

This is an English translation of *Bekendtgørelse om karakterskala og anden bedømmelse ved uddannelser på Uddannelses- og Forskningsministeriets område (karakterbekendtgørelsen)* (Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order)). In the event of a discrepancy between the translation and the Danish version, the Danish text published in the Danish Official Gazette (*Lovtidende*) is valid.

3 February 2015

No. 114

## Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order)

Pursuant to section 15(1) and (2) of the Danish Act on Authorisation of Healthcare Professionals and on Professional Healthcare Activity (*Lov om autorisation af sundhedspersoner og om sundhedsfaglig virksomhed*), see Consolidated Act no. 877 of 4 August 2011, section 12(1) and section 24 of the Danish Act on Maritime Training Programmes (*Lov om maritime uddannelser*), see Consolidated Act no. 466 of 8 May 2013, as amended by Act no. 898 of 4 July 2013 and Act no. 750 of 25 June 2014, section 19 and section 30(2) of the Danish Act on Basic and Higher Vocational Education and Training (the Upper Secondary Education System) for Adults (*Lov om erhvervsrettet grunduddannelse og videregående uddannelse (videreuddannelsessystemet) for voksne*), see Consolidated Act no. 578 of 1 June 2014, section 8(1) and section 34(1) of the Danish Act on Universities (*Lov om universiteter (Universitetsloven)*), see Consolidation Act no. 960 of 14 August 2014, section 34(2) and (4) of the Danish Act on Pharmacy Practice (*Lov om apoteksvirksomhed*), see Consolidated Act no. 1040 of 3 September 2014, section 22(1) and section 30 of the Danish Act on Academy Profession and Professional Bachelor Programmes (*Lov om erhvervsakademiuddannelser og professionsbacheloruddannelser*), see Consolidated Act no. 1147 of 23 October 2014, section 10(1) and section 15(2) of the Danish Act on Higher Artistic Educational Institutions (*Lov om videregående kunstneriske uddannelsesinstitutioner*), see Consolidated Act no. 59 of 26 January 2015, and section 2(9) and (10) and section 18(2) of the Danish Act on Open Education (Adult Vocational Education and Training) etc. (*Lov om åben uddannelse (erhvervsrettet voksenuddannelse) m.v.*), see Consolidated Act no. 64 of 26 January 2015, and following negotiation with the Minister for Health, the following is stipulated:

### Part 1

#### *7-point grading scale etc.*

**1.-(1)** In tests forming part of examinations or tests in single subject courses, students must be given an individual assessment according to the following grading scale (7-point grading scale), see, however, subsections (3) and (4):

- 12: For an excellent performance
- 10: For a very good performance
- 7: For a good performance
- 4: For a fair performance
- 02: For a minimally adequate performance
- 00: For an inadequate performance
- 3: For an unacceptable performance

(2) In the translation of the grading scale into English, the designations used must be those specified in Appendix 1 to this ministerial order.

(3) The assessment 'Pass' or 'Fail' may be used in accordance with the rules set out in the ministerial orders on examination or the ministerial order on the individual study programme.

(4) The provisions of this ministerial order on the assessment 'Pass' or 'Fail' apply correspondingly to the assessment 'Approved' or 'Not approved'.

(5) The grading scale applies to the awarding of year grades and similar coursework grades on the maritime youth training programmes.

**2.** The grade 12 is given for an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.

**3.** The grade 10 is given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.

4. The grade 7 is given for a good performance displaying good command of the relevant material, but also some weaknesses.

5. The grade 4 is given for a fair performance displaying some command of the relevant material, but also some major weaknesses.

6. The grade 02 is given for a performance meeting only the minimum requirements for acceptance.

7. The grade 00 is given for a performance which does not meet the minimum requirements for acceptance.

8. The grade -3 is given for a performance which is unacceptable in all respects.

## Part 2

### *Assessment etc.*

9. The assessment of the student's performance or proficiency must take place on the basis of the academic requirements specified for the relevant subject, subject element or programme element (awarding of absolute grades). No particular distribution of grades should be aimed for (awarding of relative grades).

**10.-(1)** The grading must be based on an overall assessment of the extent to which the student's performance or proficiency meets the intended learning outcomes for the subject, subject element or programme element as laid down in the ministerial orders or curriculum for the individual study programmes etc.

(2) In the curriculum for the individual study programme, the educational institution lays down precise descriptions of intended learning outcomes and criteria for assessing the meeting of such outcomes, see sections 2-8, for the individual subjects, subject elements or programme elements which are concluded with an examination.

**11.-(1)** Where both an internal examiner and an external examiner are involved in the assessment, the grade to be awarded must be agreed upon between them.

