KØBENHAVNS UNIVERSITET
DET SAMFUNDSVIDENSKABELIGE FAKULTET

Curricula's Common Part for the Faculty of Social Sciences

Revision 2026

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1 Introduction

The Curricula's Common Part applies to all ordinary degree programmes (bachelor's, master's (including the part-time master's programme in Political Science) and minor) in the Faculty of Social Sciences.

The Curricula's Common Part and associated programme curricula is based are set out in the following acts and orders as amended:

- Danish Consolidation on Universities (the University Act) (Universitetsloven).
- Ministerial Order on Full-time University Education (the University Programme Order) (Uddannelsesbekendtgørelsen)
- Ministerial Order on Admission to Full-time University Education (the Admission Order) (Adgangsbekendtgørelsen)
- Ministerial Order on Part-time Master's Degree Programmes at Universities and the Higher Artistic Educational Institutions under the Ministry of Higher Education and Science (Erhvervskandidatbekendtgørelsen)
- Ministerial Order on University Examinations and Grading (the Examination Order) (Eksamensbekendtgørelsen)
- Ministerial Order on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science (the Grading Scale Order) (Karakterbekendtgørelsen)
- Ministerial Order on corps of external examiner and censorship activities in higher education (Censorbekendtgørelsen)
- Guideline no. 9698 of 28 August 2018 on guidelines for university programmes targeted at teaching upper secondary education programmes and upper secondary subjects in EUX courses (academic minimum requirements) (faglige mindstekrav)
- Ministerial Order on the International Education Activities of Universities (International uddannelsesbekendtgørelse)
- Ministerial Order on Credit Transfer on university programmes (Meritbekendtgørelsen) (the Credit Transfer Order)
- Disciplinary measures towards students at the University of Copenhagen (the regulations)

Links to the most recent versions of the orders are available on Retsinformation

The Curricula's Common Part has been approved by the Dean of the Faculty of Social Sciences and enters into force on 1 September 2016. Last adjusted: September 2026 with effect from 1 September 2026.

2 Duration and ECTS credits

The workload of degree programmes in the Faculty of Social Sciences is quantified in terms of ECTS credits (European Credit Transfer and Accumulation System). One full-time equivalent (FTE) amounts to 60 ECTS credits, which corresponds to a workload of 1,650 hours.

The bachelor's degree programme is prescribed to 180 ECTS credits, corresponding to 3 years of full-time studies.

The bachelor's degree programme in Social Science includes an upper-secondary-school minor. If students opt for a minor that also involves an introductory course (usually prescribed to 30 ECTS credits), this is in addition to the 180 ECTS credits and extends the duration of the degree programme to 3½ years.

The master's degree programme is prescribed to 120 ECTS credits, corresponding to 2 years of full-time studies.

The part-time master's degree programme in Political Science is completed concurrently with paid work, and the 120 ECTS credits consequently correspond to 4 years of studies (part time).

If students on the master's degree programme in Social Science opt for an upper-secondary-school minor subject outside of Social Sciences, this adds an extra 30 ECTS credits. The additional ½ year will form part of the master's degree programme's minor.

3 Academic progress and completion time

3.1 First-year exam

Students on the bachelor's degree programme are subject to the first-year exam requirement.

The first-year exam requirement is 15 ECTS credits and the curriculum of each degree programme includes information on which first-year course(s) form part of the first-year exam. The 15 ECTS credits can, for example, be a single course worth 15 ECTS or two courses worth 7,5 ECTS each. By the end of the first academic year after enrolment, bachelor students must have passed the course(s) included in the first-year exam to continue in their degree programme.

Transitional Arrangements:
Students admitted on or before 1 September 2024 must have participated in courses totaling 15 ECTS, which constitute the first-year exam, by 31 August 2025, and must have passed courses totaling 15 ECTS, which constitute the first-year exam, by 31 August 2026 to continue in their degree programme.
The University (Study Board) may grant exemptions from the first-year exam deadlines in exceptional circumstances.

3.2 Maximum duration of study

Students on bachelor's and master's degree programmes are subject to the requirement for the maximum duration of study.
The duration of study is measured from the first enrolment onto the BSc or MSc programme in question at the faculty. Programme extensions in connection with parental leave and approved leaves of absence with justification are not included in the calculation of maximum duration of study.
Periods of leave of absence without justification are included in the calculation of maximum duration of study.
In the event of multiple enrolment periods on the same degree programme, the maximum duration of study is calculated on the basis of the combined enrolment period. Enrolment periods that were not subject to maximum duration of study requirements are not counted.

Students on bachelor's degree programmes must complete the degree programme no later than 4 years after commencing their studies.

Students on master's degree programmes must complete the degree programme no later than 3 years after commencing their studies.

Students on the part-time master's in political science must complete the degree programme no later than 5 years after commencing their studies.

If credit transfer for a previous uncompleted degree programme results in the student being able to shorten their programme by one or more whole semesters, the maximum duration of study is shortened accordingly.

