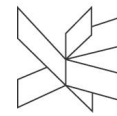


VIA University
College

RULES and GUIDELINES for exams,
CHEATING in exams and
COMPLAINTS regarding exams



Rules and Guidelines on Examinations

Cf. the Danish Ministry of Education Executive Order No. 1519 of 16 December 2013 on Tests and Examinations and No. 262 of 20 March 2007 on the Grading Scale and Other Forms of Assessment

These exam rules shall apply to the Admission Course as well as the higher education programmes at School of Technology and Business, however not to the AP Degree Programme in Process Technology, Architectural Technology and Construction Management and the Danish programmes “Bygningskonstruktør”, “Kort- og Landsmålingstekniker” and “Byggetekniker”.

The rules shall be in force from the autumn semester 2014.

Before the Exam

It is important that you familiarize yourself with the different types of examination that will be held as part of your programme and how these exams will be conducted.

Find relevant information in the curriculum of the programme, the course descriptions or in the executive orders of the programmes or ask the Head of Department, your lecturers or Programme Secretary.

Registration

You are automatically registered for exams when you have been registered for the instruction of a course or a semester. This applies to both Admission Course and the higher education programmes. There may be exceptions; e.g. if you are going to attend a re-examination the following exam period without having been registered for the course or semester.

You will also be registered for the exam of activities assessed as approved/not approved or that may not be drawn by lot.

If you have not met the requirements for being registered for the exam you cannot participate. In the curriculum of the programme it will be stated if this will also count for 1 exam attempt. Examples of requirements include compulsory hand-ins, attendance, etc. The criteria will appear from the course descriptions, curriculum, etc.

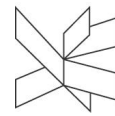
In general, you will not be able to participate in the final test (e.g. the bachelor project) unless you have passed all other exams.

In the Engineering Programmes, Value Chain Management and Admission Course you can check your registrations on [Stads Online Student Services](#). It is important that you contact the Programme Secretary if you have any questions concerning your registrations.

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.



Extended test time

If you suffer from language difficulties or any disabilities you can apply for an extension of the test time.

If you have dyslexia you must provide documentation. Contact your Student Counsellor if you have any questions.

Send your application for a test time extension by email to the Programme Secretary who will assess your application, where relevant in cooperation with lecturers, the Student Counsellor or Head of Department.

The application will be accepted if it is assessed to be necessary in order to provide you with the same conditions as the other examinees, however, only if it will not influence the level of the test.

Illness

If you become ill you must inform the Student Administration immediately.

If you become ill during an oral examination you must inform the lecturer.

If you become ill during a written examination you must contact the invigilator who will note down that the exam has been interrupted due to illness.

Consult a doctor – at the latest on the day of the exam – in order to provide documentation of the illness and send it to the Programme Secretary no later than 4 weekdays after the examination. You have to cover any expenses in this connection.

If you are unable to document your illness it will count as 1 exam attempt.

If you experience a serious incident which prevents you from participating in the exam, you must inform the Student Administration as soon as possible. The Programme Secretary, where relevant in cooperation with the lecturer, Student Counsellor or Head of Department, will assess if the rules for sickness can also apply to this incident. If this is the case, the exam attempt will not count.

In many programmes, re-exams and makeup exams are conducted in the following exam period, unless the exam is in the last semester of the study programme.

Get more information from the Programme Secretary, the Student Counsellor or the Head of Department.

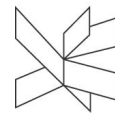
During the Exam

Conduct

Exams are conducted according to the exam plans posted on Studynet by the Student Administration.

It is important that you keep up to date with the plans as they may be changed in the exam period, e.g. change of exam rooms or in case a lecturer or external examiner becomes ill.

Please note that the exam may start before 8:00.



Examination Types

Different examination types are applied in the various programmes. The examination types are described in general in the following section. For more specific information, please consult the curricula and semester information.

Each programme has specific rules that state how many and/or which tests that are internal and external.

Internal tests are assessed by one or more lecturers (examiners).

