



Common Part of the Curricula
for Bachelor's and Master's Degree Programmes at
the Faculty of Health and Medical Sciences

Effective date: 1 September 2024

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Common Part of the Curricula for Bachelor's and Master's Degree Programmes at the Faculty of Health and Medical Sciences

The overall provisions on which this curriculum is based are set out in the following acts and orders as amended:

Consolidation Act no. 778 of 7 August 2019 on Universities (the University Act)

Ministerial Order no. 2285 of 1 December 2021 on Full-time University Education (the University Programme Order)

Ministerial Order no. 51 of 14 January 2024 on Admission to and Enrolment on Full-time Programmes at Universities (the Admission Order)

Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (the Examination Order)

Ministerial Order no. 826 of 28 August 2023 on Credit Transfer in University Education

Ministerial Order no. 1125 of 4 July 2022 on the Grading Scale for Study Programmes Offered under the Danish Ministry of Higher Education and Science (the Grading Scale Order).

Those parts of the curriculum not determined by the aforementioned acts and ministerial orders are governed by the rules laid down by the University of Copenhagen (the 'University') and the Faculty of Health and Medical Sciences at the University of Copenhagen (the 'Faculty'). Some of these rules are described in the University of Copenhagen's guidelines for the year and timetable structure for Bachelor's and Master's degree programmes (year and timetable structure) and in the Common rules at the University of Copenhagen concerning leave of absence.

Part 1

Introduction

1. This common part of the curricula applies to all ordinary degree programmes (Bachelor's and Master's degree programmes) offered by the Faculty and replaces the sections of existing and previous curricula referring to the same topics.

Part 2

Instruction

Academic year and course planning

2. (1) The study board approves course plans prepared by the administration.

(2) The Dean may set other semester start and end times for degree programmes or for individual semesters of degree programmes, when warranted by special circumstances on a degree programme.

Course certificates

3. (1) Students who have obtained approval of/passed a compulsory course (course certificate) cannot participate in the same course again.

(2) If a student does not obtain a course certificate at the end of the course, the lecturer may notify the Department of Student Affairs at a later point that a course certificate has subsequently been obtained. Such notification must be given no later than 10 days before any ordinary exam or re-exam is held.

Registration for and withdrawal from courses and registration periods

4. (1) Prior to each semester, the Faculty will register Bachelor students for the 30 ECTS credits that constitute the compulsory courses of the next semester or the next two blocks, as described in the curriculum which a student is enrolled under or has transferred to. Students on the Bachelor's degree programme in medicine must, however, register for the Bachelor project themselves.

(2) Prior to the first semester of the Master's degree programmes in global health, in human biology, in immunology and inflammation, in pharmaceutical sciences ('lægemiddelvidenskab'), in medicinal chemistry, in neuroscience as well as the Master's degree programme in health science, the Faculty registers the enrolled students for the 30 ECTS credits that constitute the courses for the next semester. Students on the Master's degree programme in animal science are registered for the 7.5-ECTS credit compulsory course prior to the first semester. Students on this degree programme must make supplementary registrations themselves so that they are registered for 30 ECTS credits. Master's degree students on the Faculty's other degree programmes as well as Master's degree students in semesters other than the first semester must register for all their courses for the coming semester in the University's self-service system at www.KUnet.dk within the period specified in the study information pages at www.KUnet.dk. In semesters that include elective courses, both Bachelor students and Master's degree students must register for and prioritise elective courses in the self-service system in the same periods.

(3) Students wishing to attend courses over and above 30 ECTS credits can register for courses in the University's self-service system via the study information pages at www.KUnet.dk. The Department of Student Affairs will process such registrations if there are vacant places on the courses in question.

(4) Until the end of the registration period and late-registration period, students may register for and withdraw from courses in the University's self-service system. The late-registration period is specified in the study information pages at www.KUnet.dk. Late registration for courses is only permitted if there are vacant places after the end of the registration period.

(5) Withdrawal from courses in block 5 must take place no later than 1 June by email to summercourses@sund.ku.dk.

