



# **Format requirements for assignments**

## **Winter 2022/2023**

**Rev. December 2022**

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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 contact Merete Rishøj Møller at email:

[mrm@samf.ku.dk](mailto:mrm@samf.ku.dk).

**Please note:** You have 3 exam attempts per exam but only 2 of the attempts are placed in the semester.

The 3<sup>rd</sup> 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 Schedules' 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 to Merete Rishøj Møller, at [mrm@samf.ku.dk](mailto:mrm@samf.ku.dk) no later than 5 days after the exam.

Please remember to register for the resit exam by sending an email to Merete Rishøj Møller: [mrm@samf.ku.dk](mailto:mrm@samf.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 ([mrm@samf.ku.dk](mailto:mrm@samf.ku.dk)).

**Marks**

You will be graded according to the Danish 7-point grading scale (-3, 00, 02, 4, 7, 10 and 12). [An explanation of the marks can be found here.](#)

**Transcript**

A transcript of results will be issued and sent to the international office at your home university from our International Education office – [int-transcript@adm.ku.dk](mailto:int-transcript@adm.ku.dk).

## Oral exam with synopsis

The synopsis and syllabus must be uploaded in the [Digital Exam System](#).

The synopsis 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.  
Students are examined individually.

| Synopsis  |   |
|-----------|---|
|           | <p><i>Synopsis / oral exam (7.5 ECTS) for BA and MA students</i></p> <ul style="list-style-type: none"> <li>• Curricula 900-1200 pages of literature</li> <li>• Duration of the oral examination is 30 minutes incl. assessment.</li> <li>• Maximum length of synopsis as listed below</li> </ul> <p>Standard page = 2400 keystrokes incl. spaces</p> |
| 1 student | 7200 keystrokes incl. spaces (3 standard pages)   |

## Free assignment

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  | Free assignment / written paper - 15 ECTS  |
|----------------|---|--|
|                | <ul style="list-style-type: none"> <li>• Curricula 900-1200 pages of literature</li> <li>• Maximum length of assignments as listed below</li> </ul> <p>Standard page = 2400 keystrokes incl. spaces</p> | <ul style="list-style-type: none"> <li>• Curricula 1800-2100 pages of literature</li> <li>• Maximum length of assignments as listed below</li> </ul> <p>Standard page = 2400 keystrokes incl. spaces</p> |

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<br>(8 standard pages)  | 36.000 keystrokes incl. spaces<br>(15 standard pages) |
| 2 students                                     | 24.000 keystrokes incl. spaces<br>(10 standard pages) | 48.000 keystrokes incl. spaces<br>(20 standard pages) |
| 3 students                                     | 28.800 keystrokes incl. spaces<br>(12 standard pages) | 60.000 keystrokes incl. spaces<br>(25 standard pages) |

| <b>MA students; Extent of Free written assignment</b> |   |  |
|---|---|--|
|   | 7.5 ECTS  | 15 ECTS  |
| 1 student   | 36.000 keystrokes incl. spaces<br>(15 standard pages) | 48.000 keystrokes incl. spaces<br>(20 standard pages)  |
| 2 students  | 60.000 keystrokes incl. spaces<br>(25 standard pages) | 79.200 keystrokes incl. spaces<br>(33 standard pages)  |
| 3 students  | 84.000 keystrokes incl. spaces<br>(35 standard pages) | 108.000 keystrokes incl. spaces<br>(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:

| <b>BA students; Extent of take-home assignment – 7.5 ECTS</b> |  |
|---|--|
| 1 student   | 14.400 keystrokes incl. spaces (6 standard pages)  |
| 2 students  | 19.200 keystrokes incl. spaces (8 standard pages)  |
| 3 students  | 24.000 keystrokes incl. spaces (10 standard pages) |

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

# Portfolio exam

The portfolio exam is passed by submitting two compulsory assignments in Absalon during the course.

If an assignment is not approved on the first attempt, it may be re-submitted once in revised form on the re-submission.

The make-up and resit exam is 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):

| <b>BA students; Extent of portfolio exam</b> |   |   |
|--|---|---|
|  | 7.5 ECTS  | 15 ECTS   |
| 1 student                                    | 14.400 keystrokes incl. spaces<br>(6 standard pages)  | 19.200 keystrokes incl. spaces<br>(8 standard pages)  |
| 2 students                                   | 19.200 keystrokes incl. spaces<br>(8 standard pages)  | 24.000 keystrokes incl. spaces<br>(10 standard pages) |
| 3 students                                   | 24.000 keystrokes incl. spaces<br>(10 standard pages) | 28.800 keystrokes incl. spaces<br>(12 standard pages) |

| <b>MA students; Extent of portfolio exam</b> |   |   |
|--|---|---|
|  | 7.5 ECTS  | 15 ECTS   |
| 1 student                                    | 19.200 keystrokes incl. spaces<br>(8 standard pages)  | 24.000 keystrokes incl. spaces<br>(10 standard pages) |
| 2 students                                   | 24.000 keystrokes incl. spaces<br>(10 standard pages) | 28.800 keystrokes incl. spaces<br>(12 standard pages) |
| 3 students                                   | 28.800 keystrokes incl. spaces<br>(12 standard pages) | 33.600 keystrokes incl. spaces<br>(14 standard pages) |

The make-up and resit exam is 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 5-6).