External tests are assessed by one examiner and one appointed external examiner (or more). At least one third of the tests must be passed in external tests.

It applies in general that exams are conducted in the same language as the courses.

Written Examinations

Time and place

Time will appear from the exam plans posted on Studynet.

If the exam room is changed on the day of exam you will receive an e-mail in your VIA-mail account.

Show up in good time. Be ready in the exam room to start the exam at least 15 minutes before the start time of the examination.

If you are late you can only enter the exam room and participate in the exam if the invigilator gives permission. If you are more than 10 minutes late you must contact the Student Administration. The Programme Secretary will decide, where relevant in cooperation with the Head of Department, if you will be allowed to participate in the exam.

Behavior

You are not allowed to bring mobile phones – if you do, they must be handed over to the invigilator before the start of the exam.

You can only leave the exam room when accompanied by the invigilator. If you need to go to the toilet, you must use the toilet shown to you by the invigilator. You cannot go outside, to the canteen or elsewhere. Smoking is not permitted.

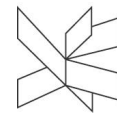
You are not allowed to contact the other examinees during the test. You can only contact the invigilator by raising your hand. Please note that the invigilator is not allowed to answer any questions concerning the assignment, the exam paper or the grading.

There must be complete silence the last 30 minutes of the exam. This means that you are not allowed to print, pack your things or leave the room before the exam has ended.

Means of aid

The course description or curriculum will state which aids you should bring and any aids that are not allowed. This includes personal computer and internet access. Ask your lecturer if you have any doubts. You are not allowed to borrow aids from other examinees in the exam room.

Your pocket calculator must be placed so that no one else can see the display.



If you are allowed to use a PC, the university college will place a printer at your disposal. Bring your own PC power supply and extension cord. It is your own responsibility that the computer works and that you know how to use the relevant programs. If your computer stops working you must continue without. Remember to back up your work regularly.

Bring an empty flash drive in order to copy your exam paper from your own computer to the computer connected to the printer provided by the university college.

Weighting of the assignments

If a weighting of each assignment is stated in the exam assignment the lecturer and external examiner shall use this weighting in the assessment.

If no weighting is stated, the lecturer and external examiner shall assess how to weigh each task. They will not necessarily agree on the weighting.

Paper

All necessary paper will be handed out.
Contact the invigilator by raising your hand if you need more paper.

Remember to write your name, student number, date, page numbers and course on the cover including all sheets of the answer – both handwritten and printed answers.

You are not allowed to use red writing on your exam paper. Use pen and not markers on flimsy paper.

Digital exam

If the exam paper has to be handed in digitally in WISEflow the exam paper must be converted to pdf format. WISEflow guides can be found on Studynet. Read the guides well before the exam! You may also contact the Student Administration if you have further questions.

Handing in

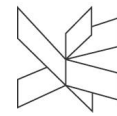
Contact the invigilator if you want to hand in **before the end of the test time**.
(If WISEflow is used you will have to upload your files)

You are not allowed to hand in during the last 30 minutes of the exam (cf. *behavior*)
(This does not apply when handing in files in WISEflow)

Remain seated until the invigilator has controlled all material. Sign the last page before handing in. Also hand in both exam assignment and drafts.

When handing in **after the test has ended** everyone must remain seated without talking until the invigilator has collected all answers.

You are responsible for handing in everything in the relevant covers or in WISEflow.



Oral Examination

Time and place

Time and exam room will appear from the exam plan posted on Studynet by the Student Administration.

Show up 15 minutes before so that you can fill the spot if a fellow student is absent, thereby securing that the exam may be conducted without breaks. If you are late you can only participate if the lecturer and external examiner allow you to participate.

Conducting exams

Oral exams are public.

The number of exam questions is proportional to the number of students and the questions cover the syllabus to a reasonable extent.

When the test starts all questions must be laid out and at no time during the test can less than 3 questions be available to choose from. You draw a question, yourself.