Part 3

Exams

Terms and grade deadlines

5. (1) Ordinary exams for degree programmes with a non-block structure are normally held in the December/January and May/June exam periods. On degree programmes with a block

structure, ordinary exams are normally held at the end of each block. Re-exams after the summer exams and after blocks 3 and 4 are held in weeks 33-34 (possibly week 35). Re-exams after the winter exams on degree programmes with a non-block structure are held in weeks 8-9. Re-exams after blocks 1 and 2 are held in April and sometimes in August. However, in special cases, the study board may decide that exams in the final semesters of Bachelor's and Master's degree programmes will be held earlier.

(2) The study board approves an exam schedule before 1 October for exams in the spring semester, and before 1 March for exams in the autumn semester. Following consultation of the Department of Student Affairs, the study board may, under special circumstances, approve changes to an adopted exam schedule.

(3) The exam schedule, which must contain exam dates and times and the exam form for both ordinary exams and re-exams, also lays down the times for publication of grades.

(4) The internal and external examiner must inform the Department of Student Affairs of their assessment no later than two weeks (containing at least two weekends) after the exam.

(5) The exam schedules are published at the website www.sund.ku.dk.

Registering for exams

6. (1) When a student has been assigned to a course, the student has also been registered for the exam(s) for the course in question.

(2) Students who have withdrawn from an exam in accordance with subsection (1) must register for the exam in a subsequent exam period. Students who have participated in an exam without passing it must register for the same exam in a subsequent exam period. Students who are absent from the exam due to illness must register for the same exam in a subsequent exam period.

(3) The Department of Student Affairs will withdraw registered students from course elements if they fail to meet the prerequisites for participation in the course or course element, as specified in the University's course database at www.kurser.ku.dk.

(4) The registration periods are specified in the study information pages at www.KUnet.dk.

(5) Registration is done in the University's self-service system at www.KUnet.dk. However, the first sentence does not apply to registration for re-exams in the sixth semester of the Master's degree programme in medicine, where registration is done by email to eksamen@sund.ku.dk.

Prerequisites for participation in courses and sitting exams

7. (1) If the course or exam description in the University's course database at www.kurser.ku.dk or the programme-specific curriculum stipulates conditions that must be met for students to be entitled to participate in a course or sit an exam (exam prerequisites), the students must meet these conditions no later than seven days before the course begins or seven days before the exam is held.

(2) If a student who is registered for an exam does not meet the exam prerequisites, if any, the Department of Students Affairs will deregister the student from the exam and register an 'MF',¹ indicating that the student does not meet the prerequisites.

Withdrawal from exams

8. Students are entitled to withdraw from an exam until the end of the registration period for the exam in question.

¹ Danish abbreviation for 'manglende forudsætninger'.

Re-exams and registering for re-exams

9. (1) A re-exam is an exam held without instruction having been offered in the subject areas that are evaluated at the exam in question in the period leading up to exam.

(2) Students can register for any exam that forms part of the exam schedule of a degree programme regardless of whether this exam is described as an ordinary exam or a re-exam. Sitting a re-exam thus does not require that the student has previously participated in the same exam without passing it or been absent due to illness from this exam. If a student sits an exam without passing it, is absent from an ordinary exam due to illness or fails to show up for an ordinary exam, the student in question must register for a re-exam.

(3) Registration for re-exams must be done within the registration period stipulated in the study information pages at www.KUnet.dk.

(4) Registration for re-exams must be done in the University's self-service system on www.KUnet.dk.

(5) Students may withdraw from re-exams until the end of the registration period for re-exams.

(6) If the grading deadline for an exam is after the expiry of the registration and withdrawal periods, a student who has sat the exam in question without passing it and who wishes to participate in the next exam must give notice of this to eksamen@sund.ku.dk no later than three days after the grade has been published. On this basis, the Department of Student Affairs registers the student for the exam in question.

