

# Rules for Studies at First- and Second-Cycle Level

Decision-maker	Vice-Chancellor
Responsible unit	Educational Affairs
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Summary	<p>This policy document regulates matters related to studies, including examinations, at first- and second-cycle level at the University of Gothenburg.</p> <p>It replaces <i>Rules for First- and Second-Cycle Studies</i> (GU 2020/1907) and <i>Rules and regulations for first and second-cycle examinations</i> (GU 2020/1632).</p> <p>This is a translated version of the Swedish original. In the event of discrepancies between the Swedish original and the English translation, the Swedish-language version takes precedence.</p>

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# Introduction

*Rules for Studies at First- and Second-Cycle Level* apply to all first- and second-cycle levels of studies at the University of Gothenburg.

Educational activities at the University of Gothenburg shall be characterised by an ambition to achieve a high level of quality, a good study and work environment, pedagogical development and resource use for the common good. The activities shall comply with the principles of law applicable to public authorities, such as objectivity, equal treatment and legality.

In conjunction with other University policy documents, these rules shall contribute to establishing good conditions for university studies. They shall be applied from a student-centred perspective. This particularly applies in cases where the rules provide scope for a variety of solutions. When a conflict arises between different student interests, they must be weighed against each other, such as the interests of an individual student versus the interests of the wider student body, or educational benefits versus clarity and predictability.

Complaints from students about deviations from the *Rules for Studies at First- and Second-Cycle Level* shall be addressed in accordance with the *Procedure for Handling Complaints from Students*.

Provisions related to study breaks can be found in the *Rules for Admission at First- and Second-Cycle Level*.

# A. STUDY RULES

## GENERAL RULES FOR STUDIES

### Costs of studies

1. The University shall make every effort to minimise the costs incurred by students for their studies.

### Semester periods

2. The duration of the semester shall be such that:
  - The autumn semester begins on the Monday that falls between 28 August and 3 September and lasts for 20 weeks.
  - The spring semester begins on the Monday that falls 20 weeks after the start of the autumn semester and lasts for 20 weeks.
3. The University Director decides on any deviations from these semester periods and the arrangements for these.

### Information for students

4. Information on course literature etc. should be accessible to students well in advance and no later than eight weeks before the start of a course.
5. No later than two weeks before the start of a course, students shall be given access to the information they need to be able to plan their studies. This information shall consist of the course syllabus and timetable for examinations, including compulsory course components.
6. When the course literature list contains books, an approximate number of pages should be specified for the pages to be read during the course. Where applicable, other relevant teaching materials are also indicated.

### Registration

Provisions relating to registration are also contained in Ordinance (1993:1153) on Reporting of Studies etc. at Universities and University Colleges as well as in the Rules for Admission at First- and Second-Cycle Level.

7. Registration via *Ladok for students* shall be offered.
8. Registration for a course may take place no earlier than one week before the course start date, and no later than one week after the course start date. The department is entitled to decide

when students may register within this period.

Students admitted after the start of the course must register no later than one week after the student has accepted their course place.

9. If a student retakes a course, they must be re-registered for that course<sup>1</sup>. Availability is a prerequisite for re-registration.

## **Scheduling and teaching**

10. Courses should not be scheduled on more than five days in a week.
11. Classes for courses taught during the day are to be scheduled between 8:00 a.m. and 5:00 p.m.
12. Classes for courses taught in the evenings are to be scheduled between 5:00 p.m. and 9:00 p.m.
13. Ordinary examination sessions are to be held for times that are otherwise scheduled for a given course unless there are special reasons for scheduling them at different times.
14. Regular breaks must be planned.
15. Schedule changes may be made only in case of unforeseen events and students shall be promptly notified of these changes.

## **Media recording during teaching and/or examination sessions**

As stated in Chapter 10, Section 1 of the Higher Education Ordinance (1993:100), violation of media recording rules may disrupt or obstruct teaching and possibly lead to disciplinary action.

