



## Common Part of Curricula

### 1. Introduction

This Common Part applies to all ordinary study programmes (Bachelor's programmes and Master's programmes) at the Faculty of Health and Medical Sciences and replaces the sections of existing and previous curricula that refer to the same topics.

### Courses

### 2. Academic year and course planning

(1) In addition to block 5, the academic year consists of 42 weeks and is divided into two semesters. The first semester (the autumn semester) begins on Monday in week 36. The second semester (the spring semester) begins on Monday in week 6. Each semester is divided into two blocks. The first block consists of week 36 up to and including week 45; the second block consists of week 47 up to and including week 4; the third block consists of week 6 up to and including weeks 14/15; and the fourth block consists of weeks 16/17 up to and including week 25. Block 5 consists of week 27 up to and including week 35.

(2) The study board approves the specific course plans.

(3) The Dean may fix other times for the semester start and end for study programmes or for individual semesters of study programmes, when special circumstances on a study programme warrant this.

### 3. Course certificates

(1) If a course includes mandatory elements, the course coordinator must submit a list of students who have obtained approval of course participation (course certificate) in the past semester to the Section for Student Services. This list must be submitted as soon as possible and no later than 10 days before any ordinary exam is held. Students who have attended the course without having obtained a course certificate must also be listed. The list must be signed by the course coordinator.

(2) When a student has obtained approval of (passed) a mandatory course (course certificate), the student cannot be assigned to the same course again.

(3) If the student does not obtain a course certificate at the end of the course, the lecturer may notify the Section for Student Services at a later point that a course certificate has subsequently been obtained. Such notification must be given no later than 10 days before any ordinary exam or re-exam is held.

### 4. Registration for and withdrawal from courses and registration periods

(1) Prior to each semester, the Faculty will register Bachelor's students for the 30 ECTS credits that constitute the courses for the next semester or the next two blocks, as described in the curriculum which the student is enrolled under or transferred to. Students on the Bachelor's programme in medicine must, however, register themselves for the Bachelor project.

(2) Prior to the first semester of the Master's programmes in global health, in human biology, in immunology and inflammation, in pharmaceutical sciences ('lægemiddelvidenskab'), in medical chemistry, in neuroscience as well as the Master's programme in health science, the Faculty

registers the enrolled students for the 30 ECTS credits that constitute the courses for the next semester. Students on the Master's programme in animal science are registered for 7.5 ECTS credits prior to the first semester. Students on this study programme must make supplementary registrations themselves so that they are registered for 30 ECTS credits. Master's students on the Faculty's other study programmes as well as Master's students in semesters other than the first semester must register for all their courses for the coming semester in the University's self-service system at [www.KUnet.dk](http://www.KUnet.dk) in the period from 16 May to 1 June for the autumn semester and 15 November to 1 December for the spring semester. In semesters that include elective courses, both Bachelor's students and Master's students must register for and prioritise elective courses in the self-service system in the same periods.

(3) If a student wishes to attend courses in excess of 30 ECTS credits, the Section for Student Services may register the student for this if there are remaining places on the courses in question.

(4) Until the end of the registration period and late-registration period, a student may register for and withdraw from courses in the University's self-service system. The late-registration period runs from Wednesday in week 33 up to and including Tuesday in week 35 for courses offered in the autumn semester and in block 1. For courses offered in block 2, the registration period runs from Wednesday in week 44 to Tuesday in week 46. For courses offered in the spring semester or block 3, the period runs from Wednesday in week 3 up to and including Tuesday in week 5, and for courses offered in block 4 from Wednesday in week 14 up to and including Tuesday in week 16. Late registration for courses is only permitted if there are remaining places after the end of the registration period.

(6) Withdrawal from courses placed in block 5 must take place no later than on 1 June by notice to [summercourses@sund.ku.dk](mailto:summercourses@sund.ku.dk).

## Exams

### 5. Terms and grade deadlines

(1) Ordinary exams for study programmes without a block structure are normally held in the December/January and May/June exam periods. On study programmes with a block structure, ordinary exams are normally held at the end of each block. Re-exams after the summer exams and after blocks 3 and 4 are held in weeks 33-34 (possibly week 35). Re-exams after the winter exams on study programmes without a block structure are held in weeks 8-9. Re-exams after blocks 1 and 2 are held in the interim week after block 3. Re-exams after blocks 1 and 2 may, however, be placed in August. However, the study board may decide in specific cases that exams in the final semesters of Bachelor's and Master's programmes will be held earlier.