Illness and non-attendance

10. (1) In the event of illness, students must inform the Department of Student Affairs as soon as possible and no later than five weekdays after the exam date (not including the exam date). Students must use the e-form entitled *Illness in Connection with an Exam* at www.KUnet.dk and attach proper documentation of their illness.²

(2) Withdrawal due to illness in accordance with subsection (1) must be documented by a doctor's note from the student's own doctor certifying that the student was unable to sit the exam concerned due to illness. If the student is unable to obtain a doctor's note before the deadline set out in subsection (1), the student must provide documentation hereof, e.g. in the form of a statement from the doctor.

(3) If notification of absence due to illness is received before the deadline, as stipulated in subsections (1) and (2), the exam in question will not count as an exam attempt.

(4) If a student fails to attend an exam without giving notification of absence due to illness or without providing documentation in the form of a doctor's note of timely notification of absence due to illness (see subsections (1) and (2)), the exam will count as an exam attempt.

Illness during exam

11. (1) If a student becomes acutely ill during a written on-site exam, the exam supervisor is summoned and informed that the student in question has become ill during the exam. The student concludes the exam by selecting the submission type *Not submitting for assessment due to illness* in Digital Exam. The exam paper will not be graded if the student has left the

² Aside from submitting the e-form, students registered for clinical and practical exams are encouraged to notify the clinical or veterinary department in question of their absence due to illness as soon as possible and if possible before 9 a.m. on the day of the exam. However, this is not a requirement and failure to notify the clinical or veterinary department in question will not be considered non-attendance or count as an exam attempt.

exam due to illness. In the event of acute illness that occurs during other exam forms, the student must contact the Department of Student Affairs as soon as possible.

(2) The student must consult a doctor immediately and submit a doctor's note, which must be received by the Department of Student Affairs no later than five weekdays after the exam in question.

(3) If the doctor's note is submitted within the deadline set out in subsection (2), the exam does not count as an exam attempt.

Extended time for exams

12. (1) Following an application, the study board may grant a student 25 % more time at exams in the following cases:

- 1) dyslexia documented by a statement from the relevant authority
- 2) for written exams, pregnancy (the first two trimesters) if special pregnancy-related difficulties are documented by a doctor's note
- 3) for written exams, when the student has to breastfeed a child less than six months old
- 4) in other cases, where the need for additional time is properly documented.

(2) Students in the third trimester of pregnancy are entitled to extended time without having to submit an application. Instead, they must send their medical record (*vandrejournal*) to eksamen@sund.ku.dk no later than 14 days before the exam.

(3) For a 24-hour written assignment, a two-hour extension is granted. For a 48-hour written assignment, a four-hour extension is granted. For a 72-hour written assignment, a six-hour extension is granted. For other written assignments, the study board may, in exceptional cases, grant extended time if this is regarded as necessary to put the examinee on an equal footing with the other examinees.

(4) In special cases, the study board may grant an exemption from the deadlines stipulated in subsections (1) and (3).

On-site exams

13. (1) On-site exams are held in the University's exam rooms on computers which the University makes available to the students. Further information about computers etc. is available at www.KUnet.dk.

(2) Unless otherwise stipulated in the exam description in the University's course database at www.kurser.ku.dk, students must not use their own computers at on-site exams. Mobile phones and other electronic devices such as own calculators and USB sticks must not be brought to the exam. For exams where it appears from the exam description that all exam aids may be used, this includes own notes. The notes must be uploaded before the exam as digital notes in ITX in the University's exam rooms or be brought to the exam in hard copy.

(3) In addition to the Windows built-in calculator, the software LYX, Maple and MathType will be available to the students at on-site exams held in the University's exam rooms.

(4) Exam papers for written assignments included in the exam schedule for exams other than on-site exams must be submitted via the Digital Exam portal. This also applies to the submission of Bachelor projects and Master's theses.

(5) Students may submit handwritten exam papers when they have provided documentation in the form of a doctor's note from their own doctor stating that they are not physically able to complete an exam paper on a computer. Such application must be submitted to the Department of Student Affairs no later than four weeks before the exam is held.

14. (1) Teaching is conducted in the language specified in the course description in the University's course database at www.kurser.ku.dk.