The lecturer will examine you. The external examiner can only ask clarifying questions. Under normal circumstances the lecturer is not allowed to stop the examination without consent from the external examiner.

Project Exams

Time and place

Time and room will appear from the exam plan posted on Studynet by the Student Administration.

Show up 15 minutes before so that you are ready to present your project when the exam time starts.

In project exams where the assessment covers several courses, one lecturer per course will typically participate.

The exam will take place in a room with projector. Bring your own computer.

Approx. one fourth of the exam time will be spent on your (group) presentation of the project.

The following half of the time will be spent on individual examination taking into account the task allocation of the group. The other group members cannot be present.

The last fourth of the time will be spent on assessment and individual grading. Students are not present during discussion of the grade

Dissertation

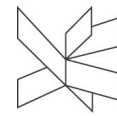
The individual report is handed in approx. 1 month prior to the exam.

The exam will be assessed by the lecturer and an external examiner without you being present.

Approval

Some courses are assessed without an examination. The result of these courses are approved or not approved.

The assessment is based on the criteria stated in the course description.



After the Exam

In exams where you are not given the result immediately after the end of the test, the time of the examiners' meeting/assessment will appear from the exam plan. The result will appear from the [Stads Online Student Services](#) (for the Engineering programmes and VCM) or Studynet.

Re-exams

As a general rule always contact your Student Counsellor or Head of Department if you fail an exam. They can help clarify your future study course and provide information about the opportunities in your programme (re-exam, repeating a course, taking a semester again, etc.).

In some programmes and/or semesters re-exams are conducted in the beginning of the coming exam period unless the course is only offered every other semester.

According to the Executive Order you have 3 exam attempts.
Non-appearance, undocumented illness and expulsion will count as 1 exam attempt.

If your reasons are due to extraordinary circumstances you may apply for an exemption in order to have another attempt.

If you have passed an exam you cannot attend the exam again.

If the exam consists of several part-examinations and you pass the exam, you cannot attend either of the part-examinations again.

Projects

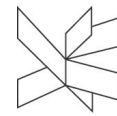
If you fail a project exam you can make a new project in the following semester. You must choose a new topic. Please note that this counts as 1 exam attempt.

If you have been awarded the result 00 in a project exam, the supervisor (examiner) and external examiner can agree to let you improve the project. They will provide guidelines for you on what to improve. It may include rewriting parts of the original project report and/or making a supplement, and/or a new oral examination. In the new assessment you cannot be awarded more than 02.

Instead you can choose to make a new project the coming semester. In this case you must choose a new topic.

First Year Test

You must pass the exams of the first year of the programme at the latest after 2 years of study in order to continue in the programme. Find more information in the curricula of the programmes.



Disturbing behavior and cheating in exams

It is considered cheating when an examinee during exams

- gets unduly help or
- helps another examinee with answers or
- makes use of help other than permitted¹

When submitting the written exams, the examinee must by signature confirm that the paper is made without unduly help². The signature may be digital.

Plagiarism

Plagiarism is considered cheating if it is found in a submitted paper during an exam and it applies in the following situations:

- a written product that is or has been submitted for assessment, for instance a bachelor's project or a weekly assignment
- a written product that is going to be or has been part of the assessment in an oral exam – for example a paper that serves as a prerequisite for signing up for and participating in the oral exam
- a written product that is handed in as prerequisite for signing up for and participating in the exam

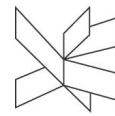
When is it considered plagiarism ?

It is considered plagiarism when a student tries to give the impression of being the originator of an idea, a text, a layout etc. in a written assignment when the originator is another person. It is especially considered plagiarism if an assignment entirely or partially appears as being produced by the student/s itself/themselves, even if the assignment

1. includes identical or almost identical reproduction of others' formulations or work when the reproduced parts are not marked with quotation marks, written in italics, indented or with another distinct indication of source references , including page numbers or the like (cribbing/copying). This is according to the programme guidelines for preparing a written assignment, also referred to as *editorial guidelines*.
2. includes substantial passages with a choice of words that are so close to another printed medium, that when compared it is obvious, that the passages could not have been written by the student without using the other printed medium (to paraphrase etc.) or
3. includes the use of words or ideas of others without making references or giving credit to the originators (other kind of plagiarism),
4. reuse text and/or central ideas from one's own work that has earlier been through an assessment or earlier published works without taking the above-mentioned points into consideration.

