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Rules and regulations

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Rules for registration for course elements and exams

Pursuant to: § 11 and § 13 of the 'Ministerial order on organised full-time university programmes' (BEK no. 2285 of 01/12/2021), § 5 of the 'Ministerial order on examinations and tests for university education programmes' (BEK no. 2271 01/12/2021) and the 'Ministerial order on vocational academy programmes and professional bachelor's programmes' (BEK no. 2672 of 28/12/2021), the following is stipulated:

Chapter 1 – Purpose

§ 1. Rules for registration for and deregistration from course elements and exams apply to students enrolled in full-time education programmes at the University of Southern Denmark.

Chapter 2 – Requirements for registering for course elements and exams

§ 2. Students themselves are responsible for registering for course elements. However, see Section 3, subsections 2 – 4.

Subsection 2. The student is automatically registered for the first exam attempt when the student has registered for a course element with one or more exams. The student is responsible for registering for subsequent exam attempts, as per Chapter 4.

Subsection 3. Registration for course elements and exams (see subsections 1 and 2), must be done within the set registration deadlines.

§ 3. The University registers students for the first semester of the bachelor's and professional bachelor's programmes in connection with the student's enrolment at the University of Southern Denmark.

Subsection 2. The University can register students for the entire first year of study on the bachelor's and professional bachelor's programmes in connection with the student's enrolment at the University of Southern Denmark.

Subsection 3. The University can register graduate students for their master's thesis when the student has earned at least 40 ECTS credits.

Subsection 4. The University can register students for course elements and exams if the University has decided to discontinue the education programme, education profile/track or equivalent which the teaching in question is part of.

Chapter 3 – Deregistration of course elements and exams

§ 4. Registration for the programme's course elements is binding, and deregistration cannot take place once the registration period has expired. See, however, Sections 5 and 6.

Subsection 2. The University can dispense from subsection 1 if the student is an elite athlete, chairs an association under the Danish Youth Council or is an entrepreneur (see Section 11), or in the event of unusual circumstances, including a functional impairment, that prevent the student from complying with the University's rules for registration and deregistration.

§ 5. A student can register for and deregister from course elements up to 21 days from the start of the semester (spring – 1 February / autumn – 1 September). See, however, subsections 2–4.

Subsection 2. Registration (as per subsection 1) is subject to the availability of student places in the desired course element(s). The desired course element(s) must be able to be included in the student's programme regulations.

Subsection 3. A course element may be exempt from the possibility of deregistration (as per subsection 1), when it is stipulated in the description of a course element.

Subsection 4. Deregistration is not possible for course elements for which registration has been made in accordance with Section 3.

Subsection 5. Deregistration cannot take place if an exam attempt has begun. If the student does not participate in the exam, an exam attempt is used. In course elements where the testing consists of participation in the teaching, the exam is considered to have started at the start of the course.

Chapter 4 – Re-examinations (2nd and 3rd exam attempts)

§ 6. Students enrolled in programmes with a semester structure and who have not passed the ordinary examination can register for a re-examination (2nd exam attempt). Re-examinations linked to classes in the autumn semester must be completed on the last weekday in April at the latest. Re-examinations linked to classes in the spring semester must be completed no later than the last weekday in August.

Subsection 2. Students enrolled in programmes with a quarterly or modular structure and who have not passed the ordinary examination can register for a re-examination (2nd attempt) as soon as possible, but no later than 6 months after the ordinary exam has been held.

§ 7. A student can cancel a registered re-examination, as per Section 6, up to 14 days before the re-examination takes place. Deregistrations are not possible after the deadline.

Subsection 2. The University can dispense from subsection 1 if the student is an elite athlete, chairs an association under the Danish Youth Council or is an entrepreneur (see Section 11), or in the event of unusual circumstances, including a functional impairment.

§ 8. Students who have not passed or participated in a re-examination (1st or 2nd exam attempt) which is held according to the rules in Section 6, can register for the exam the next time it is offered ordinarily.

§ 9. The programme regulations may stipulate when the student must take part in offered exams in a course element for which they have registered but is no longer offered.

Chapter 5 – Illness and examination

§ 10. The University may register a student as being absent due to illness for one or more exams if the student is prevented from taking part in or completing an exam for a given period due to a documented illness.

