

# Rules regarding illness in relation to exams at CBS (bachelor and master's (candidatus) programmes)

In pursuance of s. 14(1) of Ministerial Order no. 1062 of 30 June 2016 regarding University Examinations and Grading (the Examination Order), the following rules for illness at exams in bachelor and master's (candidatus) programmes at CBS are laid down:

## A. When can a student be registered as ill at an examination

- Any student who is registered for a sit-in examination and who on the examination date is affected by illness which prevents him or her from attending the examination, may be registered as ill at the exam on the condition that proper documentation is provided within the stipulated time limit. In such case it will not be counted as an examination attempt.
- Any student who is registered for a home examination and who during the prescribed examination period is seriously affected by an illness which effectively prevents him or her from completing the examination, may be registered as ill at the exam on the condition that proper documentation is provided within the stipulated time limit. In such case it will not be counted as an examination attempt.
- Any student who due to protracted illness prior to an examination date which has prevented him or her from adequately preparing for the exam, may be registered as ill at the exam on the condition that the proper documentation is provided within the stipulated time limit. In such case it will not be counted as an examination attempt.

Accidents involving the examinee and serious illness or accidents in the immediate family are treated as personal illness.

## B. Procedure

### 1. Students unable to attend the examination

#### *1.1 Protracted illness and other illness issues*

An application including documentation must be sent to the study programme's dispensation e-mail.

#### *1.2 Spontaneous illness*

The student must submit a medical report covering the time of the examination in question as soon as possible and no later than 8 days after the exam.

The student must specify which examination/s 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 spontaneous illness - or equivalent distress - must be submitted to [exams@cbs.dk](mailto:exams@cbs.dk) with a [cover letter](#).

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 the illness, cf. general legislation. The Danish Medical Association has confirmed to CBS that medical reports to be used for examinations and the like are subject to an exemption clause and is issuable on the 1st day of the illness.

## **2. Students having to discontinue an already commenced examination**

### *2.1 Written sit-in examinations*

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 and no later than 8 days after the 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, and the student must be exempted from the rule whereby failure to attend an examination counts as an examination attempt.

### *2.2 Oral examinations*

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:

- 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.

## **C. Other**

Make-up exam periods will be announced by the programme in question.

Any student who has not been able to attend the make-up exam, must wait for the next ordinary exam.

Copenhagen Business School, 15 December 2016

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