

Description of Practices for The Academic Study Board for Public Health

Applications for dispensation

As a general rule, the academic study board can grant a dispensation from a number of rules in the event of ['extraordinary conditions'](#).

[Guidelines for doctor's certificates](#) are available on the website of the education programme.

Dispensation for further examination attempts:

It is the academic study board's practice to grant a dispensation for further examination attempts if you can document special circumstances that have prevented you from preparing for or participating in an examination.

In other words, it is the practice of the academic study board to grant a dispensation, provided that you have explained and documented that there is a temporal connection between the special circumstances and the fact that you have not been able to complete the examination within the three allowed examination attempts.

The academic study board attaches great importance to the fact that the cause should be documented if [SDU's rules for illness during examination](#) have *not* been followed. This means that you must be able to explain and document why you completed the examination.

Dispensation for postponing the deadline for passing the first-year examination (only in bachelor programmes):

It is the academic study board's practice to grant a dispensation for postponing the first-year examination in the event of documented special circumstances that have affected your studies for a considerable period of time.

The academic study board attaches great importance to a clear correlation between the documented special circumstances and the length of the postponement applied for, and that you have laid down a plan for how you intend to complete your studies. Your plan must take into account the special circumstances that have delayed you so far. Your entire course of study, i.e. how you have fared in each study exam, will form part of the academic study board's assessment (academic aptitude).

Dispensation from the teaching and learning activity requirement to pass at least one examination per year

It is the academic study board's practice to grant a dispensation from the requirement to pass at least one examination per year if you are prevented from complying with the requirement due to documented special circumstances.

The academic study board attaches importance to the presentation of a plan for how you intend to complete your studies. Your plan must take into account the special circumstances that have delayed you so far. Your entire course of study, i.e. how you have fared in each study exam, will form part of the academic study board's assessment.

Dispensation from deadline

It is the academic study board's practice to grant a dispensation for postponement of submission deadlines, such as a Master's thesis or Bachelor project, in the event of documented special circumstances that prevent you from submitting the assignment by the specified deadline.

Dispensation for postponing the deadline for completing your education programme:

It is the academic study board's practice to grant a dispensation to postpone the deadline for completing the education programme in the event of documented special circumstances that have affected your studies for a considerable period of time.

The academic study board attaches great importance to a clear correlation between the documented special circumstances and the length of the postponement applied for, and that you have laid down a plan for how you intend to complete your studies. Your plan must take into account the special circumstances that have delayed you so far.

Assessment of academic aptitude:

In cases of dispensation from deadlines, the academic study board will conduct an assessment of your 'academic aptitude'. This means the board will consider your overall course of study; how you have made the most of your studies so far and whether it is likely that you will be able to complete your education within a limited period of time.

Note: In cases of further examination attempts, the issue of academic aptitude must not be included.

Cancellation of examination registration*:

It is the academic study board's practice to grant a dispensation to cancel the registration of examination attempts/tests, provided you are able to document special circumstances.

In other words, it is the academic study board's practice to grant a dispensation if you have explained and documented that there is a temporal correlation between the special circumstances and the fact that you are unable to complete the examination. This typically applies to long-term illness or other special circumstances that were present before the examination and which prevent the student from attending it.

*Which is not regulated by [SDU's rules for illness during examination](#)

Dispensation for deregistration of subjects:

It is the academic study board's practice to grant a dispensation for cancellation of course attendance in the event of documented special circumstances that prevent you from being able to complete a subject for which you have already registered.

Dispensation for changing an elective subject:

If you have used an examination attempt for an elective subject, the academic study board does not have a legal authority to grant a dispensation that allows you to cancel your registration or replace the elective with another subject. This means that if you have used one or more exam attempts for an elective subject, you must complete the subject and cannot replace it with another subject.

Students can replace an elective with another elective until three weeks after the start of the semester, i.e. up to and including 21 September/21 February. The application for the replacement must be sent to Educational Law and Registration through [SPOC](#).

