

General Programme Regulations

1. Introduction

These general regulations apply to all ordinary programmes (bachelor's and master's) in the Faculty of Health and Medical Sciences and replace the sections of existing or previous programme regulations referring to the same topics.

Classes

2. How the academic year is organised

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

(2) The study board must approve the specific teaching plans.

(3) The dean may set other times for semester start and finish for programmes or individual semesters of programmes when special circumstances so warrant.

3. Course certificates

(1) If a course includes compulsory elements, then as soon as possible and no later than 10 days before an ordinary examination is held, the course coordinator must provide the Section for Programme Service with a list of the students who were awarded course certificates in the past semester. The course coordinator should also sign and submit a list of which students attended class but were not awarded a course certificate.

(2) A student who was awarded a course certificate in a (passed) compulsory course may not be assigned to the same course.

(3) If a student is not awarded a course certificate at the end of the course, the teacher may later inform the Section for Programme Service that the course certificate was awarded subsequently. Such information must be reported no later than 10 days before an ordinary examination or re-examination is held.

4. Registering for courses and deadlines

(1) Before each semester starts, the Faculty registers students studying for a bachelor's degree for the 30 ECTS credits that make up the coming semester or two blocks of instruction, as described in the regulations for the programme to which the student has been registered or transferred.

(2) Prior to the first semester of master's programmes in global health, veterinary science, human biology, immunology and inflammation, as well as the master's programme in health science, the Faculty will register the enrolled students for the 30 ECTS credits that comprise the coming semester's instruction. Master's students on the Faculty's other programmes as well as master's students studying after the first semester must register for the entire coming semester's instruction via the self-service system at www.KUnet.dk in the period between 15 May to 1 June for the autumn semester and 15 November to 1 December for the spring semester. For semesters that include electives, both bachelor's and master's students must register for and prioritise electives using the self-service system in the same periods.

(3) If a student wants to take courses over and above 30 ECTS credits, the Section for Programme Service can register the student if there is room on the courses in question.

(4) Up to the deadline for registration and late registration, students can register for and withdraw from courses via the University's self-service system. The late registration period runs from Tuesday 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 late registration period runs from Tuesday in week 44 up to and including Tuesday in week 46. For courses offered in the spring semester or block 3, the period runs from Tuesday in week 3 up to and including Tuesday in week 5, and for courses offered in block 4 from Tuesday in week 13 up to and including Tuesday in week 15. Late registration is only possible for courses that have vacant capacity left after the registration deadline.

Examinations

5. Timetables for examinations and reporting grades

(1) Ordinary exams for programmes without block structure are normally held in the examination periods December/January and May/June. For programmes with block structure, ordinary examinations are normally held at the end of each block. Re-examinations after the summer exam period and after blocks 3 and 4 are held in weeks 33–34 (if necessary, in week 35). Re-examinations after the winter exam period for programmes without block structure are held in weeks 8–9. Re-examinations after blocks 1 and 2 are held in the week after block 3. However, the study board may decide in specific cases that exams in the final semesters of bachelor's and master's programmes can be held earlier.

(2) The study board approves an examination timetable before 1 October for exams held in the spring semester, and before 1 March for exams held in the autumn semester. In extenuating circumstances, the study board, after consulting the Section for Programme Service, may allow changes to an already approved examination timetable.

(3) The examination timetable must include dates, hours and examination form for ordinary exams and re-examinations and the deadlines for the publication of grades.

(4) The course examiner and external examiner must report their assessment to the Section for Programme Service no later than two weeks (including at least two weekends) after the exam has been held.

(5) Examination timetables are published at www.sund.ku.dk.

6. Registration for examinations

(1) Students registered for a course are automatically registered for the appropriate exam or exams.

(2) Students who have withdrawn their participation in an exam for which they have been registered as in (1) above must themselves register for this exam in a later exam period. Students who have taken and not passed an examination must themselves register for the same exam in a later period.

