UNIVERISTY OF COPENHAGEN
DEPARTMENT OF POLITICAL SCIENCE

Format requirements for assignments

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Information about exams

Exam registration
When you register for a course, you will automatically be registered for the exam.

Confirmation of exam registrations
Please check your exam registrations at the KUnet under the student Self Service system.

Withdrawal from exams
If you decide not to take an exam, please unregister from the exam at the Self Service system at the KUnet. This is only possible during the registration periode.

Please note: You have 3 exam attempts per exam but only 2 of the attempts are placed in the semester.
The 3rd exam attempt will be placed in the coming semester.

Exam deadlines
The exam deadlines can be found at https://politicalscience.ku.dk/education/ under 'Exam Schedule' on the right-hand side of the page or at the study pages at the KUnet.

Exam schedules for oral exams
Exam schedules for oral exams will be published in the Digital Exam system http://eksamen.ku.dk.

Group assignments
You must clearly indicate who is responsible for which parts of the assignment, so the examiner is able to carry out individual assessments.
If this is not respected the assignment will be rejected and you will fail the exam.

BA students can only write in groups with other BA students and MA students can only write in groups with other MA students as there are different format requirements.

Assignments are submitted anonymously
The following assignments are submitted anonymously.
- 3-day compulsory written take home assignment
- free assignment.

Announcement of marks
Marks for exams will be announced at the Self Service system at KUnet → My data → Results, examination.

Absence due to illness
If you are absent because of illness you must hand in a doctor's note via a KU-form, no later than 5 days after the exam. Please find more information about the procedure on your study pages at KUnet.
Please remember to register for the resit exam by sending an email to Merete Rishøj Møller: mm@adm.ku.dk.

Make-up and resit exam
Please remember to register for the resit exam if you did not pass the ordinary exam by sending an email to Merete Rishøj Møller (mm@adm.ku.dk).

Marks
You will be graded according to the Danish 7-point grading scale.
An explanation of marks can be found here: 7-point-grading-scale-eng.pdf

Transcript
Approximately six weeks after the end of the semester, UCPH will send your transcript of records to your UCPH email.
Please find more information here: Transcript of records - University of Copenhagen

Oral exam with or without preparation

This exam takes the form of an individual oral exam. To begin the exam, the student draws a random question prepared by the teacher. The question forms the basis of the oral exam, which also includes a wider discussion of the syllabus, as the examiner is required to assess the student in relation to the entire syllabus. The exam lasts 30 minutes in total, including grading.
For oral exams with preparation, the student is given 30 minutes to prepare before the start of the exam.

Oral exams with or without preparation can only be taken individually.

Oral exam based on a synopsis

An oral exam with a synopsis takes the form of an individual oral exam based on a written paper (synopsis). The exam also includes a wider discussion within the syllabus, as the examiner is required to assess the student in relation to the entire syllabus. A synopsis may be written individually or in a group (maximum three persons).
The synopsis may not exceed 7200 keystrokes (three standard pages). In connection with the preparation of a synopsis, the student may use supplementary literature corresponding to up to a maximum of 25% of the syllabus.
See the Curricula's Common Part for more information about the formal requirements for written assignments and an overview of what is included in the keystroke count.

Students are examined individually. Group members are not allowed to be present during the examination of the other members of their group.
The assessment is based solely on the oral performance, as the synopsis is not part of the assessment.
Students are allowed to bring to the exam an outline consisting of keywords (max. 100 words) and the synopsis. No comments etc. may be added to the outline and synopsis.

The synopsis and syllabus must be uploaded in the Digital Exam System.

BA students can only write in groups with other BA students, and MA students can only write in groups with other MA students.

Synopsis	
	Synopsis / oral exam (7.5 ECTS) for BA and MA students • Curricula 900-1200 pages of literature. • Duration of the oral examination is 30 minutes incl. assessment. • Maximum length of synopsis as listed below. Standard page = 2400 keystrokes incl. spaces
1 student	7200 keystrokes incl. spaces (3 standard pages)

Free assignment

The free written assignment consists of an analysis of an independently formulated problem.
Free assignment / written paper must be uploaded in the Digital Exam System.

The free assignment can be written in groups of 2 or 3 students –
BA students can only write in groups with other BA students, and MA students can only write in groups with other MA students as there are different format requirements.