Chapter 6 – Special groups and appeals against the University's decisions

§ 11. An elite athlete is defined as a student who can document that he/she lives up to the University of Southern Denmark's principles for being an elite athlete (see <https://www.sdu.dk/da/uddannelse/syddansk-elite>), or who in some other way can document being 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.SDU.dk) or is associated with the Innovation Fund's Entrepreneur Pilot scheme, and
2) that the person in question spends at least 20 hours weekly on activities related to entrepreneurship

Or

3) that the person in question has a company with a valid CVR no. (VAT no.); that 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 SDU RIO, and

4) that the person in question spends at least 20 hours weekly on activities associated with the company in question

§ 12. The University's decisions according to these rules can be appealed to the Danish Agency for Higher Education when the appeal concerns legal issues. The deadline for filing an appeal is 2 weeks from the day the decision is communicated to the appellant.

Subsection 2. The appeal is submitted to the University, which then issues a statement. The appellant must have the opportunity to comment on the University's statement within a period of at least 1 week. The University sends the appeal to the Agency, enclosing the statement and the appellant's comments thereon.

Chapter 6 – Entry into force and transitional provisions

§ 13. These rules enter into force on 1 January 2024

Subsection 2. Section 3, subsection 4 applies from 1 January 2024

Subsection 3. Section 5 applies to course elements that commence on 1 September 2024 and later.

Subsection 4. Rules on registration for subjects and exams from 1 September 2017 are repealed.

§ 14. Especially for electives commencing on 1 February 2024, students can exchange electives with another or several other electives up to 21 days after the start of the semester. The new elective subject(s) must have the same ECTS credits value as the elective subject(s) the student wishes to exchange; there must be available student places on the desired elective subject(s); and the elective subject(s) must be included in the student's programme regulations.

Rules on study activity

Pursuant to Section 60 of the 'Ministerial order on organised full-time university programmes' (BEK no. 2285 of 01/12/2021), the following is stipulated:

Chapter 1 – Purpose

§ 1. Rules for study activity apply to students enrolled in all kinds of full-time programmes at the University of Southern Denmark.

Chapter 2 – Requirements for study activity

§ 2. Students must at least pass one ECTS-based exam in a continuous period of one year.

Subsection 2. The University can dispense from subsection 1 if the student is an elite athlete, chairs an association under the Danish Youth Council or is an entrepreneur (see Section 4), or in the event of unusual circumstances, including a functional impairment, that prevent the student from complying with the University's required study activity level.

§ 3. Students who do not meet the study activity requirement, as per Section 2, are barred from continuing on the programme. The University will then terminate the student's enrolment, as per:

- 1) The ministerial order on organised full-time university programmes. (Section 42, subsection 1 (5))
- 2) The ministerial order on access to vocational academy programmes and professional bachelor's programmes. (§ 36, no. 5)

Chapter 3 – Special groups and appeals against the University's decisions

§ 4. An elite athlete is defined as a student who can document that he/she lives up to the University of Southern Denmark's principles for being an elite athlete (see <https://www.sdu.dk/da/uddannelse/syddansk-elite>), or who in some other way can document being 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.SDU.dk) or is associated with the Innovation Fund's Entrepreneur Pilot scheme, and
 - 2) that the person in question spends at least 20 hours weekly on activities related to entrepreneurship
- Or
- 3) that the person in question has a company with a valid CVR no. (VAT no.), that the income of the company in question is consistent with the business plan; that the business plan deals with 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 (RIO council) at the University of Southern Denmark, and
 - 4) that the person in question spends at least 20 hours weekly on activities associated with the company in question

Section 5. The University's decisions according to 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 2 weeks from the day the decision is communicated to the appellant.

Subsection 2. The appeal is submitted to the University, which then issues a statement. The appellant must have

the opportunity to comment on the University's statement within a period of at least 1 week. The University sends the appeal to the Agency, enclosing the statement and the appellant's comments thereon.

Chapter 4 – Entry into force and transitional provisions

§ 6. This code of practice enters into force on 1 September 2021.

§ 7. Rules on accumulated study activity no longer applies to students enrolled at the University of Southern Denmark.

Rules for latest completion of full-time studies

Pursuant to Section 9 of the 'Ministerial order on organised full-time university programmes' (BEK no. 2285 of 01/12/2021), the following is stipulated:

Chapter 1 – Purpose

§ 1. The rules for latest completion of full-time education apply to students enrolled in all types of full-time education programmes at the University of Southern Denmark.

