



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

Entry into force: 1 September 2022

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

Pursuant to Danish Consolidation Act no. 778 of 7 August 2019 on Universities (*Universitetsloven*), Ministerial Order no. 2285 of 1 December 2021 on Full-time University Education (*Uddannelsesbekendtgørelsen*), Ministerial Order no. 104 of 24 February 2021 on Admission to and Enrolment on Degree Programmes at Universities Offered on a Full-time Basis, Ministerial Order no. 2271 of 1 December 2021 on University Examinations and Grading (*Eksamensbekendtgørelsen*), Ministerial Order no. 548 of 29 April 2022 on the Grading Scale and Other Forms of Assessment of Study Programmes Offered under the Ministry of Higher Education and Science, the following is hereby laid down:

Part 1

Introduction

1. This common part of the curricula applies to all professional master's degree programmes at the Faculty of Health and Medical Sciences and replace the sections of existing programme regulations referring to the same topics.

Part 2

Admission requirements and deadlines

2. (1) Admission to a professional master's degree programme requires that:

- 1) the applicant has completed at least a relevant bachelor's degree, a relevant professional bachelor's degree programme, a relevant medium-cycle higher education programme, or has a relevant diploma gained at the conclusion of a regulated programme of study, or a relevant foreign educational qualification at the equivalent level and
- 2) the applicant has at least two years of relevant work experience following completion of the above.

(2) Applications must also satisfy the programme-specific requirements stipulated by the programme regulations for the professional master's degree concerned.

(3) On the recommendation of the admission committee, the Faculty may admit applicants who do not meet the conditions set out in subsection (1) para (1) on educational background, but who are found, based on an individual assessment, to possess comparable educational qualifications.

(4) Admission to a professional master's degree programme or a course taught in Danish requires mastery of Danish corresponding to level A Danish at Danish upper-secondary school level, and of level B English at Danish upper-secondary school level.

(5) Admission to a professional master's degree programme or a course taught in English requires mastery of English corresponding to level B English at Danish upper-secondary school level, as described in the programme-specific regulations.

(6) Applicants without a qualifying Danish exam must enclose with their applications documentation of the requisite mastery of the languages stipulated in subsections (4) and (5).

3. (1) The deadline for applying for admission to a professional master's degree programme is 1 May for programmes starting on 1 September. The deadline for applying for admission to a

professional master's degree programme is 1 November for programmes starting on 1 February in the following year.

(2) If a professional master's degree programme is not subject to progression requirements, the Dean may permit ongoing admission to such programmes. The conditions for admission in accordance with the first sentence are set out in the programme-specific regulations.

(3) When warranted by special circumstances, the Dean's Office may set other application deadlines.

4. If the number of applicants who are qualified and have applied within the deadline exceed the programme or course capacity, applicants will be selected on the basis of their application dates unless the programme-specific regulations set qualification criteria for the selection.

Part 3

Fees

5. (1) Fees cover tuition fee for participation in the teaching activities, including exams and other forms of assessment.

(2) Successful applicants for programmes or courses will be informed by e-mail. Applications may be withdrawn no later than one month prior to the start of the 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 master@sund.ku.dk.

(3) For applications made before the deadline, fees for 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 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 the student is unable to participate in one or more courses, for example due to illness, the tuition fees will not be refunded. Provision of a doctor's certificate covering the entire period of instruction no later than three weekdays after the last day of instruction will entitle the student 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.

Part 4

Instruction

Organisation and deadlines

6. (1) In addition to block 5, the academic year consists of 42 weeks and is divided into two semesters. The first semester (autumn semester) comprises weeks 36 through 4, and the second semester (spring semester) comprises weeks 6 through 26. The teaching is conducted within the semesters. The exact start and end dates for courses are posted on the programme-specific home page.

Each semester may be divided into two blocks. The first block consists of week 36 through 45; the

second block consists of week 47 through 4; the third block consists of week 6 through 14/15¹; and the fourth block consists of weeks 16/17 through 25. Block 5 consists of week 27 up to and including week 35.

(2) The study board approves the specific course plans.

(3) The Dean may fix 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.

(4) If ten or less than ten students register for a course, the study board may choose to cancel the course. However, master students have registered for the course, the course must be offered at least every other year. A master student's right in accordance with the second sentence does not apply if the master student registers for the course after expiry of the registration period.

Course certificates

7. (1) If a course includes mandatory elements, the course coordinator must submit a list of students who have obtained approval of course participation (course certificate) in the past semester to the Department of Student Affairs. This list must be submitted as soon as possible and no later than 10 days before any ordinary exam is held. Students who have attended the course without having obtained a course certificate must also be listed. The list must be signed by the course coordinator.

