

# Description of Practices for The Study Board for Public Health

## Credits/start credits transfer

Decisions on credit and starting credit transfer are made on the basis of an academic assessment. The academic assessment is made by the course responsible. It is the practice of the Study Board to approve credit and starting credit transfer for courses at the same academic level, and with corresponding academic weight, content and focus.

If the previously passed course is at a sufficient level and is considered relevant, the course may be included as an elective in cases where the course do not overlap significantly with compulsory courses in the programme. If there is equivalence between a previously passed course and a compulsory course in the programme, credit transfer is given for the compulsory course.

## Pre-approval of credits for electives

In applications regarding pre-approval for credits for electives, the student must include a justification for why the elective course(s), which the application concerns, is relevant for the field of public health science as well as the specific educational and/or career profile that the student wishes to achieve.

It is the practice of the Study Board to pre-approve credits for electives in the autumn semester for the Master's degree programmes and the spring semester for the Bachelor's degree programme, if the electives are at an academically equivalent level and are considered relevant to the field of public health sciences as well as compliant with the purpose and competence profile of the programme. Electives must not overlap significantly with compulsory courses in the programme.

Decisions regarding pre-approval of credits are made on the basis of an overall academic assessment of the content, scope and level of the course as well as on the submitted justification. The academic assessment is carried out by the course responsible if the application regards pre-approval for compulsory courses or electives that might overlap with compulsory courses. If the application regards pre-approval for electives with no immediate overlap to compulsory courses, the Study Board will carry out the academic assessment.

It is *not* the practice of the Study Board to pre-approve electives in the spring semester on the Master's degree programme, unless the student's alternative study plan is due to documented extraordinary circumstances or parental leave, and where a rejection would delay the student due to an inconvenient study plan. The Study Board also place emphasis on the fact that the study plan does not involve more than 30 ECTS credits in the spring semester, if otherwise possible in relation to the study time and/or residence permit for the international students.

The Study Board also attaches importance to the student's study plan not involving more than 30 ECTS credits in the spring semester in question, if otherwise possible in relation to the period of study and/or residence permit for the international students.

Pre-approval cannot be given for the Master's thesis: The Master's degree programme in Public Health at SDU is built on the basis of an ongoing academic progression, where the Master's thesis constitutes

the final part. Thus, this part is specifically anchored in the previous academic parts and the connection and progression between these. The Master's thesis must be based on the chosen specialization, which cannot be ensured if the Master's thesis is prepared at another university.

## **Applications for exemptions or dispensation**

As a general rule, the Study Board can grant exemptions or dispensations from various rules when there are documented '[extraordinary circumstances](#)'.

On the study's website, you can find [guidelines for the medical certificates](#).

### **Dispensation for further examination attempts**

It is the practice of the Study Board to grant a dispensation for further examination attempts in situations with documented extraordinary circumstances that have prevented the student from preparing for or participating in an examination.

In other words, it is the practice of the Study Board to grant a dispensation, provided that the student has explained and documented that there is a temporal connection between the extraordinary circumstances and the time of the examination for at least one of the examination attempts, so that the student has not been able to complete the examination within the three allowed examination attempts.

In addition, it is the Study Board's practice to apply the principle of proportionality and include the number of missing ECTS in the programme in the assessment together with the other documented extraordinary circumstances.

### **Postponing the first-year examination test**

It is the practice of the Study Board to grant dispensation to postpone the first-year examination test (only relevant to the Bachelor programme) in situations where documented extraordinary circumstances have affected the student for a longer period during the study time.

There should be a temporal connection between the documented extraordinary circumstances and the exam attempts during the first-year examination test that are not passed. Thus, the Study Board attaches importance to whether the student has had the opportunity to take an examination attempt during periods without documented extraordinary circumstances.

The Study Board emphasize the fact that there is a clear connection between the documented extraordinary circumstances and the length of the postponement applied for, and that there is a plan for how the student will complete the programme.