(2) The exam is held in the language specified in the exam description at www.kurser.ku.dk. Students with Swedish or Norwegian as their mother tongue may sit the exam in this language when the examination language, according to the course description, is Danish.

(3) If there is a change of language of instruction and examination language, students who have previously followed the course may sit the exam in the original examination language. As a general rule, the student's right in accordance with the first sentence applies to all the student's three exam attempts, however, a maximum of two exams (ordinary exam and re-exam) after the change of the language of instruction and examination language has entered into force.

Forms of examination

15. (1) The forms of examination adopted by the study boards at the Faculty comply with the [Exam Order](#) and the University's examination form model. A detailed description of each exam is available in the course database at www.kurser.ku.dk, including form of examination, form of assessment and form of grading. Exams can take one or more of the following forms: oral exam, take-home assignment, written on-site exam, class attendance or proficiency test.

(2) The guidelines for written assignments done by groups of students lay down further provisions for each individual degree programme regarding requirements for the content and scope of these assignments, including the extent to which the individual student's contribution is to be identifiable.

Master's thesis

16. (1) Master's degree students must draw up a thesis contract together with their thesis supervisor. The contract must be drawn up using the template available at www.KUnet.dk. The thesis contract must be approved by the supervisor and by the head of studies.

(2). The Master's thesis must be submitted by the student via Digital Exam.

Length of the Master's thesis period and deadline for notification of grade

16 a. (1) The deadline for submission of a Master's thesis is as follows:

- A Master's thesis equating to 0-15 ECTS credits must be submitted no later than two months after the signing of the thesis contract
- A Master's thesis equating to 16-30 ECTS credits must be submitted no later than four months after the signing of the thesis contract
- A Master's thesis equating to 31-45 ECTS credits must be submitted no later than six and a half months after the signing of the thesis contract
- A Master's thesis equating to 46-60 ECTS credits must be submitted no later than nine months after the signing of the thesis contract.

If the deadline for submission falls on a Saturday or Sunday, the submission date will be postponed to the next weekday.

(2) For the following degree programmes, the grading of the Master's thesis must have

been completed within two weeks of submission:

- Master's degree programme in global health
- Master's degree programme in pharmacy
- Master's degree programme in pharmaceutical sciences ('farmaceutisk videnskab')
- Master's degree programme in pharmaceutical sciences ('lægemiddelvidenskab')
- Master's degree programme in medicinal chemistry
- Master's degree programme in veterinary medicine
- Master's degree programme in animal science
- Master's degree programme in human biology.

(3) For the following degree programmes, the grading of the Master's thesis must have been completed within four weeks of submission:

- Master's degree programme in medicine
- Master's degree programme in health science
- Master's degree programme in odontology
- Master's degree programme in health informatics
- Master's degree programme in immunology and inflammation
- Master's degree programme in neuroscience
- Master's degree programme in public health.

(4) For the degree programmes listed in subsection (2), the Master's thesis period in subsection (1) is extended by two weeks.

Supplementary rules regarding exams

17. (1) The student must bring a valid ID card issued by the University to exams. In special situations, photo ID other than the student's ID card such as a driving licence or passport may be approved by the exam supervisor.

(2) For written on-site exams, the student's paper is identified by the personal exam number shown in Digital Exam and at www.KUnet.dk (see section 26).

(3) For papers submitted in handwritten form in accordance with section 13(5), students must enter their exam number on each page of the exam paper.

(4) For written exams (on-site exams), students must arrive no later than 30 minutes before the start of the exam, unless otherwise stated in Digital Exam or at www.KUnet.dk (see section 26). No students will be admitted to the exam room after the start of the exam.

(5) Students are not allowed to leave the exam room within the first 15 minutes of the exam and during the last 30 minutes of the exam.

Grading scale

18. (1) The grading is based on the 7-point grading scale or the assessment Pass/Fail or Approved/Not approved (see the Grading Scale Order). The grading of Bachelor projects and Master's theses is based on the 7-point grading scale. For class attendance etc., the assessment is Pass/Fail or Approved/Not approved.

