



AALBORG UNIVERSITY
DENMARK

Leave for students at Aalborg University

Rules of 1 October 2017 regarding leave for students at Aalborg University (Translation*)

Pursuant to

- Ministerial Order No. 110 of 30 January 2017 on admission to bachelor programmes at universities
- Ministerial Order No. 111 of 30 January 2017 on admission to master programmes at universities
- Ministerial Order No. 107 of 27 January 2017 on admission to academy profession programmes and profession bachelor programmes.

the following is stipulated:

Part 1.

The area of the rules

Section 1. Full-time students, enrolled in a bachelor programme, profession bachelor programme or a master programme may be granted leave in accordance with the present rules.

(2) Other students cannot be granted leave from university programmes.

Section 2. Study Service may provide guidelines for these rules.

Part 2.

Application for leave

Section 3. Applications for leave must be digital and submitted in a special application form, stating the leave period applied for. Study Service must receive the application no later than on the day of the desired first day of leave.

(2) In case of unusual circumstances, Study Service may grant exemptions from subsection 1.

Section 4. However, cf. subsections 2 and 3, students will be granted unsubstantiated leave for a maximum of 12 months of a bachelor programme or profession bachelor programme and for a maximum of 12 months of a master programme; however, students who have passed all exams except the exams which, in accordance with the given curriculum, are placed in the last semester of a master programme cannot be granted unsubstantiated leave. The 12 months of leave can be divided between a maximum of three leave periods, cf. however subsection 4.

(2) However, cf. subsection 5, leave cannot be granted until the student has completed his or her first year of study on a bachelor programme or profession bachelor programme or the first six months of study on a master programme and has passed the exams which, in accordance with the given curriculum, are placed in the first year or first six months of study, respectively.

(3) However, cf. subsection 5, leave cannot be granted, if the university has given notice that the programme the student is enrolled in is to be closed down.

(4) Leave is granted for no less than two months, though leave cannot be granted for July and August alone.

(5) Independently of subsections 1, 2, 3 and 4, students will be granted leave on the grounds of illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service.

(6) In case of unusual circumstances, Study Service may grant exemptions from subsections 1 and 2.



AALBORG UNIVERSITY
DENMARK

Part 3.
Effects of leave

Section 5. The granted period of leave is recorded in the student's study record.

Section 6. Periods of leave are not included in the setting of time-limits in programmes.

Section 7. Students on leave are not unconditionally entitled to continue their studies in accordance with the curriculum in force when the period of leave was commenced.

Section 8. During the period of leave students cannot participate in classes in their study programmes and during the period of leave students cannot participate in exams and tests that are a part of their study programmes.

Section 9. The Danish Agency for Science and Higher Education may grant students exemptions from section 8 if grounded in unusual circumstances.

Section 10. After ended period of leave students can participate in exams and tests that are a part of their study programmes during the semester they have been on leave.

Section 11. During the period of leave students cannot vote for, accept election for or be a member of the Board of Directors, Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University cf. "Rules regarding elections for the Board of Directors , Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University".

(2) However, students may apply for permission to accept election for the Board of Directors, Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University in case their leave period has come to an end by the time the term of office begins cf. "Rules regarding elections for the Board of Directors , Academic Councils, PhD Committees, Department Committees and Board of Studies at Aalborg University".

Part 4.
Discontinuation of leave

Section 12. A leave period can be terminated before the granted leave period ends, cf. however section 4(4).

Section 13. Discontinuation of leave can only be brought into effect after submission of a written application to Study Service no later than on the day the student wishes to end the leave period.

(2) In case of unusual circumstances, Study Service may grant exemptions from subsection 1.

Part 5.
Complaint

Section 14. Decisions referring to the present rules taken by Study Service may be presented to Rector no later than two weeks from the day the complainant has been informed of the decision in question. Complaints are submitted to Study Service who forwards the complaints to Rector.



AALBORG UNIVERSITY
DENMARK

Section 15. Students may within two weeks of the day they are informed of Rector's decision present Rector's decision to the Danish Agency for Science and Higher Education if the complaint concerns legal issues. The complaint is submitted to Study Service who gives a statement which the complainant may comment on within a deadline of no less than one week. Study Service forwards the complaint to the Danish Agency for Science and Higher Education, enclosing its statement and any comments on the part of the complainant.

Part 6.

Commencement etc.

Section 16. These rules shall enter into force on 1 October 2017.

Section 17. "Rules for leave for students at Aalborg University" of 1 September 2016 are hereby repealed.

Aalborg University, 27 September 2017


Lone Vestergaard
Head of Study Service


Per Michael Johansen
Rector

*Rules regarding leave for students at Aalborg University have been translated from Danish. In case of discrepancies, the Danish version prevails

