

Rules on leave for students at Aarhus University

Aarhus University's rules of 1 September 2018 regarding leave for students at Aarhus University.

Pursuant to the Ministry of Higher Education and Science ministerial orders on admissions:

The Ministerial Order on Admission to and Enrolment on Academy Profession and Professional Bachelor's Degree Programmes, the Ministerial Order on Admission to and Enrolment on Bachelor's Degree Programmes at Universities, the Ministerial Order on Admission to and Enrolment on Master's Degree Programmes, the following applies:

Part 1

Applying for leave

Section 1.-(1) Students at Aarhus University may apply for a leave of absence if such leave is due to childbirth/adoption, conscription/UN service or a medical/odontology student research year.

Subsection (2) The university may also grant an application for leave if exceptional circumstances apply. See <http://studerende.au.dk/en/specialleave/> for further information.

Section 2.-(1) Applications for leave from a degree programme must be received by Aarhus University by the day on which the leave is to begin.

Subsection (2) The application for leave must be submitted via Aarhus University's Student Self-Service system, and must account for the applicant's reasons for seeking the leave and include any relevant documentation .

Section 3.-(1) Leave from a degree programme is granted for a minimum period of two months.

Subsection (2) A semester is defined as either the period from 1 February to 31 August or the period from 1 September to 31 January, unless a different semester structure is defined in the academic regulations for the degree programme in question, in which case this structure will apply.

Section 4.-(1) During a period of leave, students may not participate in classes and examinations associated with the degree programme from which the student is on leave.

Subsection (2) If the leave is concluded or terminated during a semester or the equivalent, students may be granted an exemption to register for courses and examinations associated with the degree programme in the semester in progress or the equivalent by contacting the university. Applications for an exemption to register for courses and examinations should be submitted to the board of studies.

Subsection (3) Students may not accept election to or membership of the university board, a board of studies or an academic council during a period of leave.

Subsection (4) During the period of leave, students may not be enrolled as credit students or on further and continuing education courses under the relevant degree programme from which they are on leave. See <http://studerende.au.dk/en/specialleave/> for further information.

Section 5.-(1) Applications to terminate a leave of absence from a degree programme prematurely must be received by Aarhus University by the day on which the student wishes to prematurely terminate the period of leave.

Subsection (2) Applications to terminate a leave of absence prematurely must be submitted to the university in writing. See <http://studerende.au.dk/en/specialleave/> for further information.

Subsection (3) The university may not prematurely terminate or cancel a leave of absence arrangement with retrospective effect.

Part 2

Other provisions

Section 6.-(1) Under exceptional circumstances, the university may grant exemptions from these rules.

Subsection (2) An application for exemption must be in writing and account for the applicant's reasons for seeking the exemption and include any relevant documentation. The applicant must state what rule or procedure he or she requests exemption from as well as what he or she wishes to achieve by submitting the application.

Subsection (3) The application must be submitted to the university. See <http://studerende.au.dk/en/specialleave/> for further information.

Section 7.-(1) Decisions made under these rules may be appealed to the Danish Agency for Science and Higher Education if the appeal is based on legal issues. Appeals must be submitted within two weeks of notification of the decision.

Subsection (2) The appeal is submitted to the university, which issues a statement. The complainant has one week to comment on the opinion. The university submits the appeal

to the agency, enclosing the university's opinion and any comments on the opinion made by the complainant.

Section 8. These rules come into force on 1 September 2018.

Subsection (2) At the same time, Aarhus University's rules of 1 September 2015 on leave for students at Aarhus University are repealed.

Aarhus University, 1 September 2018

Berit Eika

Pro-rector