Leave of absence, which is not due to exceptional circumstances, will not cause the maximum duration of study to be extended. Consequently, leave of absence is included in the completion time.

Students who fail to complete the degree programme within the maximum duration of study will be disenrolled from the University.

In exceptional circumstances, the University (the board of studies board) may grant students a dispensation to be exempted from the maximum duration of study. This is a pass requirement, and the fact that students fail to pass one or more exams and, thus, fail to complete their studies within the maximum duration of study is not considered an exceptional circumstance.

3.3 Study-start test

The purpose of the study-start test is to determine whether students have started their studies. Students admitted to the bachelor's degree programmes in Anthropology, Sociology, Cognitive Data Science and to the master´s degree programme in Global Development must sit for and pass a study-start test. The programme curriculum contains detailed provisions on the form and content of the study-start test as well as when it is scheduled to take place.

Students have two attempts at passing the study-start test. The two attempts take place no later than one month after commencement of studies.
Students who do not pass the test on their second attempt will be disenrolled from the degree programme without further notice. However, the University may grant students a dispensation if exceptional circumstances apply.

The rules and regulations on exam appeals shall not apply to assessment of study-start tests. The student may, however, appeal legal issues in relation to the study-start test.

4 Structure of the programmes

The faculty's degree programmes consist of three types of subject elements:

- *Compulsory*
  Subject elements that all students must pass to graduate from the degree programme.
- *Optional subject elements subject to certain limitations*
  Subject elements that students choose from a pre-defined group of courses (delimited by explicitly specified subject elements or by a subject area outlined in the programme curriculum)
- *Optional*
  Entirely optional subject elements on a level on par with the level of the degree programme (only available in certain degree programmes)

4.1 BSc programmes

Each bachelor's degree programme includes the subject elements listed below. The programme curriculum of each respective degree programme stipulates the number of ECTS credits per element as well as any requirements in relation to programme composition.

- A number of compulsory subject elements and, if relevant, optional subject elements that are subject to certain limitations
- Optional subject elements, if relevant (only available in certain degree programmes)
- Optional ancillary subject elements, if relevant (only applicable to the BSc in Economics)
- Bachelor's project (15 or 20 ECTS credits)

4.1.1 Admission to courses on the MSc programme before completing the BSc programme

Students on bachelor`s degree programme who have legal right of admission to a specific master's degree programme at the University may apply for permission to register for subject elements of a maximum of 30 ECTS credits on the master's degree programme before they have completed their bachelor's degree programme if they are deemed to have the academic aptitude to complete their bachelor's degree programme at the same time as they take courses on the master's degree programme.

The procedures for applying for permission to take master's degree courses before the bachelor's degree programme is published on the study information pages at KUnet for each respective degree programme.
Bachelor students who get permission to take courses on the master's program are not automatically admitted to the master's program. Once students have completed their bachelor's degree programme, they must apply for admission to the master's degree programme as per current rules and application deadlines.

4.2 MSc programmes

Each master's degree programme consists of the following programme elements. The programme curriculum of each respective degree programme stipulates the number of ECTS credits per element as well as any requirements in relation to programme composition.

- Compulsory subject elements
- Optional subject elements subject to certain limitations
- Optional subject elements, if relevant (only available in certain degree programmes)
- Master's thesis (30 ECTS credits)

4.3 Minors at bachelor's and master's level

Bachelor's and master's degree programmes aimed at preparing student for conducting teaching in Danish upper-secondary schools consist of a basic subject and a minor.
The Faculty of Social Sciences runs minors in preparation for conducting teaching in Danish upper-secondary schools within the academic disciplines Psychology, Social Science and Business

Economics. Part of the minor is taken during the bachelor's degree programme and part of it is taken during the master's degree programme. It is prescribed to a minimum of 90 ECTS credits.

Social Science is offered as both a basic subject and a minor. Psychology and Business Economics are not offered as basic subjects.

Each minor consists of the programme elements listed below. The programme curriculum of each respective minor stipulates the number of ECTS credits per element as well as any requirements in relation to programme composition.

- Compulsory elements
- Optional subject elements subject to certain limitations

4.4 Mobility window and study abroad

All degree programmes at the Faculty of Social Sciences include at least one mobility window prescribed to 30 ECTS credits, corresponding to one semester. The only exception is the bachelor's degree in social sciences, which does not have a mobility window.
The mobility window is designed to ensure that students can take subject elements at other universities in Denmark or abroad as part of their bachelor's or master's degree programme.

The programme curriculum of each respective degree programme specifies when the mobility window is open on the respective degree programmes.

5 Teaching

5.1 Content of the subject elements

The various subject elements offered by the faculty are described in KU's course catalogue, www.kurser.ku.dk

5.2 Registration for courses

Students must have a valid registration to be able to follow the teaching. There is, however, public access to lectures.
The study administration registers students for courses and exams on the first year of study on bachelor's degree programmes, however, only in the 1st semester of the bachelor's program in Economics. If students on other programme levels are registered for courses by the programme administration as well, this will appear from the programme curriculum.
Students themselves are responsible for registering for the remaining compulsory courses and elective courses as well as for re-registering for compulsory courses from which they have previously withdrawn registration. This is done via the Student Self Service on KUnet within the registration periods.