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

(3) If the 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.

Courses: registration and withdrawal

8. (1) On the recommendation of the head of studies, the study board approves the registration procedure for the courses that form part of the programme. The registration procedure must be one of the two models described in sections 8 a and 8 b. The registration procedure, which must be the same for all the courses that form part of the programme, is described in the study information pages at www.kunet.dk.

(2) If there are vacant places on a programme or course, the admission committee may decide to consider applications after expiry of the deadline for applications.

(3) Students may withdraw from courses until one month before the first day of teaching, and they will then not have to pay the tuition fees, as set out in section 4(2). Withdrawal from a course must be communicated by email to master@sund.ku.dk

8 a. (1) Students register for the courses themselves. Students are registered for courses in the first semester as part of the admission process.

(2) Students register for other courses within the following registration periods:

a) Registration for the autumn semester: 1 Oct.-1 June

b) Registration for the spring semester: 1 June-1 December

(3) After expiry of the registration period, students can post-register for courses up to eight weeks before the start of the course if there are vacant places on the course. Students who register

¹ The third block ends with week 15, when the Easter holidays fall in weeks 12-14. If Easter falls in week 15 or 16, the block ends with week 14. If Easter falls in week 16, the fourth block begins in week 16.

after the registration period will be admitted on an equal footing with single-subject students.

8 b. (1) Students are automatically registered for all courses. The Department of Student Affairs registers students for the mandatory courses of the semester in question.

(2) Students who have been ill, on maternity/paternity leave or who have taken a break from their studies for some other reason and therefore no longer follow the scheduled course of study are responsible for registering for courses themselves.

(3) Registration in accordance with subsection (2) must be done by email to master@sund.ku.dk within the following registration periods:

a) Registration for the autumn semester: 1 Oct.-1 July

b) Registration for the spring semester: 1 June-1 December

(4) This provision only applies to programmes without elective courses.

Part 5

Maximum duration of study

9. (1) Students who fail to complete their professional master's programme within six years of enrolment will be disenrolled unless a longer maximum duration of study is allowed in the subject-specific regulations.

(2) Subsection (1) does not apply to students on the professional master's programme in Disaster Management, who will be disenrolled if they fail to complete the programme within three years of enrolment.

(3) Under special circumstances, the study board may grant exemptions from the time limits in subsections (1) and (2).

Part 6

Exams

Terms and grade deadlines

10. (1) The dates and times of ordinary exams are shown in the exam schedule.

(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 must include dates for both ordinary exams and re-exams, the exam form for both ordinary exams and re-exams, the registration deadline for the re-exams, the deadline for withdrawal from exams and the date for publication of the grades awarded.

(4) The examiners (internal and external) must provide the Department of Student Affairs with the exam results no later than two weeks (including at least two weekends) after the exam was held.

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

Registering for exams

11. (1) Students who have been registered for a course are automatically registered for the

corresponding exam(s).

(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.

(3) Students must register for exams no later than 14 days before the first exam day, see the exam schedule. Students must register for exams by email to eksamen@sund.ku.dk.

Requirements for sitting exams

12. (1) If the programme-specific regulations contain formal requirements that must be met for students to be entitled to sit an exam, students must meet these requirements no later than seven days before the exam is held to be entitled to sit the exam in question.

(2) If a student who is registered for an exam does not meet the requirements for sitting the exam, the Department of Students Affairs will withdraw the student from the exam.

Withdrawal from exams

13. Students are entitled to withdraw from exams. In case of withdrawal, the tuition fee will not be refunded. Exam withdrawals must be communicated by email to eksamen@sund.ku.dk no later than 14 days (including Sundays and holidays but NOT the actual exam date) before the exam. If an exam is conducted over more than one day, the deadline is calculated from the first day of the exam. Depending on the type of exam, the 14 days are calculated as follows:

Exam form Withdrawal

Course assignments 14 days before the deadline for submission

Written exam (on-site exam): 14 days before the exam day Synopsis exam: 14 days before deadline for submission of synopsis

Written assignment (3-hour, 4-hour, 7-day, 14-day, 24-hour, 48-hour and 72-hour): 14 days before the assignment is handed out

Project: 14 days before the assignment is handed out

Oral exams, including practical oral exams: 14 days before the first day in the exam period

Oral exam based on report(s): 14 days before the oral examination Project assignment: 14 days before the deadline for submission of project

Spot followed by written exam: 14 days before the first exam day Spot followed by oral exam: 14 days before the first exam day OSCE: 7 days before the exam day

Ongoing exams: 14 days before the date of the first part-exam Portfolio exam: 14 days before the date of the last part-exam

Re-exams and registering for re-exams

14. 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.

