examination or test.

Forms of examinations and tests

Section 12. The examinations and tests in the programme of study shall include a variety of forms reflecting the content of the teaching and the forms of work. The university determines the form of the examination or test in the programme of study.

Subsection 2. The university may deviate from the prescribed form of examination or test at retests, excluding Bachelor's dissertations, Master's dissertations, Master's projects and academic higher education projects. Any alternative form of examination or test shall be specified in the programme of study, including the conditions under which the alternative form of examination or test is applied.

Subsection 3. A student is entitled to take an examination or test instead of having a requirement to attend classes reassessed. However, this does not apply to the commencement of study examination, the final examination and courses involving practical exercises.

Subsection 4. The university may lay down rules in the programme of study on the use of computers in examinations and tests.

Group examination

Section 13. The university may decide that an examination shall be organised as a group examination.

Subsection 2. The university shall lay down more detailed rules in the programme of study on group examinations, including group size, examination time, and the option of individual examinations.

Section 14. At the final examination, cf. section 3(3), the student has the right to prepare the assignment individually and to give an individual oral defence.

Subsection 2. If the final written assignment in the final examination is prepared in a group, the student has the right to make an individual oral defence.

Section 15. In written group examinations, an independent grade or other assessment may only be given if the individual student's contribution can be ascertained (individualisation). The university sets requirements for individualisation in the programme of study.

Subsection 2. If the contribution of each group member is not assessed independently, the written assignment may be included in the assessment of a subsequent oral defence.

Partial tests

Section 16. The programme of study may stipulate that the final grade for a course consists of several partial grades for different performances (partial tests). The final grade is a weighted average of the partial grades rounded to the nearest grade on the 7-point grading scale. If the average exactly is between two grades, the grade is rounded up.

Subsection 2. Passed partial tests may not be retaken. Failed partial tests may be retaken unless the final grade is at least 02 without rounding, cf. subsection 3(1).

Subsection 3. The university may lay down rules in the programme of study stipulating

- 1) that a certain minimum grade must be obtained in a partial test.
- 2) that certain partial tests must be passed in the same examination period.
- 3) that partial grades obtained enter with different weightings in the final grade.

Jointly weighted examination results

Section 17. The programme of study may stipulate that two or more examinations or tests in different courses shall be passed based on a total weighted grade average (jointly weighted examination results).

Subsection 2. The university may lay down rules in the programme of study to the effect that an examination result of 00 or -3 in a course examination cannot be retaken if the examination has been passed in accordance with the rules laid down, cf. subsection 1.

Subsection 3. The programme of study may stipulate that examination or test results shall be given different weightings in the calculation of the average. It may also be stipulated in the programme of study that for the individual examination, at least a certain grade on the 7-point grading scale must be obtained.

Examinations or tests abroad

Section 18. The university may hold examinations or tests abroad by physical attendance if the student cannot be examined in Denmark for practical or financial reasons.

Subsection 2. The university shall appoint or approve the place of the examination and the persons who shall be responsible for the practical conduct of the examination.

Section 19. The university shall bear the special costs associated with examinations held abroad under section 18(1), cf. however subsection 2.

Subsection 2. The university may require that the student bear the costs of the examination. It is a condition that the university receive the student's prior written consent. The university 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 20. Oral examinations and tests shall be public, cf. however section 48(2). Clinical examinations with attending patients are only public with the patients' permission.

Subsection 2. Audio and visual recordings during an examination or test are not permitted. However, the university may record the activity, if the recording is part of the examination or test.

Subsection 3. The university may deviate from subsection 1 for academic reasons or if special circumstances apply, including the interests of the examinee.

Examination language

Section 21. 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 22. If a written assignment submitted does not comply with the formal requirements, including the requirement for individualisation, the university may refuse to assess the assignment, which means that the student has used an examination attempt.

Section 23. The student's performance at an examination or test shall be assessed on the basis of the academic objectives set for the course in question (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 24. 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 examiners must keep the notes for at least one year, or until an appeal procedure has been completed.

Section 25. 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 7-point grading scale. If the average calculated lies exactly between two grades, the final grade is rounded up only 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 each give one grade.

Section 26. 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 2-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 27. Written examinations or tests must be graded no later than 4 weeks after the activity has been held, but no later than 6 weeks after the submission of Bachelor's dissertations, Master's dissertations, academic higher education projects and Master's projects. The month of July is not included in the calculation.

Subsection 2. The university may deviate from the deadlines in subsection 1 in exceptional circumstances. The students concerned must be informed as soon as possible of the reasons for the delay, and when the university expects to announce the assessments.

Chapter 6

Commencement of study examination and first-year examination

Commencement of study examination

Section 28. The university may decide that students must pass a commencement of study examination in order to continue on the programme. The purpose of the commencement of study examination is to determine whether the student has actually started the programme. The examination is internal, and the 2step grading scale “pass” or “fail” shall be used.