16. As a rule, students are not allowed to film, record sound, photograph or use digital transcription tools during teaching or examinations.
17. Unless the teacher deems it inappropriate, students with disabilities<sup>2</sup> shall be permitted to film, record sound, photograph and/or use digital transcription tools for teaching or examination purposes, for their own use. Use of media recording should be permitted in line with the recommendations given in the decision to grant the student study support.

The student is responsible for asking the teacher for permission.

If permission is granted, the teacher shall inform everyone present that media recording is taking place, without identifying the student with disabilities. The teacher should also inform that the recording is only for that student's own use.

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<sup>1</sup> See Rule 41 for a student who is not retaking a course but is only being examined.

<sup>2</sup> Applies to students with permanent disabilities who have a valid statement on disability study support in the Nais system with a recommendation for filming, recording sound, photographing and/or using digital transcription tools.

The permission to film, record sound, photograph and/or use digital transcription tools during teaching or examination sessions does not entitle the student to use, disseminate or make available for use the recording in violation of the Act (1960:729) on Copyright in Literary and Artistic Works or other law.

18. A teacher may also, for reasons other than those specified in Rule 17, allow students to film, record sound, photograph and/or use digital transcription tools in specific teaching sessions, provided that they are for the student's own use.

If permission is granted, the teacher shall inform everyone present that recording is taking place. The teacher should also inform that the recording is only for that student's own use.

The permission to film, record sound, photograph and/or use digital transcription tools during teaching or examination sessions does not entitle the student to use, disseminate or make available for use the recording in violation of the Act (1960:729) on Copyright in Literary and Artistic Works or other law.

## **Supervision for independent work**

19. In cases involving independent work amounting to at least 15 credits, a student is entitled to supervision.
20. A student has the right to request a change of supervisor. Such a request should be made in writing to the department or equivalent and should be granted unless there are special reasons against it.

## **Course evaluation**

Provisions relating to course evaluations are also laid down in Chapter 1, Section 14 of the Higher Education Ordinance (1993:100).

21. A dialogue concerning the course should be held with students and/or student representatives continuously during and at the end of the course.
22. At the end of the course, a course evaluation shall be given, and every effort shall be made to give the evaluation in written and anonymous form. A course evaluation should also be given for modules of at least 7.5 credits. Students should be given an opportunity to make concrete proposals for improvements in free-form text.
23. Course evaluations, including those for modules, shall be summarised. Any proposals for measures to develop the course and reflections of the teacher responsible for the course shall be included in the summary.
24. The summary shall be communicated to the group of students who completed the course as soon as possible after its completion.

25. The next time the course is given, the students will be informed of the summary. That information shall include a description of any measures taken.

The summary and an account of any measures taken shall be made available to the students.

## B. EXAMINATION RULES

### GENERAL RULES FOR EXAMINATIONS

26. In an examination an examiner determines a grade based on the intended learning outcomes and forms of study performance assessment specified in the course syllabus. It is not permissible to deviate from the intended learning outcomes and forms of assessment that are given in the syllabus.
27. Examinations are to be characterised by legal security and equal treatment. Students are to be assessed on an equal basis, and equal cases are to be treated equally.
28. Grading decisions are to be based on the individual student's performance in relation to the intended learning outcomes of the course.
29. Students must be able to prove their identity at hall-based examinations with valid photo identification<sup>3</sup>. In other forms of examinations, students must be able to prove their identity with valid photo identification when the examiner deems it appropriate.
30. Grades are to be decided by a specifically nominated teacher (examiner). There is to be at least one examiner for each course. The examiner shall be a teacher with the appropriate competence in relation to the intended learning outcomes of the course.
31. An examiner may accept help from other colleagues during the processing of a grading decision. Only the examiner can decide on grades and is solely responsible for the grading decision. The examiner's integrity when making grading decisions must be complete.
32. A person who is aware of a circumstance that can be assumed to disqualify them in the processing of a grading decision shall immediately notify the head of department or equivalent.
33. An examiner may also have a task as a course coordinator. Both tasks are to be separate in terms of responsibilities.
34. Students are to be afforded a reasonable time to prepare for an examination.
35. Several examination sessions may be held during a course and/or at the end of a course. An examination can also be extended over time, for example in an internship.
36. Components examined on internship or on-site training (VFU) may be assessed and examined during the placement. Special conditions may apply; if so, these must be stipulated in the course syllabus.
37. Students shall be informed of aids that are permitted or prohibited for use during an examination. This information shall be provided within a reasonable time before examination, with respect to the formulation of the course or study programme as well as the students' study situation.