(3) The Section for Programme Service can withdraw a student from one or more course elements if it is a prerequisite for registration that an earlier course or course elements have been completed and passed, and it would be a considerable inconvenience or risk to other students if instruction in the later course or course elements started before the student had passed the prerequisite course.

(4) Registration periods are as follows:

a) Ordinary exams for the autumn semester are held from 14-21 September, and re-examinations are held from 25 January to 1 February

b) Ordinary exams for the spring semester are held from 25 January to 1 February, and re-examinations are held from 19-26 July.

c) Ordinary exams for block 1 are held from 14-21 September, and re-examinations are held from 7-14 December

d) Ordinary exams for block 2 are held from 7-14 December, and re-examinations are held from 8-15 March

e) Ordinary exams for block 3 are held from 8-15 March, and re-examinations from 17-24 May

f) Ordinary exams for block 4 are held from 17-24 May, and re-examinations are held from 19-26 July.

(5) Students must register using the University's self-service system.

7. Registration conditions for exams

(1) If the specific programme regulations have special registration conditions for exams, the student must meet these conditions no later than seven days before the exam is held in order to have the right to take the exam.

(2) If a student who is registered for an exam does not meet the registration conditions for that exam, the Section for Programme Service will withdraw the student from the exam.

8. Withdrawal

(1) Students may withdraw from participation in an examination before the end of the registration period for the exam in question.

9. Registration for re-examinations

(1) If a student fails an examination or does not take an examination due to notified illness or is otherwise absent from an ordinary exam, the student must register for a re-examination.

(2) Registration for a re-examination must be completed within the registration period stipulated, cf. 6(4).

(3) Students must register for re-examination using the University's self-service system.

(4) Students may withdraw from registration for re-examinations within the stipulated deadline for registration for re-examinations.

10. Illness and absence

(1) In the event of illness, students must inform the Section for Programme Service as soon as possible and no later than 09:00 on the day of the exam. Students must use the e-form on www.KUnet.dk.

(2) Illness must be documented by the student's own doctor, who must certify that the student was unable to take the exam due to illness. The doctor's certificate must be furnished with the doctor's stamp and number and submitted to the Section for Programme Service within three working days of the notice of illness. If the student reports the illness and submits the doctor's certificate in accordance with procedures, the exam in question will not be counted as an exam attempt.

(3) For oral exams, students must report the illness to the Section for Programme Service as soon as possible and no later than 09:00 on the day of the exam. For clinical and practical exams, students must inform the clinical unit or relevant veterinary department of their absence, in addition to filling in and sending an e-form.

(4) For students who are absent from an exam without reporting their illness and submitting a doctor's certificate in accordance with procedures within the stipulated deadline, cf. (2), the exam in question will be counted as an exam attempt.

11. Illness during examination

(1) If a student suffers acute illness during a written sit-in exam, the invigilator will be summoned, at which time both the exam paper and the student's answer must be handed in. The student and invigilator must sign a statement that the student left the exam because of illness. Answers are not graded when a student leaves an exam due to illness. For acute illness arising during other types of exams, the student must contact the Section for Programme Service as soon as possible.

(2) The student must consult a doctor immediately and submit a medical certificate, which must reach the Section for Programme Service no later than three working days after the exam in question.

(3) If the medical certificate is submitted by the deadline set out in (2), the exam will not count as an attempt.

12. Extended time for exams

(1) If a student submits a request for an extension, the study board may grant 25% additional time for a written exam in the following circumstances:

1) Dyslexia, if documented by a statement from a relevant authority

2) The first two trimesters of pregnancy, if difficulties are documented by a medical certificate

3) If the student has to breastfeed a child under six months old

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

(2) Students in the third trimester of pregnancy are entitled to an extension without having to submit an application if they present their medical case file to the Section for Programme Service no later than 14 days before the exam.

