

## Exemption / Special Permission

---

Dear applicant.

You can apply for exemption for a number of rules if you are dealing with special circumstances that can be confirmed through documentation. Check out the [possibilities at SDU for exemptions/special permissions](#). In case of doubts, contact us before you send your application.

**Add the filled in document to your application. Add it together with other relevant documents to your application on [optagelse.dk](#)**

### 1. Personal data

Birthday:

Name:

Mail:

Phone:

Programme(s) you apply to:

### 2. Type of exemption/special permission

I apply for exemption/special permission based on:	
<input type="checkbox"/>	I do not fulfil the specific entry requirements
<input type="checkbox"/>	I do not have a qualifying examination (special permission)
<input type="checkbox"/>	I can not cover the grade requirement of quota 1
<input type="checkbox"/>	I can not cover the grade requirement of quota 2
<input type="checkbox"/>	I have already finished a Master's degree (restrictions on double degrees)
<input type="checkbox"/>	I can not cover the required GPA in quota 1

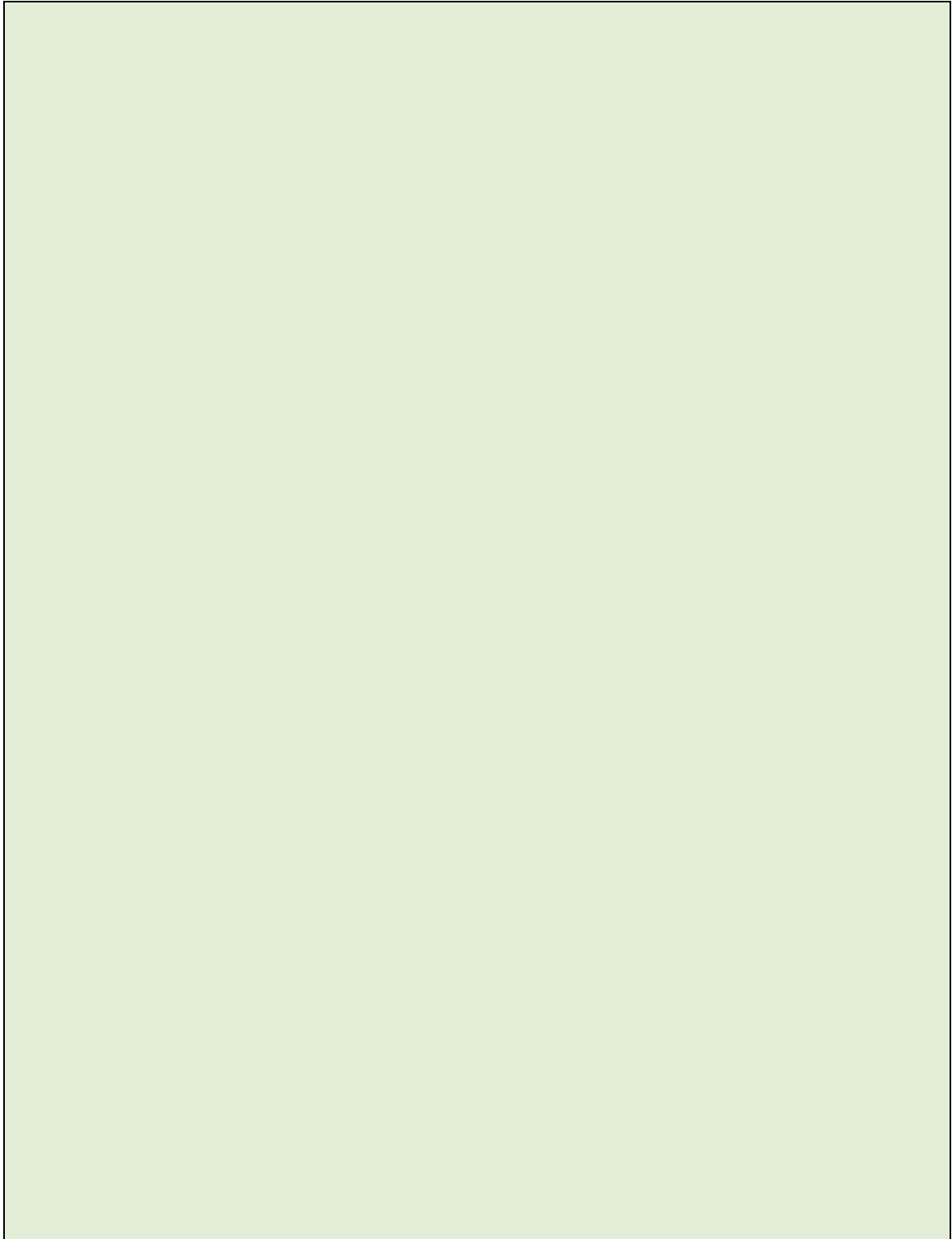
*Tick off several boxes when applying for several circumstances*

You can find a guideline stating the required documentation at the end of this document.

