

Exemption request for master studies - incomplete CBS bachelor degree

You can apply for the exemption if:

- You are conditionally accepted to a CBS master's programme AND
- You are enrolled in a CBS bachelor degree* that you are unable to complete by 31 August AND
- Your last bachelor exam(s) take(s) place after 31 August.

The process:

1. Fill out the exemption request form, sign it and upload it to your application in the Application Portal **no later than 31 August**. Attach any supporting documentation you might find relevant.
2. CBS Admissions will start reviewing your request for exemption when we have all the information needed to make a decision in your case. The assessment may take up to four weeks.
3. The exemption can be granted if we find it academically feasible for you to pass the missing courses needed to finish your bachelor degree, while simultaneously studying a full semester load of master level courses (according to *Uddannelsesbekendtgørelsen*, §15 of ministerial order 2285 of 01/12/2021).

If you receive the exemption:

- You will remain conditionally accepted to the master programme, without being effectively enrolled in it.
- We will register you for 1st semester courses in the master programme (up to 30 ECTS-points), and you will be able to attend classes and participate in the exams.
- You must finish your bachelor degree by 31 January at the latest, otherwise your conditional acceptance to the master programme will be cancelled and your registration for master courses will be closed.
- Your master programme enrolment starts on 1 February, even if you finish your bachelor degree earlier.

Important consequences for SU (the Danish Student Grant):

As long as your bachelor degree is still in progress, you can extend the SU grant for your bachelor studies. You can only apply for SU for your master studies after you have completed your bachelor degree.

However, if you complete your bachelor degree before 1 November, you will not be able to receive SU for your master studies until 1 February, when your enrolment at the master programme begins (according to *SU-bekendtgørelsen*, §26 of ministerial order 97 of 29/01/2024).

Other steps you need to take:

Contact your bachelor [Study Board](#) to find out if, and how, you can complete your study plan and sit all the remaining examinations no later than 31 January. You may need to ask the Study Board for a separate exemption (e.g. in case you've run out of exam attempts).

You can apply for the exemption (i.e. the exemption concerning graduate admission) before your Study Board has decided when your remaining exam(s) will take place. The two processes are separate: you can be granted an exemption concerning your conditional acceptance to the master programme, even if the Study Board cannot accommodate your request to schedule your remaining bachelor exam(s) before 31 January.

For further help:

- To decide if an exemption is the right study choice for you: contact a student guidance counsellor
- Questions about the exemption request process: contact CBS Admissions
- Applying for SU: contact the SU Office or the Student Hub

Contact information is available on [the Graduate Admission contact pages](#).

*Applicants enrolled in an HD2 degree or applicants with bachelor degrees from other universities cannot receive an exemption.

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Full name:

Application ID number:

CBS bachelor degree:

Remaining bachelor courses:

Course title	ECTS-points	Expected exam date (if available)
1.		
2.		
3.		

Explanatory statement:

Describe your situation in the box below and explain how you think it will be academically feasible for you to finish your bachelor degree while simultaneously taking courses at master level, that is, take on more than the normal workload of 30 ECTS points within one semester. Please also attach any documentation you find relevant in support of your argumentation (e.g. detailed study plan, any special measures you have taken or plan on taking in this regard etc.).

You should also attach any supporting documentation you find relevant regarding the causes of the delay in your studies as well as documentation regarding a possible improvement if available (e.g. doctor's notes).

I wish to apply for an exemption from the rules that require completion of my bachelor degree before study start of the master's programme I am conditionally accepted to.

I have read the attached information and I hereby attest that:

I understand that it is my responsibility to make arrangements so as to complete my bachelor degree by 31 January 2025.

I understand that, if I am granted the exemption and I finish my bachelor degree before 31 January 2025, my enrolment at the master's programme will start on 1 February 2025.

I understand that being granted the exemption can have important consequences for my SU grant.

Date

Name

You do not need to print and sign this form. Uploading the form to the Application Portal is equal to a signature.