

This is an English translation of "bekendtgørelse om adgang til universitetsuddannelser tilrettelagt på heltid" (Ministerial Order no. 51 of 14 January 2024 on admission to full-time university programmes). In the event of any discrepancy between this translation and the Danish version, the Danish text published in the Danish Official Gazette (Lovtidende) is valid.

Ministerial Order on Admission to Full-time University Programmes

Pursuant to section 1 of the Act on the Regulation of Admission to Higher Education Programmes, cf. Consolidation Act No. 1689 of 13 August 2021, sections 8(1) and 34(1) of the Universities Act, cf. Consolidation Act No. 778 of 7 August 2019, the following shall be adopted pursuant to section 1(1) of Ministerial Order No. 1397 of 29 November 2023 on the delegation of the powers of the Minister of Higher Education and Science to Danish Agency for Higher Education and Science:

Chapter 1

Scope, etc.

Areas of application

Section 1. This Ministerial Order concerns admission, enrolment and disenrollment from Bachelor programmes, Master programmes and Academic Higher Education programmes.

Process

Section 2. Admission to a programme requires that the applicant accept a place offered, cf. section 19(4), and that the applicant can be enrolled in the programme, cf. sections 38(2) and 45.

Completed Master's Programme

Section 3. Applicants who have completed a Master's Programme may only be admitted to a new programme in case of vacancies.

Subsection 2. The university may exempt from subsection 1, if exceptional circumstances apply.

Chapter 2

Admission to Bachelor programmes

Admission requirements

Section 4. Admission requires that the applicant has completed an upper secondary school leaving examination (general admission requirement). Furthermore, the applicant must satisfy the specific admission requirements set out in Appendix 1. The university may decide that the applicant shall pass an admission test. Finally, admission may require that the applicant meet language and grade requirements specified.

Subsection 2. A qualified applicant is an applicant who satisfies the admission requirements specified for a programme, including any admission test requirement.

General admission requirement

Section 5. An upper secondary school leaving examination means:

- 1) Higher General Upper Secondary examination (stx).
- 2) An Academy Profession which includes the General Upper Secondary examination (eux).
- 3) Higher preparatory examination (hf) with extension, cf. however subsection 5.
- 4) Higher Commercial Examination (hcx).
- 5) Higher Technical Examination (htx).
- 6) Faroese upper secondary school leaving examination, Greenlandic upper secondary examination, Faroese higher preparatory examination, Faroese higher diploma in commerce, upper secondary vocational programme from Greenland, the Faroese higher technical diploma, higher technical diploma from Greenland, and diplomas from Duborg School and A. P. Møller School.
- 7) Upper secondary school integration courses for refugees and immigrants (GIF).
- 8) Danish/French Baccalauréat (DFB), European Baccalauréat (EB), International Baccalaureate (IB) with IB-Diploma, Option Internationale du Baccalauréat (OIB) and Danish-German Baccalaureate (DIAP).
- 9) Foreign qualifications which are comparable to a Danish upper secondary school leaving examination.

Subsection 2. The International Baccalaureate (IB) with an IB-Course Result of at least 18 points equals an upper secondary school leaving examination, provided that the applicant has obtained at least grade 3 in each of the 6 subjects included in the IB examination. Furthermore, the applicant must have completed single subject courses, in accordance with the rules about extension in hf programmes, cf. Act on Upper Secondary Education Programmes, cf. however subsection 5.

Subsection 3. The certificate for eux part 1 equals an hf without extension. Applicants must therefore complete extra single subject courses at upper secondary level according to the rules on extension, cf. the Act on Upper Secondary Education Programmes, cf. however subsection 5.

Subsection 4. The general admission requirement may be satisfied with an entrance examination for engineering programmes, if the applicant applies for admission to a Bachelor programme in technical science (civil engineering), food and nutrition or land surveying.

Subsection 5. A certificate for eux part 1 or higher preparatory examination without extension satisfies the general admission requirement, provided that the applicant has been admitted to the commercial eux programme or hf programme before 1 August 2017.

Subsection 6. The general admission requirement may be met by other documented educational activity and certificates of competence. The university will assess the documentation on a case-by-case basis in connection with the processing of an application for admission.