(2) If the internal examiner and the external examiner are not in agreement about the grade to be awarded, each examiner must award a separate grade. The grade awarded for the examination will then be the average of these grades rounded off to the nearest grade on the grading scale. If the average is half-way between two grades on the grading scale, the final grade will be the nearest higher grade if the external examiner has awarded the highest grade, or otherwise the nearest lower grade.

(3) In case of disagreement as to whether the assessment of the performance should be 'Pass' or 'Fail', the external examiner's assessment will be decisive.

**12.-(1)** If several internal examiners or external examiners take part in the assessment, the assessment must be given following a discussion between them.

(2) If the internal examiners and the external examiners are not in agreement about the grade to be awarded, the group of internal examiners and the group of external examiners must award a grade each. If agreement cannot be reached within the group of internal examiners or the group of external examiners, each internal examiner or each external examiner must award a separate grade. The grade of each group will then be the average of the grades awarded by the members of that group rounded off to the nearest grade on the grading scale. The grade will be rounded up if the average is half-way between two grades. The final grade for the examination will be the average of the grades awarded by the group of internal examiners and the group of external examiners. If the average is half-way between two grades, the final grade will be the nearest higher grade if the group of external examiners has given the highest grade, or otherwise the nearest lower grade.

(3) If the internal examiners and the external examiners are not in agreement as to whether the assessment of the student's performance or proficiency should be 'Pass' or 'Fail', the assessment 'Pass' will be given if this is the assessment given by at least half of the assessors, including at least one external examiner.

**13.-(1)** The curriculum for the individual study programme may stipulate that a grade consists of several partial grades for various categories of performance (partial examinations). If so, the grade will be the average of the partial grades, rounded off to the nearest grade on the grading scale. The grade will be rounded up if the average is half-way between two grades.

(2) The curriculum for the individual study programme may stipulate that the partial grades will be given different weightings when the combined grade is to be calculated. If so, the grade will be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings and then rounded off to the nearest grade on the grading scale. The grade will be rounded up if the average is half-way between two grades.

14. When an examination has started, an assessment must be made unless the examination is interrupted by an expulsion or by illness that warrants a re-exam, see the ministerial orders on examination.

## Part 3

### *Pass requirements etc.*

**15.-(1)** An examination is passed when the student achieves a grade of at least 02 or the assessment 'Pass'. An examination which has been passed cannot be resat, see, however, subsection (4).

(2) If an examination consists of several partial examinations, the grade for the combined examination, see section 13, must be at least 02. If the combined examination is passed, partial examinations for which grades 00 or -3 have been awarded cannot be resat, see, however, subsection (3). Even if the combined examination is not passed, partial examinations for which a grade of 02 or higher is awarded cannot be resat, see, however, subsection (4).

(3) It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations.

(4) It may be stipulated in the curriculum for the individual study programme that two or more examinations must be passed in the same examination period.

**16.-(1)** It may be stipulated in the curriculum for the individual study programme that two or more examinations must be passed on the basis of a grade average. If so, the average must be at least 2.0 without rounding-up.

(2) It may be stipulated in the curriculum for the individual study programme that an examination for which a grade of 00 or -3 is awarded cannot be resat if the examination is passed under the provisions stipulated in subsection (1), see, however, subsection (3).

(3) It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations, the passing of which is based on a grade average, see subsection (1).

(4) It may be stipulated in the curriculum for the individual study programme that the individual grades which make up a combined grade average, see subsection (1), will be given different weights in the calculation of the average. If so, the average will be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

(5) Examinations offered in accordance with the rules set out in the Ministerial Order on Part-Time Programmes (*Bekendtgørelse om deltidsuddannelse*) and the Ministerial Order on Open Education and Subsidies for Adult Vocational Education and Training etc. (*Bekendtgørelse om åben uddannelse og tilskud til arbejdsmarkedsuddannelser m.v.*) must be passed separately.

**17.-(1)** The grades to be included in the combined examination result will be stipulated in the curriculum for the individual study programme.

(2) It may be stipulated in the curriculum for the individual study programme that the combined examination result will be expressed in the form of a grade point average. One decimal will be included in the calculation of the grade point average. Subjects, subject elements and programme elements that utilise the assessment 'Pass' or 'Fail' will not be included in the calculation of the grade point average.

(3) The curriculum for the individual study programme may stipulate that the individual grades included in the combined examination result will be given different weightings in the calculation of the grade point average. If so, the grade point average will be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

**18.-(1)** An examination is passed when the grade point average, see section 17(2) and (3), is at least 2.0 without rounding-up, and when all tests assessed using 'Pass' or 'Fail' have been passed. If particular pass requirements have been laid down in the curriculum for the individual study programme in accordance with sections 15 and 16, these requirements must also be met. If no grade point average is calculated, all tests forming part of the examination must be passed, see sections 15 and 16.