(2) The date for the holding of the re-exam is shown in the exam schedule.

(3) Students must register for re-exams no later than 14 days before the re-exam is held.

(4) Students must register for re-exams by email to eksamen@sund.ku.dk.

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

Illness and non-attendance

15. (1) In the event of illness, students must inform the Department of Student Affairs as soon as

possible and no later than 9:00 on the exam day. Students must use the e-form entitled “*Illness*” at www.KUnet.dk. Students who properly reported sick for an ordinary exam and who want to take a re-exam must register for the re-exam themselves, see section 14.

(2) For oral exams, students must report their illness to the Student Services section as soon as possible and no later than 9:00 on the exam day. Students must use the e-form entitled “*Illness*” at www.KUnet.dk. For clinical exams, students must also report their absence to the clinical department or to the veterinary department in question.

(3) Withdrawal due to illness 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. The doctor’s stamp and provider number must be on the doctor’s note. The doctor’s note must be submitted to the Department of Students Affairs no later than three weekdays after the exam date (not including the exam date). If the notification of absence due to illness and the doctor’s note are received, the exam in question will not count as an exam attempt.

(4) For students who fail to attend an exam without reporting their illness or who fail to submit a doctor’s note after having reported their illness, see subsection (3), the exam will count as an exam attempt.

Illness during exams

16. (1) If a student becomes acutely ill during a written on-site exam, the invigilator 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 exam due to illness. In the event of acute illness 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 three weekdays after the exam in question.

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

Additional time for exams

17. (1) Following an application, the study board may grant a student 25% more time to hand in an exam 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 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 documented by an appropriate declaration.

(2) Students in the third trimester of pregnancy are entitled to additional time without having to submit an application by sending their maternity record 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 additional 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).

Written on-site exams on computers

18. (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 KUnet.

(2) Unless otherwise stipulated in the exam description in the course database, students must not use their own computers at on-site exams. Mobile phones and other electronic devices, such as own calculator and USB stick, 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 the possibility of accessing 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) Exam papers for written assignments stated 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 master's projects, unless otherwise stated in the course description.

(4) A student may submit a handwritten exam paper when it has been documented by a doctor's note from the student's own doctor that the student in question is not physically able to complete an exam paper on a computer. An application for this must be submitted to the Department of Student Affairs no later than four weeks before the exam is held.

Teaching and exam language

19. (1) Teaching is conducted in the language specified in the course description at www.kurser.ku.dk.

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

(3) On programmes offered in English, the master's project must be written in this language, unless otherwise stipulated in the programme-specific part of the curriculum.

(4) If there is a change of course language and exam language, students who have previously followed the course have the opportunity to sit the exam in the original exam 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 course language and exam language has entered into force.

Forms of exam

20. (1) The course database at www.kurser.ku.dk describes in detail the contents and scope of each individual exam as well as the requirements to be met by students.

(2) Exams can take one or more of the following forms:

1. Written exam (on-site exam): An assignment set by the lecturer/exam chair responsible which is answered in writing after the end of the course.
2. Oral exams: Answering of a set exam question with or without time for preparation of the oral answer(s).
3. Clinical practical oral exam.
4. Participation in courses documented by a course certificate signed by the course coordinator.
5. Written assignment (take-home assignment): An assignment set by the lecturer/exam chair responsible which is answered in writing after the conclusion of the course, including 7-day, 14-day, 24-hour, 48-hour and 72-hour assignments (Sundays and

- public holidays included).
6. Project assignment: Written exam on a subject of the student's own choice. The assignment is submitted for assessment after the course.
 7. Course assignment: Written assignment prepared concurrently with the course without extra resources being earmarked for individual supervision.
 8. Synopsis exam: Oral defence of synopsis prepared on the basis of an assignment set after the conclusion of the course. No classes are held during the exam period.
 9. OSCE (Objective Structural Clinical Examination): A station-based exam after the course.
 10. Oral exam based on report(s): The report(s) are prepared during the course and form the basis of the exam.
 11. Ongoing exams: Two or more sub-exams in which the exam basis is divided into several parts, each of which is held separately during the block or semester.
 12. Practical oral exam.
 13. Spot exam: Practical exam with recognition and description of one or more (possibly virtually reproduced) preparations.
 14. Portfolio exam: A written exam consisting of several elements, in which the individual elements, which may also include poster presentations and oral presentations, are submitted during the course and are subject to an overall assessment at the end of the course.