## Exemption / Special Permission

---

**3. Substantiate your application for exemption/special permission**



## Exemption / Special Permission

---

Check out the different types of exemption / special permission and more detailed information about the required documents you must attach to your application:

### I do not fulfil the specific entry requirements (BA - §6 stk. 3 / PBA - § 9)

Documentation can be:

- Documentation you think can replace the requirement
- Documentation about the level of the course, the extent, the amount of hours and the course description

### I do not have a qualifying examination, i.e. special permission (BA - §5 stk. 6 / PBA - § 9)

Documentation can be:

- CV
- Documentation stating that you can cover the specific entry requirements
- Documentation about the qualifications you think can replace the requirement of the qualifying examination (diplomas/certificates of former educations)
- Documentation about a considerable written task

### I cannot cover the grade requirement of quota 1 or quota 2 (BA - §8 stk. 5 / PBA - § 8 stk. 5)

Documentation can be:

- Application for exemption stating the special circumstances and how those have affected the grades you have obtained
- Doctor's note or an excerpt of your medical record in case of long-term illness (both course and extent of the illness)
- Doctor's note or documentation about critical or terminal illness of immediate family
- Statement of a specialist, e.g. due to dyslexia, dyscalculia or functional impairment
- Statement of a psychologist or psychiatrist
- Police report
- Grade transcripts of your upper secondary education
- 9<sup>th</sup> / 10<sup>th</sup> form-level school-leaving examination (can be necessary if the special circumstances have been current already)
- Statement of a careers teacher/student counsellor, teacher or head of your former institution

## Exemption / Special Permission

---

### I have already finished a Master's degree - restrictions on double degrees (BA - §3 stk.2 /PBA - §3 stk.3)

Documentation can be:

- Documentation accounting for the special circumstances which cause the reason you are no longer able to work with your Master's degree
- Documentation about the special circumstances, e.g. doctor's note, medical record, statement of a psychologist or similar

### I cannot cover the required GPA in quota 1 (BA - §15 stk.7 /PBA - §16 stk.7)

Documentation can be:

- Application for exemption stating the special circumstances and how those have affected the grades you have obtained
- Doctor's note or an excerpt of your medical record in case of long-term illness (both course and extent of the illness)
- Doctor's note or documentation about critical or terminal illness of immediate family
- Statement of a specialist, e.g. due to dyslexia, dyscalculia or functional impairment
- Statement of a psychologist or psychiatrist
- Police report
- Grade transcripts of your upper secondary education
- 9<sup>th</sup> / 10<sup>th</sup> form-level school-leaving examination (can be necessary if the special circumstances have been current already)
- Statement of a careers teacher/student counsellor, teacher or head of your former institution

**NOTE! An application for exemption/special permission is NOT an application for admission**

You still need to apply for admission via Optagelse.dk. The application system opens on 1 February.

**Application deadline for all types of exemption/special permission is 15 March, noon.**

**Application for admission via Optagelse.dk:**

**Foreign qualifying examination - before 15 March, noon**

**Danish qualifying examination – quota 2: before 15 March, noon / quota 1: before 5 July, noon**

## Exemption / Special Permission

---

### Pre-assessment

You can apply for a pre-assessment for your application for exemption/special permission in between 1 September – 1 December. Send the application to us by mail – [optag@sdu.dk](mailto:optag@sdu.dk).

We aim to answer your request before 1 February. The facts and documents of your application for exemption/special circumstances must be assessed thoroughly. This is a time-consuming process and to make it work, you have to abide the given deadlines when sending required documentation to SDU. When we receive all needed documents in time, the Admission Office at SDU can finish the assessment of your application within the statutory time frame.

When you apply after 1 December, send your application for exemption/special permission along with your application for admission via the Danish National application system [www.optagelse.dk](http://www.optagelse.dk). The system opens on 1 February and the application deadline is 15 March, noon.

### Legal basis

All applications for exemptions/special permissions, no matter the kind, are processed according to the act about admission to full-time study programmes at Universities: Bachelor's programmes: no.35 of January 2022 / Professional Bachelor's programmes: no. 36 of January 2022.