Ministerial Order no. 241 of 11 March 2013 on Admission and Enrolment on Master’s (Candidatus) Programmes at Universities

(Kandidatadgangsbekendtgørelsen)

Pursuant to section 1(1) of Danish Act no. 319 of 16 May 1990 on Admission Regulation concerning Higher Education Programmes (Lov om adgangsregulering ved videregående uddannelser) and section 8(1), section 9(3) and section 34(1) of the Danish Act on Universities (the University Act) (Universitetsloven), cf. Consolidated Act no. 652 of 24 June 2012, the following is stipulated:

Part 1

Scope

1. The ministerial order shall apply to admission requirements, admission, enrolment and leave concerning master’s (candidatus) programmes (kandidatuddannelser).

Part 2

Admission requirements

2. Admission to a master’s (candidatus) programme shall require a relevant bachelor degree or other relevant Danish or foreign qualifications at the same level. The admission requirements for the individual master’s (candidatus) programme shall appear from the curriculum for the programme.

(2) Any introduction of stricter admission requirements shall be subject to a minimum notice of one year before coming into effect, cf., however, section 5(3) and section 6(3).

(3) Under special circumstances the university may register students who are admitted to and enrolled on a bachelor programme for subjects, subject elements and tests totalling up to 30 ECTS credits on a master’s (candidatus) programme where the university deems that the student has the academic competencies to complete and pass the bachelor programme and, at the same time, take subjects or subject elements on the master’s (candidatus) programme.

(4) The assessment of foreign examinations, cf. subsection (1), shall be carried out pursuant to the Assessment of Foreign Qualifications etc. Act.

3. The admission requirements for the individual master’s (candidatus) programme shall be laid down by the university. Further, the university shall decide on the application and admission procedure, including deadlines, and publish relevant information on its website.

Admission on a different basis

4. The university may admit applicants to a master’s (candidatus) programme on a different basis than the admission requirements set out in section 2 if the applicant possesses comparable academic qualifications and if the university deems that the applicant will be able to complete the programme. The university may stipulate that the applicant must pass a number of supplementary tests prior to the start of the programme so as to document the necessary qualifications.

Language requirements

5. On the basis of a concrete academic assessment, the university may demand that foreign applicants or applicants with a foreign basis for admission comprised by sections 2 and 2 a of the Danish Act on Danish Courses for Adult Aliens etc. (Lov om danskuddannelse til voksne udlendinge m.fl.) must have passed the Danish proficiency test ‘Studieproven i dansk’ or have documented equivalent Danish skills prior to the start of the study programme at the latest. For applicants with a foreign basis for admission who cannot be
registered for the Danish proficiency test ‘Studieprøven i dansk’ pursuant to the Act on Danish Courses for Adult Aliens etc., the university may only demand that the applicant must have documented equivalent Danish skills prior to the start of the programme at the latest.

(2) The university may demand that the Danish proficiency test ‘Studieprøven i dansk’ must have been passed with a specific minimum examination grade point average or that individual or all part-examinations must have been passed with a specific minimum grade which is higher than the grade 02.

(3) The requirements for Danish skills, including when the Danish proficiency test ‘Studieprøven i dansk’ must have been taken, shall appear from the university’s website. Any introduction of requirements or stricter requirements for Danish skills shall be subject to a minimum notice of two years before coming into effect.

6. Where a study programme or significant parts thereof are offered in English, the applicant shall document English skills corresponding as a minimum to a B level prior to the start of the programme at the latest. cf. the rules on upper secondary education or on vocational education and training. The university may stipulate that applicants must also pass a specially adapted test.

(2) The university may decide that an applicant who does not have English at B level can instead pass a test specially adapted by the university.

(3) The requirements for English skills, including when these must be documented, and which requirements are made for foreign tests shall appear from the university’s website. Any introduction of requirements or stricter requirements for English skills shall be subject to a minimum notice of two years before coming into effect.

Deadline for admission

7. Based on the academic development of the qualifying bachelor programme, the university may lay down rules in the curriculum for the master’s (candidatus) programme on the final deadline for the student’s application for admission to the master’s (candidatus) programme after having completed the bachelor programme.

Part 3

Admission capacity

8. Pursuant to the rules on free intake, it is up to the university to decide how many students it wishes to admit to the individual master’s (candidatus) programme, unless the Ministry of Science, Innovation and Higher Education fixes an annual limit on the admission capacity, cf. section 4 of the University Act.