¹ According to BEK. No 1516 of 16/12/2013 (eksamensbekendtgørelsen) § 19, stk. 1

² According to Eksamensbekendtgørelsens § 19, stk. 6



Particularly on disturbing behavior during tests and exams

The educational institution has the authority to remove an examinee from a test or exam if the examinee is displaying disturbing behaviour, for example if the examinee is noisy or breaking the institution's code of conduct during exam. In less serious incidents the educational institution will first issue a warning³. The examination monitors will report the incident to the Head of Department.

The reporting must take place immediately and without unnecessary delay. A written presentation of the case that contains information that can identify the reported examinee, as well as a short statement and the existing documentation about the incident must be attached to the reporting. If the incident is a repeated offense for one or more of the reported persons, this must be stated. Please read the paragraph on sanctions to find information about penalty for disturbing behavior.

Procedures and sanctions for cheating in exams and disturbing behavior

Procedures

Who is obliged to report? Anyone⁴ who has a presumption of cheating is obligated to follow up on the suspicion and – if the presumption is maintained – to report it to the Head of Department.

Reporting

If the presumption of cheating in an exam is strengthened, the internal examiner and/or the external examiner must report the incident in writing to the Head of Department of the study programme in question⁵. At the same time the internal examiner and/or the external examiner will inform the student that the incident has been reported to the Head of Department. If an assessment has not been made at the time of reporting, the school report will contain a 'not submitted'-note and an assessment will not be made.

The Head of Department

When the Head of Department receives a report on cheating in an exam, he or she must decide whether to dismiss or proceed with the case.

If the Head of Department decides to proceed with the case, he or she is responsible for gathering documentation that might be missing and also for inviting the student to a meeting where the student has the possibility to relate to the report.

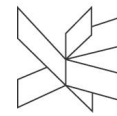
The student must receive a copy of the report with the invitation which must also contain information about the meeting that is about a presumed cheating in an exam and that the student is allowed to bring an assessor to the meeting. The assessor can counsel the student during the meeting, but cannot participate in the conversation. If it is not possible to organise a meeting, written communication must be used.

If the case is dismissed by the Head of Department, the assessment will take place in the usual manner, if it has not already been made.

³ According to eksamensbekendtgørelsen § 19, stk. 3

⁴ Everybody in this instance includes study-administration, also examination attendants, examiner, other teachers, management, library-staff, censor and fellow students.

⁵ According to eksamensbekendtgørelsens § 19 stk 2.



Sanctions

On the basis of the report and the meeting the Head of Department will decide whether or not it is an incident of cheating in exam and also decide what type of sanction or penalty should be used against the student. The Head of Department can only decide on sanctions or penalty if the incident, from his or her perspective, is beyond any doubt a case of cheating in exam.

The circumstance is reported to the Director if - and only if - the incident is so serious that it ought to lead to suspension or expulsion from the educational institution. In all other cases the Head of Department makes the decisions.

The student is informed of the final decision in writing. The person who reported the incident and the student counselor will receive a copy - and a copy is added to the student's folder.

