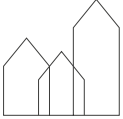


VIA University College



Examination Regulations

Bachelor of Architectural Technology and Construction Management

Building Technician AK

Land Surveying and Mapping Technician AK

Legal basis

Legislation governing these Examination Regulations:

Executive order on study programmes no. 715 of 7 July 2009

Executive order on grading scales no. 262 of 20 March 2007

Executive order on tests and examinations no. 1519 of 16 December 2013

Executive order on admittance to study programmes no. 223 of 16 December 2013

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Examination Regulations

1 Enrolment

- 1) When started a semester, the student is automatically registered for the tests or indicative assessments for that semester.
- 2) This will not apply, however, if the student is prevented by illness or maternity from taking the test.
- 3) Students are responsible for ensuring that they are entitled to be registered for a test.
- 4) Students will not be permitted to sit the Final Test unless their specialization report has been submitted and all other required tests taken and passed.
- 5) A student failing to appear at the semester 7 final project test must prepare a new final project and subsequently take the test.

Withdrawal

You cannot withdraw from an exam unless in case of documented maternity, illness or similar. If you do not attend an exam it will count as 1 exam attempt.

2 Re-examination

- 1) In the event of failure to pass a test according to the course regulations, the student is registered for a new test or resit the same test.
 - 2) The resit must if possible be held before the start of the next semester, if necessary as a Re-examination because of illness or maternity, and no later than the date of the next regular test scheduled at VIA University College, School of Technology and Business.
 - 3) A student who has been notified of a new date for the test must no later than ten days before the due date confirm that he/she will attend.
 - 4) A student may be register for the same test three times. In exceptional circumstances VIA University College, School of Technology and Business may permit up to further attempts. In such cases the student must submit a detailed, reasoned application for exemption. Lack of scholastic aptitude will not constitute exceptional circumstances.
 - 5) A student will be unable to continue with the course unless he/she has passed the semester 2 tests within two years, calculated from the start of the course.
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3 Illness

- 1) A candidate who has been prevented by certified illness from sitting or completing a test must be given the opportunity to resit the test as soon as possible. For this purpose, illness may be proved

- by presenting a medical certificate to VIA University College, School of Technology and Business no later than two weeks after the original date of the test.
- 2) Efforts should be made to resit the examination before the start of the following semester, but this requirement may also be satisfied if the student sits the next scheduled test. Students are not entitled to start a new semester until the previous semester's test has been duly passed.
 - 3) If this test is scheduled to take place in the final test period of the course, the student must be given the opportunity to sit the test during or immediately after that same test period.
 - 4) Other special circumstances preventing a candidate from attending the test will be dealt with at VIA University College, School of Technology and Business discretion.
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4 Types of test

- 1) VIA University College, School of Technology and Business Department uses external tests, internal tests and indicative assessments.
 - 2) External tests are conducted and marked by one or more internal examiners and one or more external examiners appointed by the Danish Board of External Examiners on the authority of the Danish Ministry of Education. All external tests must be on an individual basis. The grade will be recorded on the examination certificate.
 - 3) Internal tests are conducted and marked by one or more internal examiners only. All internal tests must be on an individual basis. The grade will be recorded on the examination certificate.
 - 4) Indicative semester assessments take place in semesters in which no external or internal tests are held. Assessments are on a group basis, the indicative grade will not be recorded on the examination certificate.
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5 Conduct of tests

- 1) Before a test is held, the external examiner(s) must be informed of the rules which apply to the course, including the examination regulations; external examiners must also be provided with any other material relevant to the discharge of their duties.
 - 2) Internal and external examiners must make notes as to performance and grading, for personal use for drawing up a statement in the event of an appeal or complaint. The examiners must keep such notes for one year.
 - 3) Only the examiners, whether internal or external, are entitled to take part in the assessment. The individual grade may only be divulged to the student in the presence of the external examiner(s) and the internal examiner(s) or their representative.
 - 4) If the external examiner(s) involved judge themselves to be unfit to act (e.g. because of personal involvement), the test will nevertheless be conducted as planned with external examiner(s) present if no other external examiner is available.
 - 5) The test will be conducted in Danish or in English or in a combination of the two languages.
 - 6) VIA University College, School of Technology and Business may restrict access to the examination rooms to prevent overcrowding, and individuals may if necessary be denied access in the interests of ensuring the necessary peace and quiet.
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6 Cheating and plagiarism

- 1) Any student who presents and submits a test project or specialization report which is not his/her own work, with a view to having teachers and external examiners assess the written work, hung images and other material as that student's own test submission, will be deemed to have cheated and will be penalized accordingly.
 - 2) A student will in any such instance of cheating be deemed to have failed. Generally, the student will not progress to the next semester but must repeat the semester in which he/she attempted to cheat.
 - 3) In very specific circumstances involving ordinary cheating, the student may – depending on the merits of the case – be directed to resit the test at a later date. That student will then be permitted to continue the same semester and progress to the next provided that he/she passes the test.
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- 4) Cheating in the context of the Final Examination will result in exclusion and expulsion from the VIA University College, School of Technology and Business.
- 5) The student in question will not then be permitted to sit his/her Final Examination at VIA University College, School of Technology and Business.

7 Complaints about tests

- 1) Complaints in respect of tests must be submitted by the candidate to one of the head of Department at VIA University College, School of Technology and Business. The complaint must be in writing and must be reasoned.
- 2) The complaint must be submitted no later than two weeks after the announcement of the test results. VIA University College, School of Technology and Business may in exceptional circumstances waive the deadline.
- 3) Complaints may address the test basis, the conduct of the test or the mark.
- 4) VIA University College, School of Technology and Business must immediately present the complaint to the original examiners. Their statement will provide the basis for the VIA University College, School of Technology and Business decision in respect of academic and technical matters. A two-week deadline will apply to the presentation of the statement. The complainant will be given the opportunity within one week to comment on the statement(s).
- 5) Complaints will be decided on by VIA University College, School of Technology and Business. The decision will be based on the examiners' technical statement and the complainant's comments upon it.
- 6) The decision and its reasoning must be given in writing and may be
 - a. to re-mark
 - b. to offer a resit or
 - c. to reject the complaint as groundless.
- 7) VIA University College, School of Technology and Business may only declare that the complainant has no grounds if the examiner's decision is unanimous.
- 8) VIA University College, School of Technology and Business must inform both complainant and examiners of its decision immediately. If the decision is to offer re-mark or resit, the complainant has to be informed that such remark or resit may result in a lower grade.
- 9) Re-marking and to resit may result in a lower grade.
- 10) Appeals against decisions made by VIA University College, School of Technology and Business may be presented to an appeals board appointed by VIA University College, School of Technology and Business pursuant to executive order no. 1519 of 16/12/2013 on tests and examinations in vocational courses.
- 11) Complaints against the decisions of the appeals board may be presented to the Ministry of Education pursuant to executive order no. 1519 of 16/12/2013.

8 Contact information

Head of Department in Horsens:

Laurids Green
Phone: +45 8755 4105
E-mail: lgr@via.dk

Ole Lynggaard
Phone: +45 8755 4120
E-mail: oll@via.dk

Head of Department in Aarhus:

Dorte Merete Jakobsen
Phone: +45 8755 4128
E-mail: dmj@via.dk