(3) A two-hour extension can be granted for a 24-hour written exam. A four-hour extension can be granted for a 48-hour written exam. A six-hour extension can be granted for a 72-hour written exam. Extensions are not granted for other types of written exam.

(4) Students are responsible for reporting that they have been granted extended time for a written exam no later than 14 days before the first examination day via e-mail address eksamen@sund.ku.dk

13. Written exams are taken using computers

(1) Written sit-in exams are taken using computers provided by the Faculty. Further information about the computers, etc. is available at <http://pc-eksamen.ku.dk/>

(2) Students are not allowed to use their own computers for written sit-in exams or to bring mobile phones and other electronic devices to the exam, unless specifically permitted in the exam description in the course database. However, students are allowed to bring their own calculators without stored data. If the exam description states that all types of aids may be used, this also includes USB-sticks.

(3) With the exception of written sit-in exams, answers to written exams listed in the examination plan must be submitted via the portal Digital Eksamen. This is also the procedure for submitting a bachelor's project or master's thesis, unless otherwise indicated in the course database.

(4) Students are allowed to submit handwritten answers if they have a certificate from their doctor stating that they are physically unable to complete the examination using a computer. Such applications to take exams on paper must be submitted to the Section for Programme Service no later than four weeks prior to the exam.

14. Instruction and examination language

Instruction is conducted in the language indicated in the course description on www.kurser.ku.dk.

Exams are taken in the language indicated in the exam description on www.kurser.ku.dk. Students who are native speakers of Swedish or Norwegian are entitled to take exams in those languages when the examination language in the course description is Danish.

15. Types of examinations

(1) Examinations can take one or more of the following forms:

- 1) Written exam (sit-in): An assignment set by the teacher/head of examinations, which is answered in writing after the end of the course.
- 2) Oral exam: An answer to a set exam question, with or without time to prepare the oral response.
- 3) Clinical practical oral exam.
- 4) Participation in classes and passing of mandatory elements, as documented by a course certificate signed by the course coordinator.
- 5) Written take-home exam: An assignment set by the teacher/head of examinations, which is answered in writing after the end of the course. This includes 7-day, 14-day, 24-hour, 48-hour and 72-hour exams (Sundays and holidays included).
- 6) Project: A written exam on a subject of the student's own choice. The project report is submitted for assessment after the end of the course.
- 7) Course assignment: A written assignment drawn up during the course, without extra resources being earmarked for individual supervision.
- 8) Synopsis exam: Oral defence of a synopsis drawn up on the basis of an assignment set after the end of the course. No other classes are held during the exam period.
- 9) OSCE (Objective Structural Clinical Examination): A station-based exam held in a clinical setting after the course.
- 10) Oral exam based on report(s): The report(s) are drawn up during classes and form the basis for the examination.
- 11) Continuing exam: Two or more sub-exams in which the basis for examination is divided into several parts, each of which is taken in the course of the block or semester.
- 12) Practical oral exam.
- 13) Spotting exam: Practical test of recognition and description of one or more (may be virtually reproduced) preparations.

- 14) Portfolio exam: Written exam consisting of several elements in which individual elements, which can include oral and poster presentations, are submitted during the course of instruction and are assessed in total at the conclusion of the course.
- (2) The specific exam form is shown in the lists of courses and exam descriptions in the regulations for the programme concerned.
- (3) If ten or fewer students register for an exam, the study board, in collaboration with the relevant course coordinator and head of department, can change the form of the exam.
- (4) In the guidelines for written examinations prepared by a group of students, detailed regulations about the requirements for each programme must be set for the content and extent of these exams including the extent to which each student's individual contribution must be clearly identifiable.