Types of penalty

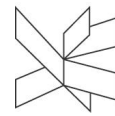
Provided that cheating in exam is proved, one of the following penalties will be used:

- **Warning**
Written or oral warning against breaking the rules.
- **Suspension from written exam on the premisses of the educational institution**, if a violation of the exam regulations has taken place⁶. If that is the case, the student will be registered as 'absent' from that particular exam.
- **Cancellation of a written paper**
The cancellation includes the written assignment where the cheating has been observed. The cancellation can happen even if an assessment has been made. . It will be noted that the student has been unsuccessful in an exam attempt.⁷
A repeated exam attempt with unduly help or nonpermitted aids will result in permanent expulsion from the study programme .
- **Expulsion or suspension from the study programme**
If the incident is a case of serious or repeated cheating, the student will be expelled or suspended from the educational institution⁸. The expulsion means that the student is excluded from participating in all activities at VIA University College, including all participation in classes and exams. The suspension entails that the student is excluded from participating in all activities at VIA University College, including all participation in classes and exams in the suspension period.
In the case of suspension the student is registered as being on leave of absence during the period in question. After the suspension period, the student is automatically readmitted as a student at VIA University College at the study programme in question. Apart from the above mentioned penalties, the incident may be reported to the police if it concerns civil law.

⁶ According to eksamensbekendtgørelsens § 19, stk 2

⁷ According to eksamensbekendtgørelsens § 19, stk. 5

⁸ According to eksamensbekendtgørelsens § 19, stk. 4



Exam complaints

Complaints can be submitted in the following circumstances:

- The basis of examination; exam questions, tasks and in relation to educational goals and requirements.
- Examination procedure
- Review/result of the exam

The complaint must be in writing and reasoned/justified and individually submitted by the student no later than 2 weeks after the student is informed of the result of the exam.¹

The complaint must be sent to the Head of Department who will manage and evaluate it. The student is entitled to receive a copy of the assignment given by the institution and a copy of the student's submitted assignment in the case of a written exam.² As a rule, the Head of Department presents the complaint to the original adjudicator: internal and external examiner. The examiners have 2 weeks to submit their professional opinion to the student's questions. The student must be given the opportunity to comment on the professional opinions and has one week to reply.

The Head of Department determines the outcome of the complaint based on the comments and the opinions. The decision must be in writing/written and substantiated and the result may be as follows:

- Reassessment. Except for oral examination.
- Reexamination or
- The complaint is dismissed

The adjudicators must be in agreement, if the appeal is dismissed by the Head of Department.³

The student must be informed as soon as the decision has been made. If the result is a reexamination or a reassessment, the student must be informed of the fact that this can result in a lower grade.⁴

Re-examination or re-assessment

An offer of reexamination or reassessment must be accepted no later than 2 weeks after the student is informed of the decision. An acceptance hereof cannot be withdrawn. Reassessment or reexamination shall not be conducted, if the deadline is not respected.

Reexamination or reassessment must take place as soon as possible. If a diploma is issued, the institution must take the diploma back until the assessment is available and subsequently issue a new diploma.⁵

In the case of reexamination and reassessment, new examiners will be assigned. If the result of a complaint is reexamination or reassessment, the decision applies to all examinees if the original exam is equally inadequate to the former.

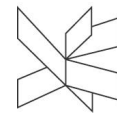
¹ 2 weeks = 14 calendar days.

² Eksamensbekendtgørelsens § 40, stk. 3 (executive order of examination)

³ Eksamensbekendtgørelsens § 44, stk. 2

⁴ Eksamensbekendtgørelsens § 44, stk. 3

⁵ Eksamensbekendtgørelsens § 45, stk. 1



Particularly about reassessment

In the case of reassessment, the examiners must have the files submitted: Exam questions or assignment, exam paper, the complaint, the original examiners' opinions including comments from the student and the decision from the institution or the Ministry. The examiners will inform the educational institution of the result of the new assessment, including a written evaluation of the assessment. The educational institution will inform the student about the assessment and the evaluation hereof.

Examination questions formulated by the Ministry

The educational institution will immediately forward its own evaluation as well as complaints regarding examination questions, formulated by the Ministry of Science, Innovation and Higher Education, to the aforementioned Ministry.

Appeal of the decision

In case the student disagrees with the decision, he/she has the opportunity to lodge an appeal against the decision no later than 2 weeks after being informed of this decision. The appeal must be in writing and substantiated and sent to the Head of Department, who will appoint an appeals board.

