

Rules for attending make-up exams in executive master programmes at CBS

In pursuance of s.18a of Ministerial Order no. 670 of 24 June 2014 regarding University Examinations and Grading (the Examination Order), the following rules for attending make-up exams in **the executive master programmes** at CBS are laid down:

A. Right to attend a make-up exam

The student is entitled to attend a make-up exam, if he or she can document that he or she is prevented from attending the ordinary exam due to illness or equivalent distress. This shall only apply to *ordinary exams*; any student who due to illness has been prevented from attending a *make-up exam* shall wait until the next ordinary examination.

Illness is treated the same as serious illness in the immediate family and accidents.

Other extraordinary circumstances which have prevented the student from attending an ordinary exam shall be presented to the programme director for a decision.

Times for make-up exams will be announced by the programme in question.

Attending a make-up exam shall not count as an exam attempt.

B. Procedure

1. Students unable to attend the examination

The student shall submit a medical report covering the examination in question as soon as possible and no later than 8 days after the ordinary exam. The student must specify which examination the medical report is covering.

Emergency room records, hospital tickets, or other proper documentation from a medical authority are equivalent to a medical report.

Documentation for illness or equivalent distress shall be submitted to the programme secretariat in question.

In some cases, physicians have refused to write a medical report referring to the rule that a medical report only can be issued on the 4th day of illness, cf. general legislation. The Danish Medical Association has confirmed to CBS that medical reports to be used for examinations and the like is subject to an exemption clause and is issuable on the 1st day of illness.

The student is responsible for registering for the make-up exam within the deadline, unless the programme regulations stipulate an automatic registration for the make-up exam.

2. Students having to discontinue an already commenced examination

2.1 Written examination

Any student who has accepted the examination assignment is considered as having attended the examination.

In exceptional cases, where a student falls ill during the examination, he or she must do the following:

1. The exam invigilator must be informed that the student is leaving the exam room due to illness.
2. The student must immediately (the same day or no later than the following weekday) contact a physician and require a medical report which states that the physician finds it probable that the student had to discontinue the examination due to illness.
3. The necessary documentation must be submitted in accordance with the procedure in B.1. as soon as possible; however, no later than 1 week after the ordinary examination.
4. If the submitted medical report states that the student has fallen ill during the examination, the submitted exam answer shall not be assessed. The student may attend the make-up exam and will be *exempted from the rule* whereby failure to attend an examination counts as an examination attempt.

2.2 Oral examination

Any student who has accepted the examination assignment is considered as having participated in the examination.

In exceptional cases, where a student falls ill during the examination, he or she must do the following:

- The examiner must be informed that the student is leaving the exam room due to illness.
- The procedure described in 2.1. (2-4) regarding written examinations must then be followed.

The student is responsible for registering for the make-up exam within the deadline, unless the programme regulations stipulate an automatic registration for the make-up exam.

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