

Rules on admission to and enrolment in full-time degree programmes at Aarhus University

Aarhus University's rules on admission to full-time degree programmes have been established under the authority of the ministerial orders on admission issued by the Ministry of Higher Education and Science:

Ministerial Order on Admission to and Enrolment on Bachelor's Degree Programmes at Universities (the Bachelor's Degree Admissions Order)

Ministerial Order on Admission to and Enrolment on Master's Degree Programmes at Universities (the Master's Degree Admissions Order)

Ministerial Order on Admission to and Enrolment on Academy Profession and Professional Bachelor's Degree Programmes (the Admissions Order)

Part 1

Scope

1.-(1) These rules govern applications for admission to Aarhus University's Bachelor's degree programmes, academy profession degree programmes and professional Bachelor's degree programmes (Part 2) and Master's degree programmes (Part 3).

(2) The rector grants admission to Aarhus University's degree programmes.

Part 2

Admission to Aarhus University's Bachelor's degree programmes, academy profession degree programmes and professional Bachelor's degree programmes

2.-(1) Admission granted according to the rules in Part 2 are for commencement of studies in the year of admission. For certain degree programmes, admission is also granted for commencement of studies in January/February of the year following the year of admission.

(2) Admission under subsection 1 cannot be converted to an offer of admission for the following year.

(3) Aarhus University may offer conditional admission. Conditional admission may be granted to applicants who, in the year of application, lack one level in one subject, see the admissions orders.

(4) Spots on Aarhus University's Bachelor's degree programmes and professional Bachelor's degree programmes are offered in three quotas, see the admissions orders:

- Quota 1 (application deadline 5 July at noon).
- Quota 2 and applicants with international academic qualifications (application deadline 15 March at noon).
- Quota 3 (application deadline 15 March at noon).

The criteria for application for conditional admission and the criteria for admission under Quota 2 and Quota 3 are determined by the university and are published under admission requirements at <http://bachelor.au.dk/en/admission/>.

3.-(1) Aarhus University sets various deadlines for applicants in the admission and enrolment process. Aarhus University also sets various deadlines for announcing a range of conditions in connection with admission and enrolment.

(2) Deadlines are published at <http://bachelor.au.dk/en/admission/>. The site is updated on a regular basis.

(3) The announced deadlines may be waived under extraordinary circumstances under subsection 1 of these rules.

4.-(1) In the case of waitlisted students (standby spots), the deadline for acceptance or denial of the offer of admission under Quota 1 or Quota 2 must be specified in the letter of admission.

5.-(1) Offered spots on degree programmes which are not accepted may be offered as available spots starting on 30 July. All applicants who fulfil the general admission requirements as well as any additional requirements set by the university are eligible to apply.

(2) The deadline for applying for vacant spots is published at <http://bachelor.au.dk/en/admission/>. The students will be admitted in descending order of best qualifying exam results, however cf. section 20. If there are still available spots after the deadline for applications, qualified applicants will be admitted in order of receipt of applications.

(3) Admission to vacant spots is closed either on the dean's recommendation or when all spots have been filled. See <http://bachelor.au.dk/en/admission/> for further information.

6.-(1) Applicants with non-Scandinavian academic qualifications must document proficiency in Danish equivalent to a passed Study Examination in Danish as a Second Language (Studieprøven).

(2) Higher Danish proficiency requirements for particular degree programmes are published at <http://bachelor.au.dk/en/admission/>.

(3) Applicants with non-Scandinavian academic qualifications who apply to Bachelor's degree programmes taught in English must pass an English test. See <http://bachelor.au.dk/en/admission/> for further information.

7.-(1) Applicants to the university's Bachelor's degree programmes must disclose and apply for credit transfer for passed degree programme elements from all previous non-completed degree programmes at the same level.

(2) Applicants to the university's academy profession and professional Bachelor's degree programmes must disclose employment and passed or completed degree programme elements from all previous Danish and foreign courses of study on the same degree programme.

Part 3

Admission to Master's degree programmes at Aarhus University

8.-(1) Application for admission to Master's degree programmes is via <http://kandidat.au.dk/en/>.

(2) Any restrictions on admissions or criteria for ranking of qualified applicants will be published at <http://kandidat.au.dk/en/>.

9.-(1) Special deadlines apply for the documentation of language proficiency, academic level requirements and successful completion of qualifying courses of study. See <http://kandidat.au.dk/en/> for further information.

10.-(1) Applicants who have not completed the qualifying Bachelor's degree programme by the deadline may apply for an exemption to allow temporary enrolment in a Master's degree programme while still enrolled in the qualifying Bachelor's degree programme if the university deems that the student is academically qualified to successfully complete the Bachelor's degree programme concurrently with the completion of courses or course elements on the Master's degree programme.