Particularly about appeals board ⁶

The Head of Department will appoint an appeals board as soon as possible after the submission of the appeal. Permanent appeals boards can be appointed. VIA university College will defray the cost of the appeals board. The board consists of two external examiners, an examination eligible teacher and a student in the subject area.

About the selection:

- The president of the corps for external examiners will designate the two external examiners and designate one of them as president of the board. The president can designate himself as external examiner or as president of the board.
- VIA University College will designate the examination eligible teacher and the student.

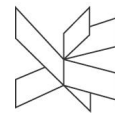
The appeals board is covered by the Law of Public Administration, including conflicts of interests and confidentiality.

All members of the board must participate in board discussions and receive all documents for the board to be quorum. The discussion can be in writing and digital if there is consensus among the board members of a written process. If consensus among the board members cannot be reached, the discussion will terminate at a meeting where all members must be present.

If the discussion ends by voting and there is a tie, the vote of the president is decisive. If the board is aware of errors of an exam during the process, VIA University College must be informed hereof and VIA will decide how to correct the error in accordance with the Executive Order of examination in chapter 9.⁷

⁶ Eksamensbekendtgørelsens § 46

⁷ Eksamensbekendtgørelsens § 48



The appeals board's decision

The material which formed the basis for the initial decision is the basis for the new decision made by the board.⁸ The decision made by the board must be in writing and substantiated and may result in the following:

- Reassessment. Except by oral examination.
- Reexamination or
- The complaint is dismissed

The Head of Department must be informed of the decision by the board as soon as possible. In the case of a winter exam, no later than 2 months and in the case of a summer exam, no later than 3 months after the Head of department has been informed.

VIA University College must inform the student as soon as possible if the process of the appeal cannot be completed before the deadline. The information/message must be in writing and substantiated and include information about the expected date of completing the process of the appeal. The head of Department will inform the student as soon as possible and the examiners will receive a copy of the decision when the decision has been made. If the decision includes reexamination or reassessment, the student must be informed that this may result in a lower grade.

Reexamination and reassessment will take place as described the previous section "Reexamination and reassessment"

The professional decision of the appeals board cannot be appealed any further.

This complaints procedure is drawn up in accordance with Ministerial order 1519 of the Ministry of Science, Innovation and Higher Education "Ministerial order about tests and examinations in vocational study programmes".

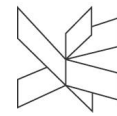
Complaints against decisions of VIA University College or a board of appeal

Appeals of legal issues in decisions made by the adjudicators in accordance with § 44 stk. 3, and the board of appeal in accordance with § 48 stk. 1, may be sent to VIA University College. The deadline for submission of an appeal is two weeks from the day the decision is announced to the complainant, according to § 50 of the executive order of examination.⁹

Complaints of legal issues in the decisions made by VIA University College in accordance with the examination order may be submitted to the Ministry of Science, Innovation and Higher Education. The complaint is sent to VIA University College, which makes a statement that the student should have the opportunity to comment within a period of usually 1 week. VIA University College forwards the complaint, statement and any comments to the Ministry. The deadline for submission of a complaint to VIA University College is 2 weeks from the day the decision is announced to the complainant.

⁸ Eksamensbekendtgørelsens § 49

⁹ BEK nr. 1519 af 15/12/2013 (eksamensbekendtgørelsen/the examination order)



Heads of the study programmes

PROGRAMME	HEAD OF PROGRAMME	MOBILE/E-MAIL
- Adgangskurset - Bygningsingeniør - Civil Engineering	Lotte Thøgersen	+45 8755 4191 lot@via.dk
- Maskiningeniør - Mechanical Engineering - Global Business Engineering, Horsens and Aarhus -Materialeingeniør, Herning	Tine Svane Hansen	+45 8755 4230 tsh@via.dk
ICT Engineering	Jens Cramer Alkjærsg	+45 8755 4111 jca@via.dk
- Markedsføringsøkonom - Marketing Management - International Sales and Marketing Management - Value Chain Management, Horsens and Aarhus	Jens Eybye Sørensen	+45 8755 4401 jees@via.dk