



Guidelines for dispensations regarding withdrawal from courses

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Introduction

With the adjustment of the study progress reform, the University of Copenhagen has reintroduced the option of registering for and withdrawing from courses in a post-registration period.

EDUCATION & STUDENTS

According to the University's rules, it is not possible to withdraw from a course after the post-registration period other than in cases of exceptional circumstances.

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If the study board finds that there are exceptional circumstances, the implication is that the student can take a compulsory course in a subsequent block or semester or that the student is not bound to a particular elective course and can choose another one.

The University is entitled to dispense from the binding registration for an elective course, regardless of whether the student has made an exam attempt. According to section 10 (2) of the University Programme Order, the University may grant dispensation in cases of exceptional circumstances. The question of extension of studies, academic aptitude and the student's wishes for the academic content of their programme may not be part of the assessment of whether there are exceptional circumstances. In addition, it is a requirement for granting a dispensation that the exceptional circumstances are directly linked to the elective course, and that the circumstances, over an extended period of time, prevent the student from completing the elective.

It should be noted that where a student has passed an elective course or a supplementary subject, the Agency may decide whether the student should be granted a dispensation to choose another course, cf. section 13 (1) of the Examination Order.

The intention is that, when implementing the study progress reform, the University should seek to have as much common practice as possible in order to treat students equally. The purpose of these guidelines is, therefore, to support the study boards' efforts and contribute to a common practice for dealing with dispensation cases concerning withdrawal from courses after the post-registration period.

Two categories of dispensation cases

Dispensation cases concerning withdrawal from courses after the post-registration period typically fall into two categories of dispensation cases.

Dispensation concerning delays in relation to the deadline for withdrawal

One category is when the student applies shortly after the post-registration period has ended and can document exceptional circumstances of why they did not withdraw from the course before the deadline. The exceptional circumstances must therefore be linked to a delay in relation to the deadline.

Exceptional circumstances may be illness, a family situation or other outside matters that the student has not been able to take into account and which have prevented them from withdrawing from the course before the deadline.

Dispensation to withdraw from courses at a later time

The other type of dispensation is when the student, after having begun the course, does not want to be bound to passing the exam.

In general, students have a responsibility to be aware of and understand the rules and information relevant to completing their programme. In terms of choosing elective courses, the student is responsible for understanding the description of the course content before choosing an elective.

Examples of matters that, as a rule, do *not* in themselves provide grounds for a dispensation – not exhaustive

- Changed academic focus or interest
- Completion time delays
- If the course requirements have been clear but the student is unsure as to whether they are able to pass the exam, it is not considered as grounds for granting a dispensation. For one thing, it is the student's responsibility to read and understand the requirements to pass an elective, and, for

another, it is a matter of subjective circumstances that cannot be documented and are not academically relevant in relation to a dispensation from the requirements to complete the programme.

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Examples of matters that, as a rule, provide grounds for a dispensation – not exhaustive

If the description of the course requirements can give rise to significant doubts about the academic level or the prerequisites for taking the course, it is deemed to provide grounds for a dispensation.

These guidelines may be adjusted when the study boards' practices are to be discussed after a period of time.