

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, including learning outcomes and course content.

(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 previous 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) The Faculty will register those students who were not awarded a course certificate for the course when it is offered again.

(4) 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

(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 in two blocks of instruction, as described in the regulations for the programme to which the student has been registered or transferred. Master's students must register for the entire coming semester's instruction via the self-service system at www.KUnmet.dk in the period between 15 May to 1 June for the autumn semester and 15 October to 1 November for the spring semester. For semesters that include electives, the student must register for and prioritise electives using the self-service system in the same period.

(2) If a student does not register in accordance with the 2nd and 3rd sentences of (1) above, the Section for Programme Service will register the student to meet the requirement of 30 ECTS credits.

(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) Students are not allowed to withdraw from courses for which they registered themselves or were registered by the Faculty.

- (5) The study board may waive regulations in (1) and (4) if the student is a participant in elite sports, or when there are mitigating circumstances including reduced function and where the student would not be able to complete the programme within the standard time allocated.
- (6) Once the period of registration has ended, students will be able to see their own course registrations on KUnet.
- (7) The Section for Programme Service may withdraw a student from one or more academic elements, if registration for the course or course element requires that a previous course or course element has been taken and passed, and it would be a considerable impediment or danger to others if instruction in the subsequent class or class element is started before the prerequisite course has been passed.

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, having consulted the Section for Programme Service, may allow changes to an already approved examination timetable, or agree to exams outside the examination periods.
- (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) If a student does not pass an examination held as an ordinary exam, he or she will automatically be registered for the first possible re-examination. The Faculty only undertakes registrations for the second examination attempt; cf. (3), however.
- (3) In cases where registering for a course requires that an earlier course has been completed and passed (academic progression), the Faculty will register a student who did not pass the first and second examination attempts for the next ordinary exam (third examination attempt) in the prerequisite course. Students cannot withdraw their registrations for the third examination attempt.
- (4) The registration period for winter exams in the semester structure for the third and any subsequent exam attempt is from 26 August to 2 September for the ordinary examination and 27 January to 3 February for re-examinations. The registration period for summer exams in the semester structure for the third and any subsequent exam attempt is from 27 January to 3 February for ordinary examinations and 20 to 26 July for re-examinations. The registration period for exams in block 1 in the block structure is from 26 August to 2 September for the ordinary examination and 9 to 16 December for re-examinations, and in block 2 registration for ordinary examinations is from 18 to 25 November and for re-examinations from 9 to 16 March. For examinations in block 3, registration for the ordinary

examination is 27 January to 3 February and from 18 to 25 May for re-examinations. For examinations in block 4, registration is from 20 to 27 April for ordinary exams and from 20 to 26 July for re-examinations. Students are responsible for their own registration using the self-service system at www.KUnet.dk.

7. Withdrawal

- (1) Students cannot withdraw from registration for an examination for which they made their own registration or the Faculty registered for them; cf. (3), however.
- (2) The study board may waive the regulation in (1) in exceptional circumstances.
- (3) A student wishing to withdraw from a third examination attempt or a subsequent attempt must do so during the withdrawal period set out in regulation 8. However, the student cannot withdraw from the third examination attempt if registration was made by the Faculty in accordance with regulation 6(3).

8. Examination type and withdrawal

Examination type	Withdrawal
Course assignments	7 days before the deadline for submission
Written examination (sit-in)	7 days before the day of the exam
Synopsis exam	7 days before the synopsis is handed out
Written examination (7 days, 14 days, 24 hours, 48 hours or 72 hours)	7 days before the exam paper is handed out
Project	7 days before the assignment is handed out
Oral exams	7 days before the first day of the exam period
Oral exam based on report(s)	7 days before the oral examination
Project report	7 days before the deadline for submission
Spotting with subsequent written exam	7 days before the first day of the exam
Spotting with subsequent oral exam	7 days before the first day of the exam
OSCE	7 days before the day of the exam
Continuing exam	7 days before the date of the first part of the exam
Spotting	7 days before the day of the exam
Portfolio exam	7 days before the first assignment is handed out

9. Registration for re-examinations

- (1) If a student does not take an examination due to notified illness or is otherwise absent from an ordinary exam, the student will automatically be registered for the first possible re-examination.
- (2) Registration for a re-examination other than the re-examination mentioned in 6(3) must be completed within the registration period stipulated. For re-examinations held in weeks 8 and 9 and the week following block 3, the registration period consists of the first full week in February. For re-examinations in weeks 33 and 34 (and if necessary, week 35), the registration period is the last full week in July.
- (3) Students are responsible for their own registration for re-examination via the self-service system at www.KUnet.dk.
- (4) Students cannot withdraw from registration for re-examinations.

10. Exam letters

(1) Prior to all exams, the Section for Programme Service sends letters to all students registered for the exam in question containing details of the time and place for the exam. For written exams (sit-in), the exam number will also be indicated on the self-service system at www.KUnet.dk.

(2) Exam letters are sent no later than one week before the exam is held.

(3) Exam letters are sent to each student's @alumni.ku.dk e-mail address.

Information about written sit-in examinations is indicated on the self-service system at www.KUnet.dk under the name of each student.

(4) Students are responsible for checking their exam registrations, and for contacting the Section for Programme Service if they have not received an exam letter one week before the exam, or if their registration is not indicated on the self-service system.

11. 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 who withdraw from an exam due to illness or are otherwise absent from an ordinary exam will automatically be registered for a re-examination.