(2) The study board approves an exam schedule before 1 October for exams in the spring semester, and before 1 March for exams in the autumn semester. Following consultation of the Section for Student Services, the study board may approve changes to an adopted exam schedule in extraordinary cases.

(3) The exam schedule, which must contain exam dates, the time for the holding of the exam and the exam form for both ordinary exams and re-exams, also lays down the times for publication of grades.

(4) The internal examiner and external examiner must inform the Section for Student Services of their grading no later than two weeks (containing at least two weekends) after the exam was held.

(5) The exam schedules are published at the website [www.sund.ku.dk](http://www.sund.ku.dk).

### 6. Exam registration and registration periods

(1) When the student has been assigned to a course, the student has also been registered for the exam(s) for the course in question.

(2) If the student has withdrawn from exam participation in accordance with subsection (1), the student must register for this exam in a subsequent exam period. If the student has participated in an exam without passing it, the student must register for the same exam in a subsequent exam period.

(3) The Section for Student Services will withdraw a student from course elements if the registered student does not meet the formal requirements for participation in the course or course element, as specified in the course or exam description at [www.courses.ku.dk](http://www.courses.ku.dk).

(4) The registration periods are as follows:

a) Ordinary exams in the autumn semester in semester structure are held from 15 September to 22 September and for re-exams from 26 January to 2 February

b) Ordinary exams in the spring semester in semester structure are held from 26 January to 2 February and for re-exams from 20 July to 27 July

c) Ordinary exams in block 1 in block structure are held from 15 September to 22 September and for re-exams from 8 December to 15 December

d) Ordinary exams in block 2 are held from 8 December to 15 December and for re-exams from 9 March to 16 March

e) Ordinary exams in block 3 are held from 9 March to 16 March and for re-exams from 18 May to 25 May

f) Ordinary exams in block 4 are held from 18 May to 25 May and for re-exams from 20 July to 27 July.

(5) Registration is done in the University's self-service system.

## **7. Formal requirements for participation in courses and exams**

(1) If the course or exam description in the course database or the programme-specific curriculum contains formal requirements that must be met for the student to be entitled to sit an exam, the student must meet these requirements no later than seven days before the exam is held to be entitled to sit the exam in question.

(2) If a student who has registered for an exam does not meet the formal requirements for sitting this exam, the Section for Student Services will withdraw the student in question and register the result as 'Lack of Qualifications' (LoQ).

## **8. Withdrawal**

A student is entitled to withdraw from an exam until the end of the registration period for the exam in question.

## **9. Registration for re-exam**

(1) A re-exam is an exam held without teaching having been offered in the subject areas that are evaluated at the exam in question in the period leading up to said exam.

(2) A student can register for any exam that forms part of the exam schedule of a study programme regardless of whether this exam has been specified as an ordinary exam or a re-exam. Sitting a re-exam thus does not require that the student has previously participated in the same exam without passing it or was absent due to illness for this exam. If a student sits an exam without passing it, is absent from an ordinary exam due to illness or fails to show up for an ordinary exam, the student in question must register for a re-exam.

(3) Registration for re-exams must be done within the registration period stipulated, see section 6(4).

(4) Registration for re-exams in the University's self-service system on KUnet.

(5) Students may withdraw from re-exams until the end of the registration period for re-exams.

(6) If the grading deadline for an exam is after the expiry of the registration and withdrawal periods, a student who has sat the exam in question without passing it and who wishes to participate in the next exam must give notice of this at [eksamen@sund.ku.dk](mailto:eksamen@sund.ku.dk) no later than three days after the grade has been published. On this basis, the Section for Student Services registers the student for the exam in question.

## **10. Illness and non-attendance**

(1) In the event of illness, the student must inform the Section for Student Services as soon as possible and no later than by 9:00 on the exam day. The student must use an e-form at [www.KUnet.dk](http://www.KUnet.dk).