(2) Temporary enrolment may only be granted to applicants who are enrolled in a Bachelor's degree programme at Aarhus University.

(3) Temporary enrolment in degree programmes with restricted admission can only be granted to Bachelor's degree graduates with a legal right of admission who have been granted conditional admission to the Master's degree programme in question.

(4) The authority to consider applications for temporary enrolment lies with the dean of the faculty offering the degree programme in which conditional enrolment is sought.

11.-(1) Applicants to the university's Master's degree programmes must disclose and apply for credit transfer for passed degree programme elements from all previous non-completed courses of study at the same level.

Part 4

Administrative enrolment

12.-(1) Administrative enrolment in Bachelor's and Master's degree programmes may take place if:

- the applicant has completed or can be given transfer credit for programme elements which are included in the first year of the degree programme in question.
- the applicant meets the degree programme's requirements with regard to academic level.
- there are vacant spots on the degree programme in which which enrolment is sought.

13.-(1) In connection with a transfer to a new degree programme, administrative enrolment in the academy profession and professional Bachelor's degree programmes must take place according to the rules which apply to the new degree programme.

(2) Unless special circumstances apply, a transfer to the same degree programme offered at another institution cannot take place

- until the student has passed examinations equivalent to the first year of study on the degree programme in which enrolment is sought.
- until there are vacant spots on the degree programme in which enrolment is sought.

14.-(1) Applications for administrative enrolment are submitted to <http://studerende.au.dk/en/re-enrolment/> or <http://studerende.au.dk/en/transfer/>. Application deadlines are published on the website.

(2) Aarhus University may require the submission of original documentation in connection with the application.

(3) By applying, the applicant authorises Aarhus University to gather relevant information from other educational institutions for use in evaluating the application.

(4) Special deadlines apply for documentation. See <http://studerende.au.dk/en/re-enrolment> or <http://studerende.au.dk/en/transfer/>

15.-(1) Applicants whose failure to adhere to or comply with rules during an earlier period of enrolment at a university has resulted in administrative withdrawal must be granted exemption from these rules before enrolment. The applicant is responsible for submitting an application for exemption to the relevant body.

16.-(1) If Aarhus University receives more applications for administrative enrolment than it has available spots at a particular level of a degree programme, the university determines which applicants are to be chosen.

(2) Unless otherwise indicated on the university homepage, the applicants will be chosen by drawing lots. Applicants who have already completed a Master's degree programme are always given lowest priority.

Part 5

Other provisions

17.-(1) Applications and attachments will not be returned to applicants.

(2) Any letters sent by the university will be sent to an applicant's officially registered address. Applicants who do not have an officially registered address in Denmark who are offered admission will receive notice of this at the address which is indicated in the application.

18.-(1) Applicants must submit any documentation attached to an application to a full-time degree programme at Aarhus University in Danish, Swedish, Norwegian or English.

(2) Any documentation which is not in one of the languages named above must be translated. The translation must be performed or authorised by one of the following

- the institution which issued the documentation

or

- a Danish state-authorised translator

or

A translator authorised by another EU country (applies only to countries where the title 'translator' is regulated by law and which requires members of the profession to be state-authorised or state-certified)
or

- the embassy consul in Denmark for the country of issue for the original document (or, in the case of authorisation, where the translation was performed)

or

- a Danish consulate/a Danish embassy.

(3) Aarhus University is not able assist in translation of documentation.

19.-(1) Under exceptional circumstances, the university may grant exemptions from these rules.

(2) An application for exemption must be in writing and account for the applicant's reasons for seeking the exemption and include any relevant documentation. The applicant must state what rule or procedure he or she requests exemption from as well as what he or she wishes to achieve by submitting the application.

(3) Applications for exemptions in connection with applications for enrolment under Part 2 must be submitted by 15 March in the year of application, unless the circumstances motivating the application can be documented as having arisen after this date. Applicants who graduate from a Danish upper secondary school in the application year may apply for exemption until 5 July of the same year.

(4) Applications for exemptions in connection with applications for enrolment under Part 3 must be submitted together with the application for enrolment.

(5) Applications must be submitted to the university, which ensures that they are processed by the appropriate body.

20.-(1) Decisions made under these rules may be appealed to the Danish Agency for Higher Education if the appeal is based on legal issues. Appeals must be submitted within two weeks of notification of the decision.

(2) The appeal is submitted to the university, which issues a statement. The complainant then has one week to comment on the statement. The university submits the appeal to the agency, enclosing the university's opinion and any comments on the opinion made by the complainant.

21.-(1) These rules come into force on 1 September 2016.

(2) These rules replace Aarhus University's rules of 1 February 2016 on admission to full-time degree programmes at Aarhus University.

Aarhus University, 1 September 2016.

Berit Eika

Pro-rector