



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

These rules are based on Executive Order no. 2285 of 1 December 2021 as amended by Executive order no. 830 of 16 June 2023 on full-time university degree programmes (the Programme Order) and Executive Order no. 2271 of 1 December 2021 on exams and grading for university degree programmes (the Exam Order).

APRIL 2024*

Part 1 Registration for courses

Section 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 must 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's and master's degree programmes.

(3) It is the responsibility of each student to register for other compulsory courses, see (2) above, elective courses, supplementary subjects and minor subjects as well as re-register for deregistered compulsory courses. Registration must be made through the STADS student self-service within the set deadlines.

*Section 4 has been amended August 2024.

(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 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 before each of the four blocks.

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

Part 2

Registration for exams

Section 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 deadlines.

(3) If students withdraw from the first exam attempt or are granted a dispensation due to exceptional circumstances, see (7) below, they are responsible 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 part 4 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 can 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 and maximum completion times in part 5.

(7) If a student does not sit an exam they have registered for, it is considered an exam attempt unless exceptional circumstances apply.

Part 3

First-year exams

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Section 3. By the end of the first year of study, students must have passed exams counting a total of 15 ECTS credits to continue on the programme. The faculties must stipulate first-year exams in the curricula.

(2) For current students and students admitted at the summer intake on 1 September 2024, there is a special arrangement under which these students must have sat exams counting a total of 15 ECTS credits before the end of the first study year after the study start and must have passed a total of 15 ECTS credits no later than by the end of the second study year for the student to continue the programme.

(3) In exceptional circumstances, it is possible to grant a dispensation from the time limits specified in (1) and (2) above.

Part 4

Maximum completion times

Section 4. The curriculum for bachelor programmes must stipulate that students enrolled as of 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 (3).

(2) The curricula for the master's degree programmes must stipulate that students enrolled as of 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 (3).

(3) It is possible to apply for dispensation to be exempted from the maximum completion times of bachelor and master's degree programmes, cf. section 1 and section 2, if exceptional circumstances apply.

Part 5

Commencement

Section 5. These rules take effect from the 2024 autumn semester and must be implemented in the curricula for bachelor's and master's degree programmes.