(2) Withdrawal due to illness must be documented by a doctor's note from the student's own doctor certifying that the student was unable to sit the exam concerned due to illness. The doctor's stamp and provider number must be on the doctor's note. The doctor's note must be submitted to the Section for Student Services within three working days of the notification of absence due to illness. The exam date is not included in this. If the notification of absence due to illness and the doctor's note are received, the exam in question will not count as an exam attempt.

(3) For oral exams, the students must give notification of illness as soon as possible and no later than by 9:00 on the exam day. For clinical and practical exams, in addition to completing and submitting an e-form, the student must also give notification of absence to the clinical department or to the veterinary department in question.

(4) If the student fails to attend an exam without giving notification of absence due to illness or without a timely notification of absence due to illness subsequently being documented by a doctor's note, see subsection (2), the exam will count as an exam attempt.

## **11. Illness during exam**

(1) If a student becomes acutely ill during a written on-site exam, the proctor is summoned and informed that the student in question has become ill during the exam. The student concludes the exam by selecting the submission form 'Not submitting for assessment due to illness' in Digital Exam. The assignment will not be graded if the student has left the exam due to illness. In the event of acute illness that occurs during other exam forms, the student must contact the Section for Student Services as soon as possible.

(2) The student must consult a doctor immediately and submit a doctor's note, which must be received by the Section for Student Services no later than three working days after the exam in question.

(3) If the doctor's note is submitted within the deadline in subsection (2), the exam does not count as an exam attempt.

## **12. Extended time for exams**

(1) Following an application, the study board may grant a student 25% more time to hand in an exam in the following cases:

1) dyslexia documented by a statement from the relevant authority

2) pregnancy (the first two trimesters) if special pregnancy difficulties are documented by a doctor's note

3) when the student has to breastfeed a child less than six months old

4) in other cases where the need for additional time is documented by an appropriate declaration.

(2) In case of pregnancy, a student in the third trimester of pregnancy is entitled to extended time without having to submit an application if she presents a maternity record in the Section for Student Services no later than 14 days before the exam.

(3) For a 24-hour written assignment, a two-hour extension is granted. For a 48-hour written assignment, a four-hour extension is granted. For a 72-hour written assignment, a six-hour extension is granted. For other written assignments, the study board may, in exceptional cases, grant extended time if this is regarded as necessary to put the examinee on an equal footing with the other examinees.

(4) The student must provide information about the permission for extended time for written exams. This must be done prior to the start of each semester for study programmes conducted in the semester structure, and before the start of block 1 and block 3 for study programmes conducted in the block structure. The notification must be sent no later than 14 days before the first exam day to the address [eksamen@sund.ku.dk](mailto:eksamen@sund.ku.dk).

### **13. On-site exams in the University's exam facilities**

Repealed.

#### **13a. On-site exams in the University's exam facilities**

(1) On-site exams are held in the University's exam facilities on computers which the Faculty makes available to the students. Further information about computers etc. is available at KUnet.

(2) Unless otherwise stipulated in the exam description in the course database, students must not use their own computers at on-site exams. Mobile phones and other electronic devices, such as own calculator and USB stick, must not be brought to the exam. For exams where it appears from the exam description that all exam aids may be used, this includes the possibility of accessing own notes uploaded before the exam as digital notes to ITX in the University's exam facilities.

(3) In addition to the calculator contained in the Office suite, the programs LYX, Maple and Mathype are available for on-site exams held in the University's exam facilities.

(4) Exam papers for written assignments stated in the exam schedule for exams other than on-site exams must be submitted via the Digital Exam portal. This also applies to submission of Bachelor projects and Master's theses.

(5) A student may submit a handwritten exam paper when it has been documented by a doctor's note from the student's own doctor that the student in question is not physically able to complete an exam paper on a computer. An application for this must be submitted to the Section for Student Services no later than four weeks before the exam is held.

### **14. Teaching language and exam language**

Teaching is conducted in the language specified in the course description at [www.courses.ku.dk](http://www.courses.ku.dk). The exam is sat in the language specified in the exam description at [www.courses.ku.dk](http://www.courses.ku.dk). Students who have Swedish or Norwegian as their mother tongue may sit the exam in this language when the exam language is stated as Danish in the course description.

### **15. Forms of exam**

(1) The course database at [www.courses.ku.dk](http://www.courses.ku.dk) describes the details of the contents and scope of each individual exam as well as the requirements for the student for the exam in question.

