

## **Rules for examination at the Department of Economic History**

### **A. General rules**

You have the right to be examined for a course where you have been registered for as long as the course is offered at the department. If the course curriculum is altered you will, as a rule, be examined according to the current curriculum at the time of the examination. You can also demand to be being examined according to the curriculum that was applied at the time when you participated in course activities. In the event that the course is discontinued, the above regulations are invalid after 12 months.

Should you fail the whole or parts of the exam twice, you are entitled to request a different examiner, unless specific reasons would argue against such action. You should direct any such request to the Head of Department.

### ***Registration and identification***

In order to participate in examination you must be registered on the course during the current semester. At all examinations you must be able to show identification.

### ***Results***

The results of an examination shall be published at the latest three weeks after the examination on the course web page in Live@Lund. The results will then be registered in Ladok as soon as possible. Lists with grades will also be posted on the billboard outside the Department Reception. You can collect your graded exam from the reception during office hours unless your teacher has informed you otherwise.

### ***Reconsideration of grading***

You cannot appeal against the teacher's decision on the grading, but you can request a reconsideration of the decision. If the examiner finds that a grade is clearly incorrect because of new circumstances or for any other reason, he or she should change the grading if it can be done quickly and easily and if it does not mean a lowering of the grade.

## **B. Regulation of various forms of examination**

### ***1. Written exam***

You do not need to give notice of your participation in the regular written exam. If you are taking a re-examination, you need to register at least one week ahead of time in Live@Lund. You are allowed to arrive and begin the exam at the latest 30 minutes after the examination has commenced. Students are allowed to leave the examination room at the earliest 30 minutes after the start of the examination. You must obey all instructions given by the exam supervisor.

### ***2. Take home exam***

A take home exam is a more substantial, graded written assignment covering parts or the whole of a course. Ahead of time, you will learn how and when the take home exam will be handed out. With the assignment you will be given clear instructions regarding the deadline for submission. You will also receive instructions on how to carry out the exam, which literature you should use, the formal rules that are applied and whether or not student cooperation is allowed.

All written assignments are submitted via Urkund (for more information go to [http://www.orkund.se/en/student\\_information.asp](http://www.orkund.se/en/student_information.asp)). The department's policy regarding

plagiarism and other unauthorized methods during examination can be found at <http://www.ekh.lu.se/en/student/plagiarism>.

In the event that you hand in the take home exam after the deadline has expired, your teacher has two alternatives. You will be informed at the start of the course which alternative will be applied.

Alternative 1: If you hand in the take home exam after deadline and cannot show justifiable reasons for the delay, such as illness or accident, you will be given a new take home exam with a new deadline.

Alternative 2: If you hand in the take home exam after deadline and cannot show justifiable reasons for the delay, such as illness or accident, one (1) ECTS-credit will be deducted from your grade.

Should your exam show minor and limited weaknesses, you may be required to revise it before it can pass. Your teacher will inform you of the time limit given for any revision.

### ***3. Oral examination***

An oral examination can either be in the form of a conversation with the examiner, individually or in group, or between students while they are being observed by the teacher. The teacher will ahead of time give directions regarding the form of the oral examination as well as how the examination will be graded.

### ***4. Continuous examination***

Continuous examination entails that parts of the examination are integrated in the teaching, which in turn means that it is compulsory to participate at specific lectures and/or seminars. Continuous examination is often combined with written take home exams and written handins (See sections 2 and 5).

### ***5. Written hand-ins***

Certain courses require individual written hand-ins. At the start of the course you will be informed of the status of the hand-ins, i.e. if they make up the basis for course grades and how they are weighted against one another and other examination assignments (see section 6). It is important that you respect set deadlines. Hand-ins that make up the basis for course grades will be failed if they are handed in after deadline unless you can show justifiable reasons for the delay, such as illness or accident.

### ***6. Combined forms of examination***

Should your course have more than one form of examination, you will be given information as to how the different exams are weighted in relation to one another.

### ***7. More than one teacher in the course***

In the event there is more than one teacher sharing the examination in your course, you will be informed about the teachers' various responsibilities through the lecture plan or the examination instructions.

### ***8. Thesis***

When you begin your thesis course, you will receive instructions on when the thesis should be submitted. If you hand in your thesis after the agreed deadline, this will result in a deduction of one (1) ECTS-credit unless you can provide justifiable reasons for the delay, such as illness or accident.