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<sup>3</sup> See Rule 69 for verification of identity at hall-based examinations.

38. Examination documents are to be anonymised for hall-based examinations.<sup>4</sup> In other forms of examinations, the examination documents are anonymised where the course coordinator and examiner consider this appropriate in relation to the examination format and student learning.
39. Students are responsible for familiarising themselves with the applicable rules for examination for their own course.
40. Well-founded suspicion of attempted deception during examinations (cheating) shall be processed in accordance with the Administrative Procedure for Reports relating to Suspicions of Disciplinary Offences.

## **Assessment and grades**

41. In order for a student to have their study performance assessed by an examiner, they shall have a first registration for a given course in the current or any previous semester. A student is not required to re-register during the current semester in order to have their study performance assessed.
42. If an examiner discovers, after the completion of the examination, that the examination was improperly formulated, the examiner may delete the faulty part of the examination. This deletion shall be done for all the students who completed the examination, and the remainder of the examination documents will be assessed.
43. All of the intended learning outcomes of the course taken must have been achieved to obtain a Pass grade.
44. If a student exhibits such inadequacies that these – individually or in combination – entail a real risk that the student may cause physical or psychological harm to himself or another person, the examiner may end an ongoing on-site training (VFU), laboratory or skills-training component by failing the student during an ongoing course component.

The right to fail a student during an ongoing component according to this point only applies provided that this is stated in the course syllabus.

45. A student may not withdraw a result submitted from the examination and thereby avoid being graded.

## **Adaptations for examinations**

46. A student who has a documented permanent disability and is in need of an adaptation for an examination shall, as far as possible, be offered individual adaptation provided that the intended learning outcomes of the course can be met.

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<sup>4</sup> See Rule 63 for anonymity in hall-based examinations.

47. A student with needs referred to in Rule 46 can apply to the disability study support coordinators at Educational Affairs for disability study support regarding an adaptation for an examination. The student shall notify the department of the need for an adaptation for an examination no later than four weeks before the examination date. The student is responsible for informing the department of the written statement with decisions and recommendations issued by the disability study support coordinator.

## **Supplementation**

48. If supplementation of examined study performance is permitted, this should be indicated in the course syllabus. Supplementation is to be based on the same task as the original examination. The student will fail the examination task if they do not submit supplementation within the prescribed time.

## **Information about results**

49. A student is to have access to submitted examination tasks upon request. The students are to be offered a verbal or written review of the examiner's assessment after an ordinary examination session. If possible, the review should take place after the student has seen their examination results. The examiner decides how such a review will proceed.
50. Students are to be notified of examination results as soon as possible or no later than 15 working days after the examination session. Students are to be notified of their grades for courses or sub-courses no later than 15 working days after the end of the course or sub-course. These 15 working days may be extended to 25 working days, following a decision by the head of department or equivalent, for examinations where the examiner has to assess very extensive examination documentation. Students are to be notified of any unforeseen delays, which are to be promptly rectified.
51. The department coordinating the course is to inform students about how results from an examination are made available. If the grade is posted in a way that makes the results for individual students available to others, individual students shall not be identifiable.