16. Supplementary rules for exams

- (1) Students must bring with them to the exam a valid identification card issued by the University of Copenhagen. In certain circumstances, other forms of photo ID, such as a driving licence or passport, may be approved by the invigilators.
- (2) For written sit-in exams, the exam responses for each student must be identified by the personal exam number allocated to the student in question in the exam letter provided in accordance with 25.
- (3) If the exam responses are submitted on paper, cf. 13(4), the student must provide his or her exam number on each page of the exam paper.
- (4) For written sit-in exams, students must arrive 30 minutes before the exam starts, unless otherwise stipulated in the exam letter, cf. 25. No students will be admitted to the exam room after the start of the exam.
- (5) Students are not allowed to leave the exam room within the first 15 minutes or the last 30 minutes of the exam.

17. Grading scale

- (1) Assessment takes the form of grades according to the seven-point scale, pass/fail or approved/not approved in accordance with the Grading Scale Order. Bachelor's projects and master's theses are graded on the seven-point scale. Pass/fail grades are awarded or participation is approved/not approved for courses assessed on the basis of class participation, etc.
- (2) Pass/fail or approved/not approved may not be used to assess exams for more than 1/3 of the ECTS credits for the programme concerned. This limit does not apply to credit transfers. The forms of assessment to be used for each particular exam are stated in the course database.

18. External and internal examiners

- (1) Exams are assessed by either internal or external second examiners.
- (2) Internal exams are assessed by one or more teachers (examiners) appointed by the University from University teaching staff.
- (3) External exams are assessed by one or more course examiners and one or more external examiners appointed by the Danish Agency for Higher Education.
- (4) Externally assessed exams must cover the major areas of the programme concerned, including the bachelor's project and master's thesis. At least 1/3 of the total ECTS credits for a programme must be documented by externally assessed examinations. This provision does not apply to exams for which credits have been transferred.
- (5) Study activity is assessed by the teacher of the course concerned. Unless otherwise stated in the exam description on www.kurser.ku.dk, the exam in question is assessed by a teacher from University teaching staff.

19. Appeals concerning examinations including rejections of approval of attendance at compulsory instruction

- (1) Appeals concerning examinations or other forms of assessment, including rejections of approval of attendance at compulsory instruction, must be submitted by the student using the e-form found at www.KUnet.dk. Appeals must be written and the grounds for the appeal specified.
- (2) Appeals may be based on:
- 1) legal issues

- 2) the basis for examination (questions, assignments, and the like)
 - 3) the examination process or
 - 4) the assessment.
- (3) The appeal must be submitted no later than two weeks after grades have been published. This deadline runs from the date set for publication at the earliest, however.
- (4) The dean may, however, grant exemptions from the provision in 3(1) in mitigating circumstances.

20. Irregularities: cheating and plagiarism

- (1) While enrolled, students must live up to the general principles of good scientific practice and scientific integrity. Violation of these principles is considered cheating.
- (2) Practices that are considered breach of good scientific practice and scientific integrity and cheating include the following:
- a) Plagiarism, including reuse of own text (auto citation) without reference to a source and quotation marks
 - b) Falsification
 - c) Fabrication
 - d) Unauthorised collaboration
 - e) Receiving help or helping others during an examination that is not a group examination
 - f) Using non-authorised aids
 - g) Exceeding the time limit for the examination in question
 - h) Having prior knowledge of the examination assignment
 - i) Giving incorrect information about attendance
- (3) Violation of (1) can be sanctioned in accordance with the Code of Practice for disciplinary measures for students at the University of Copenhagen, which can be found on <http://uddannelseskaalitet.ku.dk/docs/Ordensregler-01901.pdf>
- (4) Cheating on examinations may be punished by an oral or written warning or by temporary suspension or permanent expulsion from the University.

21. Number of exam attempts

- (1) A student has three attempts to pass an exam. In extenuating circumstances, the study board may allow further attempts. Lack of academic aptitude does not constitute an extenuating circumstance.
- (2) A student who has exhausted his or her exam attempts under ordinary enrolment conditions and in addition was enrolled in accordance with the provisions of Order no. 1188 of 07/12/2009 on part-time studies at universities (the Part-time Order) as later amended, cannot be granted further exam attempts without the express permission of the study board.