Students can register for courses twice each semester: The ordinary registration period as well as the late registration period during which students may register for and withdraw registration from courses as well as switch courses if there are vacant slots.
It is only possible to register one time for the teaching of any given course, unless the degree programme has specifically decided that it is possible to register more than once. In such cases, this will appear from the programme curriculum.

Students are not able to withdraw registration from a course after the late registration period has expired unless exceptional circumstances exist.
It is not possible to withdraw registration from the master's thesis, once the thesis contract has been approved.
Information on deadlines for registration for and withdrawal of registration from courses is published on the study information pages at KUnet.

5.3 Course binding

Registration for all courses, including elective courses, is binding once the late registration period has expired. In other words, once students have registered and participated in a course, they cannot subsequently change to another one. This applies regardless of whether students have sat an exam in the course, which they did not pass, or have yet to sit for the exam of the course.

6 Exams

6.1 The purpose of exams

Exams are designed to assess whether and to what extent students' qualifications comply with the objectives, competences and academic requirements stipulated for the degree programme in the Danish University Programme Order, the programme curriculum etc.

The assessment of performance is based on the academic goals set for the course/subject element concerned.
The form of the exam must match the purpose of the subject element and reflect the content of the teaching.

6.2 Number of exam attempts

Students are entitled to 3 attempts at passing an exam.
If students do not sit for an exam for which they have registered, it will be regarded as absent from the exam and the student will have used one exam attempt. In exceptional cases, the University (the board of studies) may grant students a dispensation to be exempted from this provision.
In exceptional cases, the University (the board of studies) is empowered to grant students a dispensation and allow more than 3 exam attempts.

6.3 Exam language

Exams are held in the same language as the course is taught. However, if a course is taught in Danish, students are allowed to express themselves in Swedish and Norwegian instead of Danish.

6.4 Prerequisites for registering for exam and use of exam attempts

The course descriptions in the programme curriculum's course catalogue or at https://kurser.ku.dk/ stipulate the requirements for registration for exam. The requirements may include submission and approval of compulsory written assignments, active course participation, compulsory attendance etc.

Students who fail to meet the requirements stipulated in the course description will not be allowed to sit for the exam but will be registered as having used one of their exam attempts. Students cannot register for a re-exam, unless the course description determines that it is possible to meet the requirements before the date of the re-exam.
Students who do not meet the requirements for sitting for an exam will have to register for the course and, thus, a 2nd exam attempt.

6.5 Registration for exam

Only students with a valid exam registration may participate in the exam.

Students are automatically registered for their 1st exam attempt in the ordinary exam period in connection with the course registration.
Students themselves are responsible for registering for 2nd and 3rd exam attempts within the specified deadlines for registration. If students withdraw from the 1st exam attempt or are granted a dispensation due to exceptional circumstances, they themselves must re-register for the 1st exam attempt.

As regards subject elements that are only offered in one single semester, students only have the right to be able to register for a 3rd exam attempt in the next semester after the subject element was offered.
When a subject element is offered for the last time, students only have the right to be able to register for a 3rd exam attempt in the next semester after the subject element was offered.

For subject elements with exam prerequisites, students must meet these before they can take part in the exam.

Students who register via Self-Service are themselves responsible for checking that they have received a receipt on KUmail that confirms the registration.

For all registration periods, the deadline for registration is 23:59 on the last day of the registration and editing period for the exam, after which the exam registration is binding.

6.5.1 Withdrawal of registration

Students can deregister from exams, including administratively registered exams, during the registration and editing period for the exam.
By withdrawal of registration, students must pay special to planning the degree programme in such a way that they can meet the requirements for the maximum completion time. Non-fulfilment of the requirements results in disenrollment from the degree programme unless a dispensation has been granted. It is not a cause for dispensation that the student has failed to register for a re-exam.
The deregistration must be done via Self-Service.

Different rules apply to the second and third thesis attempt on the master's degree programme. See sections 6.7 and 6.7.1.

6.6 Re-exams

Students who fail to show up for an exam, withdraw registration from an exam, become ill or do not pass must register for a re-exam on their own initiative.
Re-exams are held after each ordinary exam period (in general in February as regards winter exams and in August as regards summer exams). Re-exams are normally only scheduled in semesters during which the course in question is offered. However, the board of studies has the authority to decide that a re-exam is scheduled anyway.

Students who are unable to sit an exam due to illness must inform the degree programme's exam administration before the exam starts and submit documentary proof of the illness no later than 5 weekdays from the exam day. If students fail to provide documentary proof of illness on time, they will be registered as having used one exam attempt. Please refer to the study information pages at KUnet for the rules regarding notification of absence due to illness.