(2) The assessment Pass/Fail or Approved/Not approved may only be used for exams covering maximum one third of the total ECTS credits of the degree programme. However, this does not include credit-transfer exams. The form of assessment used for each individual exam is evident from the University's course database at www.kurser.ku.dk.

Grading method

19. (1) Exams are either internal or external.

(2) Internal exams are graded by one or more lecturers (examiners) appointed by the University from among the teaching staff at the University.

(3) External exams are graded by one or more internal examiners along with one or more external examiners appointed by the Danish Agency for Higher Education and Science. External examiners are appointed by the respective chairmanship of the external examiners via CensorIT.

(4) The external exams must cover the key areas of the degree programme, including the Bachelor project and Master's thesis. External exams must account for at least one third of the total ECTS credits of a degree programme. However, this does not include credit-transfer exams.

(5) A student's class attendance is assessed by the lecturer on the course in question. Unless otherwise stipulated in the exam description at www.kurser.ku.dk, the exam in question is graded by an internal lecturer employed at the Faculty.

20. Repealed.

21. Repealed.

22. Repealed.

Part 4 *Miscellaneous*

First-year exam requirements and maximum duration of study

23. (1) Before the end of the first year of study, Bachelor students must have passed exams equating to a total of 15 ECTS credits in order to continue the degree programme. The Faculty must specify the first-year exams in the curriculum.

(2) A special arrangement applies to bachelor students enrolled before 1 September 2024 and students enrolled in connection with the summer intake on 1 September 2024, who thus must have participated in exams equating to a total of 15 ECTS credits before the end of the first year of study and have passed exams equating to a total of 15 ECTS credits before the end of the second year of study to be able to continue on the degree programme.

(3) Students must complete their Bachelor's degree programme within four years of starting it. Students must complete their Master's degree programme within three years of starting it. Regarding the Master's degree programmes in medicine and in veterinary medicine, students must complete these degree programmes within four years and within three years and six months of starting the degree programmes, respectively.

(4) Under special circumstances, the study board may grant an exemption from the time limits in subsections (1)-(3).

Disciplinary rules

24. (1) Students may be sanctioned in accordance with the disciplinary rules applying to students at the University (rules of conduct). The rules of conduct are available at https://uddannelseskvalitet.ku.dk/filer/kvalitetssikring/2023/Ordensregler_vejledning_af_1._marts_2023.pdf

(2) While students are engaged in activities in hospital departments, in clinics etc., they are subject to the same requirements and procedures that apply to employees in terms of e.g. firefighting and hygiene.

(3) In connection with courses and exams containing elements of patient contact and in which students gain knowledge of sensitive information about private individuals, they must

comply with the same duty of confidentiality as that imposed on healthcare professionals in the Danish Health Act.

(4) In connection with courses and exams which involve animals and where the students gain knowledge of private individuals' (clients') personal or financial affairs, they must comply with the same duty of confidentiality as that imposed on veterinarians in accordance with the ethical rules of the Danish Veterinary Association.

(5) Students must comply with any instructions from lecturers about special clothing or special hygiene in connection with classes where special consideration must be shown for e.g. patients or laboratory animals.

(6) In connection with the treatment of patients and during clinical training, students must wear their ID card, or a name tag provided by the department or the hospital department.

(7) Failure to comply with subsections (1)-(6) may be sanctioned in accordance with the applicable rules and regulations on disciplinary measures for students at the University (rules of conduct), which can be found at

https://uddannelseskvalitet.ku.dk/filer/kvalitetssikring/2023/Ordensregler_vejledning_af_1._marts_2.

(8) During the pharmacy internship programme element, the student must follow the instructions which the student receives from the pharmacist of the pharmacy to which the student has been assigned. If the pharmacist finds that the student is unable adequately to perform the tasks that the pharmacist assigns to the student, or if the student otherwise does not meet reasonable requirements for the student's behaviour, the pharmacist may suspend the student and discontinue the internship.

Compulsory digital communication

25. (1) The Faculty's personal written communication to the individual student is sent by email to the student's @alumni.ku.dk address. Students are responsible for checking for messages from the Faculty sent to their @alumni.ku.dk address.

