



4 OCTOBER 2022

MEMORANDUM

Re: Joint delegation letter for the study boards at the Faculty of Social Sciences

Case processor Susanne Stoltz

**STUDY ADMINISTRATION SERVICES
SECTION FOR COORDINATION AND
PLANNING**

In accordance with the Standard Rules of Procedure for Study Boards at the University of Copenhagen¹, the study boards at the Faculty of Social Sciences (SAMF) hereby authorise the Study Administration Services at SAMF to make decisions in cases concerning exemptions and credit transfers in the cases described below:

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- The Study Administration Services are authorised to make decisions in all routine and uncontroversial exemption cases for which there is an established standard practice. Routine exemption cases may, for example, concern permission for an additional exam attempt, extension of the first-year exam requirement, students exceeding the maximum completion time, special exam conditions, the extension of deadlines for submissions, approval for Bachelor students to take Master's courses etc.

CASE: [CASE NO.]

DOC. NO.: [DOCUMENT NO.]

Exemptions may be granted in connection with, for example, the following circumstances: Documented illness, functional impairment, military service, maternity/paternity leave etc.

If the rejection of an application for an exemption results in the student being disenrolled, the case will always be processed by the study board.

¹ [Standard Rules of Procedures for Study Boards at the University of Copenhagen](#), Clause 4

- The Study Administration Services are authorised to make decisions in routine cases concerning credit transfers (mandatory credit transfers, credits transferred in advance and final credit transfers) for which there is an established standard practice.

Cases without an established standard practice

Cases concerning exemptions and credit transfers for which there is no established standard practice are always processed by the study board until a standard practice has been established. The same applies if the study board decides that changes must be made to the existing practice.

Use of sub-committees

The study boards may authorise one or more sub-committees consisting of minimum one full-time academic staff member and minimum one student² to make decisions in routine cases concerning credit transfers and/or exemptions, i.e. cases for which a standard practice has been established, and where academic qualifications are required to make a correct assessment.

Information about decisions

The study board must be informed twice a year of decisions that have been made based on the authorisation.

² Sub-committees may have more members as long as there is an equal representation of staff and students.