6.6.1 Exam form of 2nd and 3rd exam attempts

If the exam form of the 2nd and 3rd exam attempts differ from the ordinary exam, it will be stated in the course description. If it is a requirement that a problem statement must be revised in connection with the 2nd or 3rd exam attempts, this will also be stated in the course description.

6.7 Registering for the master's thesis

Registration for the thesis must be done before the given registration deadline.

The writing of the master's thesis must commence no later than 24 months after enrolment on the master's degree programme if students are to be able to make use of their three exam attempts. (No later than 48 months on the part-time master's in political science). If the writing of the master's thesis commences more than 22 months after enrolment, students will not have the opportunity to make use of their three exam attempts before their enrolment is terminated because of non-compliance with the requirement in relation to maximum completion time. The master's thesis writing process may solely commence as per 31 January or 20 August and the deadline for submitting the master's thesis is four months later.

In connection with the conclusion of the thesis contract, the supervisor must approve the problem statement.

Students may withdraw from the master´s thesis up to and including the day before the thesis start date. The thesis start date is August 20th for theses in the autumn semester and January 31st for theses in the spring semester.

Detailed procedures for registration for the master´s thesis, including registration and withdrawal deadlines, are outlined in the study information on KUnet.

6.7.1 Registration for the 2nd and 3rd exam attempts in connection with the master's thesis

Students who fail to submit their master's thesis by the deadline will be registered as having used one exam attempt. The supervisor must subsequently approve a new problem formulation on the same subject. A new thesis contract, including an approved problem formulation, must be submitted within two weeks of the 1st exam attempt's deadline for submission. The problem statement must be changed to the extent that it corresponds to three months of extra work. In relation to the 2nd exam attempt, the deadline for submission of the master's thesis is three months from the deadline for submission of a new problem formulation. On the part-time master's in political science, the deadline for submission of the master's thesis is six months from the deadline of submission of a

new problem formulation. The 2nd exam attempt automatically starts two weeks after the deadline for submission of the 1st exam attempt, even if you have not submitted a new problem statement.

Students who fail to submit the master's thesis within this new deadline are allowed a 3rd exam attempt under the same rules that apply to the 2nd exam attempt.

Students cannot use their 2nd and 3rd exam attempt if the maximum completion time is exceeded. In that case, they will be disenrolled from their degree programme, irrespective of all exam attempts have been used.

6.8 Formal requirements for written assignments and exams

Written assignments and exams may in certain cases be subject to requirements for minimum or maximum number of standard pages. Requirements may also apply in relation to the scope and reuse of material from syllabus.

The number of standard pages is calculated according to the assumption that a standard page is defined as 2,400 keystrokes including spaces. The number of standard pages and the number of keystrokes must appear on the front page of the written assignment. The number of keystrokes (including spaces) is calculated based on all text in the main body of the written presentation, i.e., including footnotes, endnotes, preface, equations, formulas, and tables.
The following are not included in the number of keystrokes including spaces: front page, table of contents, summary or abstract, bibliography, figures, graphs, attachments, and appendices.

If students fail to meet the formal requirements, including maximum number of pages, extent of the syllabus etc., in written assignments and exams, the written assignment will be administratively rejected, which will count as an exam attempt. If a written assignment contains quotes, these must be clearly identified. Quotes must be enclosed with quotation marks and the source clearly identified.

If the written assignment contains parts of the students' own previously assessed and passed written assignments or parts of an assignment submitted for assessment that have not yet been assessed,

these must be clearly identified by means of source references and quotation marks.

If students quote sources, but fail to cite the reference or use quotation marks, or they reuse parts of their own previously assessed and passed exam papers or parts of an assignment submitted for assessment, but not yet assessed, without citing source references or using quotation marks, it is considered as a case of plagiarism which is subject to the rules regarding exam cheating.

6.8.1 Sanctioning of non-compliance with formal requirements

Requirements for the scope of the written assignment:

If students fail to meet the formal requirements for the scope of the written assignment, the assessors will consider whether the written assignment should be rejected or assessed. As a rule, the written assignment is rejected, but the principle of proportionality and the principle of equality before the law may in borderline cases result in the fact that written assignments in which the scope of the exceeding piece of text is of minor importance are not rejected. In any case, the written assignment must be assessed in its entirety and the fact that the scope of the written assignment has been exceeded must not affect the assessment.

Summary:

If the compulsory summary is not included in the written assignment, this will be considered a shortcoming, when the written assignment is assessed.

Individualization:

If the respective students' contributions to a written group assignment are impossible to identify to such an extent that the assessors are unable to carry out individual assessments, the written assignment is rejected.

Language:

Written assignments that are submitted in another language than the officially accepted one(s) are rejected.

When a written assignment is rejected, the student will be registered as having used one exam attempt and the written assignment is registered with grade -3.