(2) If the student's study information pages at www.KUnet.dk contain e-forms for applications, notification of absence from exam due to illness, appeals and for use in connection with Bachelor projects and Master's theses, these must be used.

The University's notifications and messages to students via KUnet

26. (1) The Faculty informs groups of students or individual students about course and exam registrations etc. via posts at www.KUnet.dk and through study messages.

(2) Students are responsible for checking their course and exam registrations and for contacting the Department of Student Affairs if their registrations are not displayed in the self-service system no later than seven days before the start of the course or the exam day.

Exemptions

27. (1) The study board processes applications for credit transfers, including pre-approvals, and exemptions.

(2) Applications for exemptions from the rules on the organisation of practical matters in connection with courses and exams etc., and which do not involve academic issues, are processed by the Dean.

The Dean's and study boards' competence to grant exemptions

28. (1) Under special circumstances, the Dean may grant exemptions from the rules in this curriculum which have solely been laid down by the Dean.

(2) Under special circumstances, a study board may grant exemptions from the rules in this curriculum which have solely been laid down by the study board in question.

Credit

29. (1) The study board may, upon application, grant exemption from programme elements on the degree programme based on programme elements taken at other institutions of higher education in Denmark or abroad.

(2) Students who re-enrol (re-admittance or re-admission) in the same programme cannot re-take passed programme elements.

(3) The study board may refuse to grant exemption from programme elements in accordance with subsections (1) and (2) if the study board finds that the passed programme activity has become obsolete. Here the study board may focus on the time that has passed from the completion of the programme element in question to the time when, in accordance with the programme-specific curriculum, the student is entitled to take the programme element for which a credit transfer is sought, and whether the student has kept their academic knowledge up to date through vocational work, research or similar activities.

(4) Credits for a Master's thesis that forms the basis for a title in one Master's degree programme cannot be transferred to a new title in another Master's degree programme.

Mandatory credit transfers

30. (1) The applicant must provide information about and apply for credit transfers for programme elements passed on all previous uncompleted degree programmes at the same level.

Term papers

31. Term papers cannot substitute for exams unless specifically permitted in the programme-specific part of the curriculum.

Binding registration for courses

32. (1) Students cannot deregister for a course after the end of the registration period, unless special circumstances apply.

(2) When a student has registered for an elective course, after having obtained the study board's approval thereof, the elective course will form a binding part of the student's elective course framework after the end of the late-registration period, and the student cannot subsequently replace the elective course with another.³

(3) When a student has completed a pre-approved elective course, the Faculty registers the result. If the pre-approved elective course is offered by a university other than the University of Copenhagen, the student must inform the Faculty that they have completed the course.

Evaluation

33. (1) The study board initiates and conducts evaluations aimed at quality assurance and

³ Please note that students are bound to compulsory courses in accordance with the curriculum. Restrictive measures apply to exemption from the binding to compulsory courses, as this always – regardless of whether the student has used one or more exam attempts on the course in question – presupposes that the student continues to fulfil the competence profile of the degree programme.

quality improvement of courses.

(2) The study board ensures follow-up on degree programme and course evaluations.

Complaints about teaching and lecturers

34. (1) Complaints about teaching methods or supervision must be submitted to the head of studies, who will involve the relevant head of department. If the complaint concerns more than one head of studies, the head of department will ensure the necessary coordination of the handling of the case, which includes asking for statements/recommendations, if relevant, before answering the complaint. If several departments are involved in the teaching of a subject area and if a complaint thus concerns lecturers from different departments, the case is sent to the Dean, who may either decide to handle it himself/herself or authorise one of the heads of studies or heads of departments to handle the case. If the head of department or the head of studies finds that a complaint about teaching also concerns the behaviour of one or more lecturers, this part of the complaint will be dealt with by either the head of department or the head of studies as described above.

(2) Complaints about a lecturer's behaviour must be submitted to the head of department.