## **Further examination sessions**

52. If written examination documentation is lost or incorrect information about the date or time of an examination resulted in students not being able to be examined due to an error made by the University, a new examination is to be offered promptly after consulting with the affected students.
53. A student who, regardless of the reason, was unable to take a compulsory component shall, as soon as possible, be given an opportunity to take an upcoming planned compulsory component or complete an alternative task. If a compulsory component can be replaced by an alternative task, this is to be stated in the course syllabus.

54. Examinations are to be completed by notification of a grading decision before a student is afforded an opportunity to retake the examination. A student involved in an ongoing disciplinary matter shall be able to retake the examination despite the examiner not having notified the decision on the result regarding the first examination.
55. In addition to ordinary examination sessions, further sessions are to be provided within a reasonable timeframe with respect to the formulation of the course or study programme as well as the students' study situation. The first retake shall be offered no later than two months after the ordinary examination, though at the earliest ten working days after the result of the ordinary examination has been notified. For examinations in May and June, the first retake may be offered within three months after the ordinary exam session. These stated time limits do not apply to internships, on-site training (VFU), artistic (unwritten) examinations or examinations of the ability to lead artistic teaching processes.

For hall-based examinations taken at another higher education institution (HEI), such as Chalmers, the structure for scheduling a retake at that HEI shall be observed.

Exceptions to this rule shall be stated in the course syllabus.

56. Students who have passed an examination are not allowed to do a grade improvement assessment in order to raise their grade.

## **Rectification and amendment of grading decisions**

Provisions regarding the rectification of grading decisions can be found in Chapter 6, Section 23 of the Higher Education Ordinance (1993:100) and Section 36 of the Administrative Procedure Act (2017:900). Provisions regarding amendments to grading decisions after review can be found in Chapter 6, Section 24 of the Higher Education Ordinance and Section 37 of the Administrative Procedure Act.

57. A grading decision cannot be appealed. However, a student may request that the examiner reconsider their decision. Such a request should be made in writing and submitted to the department.
58. A student who has received at least a Pass grade cannot have the grade amended to a Fail at their own request.

## **Changing examiner**

Provisions relating to a change of examiner are also laid down in Chapter 6, Section 22 of the Higher Education Ordinance (1993:100).

59. If a student who has failed the same examined component on two occasions wishes to change examiner before the next examination session, such a request should be submitted to the department in writing and granted unless there are special reasons against such a change.

This request is to be submitted to the department coordinating the course where the student's

performance was assessed. The department is to consider a student's request to change examiner without any undue delay. The head of department or a person appointed by the head of department makes decisions on a change of examiner for an individual student.

A student may request a change of examiner after the first examination session if the number of occasions for internship, on-site training (VFU) or corresponding study periods is limited to two.

## **Restriction in the number of examination sessions**

Provisions relating to restriction in the number of examination sessions are also provided in Chapter 6, Section 21, of the Higher Education Regulation (1993:100), as well as in the Rules for Course Syllabuses at First- and Second-Cycle Level.

60. As a rule, the number of examinations should not be restricted. The number of examination sessions and internships may be restricted for students if an unrestricted right would result in an unreasonable use of university resources. Such a restriction is to be specified in the course syllabus. At least five examination sessions are to be provided. At least two examination sessions are to be provided for an internship or corresponding studies.
61. An examination session is deemed to have been utilised if a student has formally failed the examination. If a student who has taken an examination does not submit results that the examiner can assess, such as turning in a blank examination, this is also counted as a utilised examination session. In the case of hall-based examination, a student is deemed to have taken an examination once they have received the examination questions.
62. If a course has been discontinued or undergone major changes, the student must be offered at least two examination sessions in addition to ordinary examination sessions. These sessions are to be spread over a period of at least one year but no more than two years after the course has been discontinued/changed. The same applies to internship and on-site training, although this is restricted to just one additional examination session.