(2) Illness causing withdrawal 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 also inform the clinical unit or relevant veterinary department of their absence.

(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.

12. 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 under 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 to 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.

13. 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

14. Written exams 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 USB memory sticks, 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.

(3) With the exception of written sit-in exams, answers to written exams listed in the examination plan must be submitted via the e-learning portal Absalon or the portal Digital Eksamen. This is not the procedure for submitting a bachelor's project or master's thesis, however, 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.

15. 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.

16. Types of examinations

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

- 1) Written examination (sit-in): An assignment set by the teacher/head of examinations, which is answered in writing after the end of the course.
- 2) Oral examination: An answer to a set exam question, with or without time to prepare the oral response.
- 3) Clinical practical oral examination.
- 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 courses.
- 7) Course assignment: A written assignment drawn up during the course classes, 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 context 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 in 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: Ongoing submission of short written papers and/or oral presentations and/or poster presentations or similar during the course.
- (2) The specific exam form is shown in the lists of course 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.

17. Supplementary rules for exams

- (1) Students must bring with them to the exam a valid identification card issued by the University of Copenhagen, as well as their exam number for written exams. In certain circumstances, other forms of photo ID, such as a driving licence or passport, may be approved by the invigilators.
- (2) The exam number is found on www.KUnet.dk and must be used when logging in to the computer for written exams. If answers are submitted on paper as set out in 14(4) above, students must write the exam number on each page of their answers.
- (3) For written sit-in exams, students must arrive 30 minutes before the exam starts, unless otherwise stipulated in the exam letter. No students will be admitted to the exam room after the start of the exam.
- (4) Students are not allowed to leave the exam room within the first 15 minutes or the last 30 minutes of the exam.

18. 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 applied beyond exams covering 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.

19. External and internal examiners

- (1) Exam assessments are made with either internal or external 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.

20. Appeals concerning examinations and rejection of approval of study activity, including attendance of compulsory instruction

(1) Appeals concerning examinations or other forms of assessment, including rejections of approval for attendance of compulsory instruction, must be submitted to the Section for Programme Service and addressed to the dean of the Faculty of Health and Medical Sciences by the student concerned.

Appeals must be submitted in writing, and the grounds for the appeal must be 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) in mitigating circumstances.

21. 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 during an examination or helping others when it 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://uddannelseskvalitet.ku.dk/docs/disciplinary_measures_towards_students_at_the_university_of_copenhagen.pdf/

(4) Cheating on examinations may be punished by an oral or written warning or by temporary suspension or permanent expulsion from the programme.

22. 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 count as 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.

23. Disciplinary regulations

- (1) While studying at the University of Copenhagen students must act with respect and reasonable consideration of 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 carry their ID cards or name badges supplied by the department or hospital ward in such a way that these 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, 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. Exemptions

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

26. 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.

27. 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.

28. Starting credits

The applicant must provide information about and apply for credits for programme elements passed from all previous not completed programmes at the same level.

29. Term papers

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

30. Examination conditions

(1) If the programme-specific regulations contain conditions for registration for examinations, the student, in order to be eligible to take the exam in question, must meet these conditions no later than seven days before the examination is held.

(2) If the student who is registered for the exam does not meet the conditions for taking the exam, the Section for Programme Service will cancel the student's registration for the exam, and the student will have used one exam attempt. The Section for Programme Service will register the student in question for the next exam.

31. 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.

32. 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 complaint 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.

33. Acceptance to master's programmes

(1) Applications for acceptance to 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) 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).

34. Leave of absence

- (1) Bachelor's students who have completed the first year of their programme (earning at least 60 ECTS credits) and passed the first-year examination, may take leave of absence for up to 12 months in the course of their bachelor's programme. Master's students who have completed the first half of a programme year (earning at least 30 ECTS credits) may take leave of absence for up to 12 months in the course of their master's programme.
- (2) An application for leave must be granted if it is on the grounds of childbirth, adoption or reporting for military duty according to the Act on Defence Personnel, and regardless of whether the first programme year of a bachelor's programme or first half programme year of a master's programme has been completed.
- (3) Master's students are not entitled to take leave of absence while on the thesis module.
- (4) Periods of leave do not count towards the total duration of study.
- (5) While on leave of absence, students cannot be elected to or serve on the University Board, study board or an academic council.
- (6) In extenuating circumstances the dean may, however, waive the requirements set out in (1) above.
- (7) While on leave of absence, students cannot receive instruction in their programme, take an exam or take tests in the semester or block in which they are taking or have taken leave.

35. 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).

36. 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.

37. 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. the Examinations Order
- 4) is unable to continue the programme after exceeding the maximum amount of time allocated for the programme, cf. the specific regulations for the programme in question
- 5) has withdrawn from the programme or

6) has been permanently expelled from the university.

38. Re-enrolment

(1) If the student wishing to be re-enrolled has 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, the student must reapply for admission via the Coordinated Enrolment System (KOT).

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

39. 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, as well as complaints and appeals in connection with an examination, do not prevent the student from participating in instruction and exams. With complaints such as those mentioned, while the hearing of the complaint or appeal is pending, the complainant may participate in compulsory instruction when the complaint or appeal concerns the assessment of compulsory instruction or examinations for which the compulsory instruction or the examination in question is a condition for registration or an entry requirement.

(3) If the complaint or appeal is not successful, the complainant will not be able to continue the compulsory instruction mentioned in (2). While the 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.

40. 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).

33. Coming into force

These general regulations were approved by the dean on 1 September 2015.