Admission to Master's degree programmes

35. (1) Applications for admission to a Master's degree programme must be received no later than 1 March for degree programmes with study start on 1 September. Applications for admission to a Master's degree programme must be received no later than 15 October for degree programmes with study start on 1 February in the following year, see, however, subsection (3).

(2) In addition to study start on 1 September, the Master's degree programmes in medicine, in animal science, in biomedical engineering, in pharmacy, in pharmaceutical sciences ('farmaceutisk videnskab') and in health informatics also offer study start on 1 February.

(3) A completed Bachelor's degree programme from the Faculty of Health and Medical Sciences at the University of Copenhagen entitles the graduate to admission to the Master's degree programme at the Faculty which is the continuation of the completed Bachelor's degree programme. To be entitled to admission to the Master's degree programme, the applicant must be admitted to the Master's degree programme no later than three years after having completed the Bachelor's degree programme.

(4) For applicants who are citizens of a country outside the European Union and who do not have a residence permit that exempts them from payment of tuition fee in Denmark, the application deadline is 15 January for study start on 1 September.

(5) An application must also comply with the programme-specific requirements as described for the individual degree programme.

(6) Under special circumstances, the Dean may grant an exemption from the deadline in subsection (1).

Leave of absence

36. Students may be granted leave of absence in accordance with the University joint rules on leave of absence, which can be found at <http://velkommen.ku.dk/uddannelse/regler-om-orlov-rev.pdf>.

37. Repealed.

- 38. Repealed.⁴
- 39. Repealed.⁵
- 40. Repealed.
- 40 a. Repealed.
- 41. Repealed.⁶

Single-course students

42. These rules also apply to students admitted in accordance with the rules in Ministerial Order no. 24 of 9 January 2020 on Single Course Programmes at Danish Universities (the Single-Course Programme Order), as amended. However, this does not apply to the provision in section 3(3).

Tuition Fees for Single Course Students

43. (1) Fees for students admitted in accordance with section 42 cover tuition fee for participation in teaching activities, including exams and other forms of assessment.

(2) Successful applicants for degree programmes or courses will be informed by email. Applications may be withdrawn until the day before the start of the degree programme or course. Applications not withdrawn by this deadline are binding, and the applicant will be charged the fees applicable. Applications must be withdrawn by email to meritstuderende@sund.ku.dk.

(3) For applications made before the deadline, fees for degree programmes or one or more courses must be paid within 30 days of receipt of the invoice. A shorter deadline for fee payment may be set for applications made after the deadline. The right to a place on the degree programme or course will be withdrawn if fees are not paid on time. Under special circumstances, the Faculty may, however, grant exemptions from this rule.

(4) If a student is unable to participate in one or more courses, e.g. due to illness, the tuition fee will not be refunded. If the student submits a doctor's note covering the entire period of instruction no later than three weekdays after the last day of instruction, the student is entitled to a refund of the fee or free participation in the course next time it is offered.

(5) Students who fail or do not sit an exam are not entitled to retake the course concerned free of charge. Under special circumstances, the Faculty may grant exemptions from this.

(6) The Dean may grant exemptions from the rules set out in subsection (2) when warranted by special circumstances.

Entry into force

43. This common part of the curricula was approved by the Dean on 29 August 2024 and enters into force on 1 September 2024.

⁴ The former provision partly repeated rules set out in the University Programme Order and had no independent legal effect. Moreover, according to the Agency, this competence rests with the administration, and therefore, the wording is not correct considering current practice. See section 15 of the University Programme Order.

⁵ The former provision repeated rules set out in the University Programme Order and had no independent legal effect. See section 42 of the Admission Order (Ministerial Order no. 51 of 14 January 2024).

⁶ The former provision repeated i.a. students' statutory right to submit appeals to i.a. the board of appeals concerning credit-transfer decisions and the Danish Agency for Higher Education and Science (subsection (1)) as well as the administrative principles on the suspensive effect of decisions. However, the former section 41(2) para 3 and section 41(3) contained a Faculty-specific rule on the suspensive effect in connection with exam appeals, which the Faculty in connection with its 2024 revision has found to be inexpedient and has therefore been repealed.