At the beginning of the 2nd quarter (in the 4th semester of the BA programme and the 3rd semester of the MA programme, respectively), students must instead apply for replacement to the Study Board before the third lesson of the course. Applications submitted within the deadline will be administratively processed. The student must apply to the Study Board via [SPOC](#).

In the course descriptions, the Study Board may decide that a course cannot be replaced after the start of the quarter.

A student may choose to change electives under the following conditions:

- There must be consistency between the ECTS size of the chosen elective subject and the elective you wish to take instead.
- The change can only be made to another elective on the same semester.
- There must be ECTS enough for the elective.
- The change of electives must not delay the student study plan.
- Re-selection of summer school subjects cannot take place.

Special examination conditions - extended time etc.

It is the academic study board's practice to grant a dispensation for special examination conditions in cases where documented physical or mental disability or having a first language other than Danish prevents you from participating in the examination on an equal footing with other students. The special examination conditions must not result in a lowering of the examination level or failure to meet the competence goals. Furthermore, it must be ensured that you are tested using a variety of assessment methods throughout your study programme.

It is the practice of the Study Board that special examination conditions may be granted in the form of extended time: For written on-site exams and oral exams with preparation time, 25% extra time is given. For home assignments with a deadline of up to 72 hours, 3 hours extra per day is given. No special examination conditions are granted in the form of extended time for assignments where the submission deadline is more than 72 hours.

It is the academic study board's practice that no special examination conditions are granted in the form of an extended examination duration on the basis of having a first language other than Danish, if the student:

- has been enrolled at a higher education institution for more than 18 months
- and/or has resided in Denmark for more than five years
- and/or has a Danish qualifying examination
- and/or comes from the Faroe Islands, Iceland, Norway or Sweden.

Dispensation for special examination conditions due to having a first language other than Danish is not granted in the Master's degree programme in public health, which is conducted in English.

Special examination conditions – individual exams

It is the practice of the Study Board to grant dispensation to conduct an assignment individually in situations where unusual circumstances mean that you do not have the opportunity to participate in the group work.

It is a requirement that you have applied for dispensation no later than two weeks before the study boards meeting before your exam. You can find the study board's meeting dates [here](#).

Credits/start credits/pre-approval of credit transfer:

It is the academic study board's practice to approve credits for relevant educational elements at the same academic level, and with a corresponding academic weight, content and focus.

If the educational elements are at a sufficient level and have relevance, they can be inserted as elective subjects, provided that they do not substantially overlap in content with compulsory subjects in the education programme.

If there is a complete equivalence between an educational element and a compulsory subject in the education programme, credit is given for the compulsory subject.

Pre-approval of credit transfer/credit for elective subjects:

It is the academic study board's practice to approve credits/pre-approval of credit transfer for elective subjects that are at an academically equivalent level and are relevant to the public health subject area and in relation to the purpose and Degree Qualifications Profile of the education programme. Academic equivalence is a requirement. Elective subjects must not substantially overlap in content with compulsory subjects in the education programme.

Decisions on credits and pre-approval of credit transfer are made on the basis of a professional assessment. The academic assessment is usually made by a module manager in the case of credits/pre-approval of credit transfer for compulsory subjects or elective subjects where there may be an overlap with compulsory subjects. When applying for credits/pre-approval of credit transfer for elective subjects that do not overlap with compulsory subjects, the academic study board will make the academic assessment.

For a Master's thesis, pre-approval of credit transfer *cannot* be granted:

The Master's degree programme in public health at SDU is basically structured on the basis of an ongoing academic progression, of which the thesis constitutes the final part. This part is thus specifically rooted in the preceding academic parts and the connection and progression between these. The Master's thesis must be based on the chosen specialization, which cannot be guaranteed if the thesis is prepared at another university.

Access to the august-reexam for the internship on the BA:

If the student has submitted an application no later than 15 June, it is the practice of the study board to grant a dispensation so that bachelor students who complete their internship over the summer can participate in the reexam without prior participation in the ordinary exam.

The practice and deadline also appears in the course description.