

Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (grading scale order)

Pursuant to Section 8, Subsection 1 and Section 34, Subsection 1 of the Danish University Act (*Universitetsloven*), cf. Ministerial Order no. 280 of 21 March 2006, as amended by Section 1 of Act no. 544 of 8 June 2006, the following is stipulated:

Part 1

7-point grading scale etc.

1. Students shall in tests forming part of examinations or tests in single subjects be given an individual assessment according to the following grading scale (7-point grading scale), cf. however, Subsections 3 and 4:

- 12: For an excellent performance.
- 10: For a very good performance.
- 7: For a good performance.
- 4: For a fair performance.
- 02: For a minimally adequate performance.
- 00: For an inadequate performance.
- 3: For an unacceptable performance.

(2) In the translation of the grading scale into English, the designations used shall be those specified in Appendix 1 to this ministerial order.

(3) The assessment “Pass/Fail” may be used in accordance with the rules contained in the Ministerial Order on

University Examinations or the ministerial order on the study programme.

(4) The provisions of this ministerial order concerning the assessment “Pass/Fail” shall apply correspondingly to the assessment “Approved/Not approved”.

2. The grade 12 is given for an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.

3. The grade 10 is given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.

4. The grade 7 is given for a good performance displaying good command of the relevant material, but also some major weaknesses.

5. The grade 4 is given for a fair performance displaying some command of the relevant material, but also some major weaknesses.

6. The grade 02 is given for a performance meeting only the minimum requirements for acceptance.

7. The grade 00 is given for a performance which does not meet the minimum requirements for acceptance.

8. The grade -3 is given for a performance which is unacceptable in all respects.

Part 2

Assessment etc.

9. The assessment of the student's performance or proficiency shall take place on the basis of the academic requirements specified for the relevant subject/subject element (awarding of absolute grades). No particular distribution of grades should be aimed for (awarding of relative grades).

10. The grading shall be based on an overall assessment of the extent to which the student's performance or proficiency meets the requirements stated for the subject/subject element as laid down in the ministerial orders or rules for the individual study programmes etc.

(2) In the rules for the individual study programme, the university lays down precise descriptions of objectives and criteria for assessing the fulfilment of such objectives, cf. Sections 2-8, for the individual subjects/subject elements which are concluded with a test.

11. Where both an internal examiner and an external examiner are involved in the assessment, the grade to be awarded shall be agreed upon between them.

(2) If the internal examiner and the external examiner are not in agreement about the grade to be awarded, each examiner shall award a separate grade. The grade awarded for the examination shall then be the average of these grades rounded off to the nearest grade on the grading scale. If the average is half-way between two grades on the grading scale, the final grade shall be the nearest higher

grade if the external examiner has awarded the highest grade, or otherwise the nearest lower grade.

(3) In case of disagreement as to whether the assessment of the performance awarded should be "Pass" or "Fail", the external examiner's assessment shall be decisive.

12. If several internal examiners or external examiners take part in the assessment, the assessment shall be given following a discussion between them.

(2) If the internal examiners and the external examiners are not in agreement about the grade to be awarded, the group of internal examiners and the group of external examiners shall give a grade each. If agreement cannot be reached within the group of internal examiners or the group of external examiners, each internal examiner or each external examiner shall give a separate grade. The grade of each group is then the average of the grades awarded by the members of that group rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades. The final grade for the examination shall be the average of the grades awarded by the group of internal examiners and the group of external examiners. If the average is half-way between two grades, the final grade shall be the nearest higher grade if the group of external examiners has given the highest grade, or otherwise the nearest lower grade.

(3) If the internal examiners and the external examiners are not in agreement as to whether the assessment of the student's performance or proficiency should be "Pass" or "Fail", the assessment "Pass" shall be given if this is the assessment given by at least half of the assessors, including at least one external examiner.

13. The rules for the individual study programme may stipulate that a grade shall consist of several partial grades for various categories of performance (partial examinations). The grade shall be the average of the partial grades, rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades.

(2) The rules for the individual study programme may stipulate that the partial grades shall be given different weights when the combined grade is to be calculated. If so, the grade shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings and then rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades.

Part 3

Pass requirements etc.

14. An examination shall be passed when the student achieves a grade of at least 02 or the assessment "Pass". An examination which has been passed cannot be resat, cf. however Subsection 4.

(2) If an examination consists of several partial examinations, the grade for the combined examination, cf. Section 13, shall be at least 02. If the combined examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be resat, cf. however Subsection 3. Even if the combined examination is not passed, partial examinations for which a grade of 02 or higher is awarded cannot be resat, cf. however Subsection 4.

(3) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations.

(4) It may be stipulated in the rules for the individual study programme that two or more examinations must be passed in the same examination term.

15. It may be stipulated in the rules for the individual study programme that two or more examinations must be passed on the basis of a grade average. If so, the average must be at least 2.0 without rounding-up.

(2) It may be stipulated in the rules for the individual study programme that an examination for which a grade of 00 or -3 is awarded cannot be resat if the examination is passed under the provisions stipulated in Subsection 1, cf. however Subsection 3.

(3) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations, the passing of which is based on a grade average, cf. Subsection 1.

(4) It may be stipulated in the rules for the individual study programme that the individual grades which make up a combined grade average, cf. Subsection 1 shall be weighted differently in the calculation of the average. If so, the average shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

(5) Examinations offered pursuant to the provisions contained in the Ministerial Order on Part-time Programmes (*Bekendtgørelse om deltidsuddannelse*) shall be passed individually.

16. The grades to be included in the combined examination result shall be stipulated in the rules for the individual study programme.