(2) Exams may be in one or more of the following forms:

1. Written exam (on-site exam): An assignment set by the lecturer/exam responsible which is answered in writing after the end of the course.

2. Oral exam: Answering of a set exam question with or without time for preparation of the oral answer(s).

3. Clinical practical oral exam.
  4. Participation in courses and passing of mandatory elements documented by a course certificate signed by the course coordinator.
  5. Written assignment (take-home assignment): An assignment set by the lecturer/exam responsible which is answered in writing after the conclusion of the course, including 7-day, 14-day, 24-hour, 48-hour and 72-hour assignments (Sundays and public holidays included).
  6. Project assignment: Written exam on a subject of the student's own choice. The assignment is submitted for assessment after the course.
  7. Course assignment: Written assignment prepared concurrently with the course without extra resources being earmarked for individual supervision.
  8. Synopsis exam: Oral defence of synopsis prepared on the basis of an assignment set after the conclusion of the course. No classes are held during the exam period.
  9. OSCE (Objective Structural Clinical Examination): A station-based exam after the course.
  10. Oral exam based on report(s): The report(s) are prepared during the course and form the exam basis.
  11. Ongoing exams: Two or more sub-exams in which the exam basis is divided into several parts, each of which is held separately during the block or semester.
  12. Practical oral exam.
  13. Spot exam: Practical exam with recognition and description of one or more (possibly virtually reproduced) preparations.
  14. Portfolio exam: A written exam consisting of several elements, in which the individual elements, which may also include poster presentations and oral presentations, are submitted during the course and are subject to an overall assessment at the end of the course.
- (2) If ten or fewer students register for an exam, the study board may change the exam form in collaboration with the relevant course coordinator and head of department.
- (3) The guidelines for written assignments done by groups of students lay down further provisions for each individual study programme regarding requirements for the contents and scope of these assignments, including the extent to which the individual student's contribution is to be identifiable.

## **16. Length and deadline for Master's thesis periods and deadline for notification of grade**

(1) The deadline for submission of a Master's thesis is as follows:

- A Master's thesis with 0-15 ECTS credits must be submitted no later than two months after the conclusion of the Master's thesis
- A Master's thesis with 16-30 ECTS credits must be submitted no later than four months after the conclusion of the Master's thesis
- A Master's thesis with 31-45 ECTS credits must be submitted no later than six and a half months after the conclusion of the Master's thesis
- A Master's thesis with 46-60 ECTS credits must be submitted no later than nine months after the conclusion of the Master's thesis.

If the deadline for submission falls on a Saturday or Sunday, the submission date will be postponed to the next working day.

(2) For the following study programmes, the grading of the Master's thesis must have been completed within two weeks of submission:

- Master's programme in global health
- Master's programme in pharmacy
- Master's programme in pharmaceutical sciences (kandidatuddannelsen i farmaceutisk videnskab)

- Master's programme in pharmaceutical sciences (kandidatuddannelsen i lægemiddelvidenskab)
  - Master's programme in medicinal chemistry
  - Master's programme in veterinary medicine
  - Master's programme in animal science
  - Master's programme in human biology.
- (3) For the following study programmes, the grading of the Master's thesis must have been completed within four weeks of submission:
- Master's programme in medicine
  - Master's programme in health science
  - Master's programme in odontology
  - Master's programme in health informatics
  - Master's programme in immunology and inflammation
  - Master's programme in neuroscience.
- (4) For the study programmes listed in subsection (2), the Master's thesis period in subsection (1) is extended by two weeks.

## 17. Supplementary rules on exams

- (1) The student must bring a valid ID card issued by the University of Copenhagen in connection with exams. In special situations, photo ID other than the student's ID card, such as a driving licence or passport, may be approved by the exam supervisor.
- (2) For written on-site exams, the student's hand-in is identified by the personal exam number shown in Digital Exam and on KUnet, see section 26.
- (3) If the paper is submitted in handwritten form, see section 13(5), the student must enter the student's exam number on each page of the exam paper.
- (4) For written exams (on-site exams), the student must arrive no later than 30 minutes before the start of the exam, unless otherwise stated in Digital Exam or on KUnet, see section 26. No students will be admitted to the exam room after the start of the exam.
- (5) A student is not allowed to leave the exam room within the first 15 minutes after the start of the exam and during the last 30 minutes before the end of the exam.