Subsection 2. The commencement of study examination must be taken 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 examination, the student is entitled to a reexamination, 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. If the student does not pass the commencement of study examination in two attempts, the student will be disenrolled from the university.

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

Subsection 4. The university may exempt from subsections 1 and 2, if exceptional circumstances apply.

The first-year examination of the Bachelor programme

Section 29. The university shall specify in the Bachelor programme of study which examinations or tests the student must take before the end of the first year of study after the start of the programme (the first-year examination). The requirements for the first-year examination may also be expressed in ECTS credits.

Subsection 2. The student must pass the first-year examination before the end of the student's second year of study. However, the university 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 examinations 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 university may exempt from the deadlines, if exceptional circumstances apply.

Chapter 7

Errors and deficiencies

Section 30. If the university becomes aware of errors or deficiencies in connection with an examination or test, the university shall decide how the error or deficiency can be remedied.

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

Subsection 3. If other significant errors and deficiencies are detected, the university may offer an extraordinary examination or test. 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 or test.

Chapter 8

Establishing boards of appeal

Section 31. The university shall establish boards of appeal on a permanent basis or as required.

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

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

Subsection 4. The university shall appoint the lecturer and the student.

Section 32. 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 9

Right of appeal and exemption

Section 33. The university's consideration of an appeal lodged under sections 36 or 39 does not affect the student's enrolment at the university.

Commencement of study examination

Section 34. Appeals about the commencement of study examination may be submitted to the university, which shall make a decision. The appeal must be lodged within two weeks of the announcement of the assessment.

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

Subsection 3. Legal questions arising from the university's decision may be brought before Danish Agency for Higher Education and Science, cf. section 46.

Ongoing tests

Section 35. Appeals about ongoing tests may only be lodged as part of an appeal under section 36, cf. however subsection (2).

Subsection 2. Where the examination in a course consists of ongoing tests only, the ongoing tests shall be treated as a course examination. The student can therefore lodge a collective appeal over the ongoing tests in accordance with the rules on academic examinations. The deadline for appeals is two weeks after the university has notified the student of the assessment of the last ongoing examination result.

Course examination, partial examination and final examination

Section 36. The student may submit a written appeal to the university concerning legal and academic questions, including the examination procedure in a course examination, partial examination, or final examination. The deadline for lodging an appeal is two weeks after the students have been notified of the examination result. The deadline shall, however, be calculated, at the earliest, from date on which the university has informed the students that the assessment will be announced.

Subsection 2. The university may exempt from the deadline for lodging an appeal, if exceptional circumstances apply.

Section 37. If the appeal concerns academic questions, the university shall immediately ask the examiners to issue an opinion. The examiners must prepare the opinion within two weeks. The month of July is not included in the calculation of the deadline. The student must be given at least a week to comment on the opinion.

Subsection 2. The university may extend the deadline for the opinion, cf. section 1, if exceptional circumstances apply.

Section 38. The university shall make a decision based on the appeal, the examiner's or examiners' opinion and any comments made by the student, cf. section 37. The decision may be

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

Section 39. Academic questions arising from a university's decision under section 38 may be referred to a board of appeal, cf. section 40. Legal questions may be brought before Danish Agency for Higher Education and Science, cf. section 46.

Subsection 2. The student shall submit their written appeal to the university within two weeks of receiving the decision of the board of appeal.

Subsection 3. The university may exempt from the deadline for lodging an appeal, cf. subsection 2, if exceptional circumstances apply.

Board of appeal

Section 40. The board of appeal shall make its decision based the student's appeal and the case files that were part of the university's decision making. The university 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.

Section 41. The decision of the board of appeal may be

- 1) an offer of a second assessment of a written assignment (reassessment),
- 2) an offer of another examination or test (re-examination),
- 3) a combination of 1, 2 and 4, if the examination includes a written assignment with oral defence, or

4) that the appeal is not successful.

Subsection 2. Academic questions arising from the board of appeal's decision may not be referred to another administrative authority.

Subsection 3. Legal issues arising from the board of appeal's decision may be referred to the university, which shall give its decision. The appeal must be submitted to the university within two weeks after the student has received the board of appeal's decision.

Subsection 4. The university's decision may be appealed to Danish Agency for Higher Education and Science, cf. section 46.

Reassessment and re-examination

Section 42. An offer of reassessment or re-examination must inform the student that the reassessment or re-examination may result in a lower grade.

Section 43. The student must accept an offer of reassessment or re-examination within two weeks after they have received the decision of either the university or the board of appeal. The reassessment or reexamination must take place as soon as possible. The university must withdraw any examination certificate issued.

Section 44. The university shall appoint new internal examiners for the reassessment or re-examination. The external examiner chair appoints the external examiners, if needed.

Subsection 2. The new examiners must assess the answer based on any examination paper and the student's written answer.

Subsection 3. The reassessment, cf. subsection 2, shall be accompanied by a reasoned decision for the grade given.

