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To Study Boards and course responsables

Topic Study rules for use in the update of the DTU Course Base 2026/2027

From Afdelingen for Uddannelse og Studerende

Study rules for use in the update of the Course Base 2026/2027

In connection with the board of studies' and course coordinators' work with updating the course database, an overview of important study rules has been made which can be used when the courses in the database are to be updated for use in the new academic year 2026/2027.

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This list of rules must be followed together with the other documents and guidelines available on inside.dtu.dk under the 'Education' tab here: [Education/For Study Boards/Updating course descriptions](#)

From student.dtu.dk you'll find a specification of the minimum information that a course description must include. The details can be found here: [Study rules/Teaching/Regarding course descriptions](#).

Below is a highlight of some important information that a course description must contain to meet DTU's rules and guidelines.

Please note that the exam must follow the information described in the course description and can only be changed within the deadlines and guidelines defined here: [Study rules/Teaching/Regarding course descriptions](#)

Subject	Attention	Links to the rules
<p>Course responsible's coordination with the head of study</p>	<p>If significant changes are made to a compulsory course in a curriculum, the course coordinator / Board of Studies must involve the relevant head of studies.</p> <p>If a course is only available to students in a specific study programme, this should be stated in the course comment section in the course base and must be approved by the head of study. Subsequently, the head of study or course coordinators cannot authorize course registration for students in other study programmes.</p> <p>Mandatory courses can only be discontinued after dialogue with relevant head of study.</p> <p>The course's affiliation with DTU's study programs can be found in the Course Base in the box "Course type from the study base" on the right side when editing the course description.</p>	
<p>Date of examination</p>	<p>All courses with a final written or oral examination or other forms of evaluation that require the student's physical attendance must have a fixed examination date. Exam placement is fixed due to its linkage to the schedule placement.</p> <p>This must be noted in the note field of the course description, and at the beginning of the course, it should be agreed with the students which additional days will be used beyond the scheduled exam day.</p>	<p>Read more here: Exam forms</p>
<p>Group reports without individualization must always be followed by an oral exam</p>	<p>If a course is evaluated using a group report, it is of great importance for the choice of type of assessment, whether the report is individualized or not.</p> <p>If a group report <i>is not individualized</i>, there must <u>always</u> be a <i>subsequent oral exam</i>, a single or a group exam. The oral exam must appear in the course description. <i>One overall grade</i> is given for the group report and the oral exam. Thus, no grade is awarded for the group report in itself.</p>	<p>Read more here under 'Group projects': Exam forms</p>

Exam pre-requisites	<p>If there are requirements to be able to participate in an exam, this must be described in the text field in the course description in the section 'Type of assessment'. These will typically be written assignments.</p> <p>Exam prerequisites must <u>not be included</u> in the assessment but is alone a prerequisite for participation in the exam.</p>	<p>Read more here: Mandatory exam prerequisite assignments etc.</p>
Part-grades or overall assessment	<p>A course can be assessed based on an overall assessment including ongoing tests during the course or based on part exams using <u>partial grades</u>. This must be stated clearly in the course description (in the text field under 'Type of assessment').</p> <p>If a partial exam is assessed using <u>partial grades</u></p> <ul style="list-style-type: none"> - the grade for each part-exam must be at least 00, cf. DTU's pass requirements by using partial grades. - If official partial grades are used for the individual exams, students must be informed of these continuously, and the final overall grade is the weighted average of the partial grades - The weighted average must be stated in the course description <p>Ongoing tests based on an overall assessment</p> <p>If a course includes ongoing tests, no partial grades are given, and the students may only be informed of and receive one final grade for the course.</p>	<p>Read more here: Requirements for passing exams and part-exams</p> <p>NB! Effective from the academic year 2026/2027, DTU's study rules concerning partial exams will be adjusted, as exams assessed with an overall evaluation are referred to in the Examination Order as <i>ongoing tests</i> and not as partial exams. Partial exams are the correct term for assessments evaluated using partial grades.</p>
Different exam forms for part exams or ongoing tests	<p>If a course is evaluated using different types of assessment (e.g., a report during the semester and a final written exam), these must be described in the course description in the comment field under 'Type of assessment'.</p>	
Who can be course coordinators	<p>Guidelines for who can be the course coordinator and who can be co-course coordinators can be found at DTU Inside.</p>	<p>Read the guidelines here: Course planning/Who may teach and supervise?</p>