(2) For study programmes with free intake, the university shall fix the admission capacity taking into account the possibility of offering appropriate research-based teaching using qualified lecturers and with sufficient building capacity. In this context, the university shall also take into consideration that the number of students admitted should be in keeping with society’s need for education within the relevant subject area.

9. A bachelor degree from a university qualifies the bachelor for admission to the master’s (candidatus) programme constituting a natural extension of the subject area(s) of the bachelor programme at the same university immediately after the completion of the bachelor programme, cf., however, section 10.

(2) In the curriculum for the individual master’s (candidatus) programme, the university shall specify, 1) which bachelor degrees obtained at the university give the right to admission in accordance with subsection (1), and

2) which bachelor degrees obtained at the university and other universities also give access to admission to the master’s (candidatus) programme.

(3) Any rules set out in pursuance of subsection (2), item 2, shall not preclude a student with a bachelor degree from another university from being admitted to the master’s (candidatus) programme. The universities jointly ensure that students enrolled on the bachelor programmes are informed of the possibilities of choosing relevant master’s (candidatus) programmes at their own and other universities.
10. Applicants with a master’s (candidatus) degree may only be admitted to a master’s (candidatus) programme if there are vacant places. 
(2) Under special circumstances, the university may grant exemptions from subsection (1).

11. In the event that the university is unable to admit all applicants to a master’s (candidatus) programme for capacity reasons, the selection shall be made according to criteria laid down in advance by the university, cf., however, section 9(1) and section 13. 
(2) The university must use academic criteria as selection criteria. The university’s selection criteria must not include age and the drawing of lots. 
(3) The admission restriction and selection criteria shall be published on the university’s website a minimum of one year before coming into effect.

Part 4
Processing of applications

12. The university shall make decisions on the admission of the individual applicant in accordance with the rules set out in this ministerial order.

13. On master’s (candidatus) programmes offered in English, the university may reserve a number of study places for highly qualified applicants with a foreign bachelor degree who need a residence permit with a view to participating in a study programme and who are deemed by the university to comply with the admission requirements. For these applicants, the deadline for application and the time of the offer of a study place being made may be placed at an earlier time than for other applicants. 
(2) The number of study places allocated to applicants pursuant to subsection (1), cf. section 8(1), shall be fixed such that study places are earmarked for those applicants
1) who do not need a residence permit and who either have the right to be admitted to the study programme, cf. section 9(1), or are better qualified for admission to the study programme than other applicants pursuant to subsection (1), or
2) who need a residence permit and who either have the right to be admitted to the study programme, cf. section 9(1), or who have been granted a scholarship or a scholarship with a grant.
(3) The application and admission procedure, including deadlines, and the time of the offer and rejection of a study place being made pursuant to subsection (1) as well as any requirement for confirmation of the offer shall be published by the university on its website.

Part 5
Enrolment

14. The university shall enrol the student at the relevant programme level in one of the following categories:
1) Master’s (candidatus) programme. 
2) Module or parts thereof with a view to credit transfer to another study programme. 
3) Visiting student.
(2) The university may lay down detailed rules on the enrolment.

15. A student cannot be enrolled on more than one full-time study programme at a time, cf., however, section 14(1), items 2 and 3. 
(2) Under special circumstances, the university may grant exemptions from subsection (1).
Change of study programme, transfer, renewed enrolment etc.

16. A student requesting a change to another master's (candidatus) programme at the same university or at another university shall apply for admission in accordance with the rules set out in this ministerial order with the exception of the situations mentioned in subsection (2). The same applies to applicants who have previously been enrolled on a master's (candidatus) programme without having completed such programme, and who want to be admitted to the same master's programme or a new master's programme at the same university or at another university.

(2) Where the applicant has passed study elements equivalent to the first year of the study programme to which the applicant wishes to change or be admitted, the applicant shall apply for enrolment at the relevant programme level. Under special circumstances, the university may permit that such change/admission may take place upon enrolment even though the applicant has not passed study elements equivalent to the first year.

(3) A student requesting transfer to the same master’s (candidatus) programme at another university shall apply for enrolment at the relevant programme level.

(4) It shall be a condition for enrolment, cf. subsections (2) and (3), that the study programme has vacant places. Enrolment shall otherwise take place within the framework of this ministerial order in accordance with the receiving university's rules thereon. The university may use drawing of lots in the event of the number of applicants exceeding the number of vacant study places.

