



Common rules at the University of Copenhagen concerning registration for courses and exams as well as requirements for study activity

These rules are based on Executive Order no. 1061 of 30 June 2016 on Bachelor's and Master's Programmes at the Universities (the Programme Order) and Executive Order no. 1062 of 30 June 2016 on Exams and Grading for University Study Programmes (the Exam Order).

FEBRUARY 2017

Part 1 Registration for courses

1. The University of Copenhagen does not require compulsory registration for courses and exams of a specific number of ECTS credits per study year. However, there will be a requirement for registration for courses in connection with registration for a master's thesis with a longer deadline for submission allowed, provided that the student takes courses concurrently with the thesis.
 - (2) Students will be registered administratively for compulsory courses on bachelor programmes as a minimum in the first study year. The faculties may decide that students will be registered administratively for compulsory courses in subsequent study years on bachelor programmes and on master's degree programmes.
 - (3) It is the responsibility of each student to register for other compulsory courses, see subsection (2), elective courses, supplementary subjects and minor subjects as well as to re-register for deregistered compulsory courses. Registration must be made through the STADS student self service within the set registration deadlines.
 - (4) In a subsequent post-registration period, students may deregister and register for courses and change classes subject to availability, however subject to the requirements for being active and passing exams relating to first-year exams as stipulated in part 3, the requirements for

continuous study activity in part 4 and maximum completion times in part 5. The post-registration period will be open for two weeks up to the start of the semester. For programmes with a block structure, the post-registration period will be open up to each of the four blocks.

(5) It is not possible to withdraw from a course after the end of the post-registration period other than in cases of exceptional circumstances.

Part 2

Registration for exams

2. Students will be registered administratively for the first exam attempt in connection with course registration.

(2) Students are responsible for registering for second and third exam attempts within the set registration deadlines.

(3) If students withdraw from the first exam attempt or are granted an exemption due to exceptional circumstances, see subsection (7), they are responsible themselves for re-registering for the first exam attempt.

(4) Students decide for themselves when to sit their exam attempts, however, subject to the study activity requirements stipulated in section 4(2), and part 5, according to which students must have had the opportunity to sit the exam attempts in order for the rules referred to therein to be applicable.

(5) On programmes with a semester structure, a re-examination is offered within the same examination period or in immediate continuation thereof. On programmes with a block structure, a re-examination is offered no later than six months after the ordinary examination.

(6) Students have the option to withdraw from the first, second and third exam attempts within the set deadlines, however, subject to the requirements for being active and passing exams relating to first-year exams as stipulated in part 3, the requirements for continuous study activity in part 4 and maximum completion times in part 5.

(7) If a student does not sit an exam he/she has registered for, it shall be considered as an exam attempt unless exceptional circumstances apply.

Part 3

First-year exam

3. Before the end of the first study year after the start of the study programme, students must have sat exams for a total of 45 ECTS credits, and likewise before the end of the second study year after the

start of the study programme, students must have passed exams for a total of 45 ECTS credits in order to continue the study programme. The faculties shall stipulate the first-year exams in the curricula.

(2) Under exceptional circumstances, it is possible to grant exemptions from the time limits specified in subsection (1).

Part 4

Requirements for continuous study activity

4. Students must, as a minimum, pass exams for a total of 45 ECTS credits each study year. The requirement is administered as an accumulated study activity requirement. This applies to students on bachelor programmes, professional bachelor's degree programmes and master's degree programmes.

(2) Students must be given the opportunity to sit three exam attempts in courses from the study year in question before they can be disenrolled from the programme. As a result, students who, after the end of a study year, have not passed the accumulated number of ECTS credits in accordance with the study activity requirement will be notified of the time by which they must fulfil the study activity requirement in order to remain on the programme. Students in this situation will be offered student counselling.

(3) It is possible to grant an exemption from the study activity requirement if a student is an elite athlete, an entrepreneur, chairman of a voluntary organisation under the Danish Youth Council or in cases of exceptional circumstances, including functional impairment.

