

# Code of practice

<b>Title:</b>	Rules for leave of absence at SDU
<b>Memorandum sent to:</b>	All faculties, Student Services and the Rector's Office
<b>Status:</b>	Publicly available – the Danish version has legal precedent

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Pursuant to sections 43 and 44 of BEK no. 2285 of 01/12/2021 – Ministerial order on organised full-time university programmes and Sections 17, 18 and 19 of BEK no. 2672 of 28/12/2021 – Ministerial order on vocational academy programmes and professional bachelor's programmes, the following is stipulated:

## Chapter 1 – Purpose

§ 1. This code of practice applies when students enrolled in a full-time programme at SDU apply for leave of absence from their programme, as per the above rules.

## Chapter 2 – Leave options

§ 2a. In addition to the reasons stipulated in the ministerial orders, the University may authorise leave of absence if the reason for the request is:

- 1) Participation in an undergraduate research stay at the Faculty of Health Sciences or participation in an educational research programme organised for students.
- 2) Elite sports; see Section 6 (1).
- 3) Chairmanship activities in an organisation under the Danish Youth Council (DUF). See Section 6 (2).
- 4) Entrepreneurship; see Section 6 (3).
- 5) Exceptional circumstances.

§ 2b. Notwithstanding section 2a and the reasons for leave of absence stipulated in the ministerial orders, the University may grant leave of absence for one period of up to one semester without cause (unspecified leave of absence).

*Subsection 2.* Leave of absence granted pursuant to subsection (1) may only be granted once in an overall course of study and only for one period within 6 years, regardless of whether there has been a change of course of study since the last leave granted pursuant to section 2b.

## Chapter 3 – Commencement and length of leave of absence

§ 3. Leave of absence is granted at the earliest from the time of application and expires at the end of a semester, or module/quarter if the programme follows this structure.

*Subsection 2.* Leave of absence is not granted retroactively.

§ 4. Leave of absence is granted for up to one semester or two modules/quarters at a time.

*Subsection 2.* The University may deviate from the duration of leave of absence, cf. subsection (1), if there are special circumstances.

*Subsection 3.* If you wish to extend a leave of absence that has already been granted, you must submit a new application for leave that documents the need for an extension, as per Section 2.

#### Chapter 4 – Attending classes and exams

§ 5. Granting a leave of absence means that all registrations for classes and exams during the period of leave will be cancelled.

*Subsection 2.* If the applicant is registered for the master's thesis at the time of application, leave of absence cannot be granted.

#### Chapter 5 – Special groups

§ 6. An elite athlete is defined as a student who can document that they are part of *Syddansk Elite* or who can otherwise document that they are an elite athlete.

*Subsection 2.* A chairperson of an organisation under the Danish Youth Council is defined as a student who can document this fact.

*Subsection 3.* An entrepreneur is defined as a student who can document:

1) that the person in question is part of an entrepreneurial environment approved by the University of Southern Denmark (see [www.mitsdu.dk](http://www.mitsdu.dk)) or is affiliated with the Innovation Fund's *Innofounder* scheme, and

2) That the person in question spends at least 20 hours per week on activities related to entrepreneurship.

Or

3) that the person in question has a company with a valid CVR number (VAT no.), where the income of the company in question is consistent with the business plan; that the business plan concerns development and growth with a significant commercial or social potential; and that the business plan for the company in question has been approved by the Research and Innovation Council at SDU (RI Council), and

4) That the person in question spends at least 20 hours per week on activities related to the company in question.

#### Chapter 6 – Appeals against university decisions

§ 7. The University's decisions under this code of practice can be appealed to the Danish Agency for Higher Education when the appeal concerns legal issues. The deadline for filing an appeal is two weeks from the day the decision is notified to the appellant.

*Subsection 2.* The appeal should be submitted to the University ([uni-klager@sdu.dk](mailto:uni-klager@sdu.dk)), which will issue a statement. The appellant must be given the opportunity to comment on the University's statement within a period of at least one week. The University sends the appeal to the Agency, enclosing the statement and the appellant's comments thereon.

#### Chapter 7 – Entry into force and transitional provisions

§ 8. This code of practice enters into force on 1 January 2024.

*Subsection 2.* Previous rules on leave of absence are repealed with the entry into force of these rules.

*Subsection 3.* Requests for extension of leave of absence granted on the basis of previous leave rules are processed according to the rules in this code of practice.