## **RULES FOR CERTAIN TYPES OF EXAMINATIONS**

### **Hall-based examinations**

Hall-based examinations can be held in examination halls at the departments and in the University's common examination halls. The rules also apply when the department coordinating the course at the University of Gothenburg holds a hall-based examination at another higher education institution, such as Chalmers, unless otherwise specified in the respective rule.

#### ***Anonymity in hall-based examinations***

63. Hall-based examinations are to be arranged in such a manner that preserves student anonymity when examination answers are being assessed.

### ***Advance registration is required for hall-based examinations***

64. Students must register to take a hall-based examination. Registration shall be done in accordance with the instructions given by the department. Course coordinators are to inform students about the requirement for advance registration.
65. As a rule, students must register at least ten days prior to the examination. Registration later than ten days prior to the date of the examination shall be permitted only if the head of department, or equivalent, has decided in advance to allow late registration. However, students registering late cannot be guaranteed an examination place - they will only be able to take a hall-based examination if space is available. In addition, there must be a sufficient number of paper examination copies in order for students registering late to take a hall-based examination on paper.

A decision to allow late registration shall not result in special treatment being given to one or more students in the same examination.

A decision to allow late registration for hall-based examinations in the University's common examination halls shall be promptly communicated to the Section of Examination Services.

### ***Adaptations for hall-based examinations***

66. For hall-based examinations in the University's common examination halls, the department responsible for the course is to advise the Section of Examination Services of the need for an adjusted hall-based examination no later than two weeks prior to the examination session.
67. Students who have been granted an extended examination time are normally given a different end time for their examination as compared to the regular examination. If it is not possible to extend the end time, the student may be given an earlier start time.

If an adjusted examination begins earlier, it may not be turned in before the scheduled start time of the ordinary examination.

Students who choose to quit the examination may not leave the examination hall before the scheduled start time of the ordinary examination. If a student urgently needs to leave the examination hall before the start time of the ordinary examination, they should get the attention of an invigilator from their desk and leave the examination hall only after being given instructions on how to do so. If a student leaves the examination hall before the scheduled start of the ordinary examination, the examiner should be notified.

### ***Late arrival to hall-based examinations***

68. Students are to be present in the examination hall 30 minutes before the scheduled examination time.

The examination hall will be closed at the scheduled start time. Students arriving at the examination hall after this time forfeit the right to take part in the examination session.

Hall-based examinations taken at another HEI, such as Chalmers, are subject to that HEI's

rules.

### ***Identity check on hall-based examinations***

69. Students shall be able to prove their identity by presenting valid photo identification. The identification shall be physical, not digital. Information on approved forms of identification documents shall be made available on the Student Portal.

The student shall be able to show their face to an invigilator to ensure proper identification.

All persons who have a reason to be in the common examination hall during the course of an examination shall identify themselves.

### ***Cover sheet information on hall-based examinations***

70. For hall-based e-examinations, students are to check that the pre-written information is correct and immediately notify the invigilator of any deviations.
71. For hall-based examinations on paper, students are to write their name, personal identity (ID) number or code number on the test in accordance with the instructions on the cover sheet of the test.

### ***Procedures in the examination hall***

72. Students are to comply with written instructions and directions given by the invigilator concerning seating positions in the examination hall as well as other rules to minimise the risk of unauthorised collaboration.
73. Students are to leave personal belongings, such as bags, outerwear, watches, mobile phones and other digital devices, at a designated place in the examination hall. Technical equipment that is not being used during the examination must be turned off and stored in a designated place in the examination hall.
74. Conversations between students are expressly prohibited in the examination hall and during toilet visits during the examination period.
75. Calm and silence must be observed in the examination hall to create the best possible environment for students to achieve good results. Activities that might disturb others, such as repetitive or large movements or loud expressions, are not allowed during the course of an examination.
76. A student must under no circumstances bring nuts into the examination hall as they may cause serious allergic reactions. Invigilators may request that other such foods, e.g. citrus fruit, be removed from the examination hall when they are informed of a student's hypersensitivity to them.