## 18. Grading scale

- (1) The grading is based on the 7-point grading scale or the assessment Pass/Fail or Approved/Not approved, see the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (the Grading Scale Order) (*Karakterbekendtgørelsen*). Bachelor projects and Master's theses are graded based on the 7-point grading scale. For class attendance etc., the assessment is Pass/Fail or Approved/Not approved.
- (2) The assessments Pass/Fail or Approved/Not approved may only be used for exams covering maximum one third of the total ECTS credits under the study programme. However, this does not include exams for which credits are transferred. The course database shows which form of assessment is used for each individual exam.

## 19. Grading form

- (1) Exams are either internal or external.
- (2) Internal exams are graded by one or more lecturers (examiners) appointed by the University from among the teaching staff at the University.

- (3) External exams are graded by one or more internal examiners along with one or more external examiners appointed by the Danish Agency for Higher Education. External examiners are appointed by the respective chairmanship of the external examiners via CensorIT.
- (4) The external exams must cover the key areas of the study programme, including Bachelor project and Master's thesis. External exams must account for at least one third of the total ECTS credits on a study programme. However, this does not include exams for which credits are transferred.
- (5) A student's class attendance is assessed by the lecturer on the course in question. Unless otherwise stipulated in the exam description at [www.courses.ku.dk](http://www.courses.ku.dk), the exam in question is graded by an internal lecturer employed at the Faculty.

## **20. Appeals against exams, including rejection of approval of mandatory classes**

- (1) Appeals against exams or other assessment, including rejection of approval of mandatory classes, must be submitted by the students using an e-form at the website [www.KU.net.dk](http://www.KU.net.dk). The appeal must be submitted in writing, and the grounds for the appeal must be specified.
- (2) A student may, for example, appeal against
- 1) legal issues
  - 2) the basis for the exam (questions, assignments etc.)
  - 3) the course of the exam
  - 4) the grading.
- (3) The appeal must be submitted no later than two weeks after the grade has been published. However, the deadline runs at the earliest from the date announced for the publication.
- (4) The Dean may, however, grant exemptions from subsection (3), first sentence, under extraordinary circumstances.

## **21. Exam cheating and plagiarism**

- (1) While enrolled at the University, the student must comply with the general principles of good scientific practice and academic integrity. Any breach of these principles by the student will be regarded as exam cheating.
- (2) Breaches of good scientific practice as well as research misconduct and matters that constitute exam cheating include:
- a) plagiarism, including reuse of own texts (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 in question
  - h) having pre-existing knowledge of the exam assignment
  - i) providing incorrect information regarding attendance.
- (2) Failure to comply with subsection (1) may be sanctioned in accordance with the rules on disciplinary measures for students at the University of Copenhagen, which can be found at <https://uddannelseskvalitet.ku.dk/docs/overordnede-dokumenter/Ordensregler-010914.pdf>.
- (3) Exam cheating may be sanctioned with an oral or written warning or with expulsion from the University for a given period or permanently.

## **22. Number of exam attempts**

(1) A student has a maximum of three attempts to pass an exam. The study board may grant further attempts in case of extraordinary circumstances. Lack of academic aptitude does not count as an extraordinary circumstance.

(2) A student who has exhausted all exam attempts during an ordinary enrolment and who has also been admitted in accordance with the rules set out in Ministerial Order no. 1188 of 7 December 2009 on Single Course Programmes at Danish Universities (the Single Course Programme Order (*Deltidsbekendtgørelsen*)), as amended, cannot obtain additional exam attempts, unless the student obtains the study board's permission for this.

## Sundry supplementary provisions

### **23. First-year exam requirement and maximum duration of study**

(1) Before the end of the first year of study, Bachelor's students must have participated in course and exam activities with a total of 45 ECTS credits in order to continue on the study programme. In the course-specific curriculum, these activities must be scheduled in the first two semesters of the study programme.

(2) The 45 ECTS credits, see subsection (1), must have been passed before the end of the second year of study for the student to be able to continue on the study programme. If the student fails to meet this requirement at the end of the second year of study, the student's access to a new exam attempt will lapse.

(3) No later than four years after starting on a Bachelor's programme, the student must complete the study programme. No later than three years after starting on a Master's programme, the student must complete the study programme. Regarding the Master's programmes in medicine and in veterinary medicine, the student must complete these study programmes no later than after four years and after three years and six months, respectively.