6.8.2 Individual and group exams

Oral and written exams are conducted either as individual exams or as group exams. The course description for each respective subject element stipulates whether group exams are allowed and how many students may maximum participate in them.
In connection with group exams, each student's performance is assessed on an individual basis, and individual grades are awarded.
Consequently, each student’s contribution(s) to a written group exam paper must always be clearly indicated in the assignment. Each student’s contribution must be indicated in the table of contents as well as at the beginning of the respective sections of the assignment that the student has authored. The group may write the introduction and main conclusion as well as any sub-conclusions jointly.

If a written group exam paper is followed by an individual oral exam, each student is examined based on the entire group exam paper. A joint grade based on the student's oral performance and the student's contribution(s) to the group exam paper is awarded. After submitting a written group exam paper, each student must sit for an oral exam; the other authors of the group exam paper are not allowed to be present in the exam room until they sit for the exam themselves.

6.9 Assessment and grading

The form of the exam is stipulated in the course description the course catalogue at kurser.ku.dk

An exam is passed when the assessment “Passed” or “Approved” or the grade 02 or higher is awarded. Exams that have been passed cannot be retaken.

If the academic targets of the respective subject elements are fully met with no or only a few negligible deficiencies, the grade 12 is awarded.
A blank exam is awarded grade -3.

Exams are either internal or external. External exams are assessed by an internal examiner and one or more external examiners appointed by the Ministry of Higher Education and Science.

Either the internal examiner alone, or the internal examiner and a co-examiner appointed among the department's lecturers, assesses internal exams. If the internal examiner and the co-examiner disagree about the assessment, the same rule applies as disagreements between internal and external examiners.

At least 1/3 of the total ECTS credits on a degree programme must be assessed with external censorship. However, this provision does not apply to exams for which credits are transferred.
The assessments "Passed," "Failed" "Approved" and "Not Approved" may only be used for exams that account for one-third of the total ECTS credits on the degree programme. However, this provision does not apply to exams for which credits are transferred.
The form of the exam for each individual subject element and whether the exam is internal or external is stared in the course descriptions.

For oral exams, the result is announced immediately after the exam and the grading process has ended. For written exams – both take-home assignments and those held at the University – the results are announced via the Student Self Service on KUnet within 4 weeks (excluding July) of the exam.

For master´s and bachelor's theses submitted by the official submission date, the defense and assessment will generally take place within 4 weeks after submission. If the student submits before the official submission deadline, the assessment may take up to 6 weeks after submission. For master's and bachelor's theses, the periods from 20 December to 1 January and the entire month of July are excluded from these timeframes.

Writing and spelling skills carry weight in the overall assessment of bachelor's projects, master's theses, and all other written take-home assignments, although the academic content is weighted most heavily. The University (the board of studies) is empowered to grant students a dispensation to be exempted from this regulation, if they document a relevant and specific impairment, unless spelling and writing skills are significant constituents of the objective of the exam.

6.10 Involvement of 3rd parties

Students whose bachelor's projects, master's theses or other written assignments involve third parties – e.g., a company or organization - that provide information, or data must enter into a third-party agreement that regulates the relationship between the student, the third party concerned and the University. At Faculty of Social Sciences, the head og departments have delegated competence to enter into 3rd party agreements, to head of studies and BA-thesis- and MA-thesis supervisors. Rules and sample texts for agreements are available on the KUnet website of each respective degree programme.

If the master´s thesis includes a confidential section, this part of the thesis can be handled behind closed doors during the oral defense, with only the student(s), examiner, and external examiner present. The entire thesis cannot be handled behind closed doors. The dean may grant exemptions from this rule in exceptional cases.

6.11 Exam aids

The course description for each subject element stipulates whether exam aids are permitted. Rules about authorized aids, if any, are found on the KUnet website of each respective degree programme. Bilingual dictionaries are always allowed, even if exam aids are not otherwise allowed.

Use of Generative Artificial Intelligence (GAI) in Exam Assignments

Unless explicitly stated otherwise in the exam regulations of individual course descriptions, GAI will generally be considered a permitted aid in all exam formats (including home assignments, bachelor projects, and master's theses), subject to the following conditions:

- It is not permitted to delegate the actual writing of an exam assignment to GAI tools.
- Students must be transparent about their use of GAI. This is ensured through a declaration template, which must be attached as an appendix to written assignments - even in cases where GAI has not been used in the assignment. The declaration template can be found on KUnet and/or in the digital exam system under each exam.

If GAI-generated material is used as a source (either directly or in edited form) in the exam submission, it must be properly cited and enclosed in quotation marks, just like any other source. Failure to comply will be considered plagiarism.

6.12 Audio and video recordings during exams

Audio and video recordings during an exam are not permitted unless the recordings are included as part of the exam. The University will in this situation facilitate the recording.
Students may not record feedback from the examiner after an exam without explicit permission from all participants.

6.13 Special exam conditions

The University (the board of studies) may offer special exam conditions for students with physical or mental impairment, for students whose native language is not Danish and for students who face comparable disadvantages, if deemed necessary by the appropriate board of studies to provide the students concerned with equal opportunities in the exam situation. It is a requirement that the offer does not change the academic level of the exam.

