



Common rules regarding leave of absence at the University of Copenhagen

AUGUST 2016

These rules are based on Section 36 of Executive Order no. 257 of 18 March 2015 on the admission to bachelor programmes at the universities and Section 1 of Executive Order no. 1067 of 30 June 2016 as amended as well as Section 22 of Executive Order no. 258 of 18 March 2015 on the admission to master's degree programmes at the universities and Section 1 of Executive Order no. 1068 of 30 June 2016 as amended.

Part 1 Leave of absence

1. Students at the University of Copenhagen can be granted leave of absence pursuant to the rules given below.

(2) Bachelor students who have completed the first year of study at a bachelor programme and passed the exams in the first year of study (60 ECTS credits) are entitled to leave of absence for one semester/two blocks on the bachelor programme without a particular reason.

(3) Master's degree students are not entitled to leave of absence, however, subject to sub-clauses (5) and (12).

(4) An application for leave of absence pursuant to sub-clause (2) must be received by the faculty before the start of a block or semester in accordance with the applicable time limits.

(5) Leave of absence due to childbirth, adoption, national service, UN service, etc. shall be granted irrespective of any leave taken previously during the

programme, and irrespective of whether the first study year on the bachelor programme has been successfully completed and all exams passed.

(6) The continuous study activity requirements of the programme are suspended during a leave of absence.

(7) During a leave of absence without a particular reason pursuant to sub-clause (2), the time limits for completing the programme are not suspended. During a leave of absence pursuant to sub-clauses (5) and (12), the time limits for completing the programme are suspended.

(8) During a leave of absence, students may not participate in courses on the programme in question.

(9) During a leave of absence, students may not participate in exams under their study programme unless it concerns re-examinations for courses from the previous semester/block.

(10) Leave of absence under sub-clauses (5) and (12) can be interrupted in the course of the semester/block. Students then have the opportunity to participate in exams under the study programme if they have applied within the stipulated deadlines.

(11) Leave of absence without a particular reason under sub-clause (2) may not be interrupted; however, it will be possible to interrupt the period of leave immediately before participation in summer school or re-exams.

(12) The university may grant exemptions from sub-clauses (2)-(4) under exceptional circumstances. Master's degree students who have started their thesis-writing period cannot be granted leave of absence due to exceptional circumstances, but may be granted an extension of the thesis period.

Part 2 Commencement

2. These rules came into force as of 1 September 2016 and will have effect from the spring semester 2017 for all bachelor and master's degree students enrolled at the University of Copenhagen, however, subject to sub-clause (3).

(2) All former rules regarding leave of absence are repealed at the commencement of these rules.

(3) Students enrolled in a master's degree programme before 1 September 2016 will have the option to take leave of absence without a particular reason for one semester/two blocks during the remaining part of their programme, provided they have not previously taken a year's leave of absence without a particular reason under the former rules for leave of absence.