Supplementary regulations

22. Requirements for study participation and first-year examinations plus maximum time allowed to complete programme

- (1) After every year of study, the student must pass examinations corresponding to a total of 45 ECTS credits. If the student passes exams in excess of 45 ECTS credits in one year of study, these credits can be deducted from the requirement for study participation in the same programme in a subsequent year of study selected by the student.
- (2) At the end of a year of study, a student who has not passed exams corresponding to a total of 45 ECTS credits or correspondingly fewer after the deduction of points accumulated as set out in (1) will be offered programme counselling and at the same time will be issued a notice with an indication of the deadline by which time the student must have met the requirements for study participation. If the requirements for study participation are not met by the deadline so indicated, the study board will recommend to the dean that the student be withdrawn from the programme. The deadline notification will be set such that the student will have had the opportunity for three exam attempts in the activities that make up the requirements for study participation.
- (3) The study board can make an exemption from the first sentence of (1) above if the student participates in elite sports, is an entrepreneur or chairman of an organisation that is a member of the Danish Youth Council, or

in extenuating circumstances. In corresponding cases, the study board can recommend maintaining the student's registration, even if the student has not met the requirements for study participation by the indicated deadline, cf. (2).

(4) In order to continue on their programme, bachelor's students must participate in class instruction and examinations totalling an ECTS weight of 45 credits before the end of their first year of study. These activities must be placed in the programme's two first semesters in the programme-specific regulations.

(5) The 45 ECTS credits, cf. (4), must have been passed before the end of the second year of study after programme start in order for the student to be able to continue on the programme. If the student does not meet this requirement by the end of the second year of study, access to a new examination attempt will be withdrawn.

(6) No later than four years after starting a bachelor's programme, the student must have completed the programme. No later than three years after starting a master's programme, the student must have completed the programme. For master's students studying medicine or veterinary science, the student must have completed the programme no later than within four years or three years and six months, respectively.

(7) The study board can make exemptions from the requirement of 45 ECTS credits in (1) (2) and from the deadlines in (4) (6) in extenuating circumstances.

23. Disciplinary regulations

(1) While studying at the University of Copenhagen students must act with respect and show reasonable consideration for fellow students and staff in order not to cause inconvenience or harm to other people or damage to the property of other people or the University.

(2) Students must comply with the directions given by members of University staff, or stipulated in internal rules or displayed on signs and notice boards. Students attached to hospital departments, clinics or similar are subject to the same requirements and procedures in force for employees with regard to fire fighting and hygiene, for example.

(3) In connection with instruction and exams involving elements of patient contact, and when students become acquainted with sensitive personal details concerning other individuals, they must observe the rules of confidentiality imposed on healthcare personnel by the Danish Healthcare Act.

(4) In connection with instruction and exams involving animals, and when students become acquainted with personal or financial details (of clients), they must observe the rules of confidentiality imposed on veterinarians by The Danish Veterinary Association's Code of Ethics.

(5) Students must obey instructions given by teaching staff regarding special apparel or special hygienic measures in connection with instruction where special consideration is required, such as with regard to patients or laboratory animals.

(6) While treating patients or on clinical rotation, students must wear their ID cards or name badges supplied by the department or hospital ward in such a way that they are visible.

(7) Breaches of (1) – (5) above may be subject to disciplinary action in accordance with the Code of Practice for disciplinary measures for students at the University of Copenhagen, which can be found on <http://uddannelseskvalitet.ku.dk/docs/Ordensregler-010914.pdf>

24. Compulsory use of digital communication

(1) The Faculty's personal written communication to students is by e-mail to the student's @alumni.ku.dk address. Students are responsible for checking for messages sent to their @alumni.ku.dk address by the Faculty.

(2) E-forms for applications, notification of illness at exams, appeals and for use in connection with bachelor's projects and master's theses must be used if they are provided on the KUnet for the student's programme.