BA/MA-students	*Free assignment / written paper* - **7.5 ECTS** • Curricula 900-1200 pages of literature • Maximum length of assignments as listed below. Standard page = 2400 keystrokes incl. spaces	*Free assignment / written paper* - **15 ECTS** • Curricula 1800-2100 pages of literature • Maximum length of assignments as listed below. Standard page = 2400 keystrokes incl. spaces

The extent of the Free written assignment must not exceed:

BA students; Extent of Free written assignment		
	7.5 ECTS	15 ECTS
1 student	19.200 keystrokes incl. spaces (8 standard pages)	36.000 keystrokes incl. spaces (15 standard pages)
2 students	24.000 keystrokes incl. spaces (10 standard pages)	48.000 keystrokes incl. spaces (20 standard pages)
3 students	28.800 keystrokes incl. spaces (12 standard pages)	60.000 keystrokes incl. spaces (25 standard pages)

MA students; Extent of Free written assignment		
	7.5 ECTS	15 ECTS
1 student	36.000 keystrokes incl. spaces (15 standard pages)	48.000 keystrokes incl. spaces (20 standard pages)
2 students	60.000 keystrokes incl. spaces (25 standard pages)	79.200 keystrokes incl. spaces (33 standard pages)
3 students	84.000 keystrokes incl. spaces (35 standard pages)	108.000 keystrokes incl. spaces (45 standard pages)

See 6.8 of the Curricula's Common Part page 17 for more information about the formal requirements for written assignments and an overview of what is included in the keystroke count.

3-day compulsory written take-home assignment

The written assignment consists of an answer to a single exam question.

BA students can only write in groups with other BA students, and MA students can only write in groups with other MA students as there are different format requirements.

The extent of the take-home assignment must not exceed:

BA students; Extent of take-home assignment		
	7.5 ECTS	15 ECTS
1 student	14.400 keystrokes incl. spaces (6 standard pages)	19.200 keystrokes incl. spaces (8 standard pages)
2 students	19.200 keystrokes incl. spaces (8 standard pages)	24.000 keystrokes incl. spaces (10 standard pages)
3 students	24.000 keystrokes incl. spaces (10 standard pages)	28.800 keystrokes incl. spaces (12 standard pages)

MA students; Extent of take-home assignment		
	7.5 ECTS	15 ECTS
1 student	19.200 keystrokes incl. spaces (8 standard pages)	24.000 keystrokes incl. spaces (10 standard pages)
2 students	24.000 keystrokes incl. spaces (10 standard pages)	28.800 keystrokes incl. spaces (12 standard pages)
3 students	28.800 keystrokes incl. spaces (12 standard pages)	33.600 keystrokes incl. spaces (14 standard pages)

See 6.8 of the Curricula's Common Part page 17 for more information about the formal requirements for written assignments and an overview of what is included in the keystroke count.

Ongoing written tests

The ongoing written test is passed by submitting two compulsory assignments in Absalon during the course.

One overall grade is given based on the two assignments. Students whose assignment is not approved in connection with the first submission deadline are allowed to resubmit a revised assignment once only for assessment by the second submission deadline. To be permitted to resubmit, the student must have submitted an assignment for the first or the second submission (it is not possible to submit a blank paper).

The make-up and resit exam are passed through a free assignment. The free assignment must be submitted in the Digital Exam System.

Each assignment must not exceed (the two compulsory assignments):

BA students; Extent of ongoing test		
	7.5 ECTS	15 ECTS
1 student	14.400 keystrokes incl. spaces (6 standard pages)	19.200 keystrokes incl. spaces (8 standard pages)
2 students	19.200 keystrokes incl. spaces (8 standard pages)	24.000 keystrokes incl. spaces (10 standard pages)
3 students	24.000 keystrokes incl. spaces (10 standard pages)	28.800 keystrokes incl. spaces (12 standard pages)

MA students; Extent of ongoing test		
	7.5 ECTS	15 ECTS
1 student	19.200 keystrokes incl. spaces (8 standard pages)	24.000 keystrokes incl. spaces (10 standard pages)
2 students	24.000 keystrokes incl. spaces (10 standard pages)	28.800 keystrokes incl. spaces (12 standard pages)
3 students	28.800 keystrokes incl. spaces (12 standard pages)	33.600 keystrokes incl. spaces (14 standard pages)

The make-up and resit exam are passed through a free assignment.

The Free written assignment for the make-up and resit exam must not exceed (please see under Free written assignment page 6).