

The Board of Studies for MSc in Social Data Science



## DELEGATION OF AUTHORITY LETTER<sup>1</sup>

The Board of Studies at the Department of Social Data Science hereby authorizes the following to make decisions on behalf of the Board in cases concerning dispensation and credit transfer in below-mentioned types of cases:

1. The Study Administration is authorised to make decisions in all routine and uncontroversial applications for dispensation for which an established practice has been adopted. For example in connection with documented illness, functional impairments, parental leave and other special circumstances. Routine applications for dispensation may, for example, cover permission for Bachelor's degree students to study Master's subjects, deviation from the deadlines for registration and withdrawal (for classes and exams), dispensation from binding registration for elective courses, extension of the first-year exam requirement, maximum completion time, special exam conditions, and postponement of the deadline for submission, including thesis submission, additional examination attempts, etc.
2. The Study Administration is authorised to make decisions in all routine and uncontroversial applications for credit transfer (mandatory credit transfer, credit transferred in advance, final credit transfer) for which there is an established practice.
3. The Board of Studies at the Department of Social Data Science authorizes one or more sub-committees consisting of one full-time

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<sup>1</sup> Delegation of the Board of Studies ' decision-making authority in accordance with the general principles of administrative law relating to internal delegation of authority to collegial bodies.

academic staff member and one student <sup>2</sup> to make decisions in all routine and uncontroversial applications concerning credit transfer and/or dispensation, i.e. cases for which an established practice has been adopted, and which requires academic qualifications in order to be able to make a proper assessment.

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4. Applications for dispensation for which no established practice has been adopted are always dealt with by the Board of Studies until an established practice is adopted. The same applies if the Board of Studies decides that the practice should be changed.
5. If a rejection of an application for dispensation will result in the fact that the student will be disenrolled, the application shall be considered by the Board of Studies.
6. The Head of the Board of Studies is authorised to make decisions in any and all requests to reopen a case.

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<sup>2</sup> Sub-committees may be formed by several people, as long as there is an equal representation of staff and students.