(3) If ten or fewer students register for an exam, the study board may change the exam form in collaboration with the relevant course coordinator and head of department.

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

Master's project contract

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

(2) On the recommendation of the head of studies, the study board approves which of the procedures mentioned in subsections (3) and (4) for writing the master's project that is to be used for the professional master's programme in question.

(3) The start and submission dates for the master's project are fixed in one of the following ways:

1. The student proposes the start and submission dates in the master's project contract or
2. The submission date for the master's project agreement and for the master's project is fixed by the board of studies and is shown in the exam schedule.

(4) Where an oral defence is described in the subject-specific curriculum, the date for the oral defence of the master's project is fixed in one of the following ways:

1. The date is agreed between the student and the supervisor, or
2. The annual period in which the defence can be organised is adopted by the board of studies and is published in the exam schedule. Examinees are notified of the date of their defence by the Department of Students Affairs.

(5) Master's projects must be submitted by students via Digital Exam.

Supplementary rules regarding written exams

22. (1) The student must bring a valid ID card issued by the University of Copenhagen. In special situations, including for single-subject students who do not have a student ID card, other forms of photo ID 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 on KUnet in accordance with section 30.

(3) For papers submitted in handwritten form, see section 18(4), students must enter their exam number on each page of their 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 on KUnet, see section 30. 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 start of the exam and during the last 30 minutes before the end of the exam.

Grading scale

23. (1) The grading is based on the 7-point grading scale or the assessment Pass/Fail or Approved/Not approved, see the Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (the Grading Scale Order) (*Karakterbekendtgørelsen*). The master's project is assessed using the 7-point grading scale. For class attendance etc., the assessment is Pass/Fail or Approved/Not approved.

(2) The assessments Pass/Fail or Approved/Not approved may only be used for exams covering maximum one third of the total ECTS credits under the degree programme. However, this does not include exams for which credits are transferred. The form of assessment used for each individual exam is stated in the course description and/or the exam description at www.kurser.ku.dk,

Grading method

24. (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. 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 programme, including the master's project. External exams must account for at least one third of the programme's total ECTS credits. However, this does not include exams for which credits are transferred.

(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.

Appeals against exams, including non-approval of mandatory classes

25. (1) Appeals against exams or other assessments, including non-approval of mandatory classes, must be submitted by the students using an e-form at KUnet. Appeals must be submitted in writing,

(2) A student may, for example, appeal against:

- 1) legal issues
- 2) the basis for the exam (questions, assignments etc.)
- 3) the exam process, or

4) the assessment.

(3) The appeal must be submitted within two weeks of the assessment being announced. However, the calculation of the two-week time limit starts at the earliest from the date fixed for the announcement.

(4) The Dean may, however, grant exemptions from subsection (3), first sentence, under special circumstances.

Exam cheating and plagiarism

26. (1) While enrolled at the University, students must comply with the general principles of good scientific practice and academic integrity. Any breach of these principles by a student will be regarded as exam cheating.

(2) Breaches of good scientific practice as well as research misconduct and matters that constitute exam cheating include:

a) plagiarism, including reuse of own texts (self-quotation) without source references and quotation marks

b) falsification

c) fabrication

d) unauthorised collaboration

e) receiving help from others or providing help to others during a non-group exam

f) using non-permitted materials

g) exceeding the permitted time for the exam in question

h) having pre-existing knowledge of the exam assignment

i) providing incorrect information regarding attendance.

(3) Failure to comply with subsections (1)-(5) may be sanctioned in accordance with the rules on disciplinary measures for students at the University of Copenhagen (rules of conduct), which can be found at <http://uddannelseskvalitet.ku.dk/docs/Ordensregler-010914.pdf>.

(4) Exam cheating may be sanctioned with an oral or written warning or with expulsion from the University for a given period or permanently.

Number of exam attempts

27. (1) Students are entitled to a maximum of three attempts to pass an exam. Under special circumstances, the study board may grant further attempts. The question of academic aptitude must not be included when assessing whether special circumstances apply.

(2). Students who are granted permission for additional exam attempts must bear all costs associated with the exam as well as their own costs, such as travelling expenses.

Part 7

Miscellaneous

Disciplinary rules

28. (1) While enrolled at the University of Copenhagen, students must behave in a considerate and proper manner vis-à-vis their fellow students and employees and not inconvenience or harm others or damage their property or the property of the University.

(2) Students must comply with the instructions issued by employees, in internal rules and on signs and notices. While students are engaged in activities in hospital departments, in clinics etc.,

they are subject to the same requirements and procedures as employees in terms of, for example, fire fighting and hygiene.

