

How to apply for an exemption

An exemption will only be granted if you can document that special circumstances apply. When you apply for an exemption, you must enclose documentation of the special circumstances. The documentation may be in the form of a medical certificate demonstrating that you have been sick or, a death certificate upon the death of a close relative,

Exemption may be granted upon the documentation of:

- Special circumstances, including elite sport performances
- Maternity/paternity leave and adoption
- Physical or mental disability

As a student, you must keep up to date with the rules that apply for your study programme. A lack of such knowledge will normally not be considered as special circumstances.

Please note that regardless of the cause and documentation, the outcome of an application for an exemption will always be based on a specific assessment. A binding response to the outcome of an application for exemption can therefore not be given beforehand.

If you are granted an exemption, you should be aware that the exemption usually only applies to one exam or for a limited period of time. If you need a further exemption, you must submit a new application.

Personal details:

Name: _____

Civil reg. no.: _____

Programme: _____

Class: _____

Currently in semester: _____

Mobile number: _____

E-mail: _____

What type of exemption are you applying for (tick off one or more)?

| Content | Exemption criteria: |
|---|--|
| Would like to take the Commencement of studies exam later than 3 months after having started studying _____ | Sickness, maternity/paternity, special circumstances |
| Would like a 4th or 5th exam attempt _____ | Special circumstances |
| Would like to take the First-year exam later than 2 years after having started studying (later than 1 year after having started studying depending of what is stated in the Curriculum) | Sickness, maternity/paternity, special circumstances |
| Do not want to be signed up for all exams _____ Would like to take the group exam alone _____ Would like to retake a semester _____ | Sickness, maternity/paternity, special circumstances |
| Would like an oral exam not open to the public | Special circumstances |
| Would like to take an exam in a language other than the standard language of study programme _____ | When this is possible |
| Would like spelling and writing skills not to be considered in the primary assignment or bachelor project | Relevant, specific disability |
| Would like to apply for extra time for reasons that can be documented (see attached appendix) in connection with: <input type="checkbox"/> Oral exams <input type="checkbox"/> Written exams If an exemption is granted, it will apply to all exams of the type ticked off which are conducted at the programme in question. | Relevant, specific disability |
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| Special wishes: | |
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What would you like to be exempted from and on which grounds (write in your own words)?

What documentation have you attached and why (please explain)?

Date:

Signature:

For information on the complaint procedure, see <https://ufm.dk/en/education/higher-education/complaint-manuals-guide>