6.14 Exam cheating

Exam cheating is when a student violates the rules for the exam or the rules of order, which are described in the UCPH disciplinary measures regardless of whether it is intentional or unintentional.

Exam cheating includes plagiarism, self-plagiarism, non-disclosure (e.g., failure to cite sources), collaboration or other aid in violation of the established form of exam or any other deception regarding the work or results of the individual(s) concerned. The rules also cover aiding and abetting fellow students in cheating. Attempted cheating is dealt with in the same way as actual cheating.
The head of studies of the degree programme in question investigates cases of cheating. If the allegation is proven, a report is submitted to the Dean, who reports the matter to the Rector.
The Rector is empowered to issue an oral or written warning, expel the student from the exam or expel the student from the University for a specified or unlimited period. The Rector is also empowered to report the matter to the police.

6.14.1 Rules on cooperation/feedback in connection with individual exam papers

The following rules apply to both assignments that are compulsory to be allowed to sit for an exam as well as written exams.

"Take home" assignments and the like, i.e., assignments that include a problem formulation, where the exam performance is the answer to the problem formulation:

The examinee is not allowed to collaborate with others, among other things communicate with others about the assignment or the formulation of the answer.

If, in exceptional cases, it is allowed to collaborate with others on any such assignment, this will be explicitly stated in the course description.

Other assignments, i.e., assignments for which examinees determine and formulate the problem themselves:

Students are allowed to discuss the assignment orally, but the exam assignment must be an independent product and, hence, the text must not be authored by anyone else than the student that claims authorship of the assignment.

If, in exceptional cases, it is not allowed to discuss the assignment with others, this will be explicitly stated in the course description.

6.14.2 Rules on cooperation in connection with group exam papers.

"Take home" assignments and the like, i.e., assignments that include a problem formulation, where the exam performance is the answer to the problem formulation:

The group is not allowed to collaborate with other groups, among other things, to communicate with others about the exam assignment or the formulation of the answer.

If, in exceptional cases, it is allowed to collaborate with other groups, this will be explicitly stated in the course description.

Other assignments, i.e., assignments for which examinees determine and formulate the problem themselves:

The group is allowed to orally discuss the assignment with other groups; however, the exam assignment must be the group's independent product, and the text must, thus, not be authored by anyone else than the group that claims authorship of the assignment.

If, in exceptional cases, it is not allowed to discuss the assignment with other groups, this will be explicitly stated in the course description.

6.15 Exam appeals

Students are entitled to complain about exams or other forms of assessment. Complaints can be submitted about legal and academic issues concerning the basis for the examination, the process, or the assessment.
Exam appeals must be submitted to the Faculty of Social Sciences, via an electronic form on KUnet, within two weeks of the result of the assessment being announced to the student. The appeal deadline is calculated at the earliest time when the university has announced that the assessment will be announced.

Exam appeals about decisions do not have a suspensive effect in relation to the student's ability to participate in classes and exams.

The detailed procedures in relation to exam appeals are described on the study information pages on KUnet under the heading Exam.

7 Credits

Programme elements at the same level passed on the same degree programme within the Social Sciences in Denmark may replace programme elements on degree programmes offered by the Faculty of Social Sciences. The University (the board of studies) may approve that programme elements at the same level passed on other degree programmes within the Social Sciences in Denmark or abroad may replace programme elements on degree programmes offered by the Faculty of Social Sciences.

On a case-by-case basis, the relevant board of studies assesses whether to approve that one or more programme elements from Danish or international degree programmes may replace programme elements on degree programme offered by the Faculty of Social Sciences.
Decisions about credit transfers are made based on an academic assessment.

When applying for a credit transfer to have compulsory subject elements replaced, it is a prerequisite that a substantial degree of similarity between the subject element to be transferred and the one to be replaced exists. When applying for credit transfer of optional subject elements, the academic level and relevance are assessed in relation to the academic framework for the optional part of the bachelor's or master's degree programme to which the student wishes to transfer credits. Credit transfer of optional subject elements may be rejected if, after academic assessment, they are assessed to overlap too much with compulsory subject elements or optional subject elements previously passed on the degree programme.
No credit transfer is permitted for a master's thesis from a completed degree programme from another university in Denmark.
Limitations may be placed on the number of ECTS credits that can be transferred to the respective degree programmes. Any such limitations are specified in the programme curriculum.

7.1 Preliminary approval

In the case of an application for preliminary approval, the board of studies assesses whether the course(s) in question may form part of the student's degree programme.
Students who are not offered a place on a pre-approved course or do not register for the course have a duty to inform the University of this before the semester commences.
Registration for pre-approved courses is binding on the student once the late registration period has expired. This means that once a course has been pre-approved and the student in question has been admitted on the course, the course must form part of the students' degree programme at the University.
Registration for credit courses taken at the University of Copenhagen or other Danish universities are binding on students even though they do not pass the first exam attempt.
Registration for credit courses taken abroad is not subject to the requirement for three exam attempts and registration for courses abroad is, thus, not binding on students, if they do not pass the course(s) in question.
As soon as possible after completing of a pre-approved course at another university in Denmark or abroad, students are required to submit documentary proof of their grade to the board of studies. If the course is passed, credits will be transferred and included as part of the degree programme. The

documentation must be submitted no later than three months after the study abroad period has ended.
Procedures for applying for credit transfer are published on the study information pages at KUnet.