### **Dispensation from the time limit regulations**

It is the practice of the Study Board to grant dispensation to postpone the deadline for completing the programme in situations where documented extraordinary circumstances have affected the student for a longer period of time throughout the programme.

The Study Board attaches importance to whether there is a temporal connection between the period of documented extraordinary circumstances and the length of the postponement applied for.

Furthermore, The Study Board also takes into account to whether the student has had the opportunity to take exams attempt during periods without documented exceptional circumstances, and whether there is a plan for how the student will complete the programme.

### **Dispensation from the study activity requirement**

When considering dispensation from the study activity requirement that requires students to pass at least one ECTS-bearing examination per academic year, it is the practice of the Study Board to grant dispensation on the basis of documented extraordinary circumstances.

The Study Board attaches importance to whether there is a temporal connection between the lack of activity and the period of documented extraordinary circumstances. Thus, the Study Board take into account whether the student has had the opportunity to take an examination attempt during periods without documented exceptional circumstances.

Read more about SDU's rules for study activity [here](#).

### **Postponing the submission deadline for the bachelor's project and the master's theses**

It is the practice of the Study Board to grant a postponement of the submission deadlines for the master's theses or bachelor's projects when documented extraordinary circumstances has prevented the student from submitting the assignment before the submission deadline. The time extension is always given with a new submission deadline.

The Study Board attaches importance to whether there is a clear temporal connection between the length of the documented extraordinary circumstances and the length of the requested postponement.

If the application for postponement is based on issues related to data collection etc., The Study Board will attach importance to a statement from the supervisor.

### **Special exam conditions**

It is the practice of the Study Board to grant special exam conditions in cases where documented physical or mental impairment prevents the student from participating in the examination on an equal footing with other students. The special examination conditions must not change the level of the examination or result in unfulfilled competence objectives. Additionally, it must be ensured that the student is tested in a variety of examination forms throughout the programme.

In applications for special exam conditions, the Study Board emphasizes ensuring that the *specific* need for the special exam conditions in the examination situation is documented by a medical certificate. Thus, it is not sufficient to document a given diagnosis. However, this does not apply for applications based on dyslexia in connection with written on-site exams and oral exams with preparation.

Read more about SDU's rules for special exam conditions [here](#).

It is the practice of the Study Board that special exam conditions can be granted in the form of extended time:

- For written on-site exams and oral exams with preparation, 25% extra time is given.
- For assignments with a submission deadline of up to 72 hours, an extra 3 hours are given per day. No special exam conditions/extended time is granted for assignments where the submission deadline is beyond 72 hours or in case of a group assignment.

It is the practice of the Study Board that special exam conditions - in the form of extended examination time – is not granted because of a different mother tongue than Danish, if the student:

- has been enrolled at a higher education institution for more than 1 1/2 years
- and/or has resided in Denmark for more than 5 years
- and/or has a Danish qualifying examination
- and/or comes from the Faroe Islands, Iceland, Norway or Sweden.

Special exam conditions due to a mother tongue other than Danish are not granted on the master's degree programme in Public Health (Esbjerg), which is taught in English.

### **Dispensation for de-registration of courses:**

It is the practice of the Study Board to grant dispensation for de-registration of courses when documented extraordinary circumstances prevents the student from being able to complete an already registered course.

### **Withdrawal from exams\*:**

It is the practice of the Study Board to grant a dispensation to withdrawal from an exam, provided that the student can document extraordinary conditions that have prevented the student from preparing for or participating in an examination.

In other words, it is the practice of the Study Board to grant a dispensation in cases there the student has explained and documented that there is a correlation between the extraordinary conditions, the date/period of the exam or classes and the fact that the student is unable to complete the examination. This typically applies to long-term illness or other extraordinary conditions that were present before the exam, and which prevent the student from attending it.

Furthermore, it is the practice of the Study Board to grant a withdrawal from an exam if the student is registered for exams which are *directly* overlapping and where both exams are time limited.