77. Students who behave in a disruptive way are to be sent out of the examination hall. Invigilators are to report such events to the course coordinator and/or examiner. Disruptive behaviour may result in disciplinary measures.

### ***Permitted aids on hall-based examinations***

78. At a hall-based examination, the primary rule is that all aids are prohibited. Students may only take into the examination hall aids that the course coordinator or examiner has stipulated in advance to be 'permitted aids'. Students shall be informed as to what aids are permitted - these shall also be specified on the examination.

The invigilator or a person appointed by the examiner shall check permitted aids.

79. Only the writing paper provided in the examination hall may be used. Writing paper brought in by the students themselves may not be used, either as scrap paper or final hand-in.
80. When taking a hall-based e-examination, students must have access to a laptop prepared for this specific purpose. Students who require a loan computer must book one no later than seven days prior to the examination session. If no booking has been made and confirmed, access to a loan computer cannot be guaranteed.

If a third-party program is to be used in a hall-based e-examination, such as Excel or a spell-check program, the student is not allowed to bring in their own computer. The University provides computers for these students.

81. Possession of unpermitted aids at a hall-based examination may lead to disciplinary measures.

### ***Discontinued hall-based examinations***

82. Students who choose to discontinue the examination may normally leave the examination hall no earlier than when the examination hall has been closed for entry. In the University's common examination halls, students may not leave the hall until at least 45 minutes after the scheduled starting time. If a student must discontinue their examination and leave the examination hall due to an emergency, they should get the attention of an invigilator from their desk and leave the examination hall only after being given instructions on how to do so.

### ***Conclusion of a hall-based examination***

83. Students are to finish their examination within a given period of time.

In the University's common examination halls, students may not leave the hall until at least 45 minutes after the scheduled starting time. Students must be able to identify themselves when turning in their completed examination.

84. When taking a hall-based e-examination, students are to let the invigilator know from their seat that they have finished the examination. Invigilators carry out an identity check at the seat

before the examination can be turned in. 'Blank' examination papers are to also be turned in.

Students are responsible for returning loan computers.

85. When taking a hall-based examination on paper, students shall, at the end of the examination, the end of the examination period or in cases where they complete the examination early, turn in their examination to the invigilator. 'Blank' examination papers are to also be turned in.

Any information that is part of the hall-based examination may not be taken out of the examination hall.

### ***Emergency in an examination hall***

Emergency guidelines for examination halls do not apply when a hall-based examination is taken at another HEI, such as Chalmers. In such cases, that HEI's own guidelines for dealing with an emergency in an examination hall shall be observed.

86. If there is a disruption at the scheduled starting time that prevents students from beginning the examination, the examination should not be taken until the disruption has been resolved and all students can begin the examination within 30 minutes of the scheduled starting time. When the examination begins, the time lost shall be returned to the students as compensation time, if possible.
87. If there is a disruption that prevents students from beginning their examination within 30 minutes of the scheduled starting time, the examination shall not be held at that time. Students must leave the examination hall and the examiner must be informed. Students shall be given another chance to take the examination as soon as possible.
88. If there is a disruption that results in an evacuation of the examination hall during an examination, the examination shall be discontinued. Students may not return to the examination hall complete their examination. The examiner must be informed of this and it is the examiner's responsibility to decide how to deal with any incomplete and submitted examination documents.
89. If there is a disruption that results in a lockdown of the examination hall during an examination, the examination shall be discontinued. Students are not allowed to finish their examination. The examiner must be informed of this and it is the examiner's responsibility to decide how to deal with any incomplete and submitted examination documents.
90. If there is a disruption during an examination that impedes students from taking their examination, but does not involve evacuation or lockdown, involved personnel shall take measures to enable the students to complete their examination. The measures shall be taken to an extent deemed appropriate. The time lost shall be returned to the students as compensation time, if possible. The examiner must be informed of this and it is the examiner's responsibility to decide how to deal with any incomplete and submitted examination documents.