25. The University's messages to students via KUnet

(1) The Faculty informs groups of students or individual students about registration for courses and exams via notices on KUnet or programme messages. It is the responsibility of students to check their course and examination registrations and to contact the Section for Programme Service if registrations do not appear on the University's self-service system no later than seven days before the start of instruction or the examination date.

26. Exemptions

- (1) The study board processes applications for credit transfer, including credits transferred in advance, and for exemptions.
- (2) The dean deals with applications for exemptions from the rules on practical issues related to instruction and exams, etc., which do not involve academic issues.

27. The scope of authority for the dean and study board to grant exemptions

- (1) In extenuating circumstances, the dean may waive any of the rules of these general programme regulations that have been stipulated solely by the dean.
- (2) In extenuating circumstances, the study board may waive any of the rules of these general programme regulations that have been stipulated solely by the particular study board.

28. Credits

- (1) The study board may upon application grant exemption from programme elements on the basis of elements taken at other places 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 element concerned to the time at which, under the programme-specific regulations, the student is entitled to take the programme element for which credit is being requested.
- (3) The study board can grant an exemption from (2) if the student has kept his or her academic knowledge up to date through paid work, research or similar activities.
- (4) Credits for a master's thesis submitted under the title of one master's programme cannot be transferred for recognition under the title of another master's programme.

29. Starting credits

The applicant must provide information about and apply for credits for programme elements passed from all previous uncompleted programmes at the same level.

30. Term papers

Term papers cannot substitute for exams unless specifically permitted by the regulations for the programme concerned.

31. Binding registration for electives

- (1) Once the study board has given a student approval to take an elective and the student has registered for that elective and the late registration period for that elective has passed, the elective becomes a binding part of the student's elective framework and the student cannot subsequently replace that elective with another.
- (2) Once the student has completed an elective that was approved in advance, the student must report the completion to the Faculty. The Faculty will register the result.

32. Evaluations

- (1) The study board initiates and conducts evaluations to assure and enhance the quality of the courses.
- (2) The study board ensures that any necessary action is taken as the result of programme and course evaluations.

33. Complaints about courses and teaching staff

- (1) Complaints about courses or supervision must be submitted to the head of programme, who will involve the head of department concerned. If the complaint involves the areas of more than one head of programme, the head of department will arrange for the necessary coordination of the hearing of the complaint and may request statements or recommendations and then respond to the complainant him- or herself. If the course is in a discipline involving more than one department, and the complaint thereby affects staff from different departments, the matter will be referred to the dean, who may decide to process the complaint or to authorise one of the heads of programme or heads of department to do so. If the head of programme or department finds that the complaint concerns the behaviour of

one or more teachers in addition to the teaching, that aspect of the complaint will be dealt with by either the head of department or head of programme as described above.

(2) Complaints about a permanent teacher's behaviour must be submitted to his or her head of department. However, for part-time teachers, complaints must be submitted to the relevant head of programme. If the complaint involves more than one study board, the process will be coordinated by the head of programme who received the complaint.

34. Enrolment on master's programmes

(1) Applications for enrolment on a master's programme must be received no later than 1 April for programmes starting on 1 September, and no later than 1 November for programmes starting on 1 February the following year; cf. (2), however.

(2) Graduating from a bachelor's programme at the Faculty of Health and Medical Sciences carries the right to enrolment on the master's programme that is the natural progression for the discipline or disciplines in the bachelor's programme, if the application for enrolment is submitted before the deadline, cf. (1), for the first possible enrolment after the conclusion of the bachelor's programme.

(3) For applicants who are citizens of a country outside the European Union and who do not have a permanent Danish residence permit, the deadline for application is 15 January for programmes starting on 1 September.

(3) An application must also meet the specific requirements as described for each programme.

(4) In extenuating circumstances, the dean can waive the deadline in (1).