(4) To be an entrepreneur, the student must document a) being included in one of the University of Copenhagen's Innovation Hubs, being part of a company with a valid company registration number and spending a significant part of their time on activities related to entrepreneurship, corresponding to a minimum of 20 hours a week or (b) running a business with a valid company registration no. and with annual revenue of at least DKK 200,000 or having received external funding of a minimum of DKK 200,000 (e.g. through an investor, loans, InnoBooster from the Innovation Fund or the like).

(5) Student entrepreneurs, see subsection (4), may be granted an exemption from the continuous study activity requirement of one study year of a Bachelor's degree programme and one study year of a Master's programme.

(6) For entrepreneurs, the continuous study activity requirement, see subsection (4), will be reduced to 30 ECTS credits for the study year in question.

Part 5
Maximum completion times

5. The curriculum for bachelor programmes shall stipulate that students enrolled as per 1 September 2016 or later must have completed their bachelor programme within the prescribed completion time (including any propaedeutic courses) + one year. Students who have not completed their programme within the maximum completion time will be disenrolled, however, subject to subsection (6).

(2) The curricula for the master's degree programmes shall stipulate that students enrolled as per 1 September 2016 or later must have completed their master's degree programme within the prescribed completion time + one year. Students who have not completed their programme within the maximum completion time will be disenrolled, however, subject to subsection (6).

Transitional arrangements for students enrolled on a bachelor or master's degree programme before 1 September 2016

(3) Students at the Faculty of Humanities, the Faculty of Health and Medical Sciences, the Faculty of Law and the Faculty of Science will continue to be subject to the maximum completion times for bachelor and master's degree programmes as stipulated in the curriculum in question.

(4) Students at the Faculty of Social Sciences will be subject to the following rules:

- a. Students enrolled in a bachelor programme as per 1 September 2015 must have completed the programme no later than 31 August 2020.
- b. Students enrolled in a bachelor programme as per 1 September 2014 must have completed the programme no later than 31 August 2019.
- c. Students enrolled in a bachelor programme as per 1 September 2013 or earlier must have completed the programme no later than 31 August 2018.
- d. Students enrolled in a master's degree programme as per 1 February 2016 must have completed the programme no later than 31 January 2020.
- e. Students enrolled in a master's degree programme as per 1 September 2015 must have completed the programme no later than 31 August 2019.
- f. Students enrolled in a master's degree programme as per 1 February 2015 must have completed the programme no later than 31 January 2019.

g. Students enrolled in a master's degree programme as per 1 September 2014 or earlier must have completed the programme no later than 31 August 2018.

(5) Students at the Faculty of Theology will be subject to the following rules:

- a. Students enrolled in a bachelor programme as per 1 September 2015 must have completed the programme no later than 31 August 2021, provided the student has taken a propaedeutic course on the programme. Otherwise, students are subject to subsection (4a).
- b. Students enrolled in a bachelor programme as per 1 September 2014 must have completed the programme no later than 31 August 2020, provided the student has taken a propaedeutic course on the programme. Otherwise, students are subject to subsection (4b).
- c. Students enrolled in a bachelor programme as per 1 September 2013 or earlier must have completed the programme no later than 31 August 2019, provided the student has taken a propaedeutic course on the programme. Otherwise, students are subject to subsection (4c).
- d. Students enrolled in a master's degree programme as per 1 February 2016 must have completed the programme no later than 31 January 2020.
- e. Students enrolled in a master's degree programme as per 1 September 2015 must have completed the programme no later than 31 August 2019.
- f. Students enrolled in a master's degree programme as per 1 February 2015 must have completed the programme no later than 31 January 2019.
- g. Students enrolled in a master's degree programme as per 1 September 2014 or earlier must have completed the programme no later than 31 August 2018.

(6) It is possible to grant an exemption from the maximum completion times for completing the bachelor and master's degree programmes, cf. subsections (1-5), in cases of exceptional circumstances.

Part 6 Commencement

6. These rules take effect from the autumn semester 2016 and will be implemented in the curricula for bachelor and master's degree programmes.

(2) Section 1(1), second sentence comes into force on 1 April 2017.