Chapter 2 – Maximum duration of study for the programmes

§ 2. Students enrolled in a bachelor's or professional bachelor's degree programme as of 1 September 2015 or later must have completed their education within the time limit of the prescribed period of study (including any pro-paedeutics) + 1 year at the latest.

Subsection 2. For students admitted to a bachelor's or professional bachelor's degree programme before 1 September 2015, the following rules apply:

- 1) Students on bachelor's or professional bachelor's programmes, admitted to a programme rated at 180 ECTS credits as of 1 February 2015, must have completed their education by 28 February 2019 at the latest.
- 2) Students on bachelor's or professional bachelor's programmes, admitted to a programme rated at 180 ECTS credits before 1 February 2015, must have completed their programme by 31 August 2018 at the latest.
- 3) Students on bachelor's or professional bachelor's programmes, admitted to a programme rated at 210 ECTS credits before 1 February 2015, must have completed their education by 28 February 2019 at the latest.
- 4) Students on bachelor's or professional bachelor's programmes, admitted to a programme rated at 240 ECTS credits before 1 February 2015, must have completed their education by 31 August 2019 at the latest.

Subsection 3. The University can dispense from subsections 1 and 2 if the student is an elite athlete, chairs an association under the Danish Youth Council or is an entrepreneur (see Section 5), or in the event of unusual circumstances, including a functional impairment.

§ 3. Students admitted to a master's degree programme as of 1 September 2015 or later must have completed their education within the time limit of the prescribed period of study + 6 months at the latest. See, however, subsections 2 and 3.

Subsection 2. Students enrolled in a 3-year master's degree programme must have completed the education programme within the time limit of the prescribed period of study + 1 year at the latest.

Subsection 3. Students admitted to a vocational master's degree programme must have completed the programme within the time limit of the prescribed period of study + 6 months at the latest.

Subsection 4. For students admitted to a master's degree programme before 1 September 2015, the following rules apply:

- 1) Graduate students admitted to a programme rated at 120 ECTS credits must have completed their programme 28 February 2018 at the latest.
- 2) Graduate students admitted to a programme rated at 150 ECTS credits must have completed their programme by 31 August 2018 at the latest
- 3) Graduate students admitted to a programme rated at 180 ECTS credits must have completed their programme by 28 February 2019 at the latest

Subsection 5. The university can dispense from subsections 1 – 4, if the student is an elite athlete, chairs an association under the Danish Youth Council or is an entrepreneur (see Section 5), or in the event of unusual circumstances, including a functional impairment.

§ 4. Students who do not comply with the rules for the latest completion of full-time education, as per Sections 2 and 3, are barred from continuing on the programme. The University will then terminate the student's enrolment, as per the relevant admission order.

Chapter 3 – Special groups and appeals against the University's decisions

§ 5. An elite athlete is defined as a student who can document that he/she lives up to the University of Southern Denmark's principles for being an elite athlete (see <https://www.sdu.dk/da/uddannelse/syddansk-elite>), or who in some other way can document being 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 concerned is part of an entrepreneurial environment approved by the University of Southern Denmark (see www.sdu.dk) or is associated with the Innovation Fund's Entrepreneur Pilot scheme, and

2) that the person in question spends at least 20 hours weekly on activities related to entrepreneurship

Or

3) that the person in question has a company with a valid CVR no. (VAT no.); that 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 SDU RIO, and

4) that the person in question spends at least 20 hours weekly on activities associated with the company in question

§ 6. The University's decisions according to these rules can be appealed to the Danish Agency for Higher Education when the appeal concerns legal issues. The deadline for filing an appeal is 2 weeks from the day the decision is communicated to the appellant.

Subsection 2. The appeal is submitted to the University, which then issues a statement. The appellant must have the opportunity to comment on the University's statement within a period of at least 1 week. The University sends the appeal to the Agency, enclosing the statement and the appellant's comments thereon.

Chapter 4 – Entry into force provisions

§ 7. These rules enter into force on 1 January 2023.

Subsection 2. The rules for latest completion of bachelor's, professional bachelor's and master's degree programmes from 1 September 2017 are repealed.