

Rules of procedure for the exemption and credit transfer committee

appointed by the Study Board for Human Biology, Immunology and Neuroscience

In pursuance of section 4 in the Rules of Procedure for the Study Board for Human Biology, Immunology and Neuroscience, the study board has at its meeting on 24 February 2021 laid down the following rules of procedure for the exemption committee:

1. The committee is authorized to take decisions in cases where a student of the Human Biology, Immunology and Inflammation or of the Neuroscience programme sends an application for exemption to the study board, cf. the Danish Act on Universities, section 18(4), no. 4, the rules of procedure for the Study Board for Human Biology, Immunology and Neuroscience, section 4, and the General Programme Regulations of 1 September 2018, section 26. The committee also decides cases where a student's application for pre-approval of credit transfer to a mandatory element is rejected by the course responsible.

(2) The authorization to take decisions does not include cases where the consequence of the decision is the termination of the student's enrolment. In such cases, the committee presents a reasoned recommendation to the study board which then decides.

(3) Decisions which set a precedent or breaks with or changes the standard practice of the study board, must be presented to the study board which then decides on the basis of the committee's reasoned recommendation.

(4) In cases of disagreement, the case must be presented to the study board which then decides.

2. The study board will be informed about the decisions in the form of a short written account of individual cases.

3. The committee has six members which are appointed by the study board. Three members must be students enrolled in one of the programmes belonging to the board, and three members must be academic staff associated with one of the programmes. All members must be elected as members of the study board.

(2) The members are appointed for a period of one year. Members can be appointed for more than one period.

(3) The committee receives administrative support from the Section for Quality Assurance of Study Programmes, Continuing Education and Management Services.

(4) Persons who are elected by the study board as future members of the committee, can participate as observers.

4. The members, as well as observers according to section 3(4), are subjected to the rule of confidentiality as defined by the Danish Public Administration Act, section 27. The confidentiality does not cease when the membership period of the committee is over.