Disenrolment

17. The university shall deregister a student who
1) has completed his or her study programme,
2) is precluded from continuing his or her studies as a consequence of the student in question having exhausted his or her examination attempts,
3) is precluded from continuing his or her studies as a consequence of the rules set out on the relevant study programme,
4) disenrols from the study programme,
5) who has been permanently expelled from the university in accordance with section 14(9) of the University Act.

18. Following deregistration according to section 17, item 1, the student cannot apply for renewed admission to or enrolment on the same study programme.

(2) Following deregistration according to section 17, items 2 or 3, the university may permit the student to apply for renewed admission or enrolment, cf. however section 10. Permission shall be granted
1) where, based on a concrete academic assessment, the university assesses that the chances of the student in question of completing the study programme have significantly improved, or
2) where the content of the study programme has been significantly changed.

(3) Following deregistration according to section 17, item 4, the student may apply for renewed admission or enrolment, cf. however section 17, items (1)-(3), and section 10. Admission and enrolment shall not take place, however, until five months after the deregistration at the earliest.

(4) Where the student in question is admitted and enrolled anew, cf. subsections (2)-(3), any exams which have been passed cannot be retaken unless such exams are obsolete as a consequence of the rules set out on the study programme. The same applies to students who transfer to the same or another university. Where the examination attempts have been exhausted, the university may permit the student new examination attempts pursuant to the rules set out on the relevant study programme.

19. The university may stipulate rules on the termination of enrolment for students who have not participated actively in studies for a continuous period of at least one year. It shall appear from the rules what study activity means for the study programme.

(2) Under special circumstances, the university may grant exemptions from its own study activity requirement.
20. Students who have been deregistered for a semester, or for whom enrolment has been terminated, for parts of a semester etc., cf. section 18(3), cannot participate in examinations or tests within the study programme in the same semester etc.

Leave

21. Students may be granted leave from a study programme in accordance with rules set out by the university, cf., however, section 22.

(2) Students cannot participate in classes within the relevant study programme during a leave period. The student cannot participate in examinations or tests within the study programme in the semester etc. during which the student is or has been on leave.

22. A university cannot grant a student leave until the student has completed his or her first half year of study on the master's (candidatus) programme and has passed the examinations which, according to the curriculum, are placed in the first half year of study, cf., however, subsections (2) and (3).

(2) Applications for leave shall be granted where such application is based on parental leave, adoption or call-up for compulsory military service, cf. the Danish Act on Personnel of the Danish Defence (*Lov om forsøvarets personel*).

(3) Students entering into contract with the Danish Defence with a view to being available for dispatch abroad or entering into contract with the Danish Defence on dispatch abroad shall be subject to the rules set out in section 13 b of the Act on Personnel of the Danish Defence.

(4) Under special circumstances, the university may grant exemptions from subsection (1).

Part 6

Other provisions

23. Unless otherwise provided in other rules, the rules set out in Part 2 of this ministerial order shall apply to the admission to master's (candidatus) programmes which are offered in accordance with the rules on part-time education.

24. Grades and grade point averages pursuant to section 5(2) shall be indicated according to the 7-point grading scale, cf. Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education.

(2) Any conversion of grade point averages from the 13 grading scale to the 7-point grading scale shall take place according to conversion tables published on the admissions portal at www.optagelse.dk.

25. The Danish Agency for Universities and Internationalisation may grant permission for the university to deviate from this ministerial order on a trial basis. The duration of the trial and the reporting form shall be determined at the same time.

(2) The Danish Agency for Universities and Internationalisation may grant exemptions from this ministerial order if special circumstances apply.

26. The university’s decisions made under the present ministerial order may be appealed to the Danish Agency for Universities and Internationalisation by the party which the decision concerns (the complainant) if the appeal concerns legal issues. The deadline for submission of an appeal shall be two weeks from the day the decision is announced to the complainant.

(2) The appeal is submitted to the university, which issues an opinion. The complainant must be given the opportunity to comment on the university's opinion within a deadline of at least one week. The university submits the appeal to the Agency, enclosing the opinion and any comments made by the complainant.
27. This Ministerial Order will enter into force on 14 March 2013.

(2) Ministerial Order no. 213 of 21 February 2012 on Admission and Enrolment on Master’s (Candidatus) Programmes at Universities (Kandidatadgangsbekendtgørelsen) is repealed.

Ministry of Science, Innovation and Higher Education, 11 March 2013

MORTEN ØSTERGAARD

/ Thomas Voigt Lund