Subsection 7. Foreign qualifications shall be assessed in accordance with the Act on the Assessment of Foreign Qualifications, etc.

Specific admission requirements

Section 6. Specific admission requirements mean certain upper secondary school courses at levels A, B or C, cf. the rules for upper secondary education examinations.

Subsection 2. The specific admission requirements are set out in Appendix 1. The course is passed if the weighted average in the specific subject is at least 2.0 without rounding. Admission requirements are set by Danish Agency for Higher Education and Science based on the recommendation of the universities.

Subsection 3. Specific admission requirements may be met through other documented educational activity and certificates of competence. The university will assess the documentation when processing the application.

Subsection 4. On 1 February, the agency shall publish changes to the specific admission requirements on the admissions portal www.optagelse.dk. Notice of stricter entry requirements is given on 1 February, at least two years before the tightening comes into force.

Admission test

Section 7. The university shall lay down any rules on admission tests. Any requirement to take an admission test must be announced on the admissions portal www.optagelse.dk no later than 1 February of the year before the requirement takes effect.

Subsection 2. Where an admission examination is taken virtually, the university shall ensure that the security measures relating to the conduct of the test equal the university's standard security measures.

Subsection 3. If the study places are divided into quotas, cf. section 11, the university may decide that an admission test shall apply to applicants in quota 1 or quota 2 only.

Grade requirements

Section 8. The university may require that the applicant has obtained at least a certain average in the qualifying examination. Furthermore, the university may require that the applicant has obtained at least a certain grade in selected courses.

Subsection 2. The university may decide that the result of an examination fulfils a specified grade requirement. The university will organise the examination, which is designed to prove that the applicant has the qualifications required. The examination may only include candidates who do not meet the grade requirement.

Subsection 3. The university may decide that a fixed grade requirement shall apply to applicants in either quota 1 or quota 2, to applicants in the university's late admission, or

winter admission. The university may also decide that a fixed grade requirement applies only to programmes without admission restrictions.

Subsection 4. Information about new grade requirements or subsequent changes to applicable grade requirements must be sent to Danish Agency for Higher Education and Science. Information on applicable grade requirements and new or changed grade requirements is published on the admissions portal, www.optagelse.dk. New grade requirements and stricter requirements will be published on the admissions portal no later than 1 February of the year before the grade requirement or the tightening comes into force.

Subsection 5. The university may decide that a specified grade requirement may be met by other completed higher education programmes.

Subsection 6. The university may exempt from applicable grade requirements if exceptional circumstances apply.

Conditional admission

Section 9. The university may admit applicants who do not meet the admission requirements by the application deadline, cf. subsections 2 and 3.

Subsection 2. The applicant must meet the admission requirements before the start of the study or immediately thereafter. The university will set a deadline for the submission of documentation.

Subsection 3. The applicant's admission quotient in quota 1 must at least equal the year's threshold quotient for the relevant Bachelor programme, even after any recalculation. However, the condition is waived if the applicant was deemed eligible in quota 2.

Ranking of applicants with a completed Master's Programme

Section 10. The university shall rank applicants covered by Section 3(1) in order of qualifications according to objective academic criteria established in advance by the university. The ranking of applicants shall reach the coordinating admission office.

Subsection 2. Applicants who have been granted an exemption, cf. section 3(2), are included in the ordinary admission process.

Subsection 3. Criteria established pursuant to subsection 1 shall be published on the university's website.

Quotas

Section 11. If the number of qualified applicants exceed the number of places on the programme, the places are divided into quotas 1 and 2. Excess places from each quota are transferred to the other quota.

Subsection 2. Danish Agency for Higher Education and Science shall determine the size of the quotas upon the recommendation of the university.

Subsection 3. The agency may approve the university's use of a different admission system.

Subsection 4. Information on the quota distribution or the admission system used shall be published on the university's website.

Application procedure - summer admission

Section 12. Applications for admission in quotas 1 and 2 shall be submitted digitally via the admission portal www.optagelse.dk unless the university has accepted that the application may be submitted via other channels, cf. the Ministerial Order on digital communication when applying for admission to higher education.

Subsection 2. The applicant may enter up to eight Bachelor programmes in order of priority.

Subsection 3. If the applicant has not received the relevant documentation by the application deadline, the documentation may be submitted subsequently. The university shall lay down the conditions, including the deadline for the subsequent submission of documentation. Information about the conditions must be published on the university's website.