Section 45. Academic questions arising from reassessments or re-examinations may not be appealed to another administrative authority. Legal questions may be brought before the university, which will make its decision. The university must receive the appeal within a deadline of two weeks after the student has received the university's decision.

Subsection 2. The university's decision, cf. subsection (1), may be appealed to Danish Agency for Higher Education and Science, cf. section 46.

Appeals to Danish Agency for Higher Education and Science

Section 46. Legal questions arising from the university's final decisions may be appealed to Danish Agency for Higher Education and Science. The university must have received the appeal within two weeks after the student has received the university's decision.

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

Exemptions

Section 47. Danish Agency for Higher Education and Science may exempt from the rules in this Ministerial Order, if exceptional circumstances apply.

Chapter 10

Other rules

Section 48. The university shall respect the student's intellectual property rights in results, products etc. produced in connection with an examination or test.

Subsection 2. If the examination process involves parties outside of the university, the university, the student and the third party shall agree on the extent to which the university, the student and the third party are entitled to use the results, products etc. that emerge during the process, including whether information about the third party may be published.

Chapter 11

Completion of the programme and awarding of examination certificates Completed programme

Section 49. A programme is passed when the average grade is at least 2.0 without rounding, and the student has passed examinations and tests graded as pass or fail. Any special pass requirements laid down in the curriculum must also be met. If an average quotient is not calculated, all examinations and tests included in the programme must be passed.

Subsection 2. The programme of study may stipulate that a specific grade on the scale must be obtained in one or more of the examinations included in the average quotient.

Section 50. The programme of study shall determine which grades are included in the average quotient.

Subsection 2. The programme of study may stipulate that the overall examination result is expressed by an average quotient, which is given to one decimal place.

Subsection 3. The programme of study may stipulate that the individual grades included in the overall examination result shall count with different weightings in the calculation of the average quotient.

Examination certificates

Section 51. The university shall issue an examination certificate for a completed programme, cf. subsection 2. The certificate must be sent to the graduate within two months after the last examination result has been announced. The month of July is not included in the calculation of the deadline.

Subsection 2. The certificate shall be drawn up in Danish, cf. however subsection 4. The certificate must at least contain information about

- 1) the graduate's name and civil registration number (CPR number) or another equivalent unique identifier.
- 2) the name of the university.
- 3) the name of the programme in Danish/Latin and English.
- 4) the duration of the programme expressed in ECTS credits, including any propaedeutic teaching.
- 5) the programme that forms the basis for admission to the Master's programme or the academic higher education programme.
- 6) the courses in the programme and the corresponding ECTS credits.

- 7) credit transferred examinations.
- 8) the examination language if the examination is taken in a foreign language.
- 9) the grades obtained on the 7-point grading scale and the corresponding letter on the ECTS scale and, where applicable, the average quotient.
- 10) a description of the programme, including the academic qualifications which the graduate obtains when completing the programme.

Subsection 3. When the university issues an examination certificate documenting the completion of a Master's Programme aimed at teaching in upper secondary education, the certificate shall also state whether the minimum academic teaching requirements have been met.

Subsection 4. As an appendix to the examination certificate, the university shall issue a *Diploma Supplement* in English in accordance with the standard model developed by the European Commission, the Council of Europe and UNESCO/CEPES, which describes the academic direction, content, level, and aim of the programme. Furthermore, the Diploma Supplement must provide information about the university as well as the placement of the university and the programme in the Danish educational system.

Subsection 5. The certificate may not contain information on special examination conditions or on the commencement of study examination.

Subsection 6. The rules on examination certificates laid down in the Ministerial Order on talent initiatives for higher education under the Ministry of Higher Education and Science (the Ministerial Order on Talent) shall also apply to students who have participated in additional education initiatives for talented students.

Subsection 7. A student may have completed a programme at several universities or other educational institutions. The examination certificate shall be issued by the university at which the student was last admitted and enrolled.

Subsection 8. The graduate may require that the university issue an examination certificate in English.

Credit transferred courses

Section 52. If the university has approved a credit transfer for a course passed at a Danish or foreign higher educational institution, the assessment 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 educational 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 grading scale must be stated in an appendix to the examination certificate. The appendix shall also 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 university issue documentation of the parts of the programme completed, stating the ECTS points 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 university shall issue new documentation with the new personal data, cf. subsections 2 and 3.

Subsection 2. If the person has completed the programme, the university shall issue a new examination certificate, cf. section 51. The original examination certificate shall be cancelled and destroyed. If the person cannot provide the original examination certificate, the university issues a document that certifies that the person has completed the programme in question.

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

Section 55. The university shall keep the data necessary for the issuance of examination certificates for 30 years after the examination or test was held. Hereafter, the information must be passed on to the Danish National Archives.

Chapter 12

Entry into force

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

Subsection 2. Ministerial Order No. 22 of 9 January 2020 on examinations and grading in university education programmes (the Ministerial Order on examinations) is repealed.