(3) In connection with courses containing elements of patient contact and in which the student acquires knowledge of sensitive personal data about individual persons, the student must comply with the duty of confidentiality as that imposed on healthcare professionals in the Danish Health Act (*Sundhedsloven*).

(4) In connection with courses and exams which involve animals and where the students acquire knowledge of individual persons' (clients') personal or financial affairs, they must comply with the same duty of confidentiality as 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, for example, patients or laboratory animals.

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

(7) Failure to comply with subsections (1)-(6) may be sanctioned in accordance with the rules on disciplinary measures for students at the University of Copenhagen, which can be found at <http://uddannelseskaalitet.ku.dk/docs/Ordensregler-010914.pdf>.

Compulsory digital communication

29. (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 on www.KUnet.dk contain e-forms for applications, notification of absence from exam due to illness, appeals and for use in connection with master's projects, these must be used.

The University's notifications and messages to students

30. (1) The Faculty ensures that groups of students or individual students have been informed about their course and exam registrations.

(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

31. (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.

Dean's and study boards' competence to grant exemptions

32. (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

33. (1) Upon application, the study board may allow transfer of passed programme elements from another approved Danish professional master's programme or an equivalent programme taken abroad to replace elements of a professional master's programme.

(2) Decisions made pursuant to subsection (1) are made on the basis of an academic assessment.

(3) Exemptions cannot be granted on the basis of programme elements where more than five years have 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.

(4) The study board may grant an exemption from the rule in subsection (3) to students who have kept their academic knowledge up to date through vocational work, research or similar activities.

(5) Credits for a master's project from a completed professional master's programme cannot be transferred to a new professional master's programme.

Substitute term papers

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

Evaluation

35. (1) The study board initiates and conducts evaluations aimed at quality assurance and quality improvement of courses.

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

Complaints about teaching and lecturers

36. (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, including 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 the 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 if the complaint concerns permanently employed lecturers. Complaints about part-time lecturers' behaviour are submitted to the head of studies. If the complaint covers several study boards, the complaint is coordinated by the head of studies who has received the complaint.

Disenrolment from degree programme

37. Enrolment is terminated when students

1) have completed their degree programme

- 2) is unable to continue the programme because they have exhausted the maximum number of exam attempts,
- 3) is precluded from continuing the programme because they have failed to comply with the rules for maximum duration of study
- 4) fails to pay the tuition fees by the stipulated due date
- 5) withdraw from the degree programme or
- 6) is permanently expelled from the University.

Diplomas and course certificates

38. (1) On the student's completion of a professional master's programme, the Faculty issues a diploma. The diploma is sent to the student no later than two months after the professional master's programme has been completed. The month of July is not included when calculating the two-month time limit.

(2) When a single-subject student has completed a course, the Faculty issues a course certificate. The course certificate is sent to the student no later than two months after the course has been completed. The month of July is not included when calculating the two-month time limit.

How to appeal and suspensive effect of an appeal

39. (1) Decisions made by a study board and the Dean in accordance with these rules and decisions made by a board of appeals set up in accordance with the Examination Order may be brought before the Rector of the University of Copenhagen. The appeal, which may only concern legal issues and not the study board's, the Dean's or the board of appeals' assessments and any academic evaluations, must be based on factual grounds and must have been received no later than two weeks after the decision was received by the recipient. However, in accordance with the rules in the Ministerial Order on Credit Appeals Boards (*Meritankævnetsbekendtgørelsen*) and in the Consolidated Act on the Assessment of Foreign Educational Qualifications etc.

(*Lovbekendtgørelse om vurdering af udenlandske uddannelseskvalifikationer m.v.*), appeals against rejection of applications for credit transfers may be brought before a credit appeals board or the Qualifications Board.

(2) Appeals against decisions made by a study board or by the Dean do not have a suspensive effect² on the student's ability to participate in courses and exams. In case of appeals against the grading of tests and exams in accordance with the rules in part 8 of the Examination Order, appellants may, however, continue their studies during the University's hearing of the complaint or appeal in question.

(3) Approval of mandatory classes is annulled if, after the case has been decided, the complainant does not meet the prerequisites of the programme-specific curriculum for class attendance. An exam grade is annulled if, after the case has been decided, the complainant does not meet prerequisites for sitting the exam (the exam prerequisites).

Entry into force

40. This common part of the curricula was approved by the Dean on 9 August 2022 and enter into

² If an appeal has suspensive effect, this means that the decision will only have legal effect when a decision has been made in the appeal. Suspensive effect means that the appellant's position is as if the decision had not been made while the appeal is pending.

force on 1 September 2022.