(4) The study board may grant an exemption from the time limits in subsections (1)-(3) if there are extraordinary circumstances.

### **24. Disciplinary rules**

(1) During the student's study programme, the student must behave in a considerate and proper manner vis-à-vis fellow students and employees and not inconvenience or harm others or damage their property or the property of the University.

(2) The student must comply with the instructions issued by employees, in internal rules and on signs and notices. While students are engaged in activities in hospital departments, in clinics etc., they are subject to the same requirements and procedures that apply to employees in terms of, for example, fire fighting and hygiene.

(3) In connection with courses and exams containing elements of patient contact and in which the student acquires knowledge of sensitive personal data about individual persons, the student must comply with the duty of confidentiality as that imposed on healthcare professionals in the Danish Health Act (*Sundhedsloven*).

(4) In connection with courses and exams which involve animals and where the students acquire knowledge of individual persons' (clients') personal or financial affairs, they must comply with the same duty of confidentiality as that imposed on veterinarians in accordance with the ethical rules of the Danish Veterinary Association.

(5) Students must comply with any instructions from lecturers about special clothing or special hygiene in connection with classes where special consideration must be shown for, for example, patients or laboratory animals.

(6) In connection with patient treatment and during clinical training, students must wear their ID card or a name tag handed out by the department or the hospital department.

(7) Failure to comply with subsections (1)-(5) may be sanctioned in accordance with the rules on disciplinary measures for students at the University of Copenhagen, which can be found at <https://uddannelseskvalitet.ku.dk/docs/overordnede-dokumenter/Ordensregler-010914.pdf>.

(8) During the pharmacy internship programme element, the student must follow the instructions which the student receives from the pharmacist of the pharmacy to which the student has been assigned. If the pharmacist finds that the student is unable adequately to perform the tasks that the pharmacist assigns to the student, or if the student otherwise does not meet reasonable requirements for the student's behaviour, the pharmacist may suspend the student and discontinue the internship.

## **25. Mandatory digital communication**

(1) The Faculty's personal written communication to the individual student is done by email to the student's @alumni.ku.dk address. The student is responsible for keeping up to date on notifications and messages from the Faculty sent to the student's @alumni.ku.dk address.

(2) If the student's study site on KUnet contains e-forms for applications, notification of absence from exam due to illness, appeals and for use in connection with Bachelor projects and Master's theses, these must be used.

## **26. The University's notifications and messages to students via KUnet**

The Faculty informs groups of students or individual students about course and exam registrations via posts on KUnet and through study messages. Students are responsible for checking their course and exam registrations and for contacting the Section for Student Services if their registrations are not displayed in the self-service system no later than seven days before the start of the course or the exam day.

## **27. Exemptions**

(1) The study board processes applications for credit transfers, including credit transferred in advance, and exemptions.

(2) Applications for exemptions from the rules on the organisation of practical matters in connection with courses and exams etc., and which do not involve academic issues, are processed by the Dean. 28. Dean's and study boards' competence to grant exemptions

(1) Under extraordinary circumstances, the Dean may grant exemptions from the rules in this curriculum which have solely been laid down by the Dean.

(2) Under extraordinary circumstances, a study board may grant exemptions from the rules in this curriculum which have solely been laid down by the study board in question.

## **29. Credit transfers**

(1) The study board may, on application, grant an exemption from programme elements on the study programme on the basis of programme elements taken at other establishments of higher education in Denmark or abroad.

(2) Exemption cannot be granted on the basis of programme elements where more than five years have passed from the completion of the programme element in question to the time when, in

accordance with the programme-specific curriculum, the student is entitled to take the programme element for which a credit transfer is applied.

(3) The study board may grant an exemption from the rule in subsection (2) if the student has kept their academic knowledge up to date through vocational work, research or similar activities.

(4) Credits for a Master's thesis that forms the basis for a title in one Master's programme cannot be transferred to a new title in another Master's programme.

### **30. Mandatory credit transfers**

The applicant must provide information about and apply for credit transfers for programme elements passed on all previous uncompleted study programmes at the same level.

### **31. Term papers**

Term papers cannot be written unless specifically permitted in the study programme-specific part of the curriculum.