## **Examinations held in another place**

91. Students can take examinations at another place under certain conditions. In order to take the examination in another place, a written decision from the head of department, or equivalent, is required, following an agreement with the relevant HEI or equivalent where the examination will be taken. An application for permission to take an examination at another place must be submitted by the student to the department coordinating the course no later than four weeks prior to the examination session. The head of department or equivalent makes decisions concerning examinations held in other places following consultation with the examiner. The examiner is responsible for the examination being held in a legally secure manner.

## **Oral examination**

92. Documentation from completed examinations is required for an oral examination within a course. Two teachers should be present at an oral examination. If this is not possible, or if the examiner has not taken part in the examination, the documentation shall be sufficiently comprehensive to ensure the legal security of the examination.

In order to ensure the legal security of an examination, sound recording can serve as the basis for the assessment. All examination materials, including sound recordings, shall be archived in accordance with the document management plan. The task instructions shall state that the examination will be taken with a sound recording and that it is a prerequisite for examination in the component.

## **Independent work**

93. For the assessment of independent work corresponding to at least 15 credits, the supervisor and examiner may not be the same person unless there are special reasons for this.

The supervisor and examiner shall ensure that their views on the requirements for independent work do not differ significantly.

## **On-site training (VFU) and internships**

94. Examinations during on-site training (VFU) and internships may extend over time and also be scheduled for times that deviate from other scheduled teaching on the course. Special conditions may apply; if so, these must be stipulated in the course syllabus.

## **Take-home examinations, written tasks or equivalent**

95. As a rule, all aids are permitted for take-home examinations, written tasks or equivalent. The course syllabus shall specify whether there are restrictions, for example, with regard to cooperation.

With regard to the use of generative AI tools, AI-generated content may not be presented as one's own work, as this is considered misleading. In the task instructions, the examiner should specify the limits for the permitted use of generative AI tools.

Students are to be notified of the deadline for submitting a task. A task that has been turned in late is invalid and will not be included in the examination documentation for the grading decision, unless otherwise decided by the examiner.

## **ADMINISTRATION RULES FOR EXAMINATIONS**

### **Documentation of grading decisions**

96. Grading decisions shall be documented in Ladok. If a grading decision is issued outside of Ladok, it should take no more than five working days from issuing of the grade to the grade being certified in Ladok.
97. If additional teachers in addition to the examiner have taken part in processing of the grading decision, their names should also be indicated in the grading decision in Ladok.

### **Archiving and removal in connection with an examination**

Provisions applicable to archiving and removal can be found in archive legislation as well as the University's record management plan.

98. The University must always preserve a copy of the examination questions or equivalent, which is used as a basis for assessing study performance.
99. Provided that the grade has been registered in the study register, graded written examination answers (or equivalent) may be removed
  - two years after the examination or
  - when the student has obtained their examination answers.

### **Disclosure of examination information and examination answers**

100. Examination answers for students may be distributed on paper or digitally. As long as the original document or the digital examination answers have not been collected by the student, a copy of the examination answers may also be disclosed to others who ask to see the document.

## **EXEMPTIONS FROM THE EXAMINATION RULES**

The Dean may decide on an exemption from the Examination Rules within the *Rules for Studies at First- and Second-Cycle Level*, following a presentation by the head of department or equivalent, if there are

special reasons and this exemption does not conflict with applicable statutes. The Dean may not subdelegate decisions on exemptions from the Examination Rules.

An exemption decision shall not result in special treatment being given to one or more students in the same examination.

Decisions on exemptions shall be documented in writing and include a clear justification. The students and teachers concerned as well as the University Board of Education are to be promptly notified about decisions on exemptions.

A decision for exemptions to rules concerning hall-based examinations in the University's common examination halls shall be made after consultation with the Section Manager of the Section of Examination Services.