

# Rules regarding leave of absence on bachelor and master programmes at CBS

In pursuance of sec. 36, 1) in order no. 257 of 18 March 2015 regarding access to bachelor programmes at universities (The Order on Admission and Enrolment on Bachelor Programmes at Universities) and sec. 22, 1) in order no. 258 of 18 March 2015 regarding access to master programmes at universities (The Order on Admission and Enrolment on Master Programmes at Universities) the following rules on students' leave of absence at CBS' bachelor and master programmes are laid down.

1. A student is entitled to leave of absence from his/her programme based on personal affairs, however, cf. 2). The decision shall be decided by the programme director.
  - 2) Leave of absence cannot be granted before the student has completed the first academic year of the bachelor programme or the first semester of the master programme. The student shall have completed the exams of the first academic year and the first semester, respectively, however, cf. 3)-5).
  - 3) Leave of absence must be granted if it is based on maternity, adoption or military service, cf. the act on staff of the Danish army.
  - 4) Students who have contracted with the Danish army to make themselves available for deployment, immediately or in the long term, are subject to the rules in sec. 13 b in the act on staff of the Danish army.
  - 5) Under special circumstances the programme director is entitled to exempt from 2).
2. The application for leave of absence shall be submitted to the programme secretariat accompanied by any necessary documentation.
  - 2) Leave of absence shall usually be granted until the beginning of a semester or academic year. Leave of absence in another period can be granted if the teaching activities allow it. Granted leave of absence can be extended upon submission of another application.
  - 3) Leave of absence cannot be granted if the period in the aggregate exceeds 3 years.
  - 4) The programme director can allow the student to return to his/her studies before the leave of absence expires.
3. The student is not entitled to attend the teaching activities of the programme during his/her leave of absence.
  - 2) The student is not entitled to attend an exam or test in his/her programme during his/her leave of absence.
  - 3) During his/her leave of absence, a student is not entitled to stand as candidate for or be on the CBS Board of Directors, study boards, or the Academic Council.
4. Periods of leave of absence shall not be included when setting deadlines of the programme, however, cf. 2).
  - 2) When computing the period of which the student is delayed in relation to the prescribed period of study, cf. sec. 28 of the executive order for degree programmes regarding special supervision

for students prone to dropping out, periods with delay as a consequence of adoption or maternity/paternity leave, and periods with leave as a consequence of military service, deployment as part of international military operations, long-term illness, care of family members who are handicapped, seriously ill, dying or the like, shall not be included.

5. A student who return to his/her programme after leave of absence, is not entitled to complete the programme in pursuance to the programme regulations that he/she was subject to before the beginning of the leave of absence.

CBS, 24 March 2015

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**Appendix:**

Extract from:

**Act on the staff of the Danish army, cf. executive order no. 667 of 20 June 2006, as amended by s. 3 in act. no. 1264 of 16 December 2009 on the amendment of the act on leave of absence for military service and leave for service in the UN etc., and other acts.**

(Leave of absence in case of military deployment, etc.)

**13 b.** Programmes established by virtue of or according to legislation applying to the areas under the Ministry of Children and Education and the Ministry of Science, Technology and Innovation entitle education seekers, who contract with the Danish army to make themselves available for deployment immediately or in the long term, to be absent if they are called up in pursuance of their contract. The same applies to traineeships, however, cf. 5).

(2) If the education seeker is absent for less than one month of an academic year due to military service, he/she is entitled to an exemption from any compulsory attendance rules. If the absence takes longer than one month, the education seeker is entitled to leave of absence from his/her programme or teaching activities. If the education seeker has been enrolled in a programme, which has not started yet, the educational institution is entitled to guarantee enrolment later instead of leave of absence.

(3) Upon expiry of the leave of absence, the education seeker is entitled to return to his/her programme or teaching activities if it is still offered by the educational institution. The educational institution shall decide when the education seeker can resume his/her studies.

(4) If the deployment is assumed to be more than 3 months, the education seeker is entitled to de-register from the programme or teaching activities. In that case, the education seeker is entitled to a refund of any tuition fee or other fees, for which the education seeker has not received any education, teaching, board and lodging or the like and which exceeds DKK 1,000. In order to receive a refund, the education seeker shall inform the educational institution of his/her right to de-register when he/she applies for enrolment.

(5) Students who are enrolled in vocational or agricultural education with a training agreement are subject to the rules on leave of absence for military service and leave of absence for deployment abroad. 4) on refunds shall also apply to s. 5.

(6) Upon negotiation with the current minister, the minister of defence is entitled to decide that the leave of absence scheme also shall apply to other public education.