### **32. Binding registration for elective courses**

(1) When a student has registered for an elective course after having obtained the study board's approval thereof, the elective course will form a binding part of the student's elective course framework after the end of the late-registration period, and the student cannot subsequently replace the elective course with another.

(2) A student cannot be withdrawn from an elective course after the student has used one or more exam attempts on the course, see section 13(2) of the Ministerial Order on University Examinations (the Examination Order) (*Eksamensbekendtgørelsen*).

(3) The study board may grant an exemption from subsection (2) in extraordinary circumstances. The question of and extension of studies, academic aptitude and the student's wishes for the academic composition of the study programme cannot form part of the assessment of whether there are extraordinary circumstances. In addition, it is a requirement for granting an exemption that the extraordinary circumstances are directly linked to the elective course, and that the circumstances prevent the student from completing the elective course over an extended period of time.

(4) When the student has completed a pre-approved elective course, the student must inform the Faculty thereof. The Faculty will register the result.

### **33. Evaluation**

(1) The study board initiates and conducts evaluations aimed at quality assurance and quality improvement of courses.

(2) The study board ensures follow-up on study programme and course evaluations.

### **34. Complaints about teaching and lecturers**

(1) Complaints about teaching methods or supervision must be submitted to the head of studies, who will involve the relevant head of department. If the complaint concerns more than one head of studies, the head of department will ensure the necessary coordination of the handling of the case, including asking for statements/recommendations, if relevant, before answering the complaint. If several departments are involved in the teaching of a subject area and if a complaint thus concerns lecturers from different departments, the case is sent to the Dean, who may either decide to handle it himself/herself or authorise one of the heads of studies or heads of departments to handle the case. If the head of department or the head of studies finds that the

complaint about teaching also concerns the behaviour of one or more lecturers, this part of the complaint will be dealt with by either the head of department or the head of studies as described above.

(2) Complaints about a lecturer's behaviour are submitted to the head of department if the complaint concerns permanently employed lecturers. Complaints about part-time lecturers' behaviour are submitted to the head of studies. If the complaint covers several study boards, the complaint is coordinated by the head of studies who has received the complaint.

### **35. Admission to Master's programmes**

(1) Applications for admission to a Master's programme must have been received no later than on 1 March for study programmes with study start on 1 September. Applications for admission to a Master's programme must have been received no later than on 15 October for study programmes with study start on 1 February in the following year, see, however, subsection (3).

(2) In addition to study start on 1 September, the Master's programmes in medicine, in animal science, in public health, in biomedical engineering, in pharmacy, in pharmaceutical sciences ('farmaceutisk videnskab') and in health informatics also have study start on 1 February.

(3) A completed Bachelor's programme from the Faculty of Health and Medical Sciences at the University of Copenhagen entitles the graduate to admission to the Master's programme at the Faculty which is the continuation of the completed Bachelor's programme. The right to admission requires that the applicant is admitted to the Master's programme no later than three years after having completed the Bachelor's programme.

(4) For applicants who are citizens of a country outside the European Union and who do not have a permanent residence permit in Denmark, the application deadline is 15 January for study start on 1 September.

(5) An application must also comply with the programme-specific requirements as described for the individual study programme.

(6) The Dean may grant an exemption from the deadline in subsection (1) under extraordinary circumstances.

### **36. Leave of absence**

Students may be granted leave of absence in accordance with the University's joint rules, which can be found at <http://velkommen.ku.dk/uddannelse/regler-om-orlov-rev.pdf>.

### **37. Transfer from other universities and change of study programmes**

(1) A transfer to the University of Copenhagen of a student who is enrolled on an equivalent study programme at another university is only granted if the student has passed the exams which, in accordance with the curriculum, are placed in the first year of study of the Bachelor's programme, and when the application is justified by special personal circumstances which make it necessary for the student to be transferred to the University of Copenhagen. A transfer also requires that the Faculty finds that the applicant has academic aptitude and will be able to complete the study programme within the remaining maximum duration of study.

(2) Switching to another Bachelor's programme for students enrolled on a Bachelor's programme or Master's programme is only possible through new admission via the Coordinated Enrolment System.

