

## Rules on bachelor's students' admission to master's modules via exemption

As stipulated in the admission order ("Order on admission, etc., to bachelor's and master's programmes at the universities"), a university cannot admit a student to a master's programme if the student has not completed and passed a qualifying bachelor's programme. However, the university is allowed to admit the student to modules and exams on a master's programme, but only for up to 30 ECTS credits. In case the student passes all exams on the 1st semester of the master's programme, it applies that the bachelor's programme must be completed before admission to modules on the 2nd semester of the master's programme. In practice, this means that a student who has not completed his/her bachelor's programme no later than the month in which the master's programme's 2nd semester commences (typically February) must spend a year recapitulating the missing modules on the bachelor's programme before he/she may be admitted to more modules and exams on the master's programme.

At [www.en.aau.dk/education/apply/master](http://www.en.aau.dk/education/apply/master) is a guide for students who have been delayed during their bachelor studies, but who wish to be admitted to a master's programme. In the guide, it says among others that a student who has not completed and passed a qualifying bachelor's programme may upon application and approval by the Study Board be admitted to modules and exams on a master's programme, provided as a rule that the student is missing only a limited number of ECTS-credits on his/her bachelor's programme. The Study Board decides in each case whether or not the student can be registered modules on the master's programme per exemption. The Study Board typically takes into account that the student must have passed the modules on the bachelor's programme that gives the academic qualifications to follow modules and exams at the master's programme and the Study Board will also take into account if a realistic study plan can be made where the student can finish the bachelor's programme during the first semester of the master's programme.

### Rules and requirements for admission and procedures at the Department of Computer Science

The Department of Computer Science stipulates the following rules and requirements for procedures and admission of bachelor's students to modules and exams on master's programmes:

1. If the student has still to pass a module on an autumn semester of his/her bachelor's programme, it is expected that the student enrolls in this module along with modules on the 1st semester of the master's programme.
2. If the student has still to pass a module on a spring semester of his/her bachelor's programme and the module is not run in the autumn semester in which the student studies the 1st semester of the master's programme, the following must take place;
  - a. A re-examination in the module is conducted,
  - b. The student is offered support for preparation and participation in the re-examination, and
  - c. The student prepares a study plan which must be approved by the head of the Study Board.

**Re item 3a:** In order to avoid disruption of the conduction of ordinary exams in the winter examination period, it is recommended that the re-examination is placed in February where re-examinations from the winter examination period are also conducted. However, this means that the student will be unable to enrol in the teaching in the modules on the 2nd semester of the master's programme by deadline 15th February. The Study Board is therefore asked to grant the student exemption from this deadline.

Re item 3b: The type and extent of support for the individual module is agreed upon between the head of the Study Board and the relevant teacher(s). Unless other agreements are reached with the head of studies, a scope of 15 hours requisitioned from the relevant department for consultations, assistance from teacher's assistants, question time, etc. is given per module. In addition, the prescribed hours for conduction of the re-examination are requisitioned.

Re item 3c: As a replacement of the normal requirement that a course module must be attended again if it is passed at neither the ordinary exam nor the re-examination, the Study Board normally requires that the student prepares a study plan to be approved by the head of the Study Board. Apart from a schedule for reading the course material, etc., the plan should include for example the following elements:

1. if more than one student is taking the new exam:
  - a. study group including description of meeting schedule,
2. repetition of exercises/problem solving in groups with the support of a (assistant) teacher and
3. question time.

The activities in the study plan should commence as soon as the students' examinations in January are completed in order to avoid disruption as far as possible of the students' commencement of the 2nd semester of the master's programme.

### Time schedule

1. *September*: The Department of Computer Science forwards a list of students enrolled under the "exemption rule" to the study board.
2. *October*: The head of the Study Board and the relevant teacher(s) agree on the type and extent of support for the individual module.
3. *November*: The students enrolled under the exemption rule are notified on the type and extent of supportive activities for the individual module and prepare a study plan which is to be approved by the head of the Study Board.
4. *December/January*: The supportive activities are conducted.
5. *February*: Re-examinations are conducted.