Section 13. The deadline for applying for admission is 15 March at 12 noon for

- 1) applicants in quota 2,
- 2) applicants who have to take an admission or entrance test. The university may decide to organise an additional round of applications with a deadline of 5 July at 12 noon,
- 3) applications that include an application for an exemption, cf. section 3(2),
- 4) applicants with foreign qualifications, cf. section 5(1), nos. 8 and 9,
- 5) applications that involve assessments under sections 5(6) or 6(3),
- 6) applications which include an application for an exemption under section 8(6),
- 7) applications that include an application under section 15(6),
- 8) applicants applying for admission under the Greenlandic special scheme, cf. section 23, and
- 9) applications for re-admission, cf. section 43.

Subsection 2. The application deadline is 5 July at 12 noon for

- 1) applications in quota 1, and
- 2) applicants who shall take an admission or entrance test if the university has decided to organise an additional round of applications, cf. subsection 1, no. 2

Subsection 3. An application will be assessed in quotas 1 and 2 if the application is submitted by 15 March at 12 noon at the latest.

Subsection 4. The applicant may change the ranking of the Bachelor programmes applied for until 5 July at 12 noon.

Subsection 5. The university may exempt from the deadlines in subsections 1, 2 and 4, if exceptional circumstances apply.

Application procedure - winter admission

Section 14. The university may decide to admit students in the winter with a view to starting studies in the spring semester. The scope of Bachelor programmes offered is

determined by the university. The admission process, including the application deadline, is determined by the university and must be published on the university's website.

Subsection 2. When the application process has been completed, and an offer of a place or a rejection has been issued, the university shall provide information about any vacant places on its website.

Subsection 3. The termination of winter admission to a programme shall be announced no later than 1 February of the year before the last winter admission is to be held.

Subsection 4. None of the provisions in this Ministerial Order relating to the coordinated enrolment shall apply to winter admissions.

Quota 1

Section 15. Places in quota 1 are allocated according to decreasing admission quotient.

Subsection 2. The admission quotient is:

- 1) The average of the grades awarded in the qualifying examination, cf. subsection 3; or
- 2) The average of the grades awarded in the qualifying examination, converted into the Danish 7-point grading scale, for an examination taken in an EU Member State or an EEA State.

Subsection 3. The applicant's admission quotient may be adjusted downwards as a result of recalculation, cf. the rules of Danish Ministry of Children and Education.

Subsection 4. If the applicant has taken multiple qualifying examinations, the average of the first examination shall be used.

Subsection 6. The lowest admission quotient that leads to an offer of a place is called the threshold quota. If there are any remaining places, the coordinating admission office will allocate the remaining places by drawing lots. All applicants with an admission quotient of 0.1 grade point below the threshold quotient will be included in the drawing of lots.

Subsection 7. The university may adjust an applicant's admission quotient if exceptional circumstances, including functional impairment, have affected the applicant's results in the qualifying examination.

Quota 2

Section 16. Places in quota 2 are allocated based on an individual assessment to:

- 1) Applicants who do not have a sufficient quotient for admission in quota 1.
- 2) Applicants who have a qualifying examination without a grade average.
- 3) Applicants with an entrance examination for engineering programmes.
- 4) Applicants who have been assessed under section 5(6).
- 5) Applicants with a qualifying examination from outside of the EU/EEA.

Subsection 2. The university shall determine the objective and vocational criteria to be used in the assessment. Vocational work and other activities may be included in the assessment for a total period of up to 12 months. The university's assessment may include entrance tests, interviews, etc. The criteria must be published on the university's website.

Significant changes to the criteria must be announced on the university's website by 1 February, at least one year before the changes enter into force.

Subsection 3. National service and secondment under a contract with the armed forces shall be treated as vocational work within the meaning of subsection 2. The contract period until study start may be included in the assessment, subject to subsection 2.

Subsection 4. The assessment may cover the applicant's grades in both the qualifying examination and individual courses. If an applicant has taken more than one qualifying examination, and the average grade obtained in the qualifying examination is taken into account, the average grade obtained in the first examination shall be used.