35. Leave of absence

(1) Students can be granted leave in accordance with the University's common regulations, which can be found at this address: <http://velkommen.ku.dk/uddannelse/regler-om-orlov-rev.pdf>

36. Transfer from other universities and changing programme

(1) Transfers to the University of Copenhagen by students who are enrolled on an equivalent programme at another university are only permitted if the student has completed the exams that are taken in the first year in accordance with the regulations for that bachelor's programme, and when mitigating personal circumstances make it necessary for the student to transfer to the University of Copenhagen.

(2) For students enrolled on another bachelor's or master's programme, transfer to a bachelor's programme is only possible by applying for readmission via the Coordinated Enrolment System (KOT).

37. Registering for courses on a master's programme before completing a bachelor's programme

The study board can upon application permit a bachelor's student to register for courses, course elements or exams for up to 30 ECTS credits on a master's programme, if the study board estimates that the student has the academic prerequisites to carry through and pass the bachelor's programme while at the same time taking courses or elements of courses on the master's programme.

38. Termination of enrolment

Enrolment is terminated when the student:

- 1) has completed the programme
- 2) is unable to continue the programme after exhausting the maximum number of exam attempts
- 3) is unable to continue the programme due to failure to comply with the rules for taking or passing the first-year exam on the bachelor's programme, cf. 22(4) (5), and the Examinations Order
- 4) is unable to continue the programme after exceeding the maximum amount of time allocated for the programme, cf. 22(6), and the specific regulations for the programme in question
- 5) is unable to continue the programme due to failure to comply with the requirements for study participation, cf. 22.
- 6) has withdrawn from the programme or

7) has been permanently expelled from the University.

39. Re-enrolment

(1) Students who have previously been enrolled for the same programme at a Danish university without completing the programme can be re-enrolled if they make a plausible case for being able to complete the programme within the remaining standard time allotted.

(2) Students wishing to be re-enrolled who have not gained approval for all compulsory instruction and passed all exams for the first year of the bachelor's programme on which the student in question wishes to be re-enrolled must reapply for admission via the Coordinated Enrolment System (KOT).

(3) Re-enrolment requires that there is vacant capacity on the programme to which the student wishes to re-enrol. Re-enrolment is usually based on the latest programme regulations for the programme in question.

(4) If a student has been terminated from a programme, re-enrolment cannot take place until five months after termination.

40. Guidelines for appeals

(1) Decisions made by the dean or a study board under these general regulations and decisions by an appeals board appointed according to the Examinations Order may be appealed to the Rector of the University of Copenhagen. The appeal, which may only relate to legal issues and not to assessments and academic judgments by the dean, the study board or the appeals board, must include reasons and be submitted no later than two weeks after the original decision reached the recipient. However, under the terms of the Credit Transfer Appeals Board Order and in the Consolidated Act on the Assessment of Foreign Educational Qualifications, etc., appeals regarding the rejection of applications for credit transfers may be brought before a credit transfer appeals board or the Qualifications Board.

(2) Appeals against decisions made by a study board or the dean will not suspend the decision in relation to the student's access to participating in instruction and exams. With complaints about assessments of tests and examinations according to Part 8 of the regulations in the Examinations Order, the student may, however, continue the programme while the University deals with the appeal or complaint.

(3) While the exam complaint or appeal case is pending, if the complainant is granted approval for compulsory instruction for which he or she, once the case has been decided, does not meet the entry requirements, the approval will be cancelled. If while the complaint case is pending the complainant passes examinations for which he or she, once the case has been decided, does not meet the registration conditions, the exam grades will be cancelled.

41. Students filling vacant capacity

These general programme regulations apply *mutatis mutandis* to students enrolled according to the rules of Order no. 1188 of 07/12/2009 concerning part-time study at universities (the Part-time Order) as later amended. However, this does not apply to the regulation in 3(3).

42. Coming into force

These general regulations were approved by the dean on 29 August 2016 and come into force on 1 September 2016.