(2) It may be stipulated in the curriculum for the individual study programme that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average.

#### Part 4

##### *Diplomas and exam certificates*

**19.-(1)** On diplomas and exam certificates, each grade awarded according to the 7-point grading scale must be accompanied by the letter on the ECTS scale which corresponds to the grade in question, see Appendix 2 to this ministerial order.

(2) Subsection (1) also applies if the educational institution issues documentation for passed parts of the study programme to students who leave the study programme without having completed it.

#### Part 5

##### *Requirements for the curriculum*

**20.** The curriculum for the individual programme stipulates:

- 1) Precise descriptions of intended learning outcomes and criteria for assessing the meeting of the outcomes for the individual subjects, subject elements or programme elements which are concluded with an examination, see section 10(2).
- 2) Any rules concerning partial examinations, see section 13.
- 3) Any rules stipulating that a certain grade on the grading scale must be achieved in one or more partial examinations, see section 15(3).

- 4) Any rules that two or more examinations must be passed in the same examination period, see section 15(4).
- 5) Any rules stipulating that two or more examinations must be passed on the basis of a combined grade average, see section 16(1)-(4).
- 6) The grades to be included in the combined examination result, see section 17(1).
- 7) Any rules stipulating that the combined examination result is expressed by means of a grade point average, see section 17(2) and (3).
- 8) Any rules stipulating that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average, see section 18(2).

Part 6

*Exemption*

**21.-(1)** The Danish Agency for Higher Education may grant exemptions from the ministerial order if warranted by exceptional circumstances.

(2) The agency may allow deviations from the ministerial order as part of trials.

Part 7

*Complaints concerning decisions made by the educational institution*

**22.-(1)** Decisions made by the educational institution pursuant to this ministerial order may be brought before the Danish Agency for Higher Education by the party which the decision concerns (the complainant) if the complaint concerns legal issues. Complaints must be submitted within two weeks of the complainant having been informed of a decision.

(2) The complaint must be submitted to the educational institution, which prepares a statement. The complainant must be given at least one week to comment on the statement prepared by the educational institution. The educational institution submits the complaint to the agency with the educational institution's statement and any comments from the complainant enclosed.

(3) It is not possible to refer the decisions of the agency to higher administrative authorities.

Part 8

*Commencement and interim provisions*

**23.-(1)** This ministerial order enters into force on 1 September 2015.

(2) Ministerial Order no 1601 of 17 December 2014 on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order) is repealed.

**24.-(1)** Subsections (2)-(4) apply to students who have been awarded grades according to the Danish 13-point grading scale and who have not completed and passed their study programme.

(2) On diplomas, exam certificates or leaving certificates issued on or subsequent to 1 September 2007, grades according to the Danish 13-point grading scale are converted into grades according to the 7-point grading scale. Any grade point average, see section 17(2) and (3), must in that case be calculated on the basis of the grades according to the 7-point grading scale. For converted grades, the grades awarded according to the Danish 13-point grading scale must also be stated on the diploma or exam certificate.

(3) A partial grade awarded according to the Danish 13-point grading scale must be converted into the 7-point grading scale if one or more partial grades have been awarded according to the 7-point grading scale, see section 7(1), so that the combined grade is awarded according to the 7-point grading scale.

(4) Conversion must be based on the following scale:

Danish 13-point grading scale	13	11	10	9	8	7	6	5	03	00
7-point grading scale	12	12	10	7	7	4	02	00	00	-3

*Ministry of Higher Education and Science, 3 February 2015*

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## Appendix 1

### Translation of the grading scale into English

- 12: For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.
  - 10: For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
  - 7: For a good performance displaying good command of the relevant material but also some weaknesses.
  - 4: For a fair performance displaying some command of the relevant material but also some major weaknesses.
  - 02: For a performance meeting only the minimum requirements for acceptance.
  - 00: For a performance which does not meet the minimum requirements for acceptance.
  - 3: For a performance which is unacceptable in all aspects.
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## Appendix 2

### Relationship between the grading scale and the ECTS scale

- The grade 12 on the 7-point grading scale corresponds to an A on the ECTS grading scale
- The grade 10 on the 7-point grading scale corresponds to a B on the ECTS grading scale
- The grade 7 on the 7-point grading scale corresponds to a C on the ECTS grading scale
- The grade 4 on the 7-point grading scale corresponds to a D on the ECTS grading scale
- The grade 02 on the 7-point grading scale corresponds to an E on the ECTS grading scale
- The grade 00 on the 7-point grading scale corresponds to an Fx on the ECTS grading scale
- The grade -3 on the 7-point grading scale corresponds to an F on the ECTS grading scale