Subsection 5. If the university finds that there are exceptional circumstances that have affected an applicant's results in the qualifying examination, the exceptional circumstances may be taken into account in the assessment of the application.

Subsection 6. Where entrance tests, interviews, etc., are held virtually in accordance with subsection 2, the university shall ensure that the security measures applied during the examination or interview, etc., equal the standard security measures that apply to the activity.

Standby places

Section 17. The university may choose to offer a number of standby places as an integral part of the ordinary application procedure. Applicants for standby places are placed on a waiting list ranked in accordance with the criteria used during the admission process. The university may decide that standby places are used only in quota 1.

Subsection 2. Applicants covered by section 3(1) are not eligible for standby places.

Subsection 3. An offer of a standby place on a higher priority programme means that the applicant will not be offered a place on any lower priority programme.

Subsection 4. The university shall make an offer of a place within four weeks of the study start, cf. subsection 5. The right to a place offered lapses, if the applicant has not accepted the place within the deadline set by the university.

Subsection 5. If the applicant has not received an offer of a place by the deadline, the standby place shall be converted into an offer of admission at the next ordinary admission at the latest. In order to make use of the admission commitment, the applicant must meet the specific admission and grade requirements applicable to the programme. If the applicant wishes to make use of an admission commitment, the applicant must submit a new application via the admission portal, www.optagelse.dk, at the next ordinary admission.

Admission coordination

Section 18. The coordinating admission office coordinates the admission process. Danish Ministry of Higher Education and Science may allow that other higher education programmes are included in the process.

Subsection 2. At the request of the Ministry, universities shall send the information necessary to complete the admission process to the coordinating admissions office.

Notification of the decision

Section 19. Applicants shall receive a reply to their application on 28 July, subject to subsection 3. However, replies will be sent on the previous Friday, if 28 July is a Saturday or a Sunday.

Subsection 2. On 28 July, the coordinating admission office shall send a reply to applicants who cannot be admitted to any of the Bachelor programmes applied for, subject to subsection 1. The reply must include a reference to the list of vacant places on the Ministry of Higher Education and Science website.

Subsection 3. The university may send replies before 28 July to applicants who need a residence permit as a student, to applicants with disabilities and to applicants who make use of the Greenlandic special scheme. The reply must state that the offer will lapse, if the applicant receives a higher priority offer. The university will set a deadline for accepting an offer of a place, but no later than 5 July.

Subsection 4. The right to the place lapses if the applicant has not accepted the offer within the deadline set by the university. The university may exempt from the deadline, if exceptional circumstances apply.

Vacant places and standby places

Section 20. The university shall determine the application and admission procedure, including deadlines, for admission to the university's vacant places and vacant standby places (late admission).

Subsection 2. The university may decide that applications may not be submitted for the university's late admission, if the application in the ordinary admission process is covered by the 15 March application deadline, cf. section 13(1).

Available places

Section 21. If the number of qualified applicants for a programme exceed the places available, the applicants shall be ranked according to objective criteria determined in advance by the university, subject to subsection 2. Information about the university's available places and the selection criteria must be published at the same time on the university's website.

Subsection 2. Applicants covered by section 3(1) may only be considered for a vacant place after the application deadline. If there are more qualified applicants than available places, the university may draw lots.

Available standby places

Section 22. Applicants for available standby places shall be ranked according to objective criteria determined in advance by the university, subject to subsection 2.

Subsection 2. Applicants covered by section 3(1) shall not be eligible for vacant standby places.

Subsection 3. Section 17(4) and (5) shall apply to applications for admission to vacant standby places.

The Greenlandic special scheme

Section 23. The university shall admit a Greenlandic applicant without admission restrictions. The applicant must prove that they meet the admission criteria set out on the website of Danish Ministry of Higher Education and Science. The criteria are set by the Ministry on the recommendation of the Government of Greenland.

Multiple study starting dates

Section 24. If the students admitted are distributed over multiple study starting dates, older students must be enrolled before younger students, unless an older student has applied for a deferred study starting date. Information on the use of multiple study starting dates on a specific programme and the distribution criterion must be published on the university's website.

