

# EXAMINATION RULES AND REGULATIONS

Bachelor

Danish School of Media and Journalism (DMJX)

## Legislation

Legislation governing these rules and regulations: Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes.

## Participation

When you sign up for a course you are also automatically signed up for the examination.

## Deadlines

If you do not meet the exam-deadline for written assignments or do not show up for the oral examination, you will have used one of your three examination attempts.

If you are prevented from participating in an exam because of illness, you need to notify the administration as soon as possible and no later than the date of submission or oral exam. You also need to provide a written statement from a doctor. The written statement must be handed in no later than 3 workdays after the exam. Your examination attempt will then be cancelled.

## Rules for re-examination

If you do not participate in or do not pass an exam, you will automatically be signed up for the next scheduled examination/re-examination.

Each student has a maximum of three attempts to pass an exam. If you have used your three attempts, it is possible to apply for dispensation from the rule, if there are special circumstances.

No student who has received a passing grade on an exam will be permitted to resubmit in order to gain a better result; the first result stands.

## Assessment

Exams are graded using the Danish seven point grading scale. The grading scale is compatible to the ECTS grading scale:

<https://ufm.dk/en/legislation/prevailing-laws-and-regulations/education/files/ministerial-order-on-examinations-on-professionally-oriented-higher-education-programmes-161213.pdf>

## Examination complaints and appeals

Complaints regarding an exam must be submitted within two weeks of the announcement of your exam result. You may complain about the form and content of the examination and the conduct of the examination or you may appeal the grade. The result of your complaint or appeal may be an offer of new assessment with new examiners. Please note that if you accept this offer the reassessment may result in a lower grade.

## Contact information

Applications for dispensation from exam rules or complaints about exams must always be in writing and sent to [jura@dmjx.dk](mailto:jura@dmjx.dk)