

Amendment sheet for institutional part of Financial Management and Services Curriculum 2019-2021

Amended on May 1st, 2020 by Maria Aggerholm Mols, head of programme

Commencement

This correction sheet for the institutional part of the curriculum applies to all students who were admitted to the programme on 15.08.2019 and applies to all students who are admitted to the programme on the stated date, or later.

Changes to Institutional Part of the curriculum

The changes relate to section 3.2 sickness and re-examinations. Completion of the exams.

Original formulation

3.2. Completion of the exams

In general, the following applies for all programmes in relation to when an exam has been completed or an exam attempt has been used. If there are deviations for a specific exam, they will appear in the individual exam descriptions below.

Pass / fail exams

If a student has not achieved the mark 02 or higher for an oral or written exam or a combination of this, the exam will not be passed and one exam attempt will have been used. If exam project was prepared by one student and not passed, the student can choose to work further on the existing project or prepare a new project. Information concerning times, dates and locations for the exams can be found on Study Update [16] In the event of one student, as part of a group project, not achieving the mark 02 or above, the student can rewrite their section of the joint project, provided the exam is individualised. The student can also choose to write a new project alone, where the rules for the scope and guidelines for individually produced projects apply.

Project not handed in/written answers

If a student does not hand-in their exam project or a written report, one exam attempt will have been used. The student can choose to work further on their existing project or prepare a new project.

Not participated in the exam/oral examination

If a student hands in their exam project or written answers, but doesn't participate in the oral exam, one exam attempt will have been used. A new oral exam will be scheduled as soon as possible and the student will be examined in the previously handed in project.

Sickness and re-examinations

The specific time limits appear in each exam description. Information about the time and place of sick/re-exams can be found on Study Update. This may be the same as the next regular exam. The student is responsible for finding out when the sick and reexams take place.

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (illness) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after. The illness must be documented by a doctor's certificate. The Academy must receive the doctor's certificate no later than three working days after the examination. Students who become acutely ill during an exam must prove that they have been ill on that day. If the illness is not documented according to the above rules, the student will have used one examination attempt. The student must pay the cost of the doctor's certificate. Requirements for the doctor's certificate can be found on the website under 'Worth knowing about exams'.

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided that the student has an exam attempt left. The student is registered to take the exam the next time it is scheduled. The re-examination may be the same as the next regular exam. The programme may grant an exemption from the automatic registration to an exam provided this is justified by exceptional circumstances, including documented disabilities.

Changed to:

3.2. Completion of the exams

In general, the following applies for all programmes in relation to when an exam has been completed or an exam attempt has been used. If there are deviations for a specific exam, they will appear in the individual exam descriptions below.

Pass / fail exams

If a student has not achieved the mark 02 or higher for an oral or written exam or a combination of this, the exam will not be passed and one exam attempt will have been used. If exam project was prepared by one student and not passed, the student can choose to work further on the existing project or prepare a new project. Information concerning times, dates and locations for the exams can be found on Study Update [16]. In the event of one student, as part of a group project, not achieving the mark 02 or above, the student can rewrite their section of the joint project, provided the exam is individualised. The student can also choose to write a new project alone, where the rules for the scope and guidelines for individually produced projects apply.

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If a student does not hand-in their exam project or a written report, one exam attempt will have been used. The student can choose to work further on their existing project or prepare a new project.

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If a student hands in their exam project or written answers, but doesn't participate in the oral exam, one exam attempt will have been used. A new oral exam will be scheduled as soon as possible and the student will be examined in the previously handed in project.

Sickness and re-examinations

The specific time limits appear in each exam description. Information about the time and place of sick/re-exams can be found on Study Update. This may be the same as the next regular exam. The student is responsible for finding out when the sick and reexams take place.

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (illness) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity

to retake the exam in the same examination period or as soon as possible after. The sick exam may have a different form than the ordinary exam. Information about the examination form for the sick exam will be made immediately after the announcement of the date for the sick exam.

The illness must be documented by a doctor's certificate. The Academy must receive the doctor's certificate no later than three working days after the examination. Students who become acutely ill during an exam must prove that they have been ill on that day. If the illness is not documented according to the above rules, the student will have used one examination attempt. The student must pay the cost of the doctor's certificate. Requirements for the doctor's certificate can be found on the website Study Update under "Examinations".

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided that the student has an exam attempt left. The student is registered to take the exam the next time it is scheduled. The re-examination may be the same as the next regular exam. The re-examination may have a different form than the ordinary exam. Information about the examination form for the re-examination will be made immediately after the automatic registration to the re-examination.

The programme may grant an exemption from the automatic registration to an exam provided this is justified by exceptional circumstances, including documented disabilities.