Chapter 3

Admission to Master's programmes and academic higher education programmes

Deadline for admission

Section 25. Based on the academic development of the academic field of the Bachelor degree leading to admission, the university may lay down rules in the programme of study about the maximum graduation age of the Bachelor degree. If the applicant holds a Bachelor degree that is older than the maximum graduation age, the applicant's degree is academically outdated and therefore not qualifying for admission to the Master degree programme in question.

Legal right of admission

Section 26. A passed Bachelor degree entitles the holder to enrol in a Master's programme that builds on the Bachelor programme (legal right of admission). The university may decide that the legal right of admission also includes a higher education qualification programme. In order to make use of the legal right of admission, the applicant must apply for admission to the Master degree programme within three years of completing the Bachelor programme. Furthermore, the Bachelor programme and the Master programme applied for must be completed at the same university, see however section 3(1).

Subsection 2. The calculation of the three years, cf. subsection 1, shall begin at the first ordinary admission process after the applicant has completed the Bachelor programme

and shall end immediately after the completion of the ordinary admission process three years later.

Subsection 3. The right of admission may be used once. A submitted application for admission can be withdrawn until the applicant has accepted the place offered.

Subsection 4. If the legal right of admission is directed at both a Master's Programme and an academic higher education programme, the applicant shall choose the programme to which they wish to apply for admission.

Section 27. If a university offers the same Master's programme in different cities in Denmark, the university may decide that the legal right of admission is directed at a specific city only (geographical legal right of admission). The use of the geographical legal right of admission presupposes the approval of Danish Agency for Higher Education and Science. The establishment of a geographical legal right of admission shall be set out in the programmes of study of the relevant Bachelor and Master's Programmes.

Admission requirements and procedure

Section 28. Admission to a Master's programme requires that the applicant holds a qualifying Bachelor degree, including a professional Bachelor degree, or another Danish or foreign degree at the same level. Admission may also be subject to language requirements, cf. sections 29 and 36.

Subsection 2. Admission to an academic higher education programme requires that the applicant has holds a qualifying academic Bachelor degree.

Subsection 3. The university shall determine the admission requirements for each programme, subject to subsection 2. Admission requirements must be set out in the programme of study.

Subsection 4. Any tightening of admission requirements shall be announced on the university's website at least one year before the start of the programme. The notice period is calculated from 1 September. The stricter admission requirements apply to applications for admission on 1 September of the following year. For winter admission, the notice period is calculated from 1 February. The stricter admission requirements apply to applications for admission as of 1 February of the following year.

Subsection 5. The assessment of foreign qualifications shall be carried out in accordance with the Act on the Assessment of Foreign Qualifications, etc.

Section 29. Admission to a Master's Programme may presuppose that the applicant has passed Danish at level A (upper secondary school). The university may decide that the study test (studieprøven) may replace Danish A as an admission requirement.

Subsection 2. The university may require that Danish A or the study test is passed with at least a certain examination average, or that individual tests or all partial tests be passed with a certain minimum grade. The setting of requirements or stricter requirements must be published on 1 February at least one year before the setting or tightening comes into force.

Section 30. The university shall lay down in the program of study:

- 1) the Bachelor programme or programmes at the university that give the holder a legal right of admission, cf. section 26, and
- 2) the other Bachelor programmes at the university and other educational institutions that give access to the programme, cf. section 28.

Subsection 2. If an applicant's completed Bachelor programme does not appear in the programme of study of the relevant Master programme, the university shall academically assess the applicant's Bachelor programme in order to determine whether the programme is qualifying. The Bachelor programme is assessed based on predetermined requirements for specific subjects or subject areas, measured in ECTS-credits, which the university sets in the programme of study of the Master programme.

Subsection 3. Bachelor programmes selected, cf. subsection 1, no. 2, shall not preclude the admission of candidates from other institutions to a Master's programme or an academic higher education programme. Universities shall jointly ensure that Bachelor students are informed of the possibilities of choosing relevant programmes at their own and other universities.

Section 31. The university shall determine the application and admission procedure, including deadlines, and shall publish the information on its website, subject to subsection 2.

Subsection 2. An applicant must prove that they fulfil the admission requirements before the study start or immediately thereafter. The university shall set a deadline by which the university must receive the documentation required.

Admission on other grounds

Section 32. The university may admit applicants who have not completed a Bachelor programme if the university assesses that the applicant has completed other educational activities that equal a completed Bachelor programme.

Subsection 2. