Copenhagen Business School

Guidelines for 4 hour home assignments at the International Summer University Program (ISUP)

Information on the exam

Please check the course description in the Course Catalogue under the course code and title for information regarding the exam.

All 4 hour home assignments take place as online exams on the students' own computers and all aids are allowed (open book).

You can find good advice on exam preparation on my.cbs.dk.

Declaration of Authorship

At submission of the exam paper on Digital Exam you have to declare that you are the author of the exam paper and have not cheated by e.g. plagiarism. This means that the declaration of authorship is incorporated as a part of the submission process and there will be an automatically generated frontpage to the exam paper.

Furthermore, please write your student number at the header of the document you hand-in, thus it will be displayed on all pages of the exam paper.

Number of pages

For the 4 hour home assignment, there is no requirement for maximum number of pages. However, at submission of the exam paper on Digital Exam, you will have to write the estimated number of pages handed-in.

Format

The Digital Exam platform can receive all files types for upload, e.g. Word, PDF, Excel.

Hand out and hand in of the 4 hour home assignment in Digital Exam

- This exam will be conducted as an e-exam with hand-out of the exam assignment and hand-in of the final paper in Digital Exam. See guidance to the platform on: info.cbs.dk/de_uk
- Please be aware of the exam date, hand-out and hand-in time which are shown in the exam fora in Digital Exam (Danish Time).
- Please be ready to access the exam assignment as soon as the exam begins.
- Please make sure that you have time to upload your exam paper before deadline. Assignments handed in too late will be rejected. Upload of exam answers in Digital Exam must be complete before the official exam time has expired. That means that if the exam takes place from 9 am to 1 pm, upload must be completed at 1 pm. It is recommended that all files are ready for upload 5-10 minutes before the exam time expires, so that you can begin uploading then (remember that some files e.g. pictures of graphs take longer time to upload).
- The exam assignment will be accessible for the participants through in Digital Exam during the exam.
- The final paper must be uploaded in Digital Exam. **It is not allowed to hand-in in Canvas or send the final paper directly to the instructor.**

- When uploading your final paper, please make sure that you are uploading the correct document file.
- After upload verify your uploaded files.
- You can always log on to Digital Exam and see the exam assignment and your answer later on.

Clarifying questions regarding the exam assignment

- If you have clarifying questions regarding the exam assignment during the exam, please contact Course coordinator directly via CBS email. You will get the answer as a CANVAS announcement. Please, remember to turn on notifications in Canvas.

Technical information

- Before the examination day, please check the following: Log on to in Digital Exam and check that you are signed up for the exam, otherwise you will not be able to access the exam assignment or hand in electronically.
  If you cannot access Digital Exam, please contact STU-APU Administrative Planning Unit on e-mail: exams@cbs.dk to make sure that your enrolment is correct in the system.
- In case of a technical problem with hand-out of the exam assignment and hand-in of the final paper, please contact: It-support at +45 3815 3575, Email: help@student.cbs.dk

Receipt for hand-in of your exam paper

If you have not received a receipt from Digital Exam after submission of your exam paper, this means that your exam paper has not been handed in. Please contact your exam administrator by sending an e-mail to exams@cbs.dk via your CBS mail.

If the deadline for hand-in has been exceeded, you will have to send in an application for exemption to exams@cbs.dk via your CBS mail.

Academic standards at exams

When submitting work in an exam students must stick to common academic standards like non-plagiarism, proper referencing, and a clear and logical language. Grades depend only on the quality of the reasoning in the exam product, but to assess that quality, the exam product must uphold academic standards and be formulated in proper language.

If a student wants to reuse parts of her own work from another context, it has to be in the form of quotation and referencing, like when any other work is used.

Referencing means stating the author's name, the title of the work, the year of publishing, and a reference to a page, section or chapter etc. Quotations must be clearly marked with italics, quotation marks or similar methods.

Omitting these procedures may, if it is serious, lead to a charge of academic misconduct – but it also impacts on grades, as non-original work does not count as a student's performance.

Language can also impact grades – unclear and ambivalent formulations reduces the possibility of judging whether the reasoning is sound and relevant.

Written assignments without an oral defense must now be anonymous! *Remember that **your student number now replaces CPR number** on all written assignments. You can find information here:* https://studentcbs.sharepoint.com/News/Pages/Student-number-replaces-CPR_uk.aspx