7.2 Mandatory credit transfer

Applicants for bachelor's or master's degree programmes have a duty to apply for transfer of credit for previously passed subject elements on unfinished degree programmes at the same level. The application for credit transfer is submitted along with the application for admission.
If the application for admission is successful, the board of studies makes an academic assessment of whether transfer of credit may be carried out upon admission (mandatory credit).
Mandatory credit is exempt from the restrictions on the number of ECTS credits that can be transferred to a bachelor's or master's degree programme, cf. each degree programme's respective programme curriculum.
If mandatory credit transfer results in the student being able to shorten their programme by one or more whole semesters, the maximum study time is shortened accordingly.

As applicants have a duty to apply for credit transfer, applicants must submit documentation in relation to any such programme elements. It is, thus, laid down in the UCPH disciplinary measures that the University may annul the admission, if applicants do not fulfil this obligation. The same applies if applicants fail to submit any additional documentation that the University has requested.

7.3 Transfer of grades in connection with credit transfer

If the University (the board of studies) approves the credit transfer of a passed course or subject element from a Danish or non-Danish institution of higher education, the assessment must be credited as 'Pass' or 'Approved.' If the subject element in question is assessed according to the 7-point grading scale at both institutions, the grade is transferred along with the credit.

7.4 Dispensation and appeals procedure (credit transfer)

The University may grant dispensation from curriculum rules set by the University itself when exceptional circumstances exist. This applies to the rules in both the Curriculum's Common Part and the programme curriculum of each respective degree programme.
Procedures and deadlines for applications for a dispensation are described on the study information pages at KUnet.

Rulings by the board of studies on legal issues in relation to student conditions can be submitted to the Dean. The Dean's ruling on legal issues can be appealed to the Rector. The Rector's ruling can be appealed to the Ministry for Higher Education and Science. There is no general right of appeal regarding academic decisions.
Exam appeals are mentioned in section 6.
Rejection or partial rejection of transfer of credit can be appealed to the board of credit appeals at each respective degree programme. However, appeals concerning rejection of final credit for programme elements taken abroad are submitted to the Qualifications Board, not the boards of credit appeals of the respective degree programmes. Academic assessments made in connection with decisions on mandatory credit cannot be appealed; however, students may appeal legal issues in relation to the decision.
Students must submit appeals to the Faculty of Social Sciences within two weeks of being informed of the ruling by the board of studies. However, the University may grant a dispensation to be exempted from this deadline in exceptional circumstances.
The procedures for appeals in relation to transfer of credit are published on the study information pages at KUnet.

8 Miscellaneous regulations

8.1 Enrolment

When admitted, students are enrolled at the relevant programme level by the administrative staff.

8.2 Termination of enrolment

The university shall disenroll students who:

- have completed their degree programme
- are precluded from continuing their studies due to the fact that they have not passed supplementary educational activities that the University stipulated in advance as an admission requirement for the master's degree programme
- are precluded from continuing their studies as a consequence of having exhausted their exam attempts
- are precluded from continuing their studies as a consequence of having failed to comply with the rules on participation in or passing the first-year exam on the bachelor's degree programme
- are precluded from continuing their studies as a consequence of non-compliance with the requirement in relation to maximum completion time.
- disenrolls from the degree programme
- are permanently expelled from the University in accordance with the rules of the University Act.

Readmission is possible in certain cases. See section 8.4.

8.3 Leave of absence

The University of Copenhagen has also laid down its own joint set of rules on leave of absence from bachelor's and master's degree programmes.
These rules also apply to students on the part-time master's in political science.

8.3.1 Bachelor's students

The right to leave of absence for one semester

Bachelor's students who have successfully completed 60 ECTS credits, including the first-year exam, may apply for leave of absence for one semester. Any such application must reach the Faculty of Social Sciences before 1 June (autumn semester) /1 December (spring semester).

Leave of absence is granted for an entire semester and cannot be discontinued. However, students who wish to attend summer school may be granted leave of absence from 1 February to 1 July.

Leave of absence granted under this right will not suspend the rule regarding maximum completion time. Consequently, students must plan their studies in such a way that they are able to complete their degree programme within the specified maximum completion time of 4 years, even though they have been on leave of absence.
The leave period cannot be interrupted.
Dispensation based on exceptional circumstances
The University (the faculty) may grant students a dispensation to be exempted from the rules above in case of exceptional circumstances (parental leave, military service, long-term illness etc.). If exceptional circumstances exist, students may apply for leave of absence even though they have yet to pass 60 ECTS credits, including the first-year exam. Students can apply irrespective of the fact that they have already made use of their right to go on leave for one semester and even though they have sat for exams in the same semester.
During their leave period, students are not allowed to take courses on the degree programme in question.
Students who have been granted leave of absence by virtue of a dispensation may discontinue their leave of absence; however, they cannot sit for exams that form part of their degree programme in the semester during which they have been on leave of absence.
Leave of absence that is granted by virtue of a dispensation will result in the fact that the requirement in relation to maximum completion time are suspended during the leave of absence.