### **38. Registration for courses on Master's programme before completion of Bachelor's programme**

On application, the study board may grant permission for Bachelor's students to be registered for courses, course elements or exams of up to 30 ECTS credits on a Master's programme if the study board finds that the student has the academic qualifications required to complete and pass the Bachelor's programme while also completing courses or course elements on the Master's programme.

### **39. Disenrolment from study programme**

Enrolment is terminated when students

- 1) have completed the study programme
- 2) are unable to continue on the study programme because they have exhausted their exam attempts
- 3) are not allowed to continue on the study programme because they have failed to comply with the rules for sitting or passing the first-year exam on the Bachelor's programme, see section 23(1) and (2) of the Examination Order
- 4) are prevented from continuing on the study programme because they have exceeded the maximum duration of study for the study programme, see section 23(3), and the subject-specific curriculum of the study programme in question
- 5) withdraw from the study programme or
- 6) are permanently expelled from the University.

### **40. Re-admission**

- (1) Re-admission of a student who has previously been enrolled on the same study programme at a Danish university without completing this study programme may be granted if the Faculty finds, based on a specific academic assessment, that the applicant's possibilities of completing the study programme have been significantly improved. In this assessment, the Faculty may attach importance to whether the student is regarded as having academic aptitude and is found to be able to complete the study programme within the remaining maximum period of study.
- (2) Applicants who have not passed the entire first year of study on the Bachelor's programme for which they are applying for re-admission must apply for admission through the Coordinated Enrolment System.
- (3) Re-admission requires that there are remaining places on the study programme to which the student is applying for re-admission. Re-admission normally takes place under the most recent curriculum for the study programme in question.
- (4) However, re-admission may, at the earliest, be granted five months after the end of the latest enrolment on the study programme.

### **41. How to appeal and suspensive effect of an appeal**

- (1) Decisions made by a study board and the Dean in accordance with these rules and decisions made by a board of appeals set up in accordance with the Examination Order may be brought before the Rector of the University of Copenhagen. The appeal, which may only concern legal issues and not the study board's, the Dean's or the board of appeals' assessments and any academic evaluations, must be based on factual grounds and must have been received no later than two weeks after the decision was received by the recipient. However, in accordance with the rules in the Ministerial Order on Credit Appeals Boards (*Meritankenævnsbekendtgørelsen*) and in the Consolidated Act on the Assessment of Foreign Educational Qualifications etc. (*Lovbekendtgørelse om vurdering af udenlandske uddannelses kvalifikationer m.v.*), appeals

against rejection of applications for credit transfers may be brought before a credit appeals board or the Qualifications Board.

(2) Appeals against decisions made by a study board or by the Dean do not have a suspensive effect<sup>1</sup> on the student's ability to participate in courses and exams. In case of appeals against the grading of tests and exams in accordance with the rules in part 8 of the Examination Order, the appellants may therefore continue their study programme during the University's hearing of the complaint or appeal in question. However, this does not apply to appeals against rejection of approval of participation in courses where the approval (the course certificate) is a formal requirement in the course or exam description at [www.courses.ku.dk](http://www.courses.ku.dk) for participation in clinical training.

(3) If, while the exam appeal or other appeal is pending, the appellant obtains approval of mandatory courses for which the appellant does not meet the formal requirements once the appeal has been decided, the approval is annulled. If, while the appeal is pending, the appellant passes exams for which the appellant does not meet the formal requirements, the exam grade will be annulled.

#### **42. Single-course students**

These rules apply correspondingly to students admitted in accordance with the rules in Ministerial Order no. 24 of 9 January 2020 on Single Course Programmes at Danish Universities (the Single Course Programme Order), as amended. However, this does not apply to the provision in section 3(3).

#### **43. Effective date**

This Common Part of Curricula was approved by the Dean on 6 July 2020. However, the provisions in section 13a will not enter into force until 1 September 2021. Until then, the provision in section 13 that will be repealed as at 1 September 2021 will be applicable<sup>2</sup>. The deadlines for registration for and withdrawal from courses and exam attendance were updated in March 2021. This version of the Common Part of Curricula becomes effective on 1 September 2021.

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<sup>1</sup> If an appeal has suspensive effect, this means that the decision will only have legal effect when a decision has been made in the appeal. Suspensive effect means that the appellant's position is as if the decision had not been made while the appeal is pending.

<sup>2</sup> Section 13 has been omitted from the current version.