In case of illness during an exam, please refer to SDU's rules for illness and exams (see [here](#)).

\*\*Which is not regulated by [SDU's rules for illness during examination](#) or [the general rules for withdrawal](#).

### **Access to the re-examination without participation in the ordinary examination**

It is the practice of the Study Board to grant dispensation for registration for the ordinary examination at the time of the re-examination, if the student has been withdrawn from the ordinary examination due to documented extraordinary conditions or directly overlap between different ordinary exams.

### **Changing electives**

If the student has already used an attempt at the exam, The Study Board does not have the legal authority to de-register/replace the elective course with another. This means that if an examination attempt has been used in an elective course, the student must complete the course and cannot replace it with another.

Students can change one elective course with another or withdraw from the elective course up to three weeks after the start of the semester, i.e. until the 21 September/21 February. An application for replacement or deregistration at the start of the semester can be sent to the Registry via [SPOC](#). SDU's general rules for deregistration are described [here](#).

At the beginning of the 2<sup>nd</sup> quarter at the 4<sup>th</sup> semester of the bachelor's degree programme and the 3<sup>rd</sup> semester of the Master's programme, students must instead send an application for a change of electives to the Study Board within 21 days of the start of the quarter. The application must be sent to The Study Board via [SPOC](#).

A student may choose to change electives at the beginning of the 2<sup>nd</sup> quarter under the following conditions:

- The electives must have the same amount of ECTS.
- The change can only be made to another elective in the same semester.
- There must be an available study place at the new elective
- The change in electives must not delay the students study time.
- Changing to a summer school cannot take place

In the course descriptions, the Study Board may decide that an elective course cannot be replaced after the start of both the 1<sup>st</sup> and 2<sup>nd</sup> quarters.

### **De-registration from the Internship on the master programme**

Students are encouraged and expected to have submitted their internship agreement before the start of the semester.

It is the practice of the Study Board to grant a dispensation for withdrawal from the Internship in the master's program if the student has been unable to secure an internship during the semester. The student must be able to document having contacted several places of internships and received rejections or no responses.

A dispensation for withdrawal from the Internship does not automatically grant a dispensation for elective courses, including a new Internship, in the spring semester

### **Ekstraordinære eksamener**

Det er studienævnets praksis at give dispensation til ekstraordinære eksamener i individuelle studieaktiviteter og/eller projektorienterede forløb såfremt den studerendes alternative studieplan kan begrundes i dokumenterede usædvanlige forhold eller barsel og hvor et afslag vil forsinke den studerende på grund af en uhensigtsmæssig studieplan.

### **Extraordinary Exams**

It is the practice of the Study Board to grant dispensation for extraordinary exams in the individual study activity and/or the Internship if the student's alternative study plan can be justified by documented exceptional circumstances or maternity leave, and where a rejection would delay the student due to an inconvenient study plan study plan.

### **Changed Exam Form**

Changed Group Size: It is the practice of the Study Board to grant dispensations for deviations from the group size described in the course description, provided that the course responsible approves the group size and determines the length of the exam paper. However, this does not apply to individual exams.

Individual Exams: It is the practice of the Study Board to grant dispensations to prepare and submit an group exam/assignment individually in situations where documented exceptional circumstances prevent the student from participating in group work.

It is also part of the Study Board's assessment whether the course responsible considers it possible to prepare a given exam paper individually.

The student must have applied for a dispensation for an individual exam paper no later than two weeks before the Study Board meeting prior to the relevant exam. The Study Board's meeting dates can be found [here](#).

Joint Internship Assignments: It is the practice of the Study Board to grant dispensations for the exam paper for the Internship to be prepared by two students, provided that the students have received prior approval for a joint internship agreement. In such cases, the length of the paper is 25 standard pages.

Increased Number of ECTS for the Internship (Master programme): The Study Board generally allows students to plan their internships with more than the required 296 hours (37 hours \* 8 weeks). However, the Study Board *does not* have a practice of approving applications for Internships exceeding 15 ECTS.