8.3.2 Master's degree students

Master's degree students cannot apply for leave of absence.

Dispensation based on exceptional circumstances
Master’s degree students whose thesis period has not commenced can apply for a dispensation to be granted parental leave and adoption leave as well as leave of absence for military service, UN service, illness, and other exceptional circumstances.

Master’s degree students whose thesis period has commenced can apply for a dispensation to be granted parental leave and adoption leave as well as leave of absence for military service or UN service. In the event of illness or other exceptional circumstances, students whose thesis period has

commenced can apply for dispensation to be exempted from the deadline for submission of the master's thesis as well as from the rules on the maximum completion time.
During their leave period, students are not allowed to take courses on the degree programme in question. Students cannot sit for exams that form part of their degree programme in the semester during which they are or have been on leave of absence.
Leave of absence that is granted by virtue of a dispensation will result in the fact that the requirement in relation to maximum completion time are suspended during the leave of absence.

8.4 Change of study programme, re-admission, and transfer

It is possible for students to apply for a transfer from the same degree programme at another Danish university and for a change of study programme from another degree programme at another university.

It is a prerequisite for re-admission to a bachelor's degree programme that the applicant has passed courses corresponding to the first-year exam (60 ECTS credits) on the programme curriculum concerned. It is a prerequisite for re-admission to a master's degree programme that the student has passed the equivalent of the latest curriculum's courses on the first year of the master's programme (60 ECTS credits).
If this requirement is not met, students must apply for enrolment anew. It is also a prerequisite for re-admission that the degree programme has vacant places.
Where students are admitted/enrolled anew, any exams that have been passed cannot be retaken unless the board of studies finds such exams to be obsolete as a consequence of the rules set out for the degree programme.

In case of re-admission, the student is enrolled under the most recent curriculum. The board of studies is empowered to grant students a dispensation to be exempted from this rule.

Further information on the rules for transfer, change of study and re-enrolment, as well as application procedure is described on https://studies.ku.dk/

8.4.1 Specifically for students on the part-time master's degree programme in Political Science

After admission to the part-time master's degree programme and on application, the student has the right to be transferred to the full-time master's degree programme as of next semester start.

If on the basis of the provisions set out in the programme curriculum for the part-time master's degree programme, the University determines that a student on the part-time master's degree programme no longer meets the requirements for employment or entrepreneurial business, the University will transfer the students to the full-time master's degree programme in Political Science. In this case, this is done preferably with effect from next semester start.

8.4.2 PhD students

Students who are registered simultaneously on a master's degree programme and a PhD programme (a 4+4 or 3+5 PhD scheme) are subject to the same rules as other students. However, special rules may apply to the master's thesis. Please refer to the PhD curriculum for tightened rules if any.

8.5 Diploma

The Faculty of Social Sciences issues diplomas for completed bachelor's and master's degree programmes. The diploma includes a transcript of grades (including exams for which credits have been transferred), the number of ECTS credits achieved at each exam, the grade point average obtained (if calculated on the degree programme concerned)[1], the exam language (if the exam was conducted in a foreign language), the title conferred on the student (in Danish and English) as well as a competence profile. Specializations are also listed.

The diploma is issued in Danish and English. The University also issues a diploma supplement in English, which describes the academic direction, content, level, and objectives of the degree

[1] The bachelor's and master's degree programmes in Psychology and in Social Science, respectively, do NOT state the grade point average on the diploma. However, the other degree programmes do state the grade point average on the diploma. When calculating the grade point average, each assessment is weighted according to its ECTS value. An average is calculated to one decimal point of all graded assessments. All exams in the programme must be passed.

programme and provides information about the University and about the position of the University and the degree programme in the Danish education system.

Students who leave a degree programme without completing it may request that the University issue documentary proof of successfully completed parts of the degree programme and the number of ECTS credits achieved.
For additional information on the diploma, please see the Danish Exam Order.

8.6 Digital communication between the University and students

All communication from the University of Copenhagen to students in the Faculty of Social Sciences is digital. Students must familiarize themselves with the rules that apply to the degree program and keep up to date with e-mail, general messages, and information on KUnet. The student must read what is communicated via the official channels:

- Study information on KUnet
- Study messages
- KUmail
- Self-service
- Absalon

Students who experience difficulties complying with this rule due to visual impairment or other disabilities must contact the Faculty of Social Sciences to arrange for an alternative form of communication.
The submission of certain written exam assignments is exempted from the rules regarding digital communication.