

Rules for written and oral examinations conducted abroad for diploma and executive master students at CBS

In pursuance of s.15(3), and ss. 21 and 22 of Ministerial Order no. 1046 of 30 June 2016 on examinations in vocational higher education and up to ss. 8, 11, and 12 of Ministerial Order no. 1062 of 30 June 2016 on examination and grading at universities (the Examination Order), the following rules for written and oral examinations abroad for diploma and executive master students at CBS are laid down.

The rules apply to examinations, which, in pursuance of the exam provisions in the programme regulations, are to be conducted as written and oral sit-in examinations at CBS.

1. Upon the request of a student, CBS may conduct examinations at a Danish representation (embassy or consulate) or at a different location abroad such as e.g. a partner university, if the student for practical or financial reasons is unable to participate in the university's examinations in Denmark, and if the exam location in question agrees to this.

(2) In this context, Greenland and the Faroe Islands are also considered to be locations abroad.

(3) Examinations may be either written sit-in examinations, cf. s. 3, or oral sit-in examinations, cf. s. 4.

2. The programme director shall decide whether the conditions for holding the examination abroad are met, cf. s. 1.

(2) It is also a precondition that the programme director finds that the examination in question can be carried out satisfactorily in accordance with the provisions in ss. 3-5, and that the examination provisions allow individual examinations.

3. Written sit-in examinations must take place simultaneously with the corresponding examination at CBS. If there are extraordinary circumstances, the programme director may grant an exemption from this requirement, in which case a separate assignment must be prepared for the examination abroad.

(2) The exam location in question must agree to accept and keep the assignment in a safe place and return the exam answer immediately after the examination. The assignment and the answer must be sent by courier or another reliable service.

4. Oral sit-in examinations must be held as video conferences or by means of other equivalent technical measures (Skype, etc.) The examiner(s) may conduct the exam from another location than the student, but is obligated to test and grade the student in accordance with the Examination Order.

(2) The exam location in question must agree to provide the necessary technical equipment and the necessary technical support during the examination.

(3) "Guidelines for Skype examinations at CBS" also apply to the examination.

5. The programme director shall appoint or approve invigilators or other persons to organise the practical aspects of conducting examinations abroad and to stay with the student during the entire examination.

(2) Persons working for or otherwise affiliated to a company in which the student is employed, holds an internship or the like, normally cannot be appointed or accepted as invigilators. It is also not

allowed that the invigilator has personal or family relations with the examinee.

(3) Examinations abroad must take place in accordance with the provisions of the Examination Order and the programme regulations in general. The representation/institution must therefore ensure that the examination is conducted in accordance with the same terms as those at CBS, including no access for unauthorised persons during the examination and no use of unauthorised exam aids.

6. The student shall pay the special costs associated with the examination in question, including payroll costs associated with invigilators and other persons involved in conducting the examination at the exam location.

(2) Prior to the examination, the student shall forward a written confirmation of his or her willingness to pay the costs in question to CBS and the exam location, cf. subsection (1).

(3) In accordance with subsection (1), the student shall settle the accounts directly with the exam location.

(4) When conducting examinations at Danish representations abroad, the Ministerial Order on Payment for the Services of Civil Servants Serving Abroad (Bekendtgørelse om betaling for tjenestehandler i udenrigstjenesten) applies.

7. Unless otherwise agreed, CBS shall pay the special costs associated with the planning and holding of the examination. In case of extraordinarily large costs, CBS may in an individual case ask the student to pay part of or all costs associated with the examination in question. This is especially the case, if a separate assignment needs to be prepared for the exam, cf. s.3(1). If so, it is a condition that the student has made a written declaration of his or her willingness to pay the costs in question on the basis of CBS' estimate of the amount. CBS may make it a condition for conducting the examination that the amount is paid in advance.

8. When conducting examinations abroad, the following also applies:

- 1) Well in advance and no later than 2 months before the time of the examination, the student must contact the relevant programme secretariat and indicate which examination he or she wishes to take abroad. Under special circumstances the deadline may be extended, e.g. if the examination times initially announced are changed.
- 2) The student shall establish and facilitate contact between the exam location and CBS.
- 3) The exam location shall appoint a person (specified by name), whom CBS can contact.
- 4) The programme director shall then make an assessment of whether the conditions for conducting the examination abroad are met, cf. s. 2, and inform the student hereof.
- 5) If accepted that the examination is conducted abroad, the Programme Administration shall inform the student about the conditions, including the financial conditions, cf. ss. 6 and 7.

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