(2) It may be stipulated in the rules for the individual study programme that the combined examination result shall be expressed in the form of a grade point

average. One decimal shall be included in the calculation of the grade point average. Subjects/subject elements that utilise the assessment “Pass/Fail” shall not be included in the calculation of the grade point average.

(3) The rules for the individual study programme may stipulate that the individual grades included in the combined examination result shall possess different weights in the calculation of the grade point average. If so, the grade point average shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

17. An examination is passed when the grade point average, cf. Section 16, Subsections 2 and 3 is at least 2.0 without rounding-up, and when all tests assessed using “Pass/Fail” have been passed. If particular passing requirements have been laid down in the rules for the individual study programme according to Sections 14 and 15, these requirements shall also be met. If no grade point average is calculated, all tests forming part of the examination shall be passed, cf. Sections 14 and 15.

(2) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average.

Part 4

Examination certificates

18. On examination certificates, each grade awarded according to the 7-point scale shall be accompanied by the letter on the ECTS scale which corresponds to the grade in question, cf. Appendix 2.

(2) Subsection 1 shall also apply if the university issues documentation for passed parts of the study programme to students who leave the study programme without having completed it.

Part 5

Requirements for rules for individual study programmes

19. The rules for the individual study programme shall lay down:

1) Precise descriptions of objectives and criteria for assessing the fulfilment of the objectives for the individual subjects/subject elements which are concluded with a test, cf. Section 10, Subsection 2.

2) Any rules concerning partial examinations, cf. Section 13.

3) Any rules stipulating that a certain grade on the grading scale must be achieved in one or more partial examinations, cf. Section 14, Subsection 3.

4) Any rules that two or more examinations must be passed in the same examination term, cf. Section 14, Subsection 4.

5) Any rules stipulating that two or more examinations must be passed on the basis of a combined grade average, cf. Section 15, Subsections 1-4.

6) The grades to be included in the combined examination result, cf. Section 16, Subsection 1.

7) Any rules stipulating that the combined examination result is expressed by means of a grade point average, cf. Section 16, Subsections 2 and 3.

8) Any rules stipulating that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average, cf. Section 17, Subsection 2.

Part 6

Other rules

20. The Danish University and Property Agency may grant exemptions to the ministerial order if warranted by exceptional circumstances.

(2) The agency may allow deviations from the ministerial order as part of trials.

Complaints concerning decisions made by the university

21. Decisions made by the university pursuant to the present ministerial order may be brought before the University and Property Agency by students when the complaint concerns legal issues. Complaints shall be submitted within two weeks of the complainant having been informed of a decision.

(2) The complaint shall be submitted to the university, which shall prepare a statement. The complainant shall be given at least one week to comment on the statement prepared by the university. The university shall send the complaint to the agency with the university's statement and any comments from the complainant enclosed.

(3) It shall not be possible to refer the decisions of the agency to other administrative authorities.

Part 7

Commencement and interim provisions

22. This ministerial order shall enter into force on 1 April 2007 and shall apply to grades and other forms of assessment awarded on or subsequent to 1 September 2007.

(2) Ministerial Order no. 886 of 21 August 2006 on the Grading Scale and Other Forms of Assessment of University Education (grading scale order) is hereby repealed.

(3) Ministerial Order no. 513 of 22 June 1995 on the Grading Scale and Other

Forms of Assessment is repealed on 1 September 2007.

(4) The provisions contained in Sections 13-17 and Section 33, Subsection 1, nos. 10-13 in Ministerial Order no. 867 of 19 August 2004 on University Examinations (examination order) as amended by Ministerial Order no. 231 of 22 March 2006 is repealed on 1 September 2007.

(5) However, the provisions contained in Subsections 3 and 4 shall continue to apply to complaints etc. lodged concerning assessments awarded prior to 1 September 2007, and to the issue of examination certificates if the last assessment to be included in the examination has been awarded prior to 1 September 2007.

23. On examination certificates issued on or subsequent to 1 September 2007 grades awarded according to the 13 grading scale shall be converted into grades according to the 7-point grading scale, cf. however Section 22, Subsection 5. Any grade point average, cf. Section 16, Subsections 2 and 3 shall in that case be calculated on the basis of the grades according to the 7-point grading scale. For converted grades, the grades awarded according to the 13 grading scale shall also be stated on the examination certificate.

(2) A partial grade awarded according to the 13 grading scale shall be converted to the 7-point grading scale if one or more grades have been awarded according to the 7-point grading scale, cf. Section 22, Subsection 1 so that the combined grade is awarded according to the 7-point grading scale.

(3) Conversion shall be based on the following scale:

13 grading scale	13	11	10	9	8	7	6	5	03	00
7-point grading scale	12	12	10	7	7	4	02	00	00	-3

The Ministry of Science, Technology and Innovation, 15 March 2007

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Translation of the grading scale into English

- 12: For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only few minor weaknesses.
- 10: For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
- 7: For a good performance displaying good command of the relevant material but also some weaknesses.
- 4: For a fair performance displaying some command of the relevant material but also some major weaknesses.
- 02: For a performance meeting only the minimum requirements for acceptance.
- 00: For a performance which does not meet the minimum requirements for acceptance
- 3: For a performance which is unacceptable in all respects.

Relationship between the grading scale and the ECTS scale

The grade 12 on the 7-point grading scale corresponds to an A on the ECTS grading scale

The grade 10 on the 7-point grading scale corresponds to a B on the ECTS grading scale

The grade 7 on the 7-point grading scale corresponds to a C on the ECTS grading scale

The grade 4 on the 7-point grading scale corresponds to a D on the ECTS grading scale

The grade 02 on the 7-point grading scale corresponds to an E on the ECTS grading scale

The grade 00 on the 7-point grading scale corresponds to an Fx on the ECTS grading scale

The grade -3 on the 7-point grading scale corresponds to an F on the ECTS grading scale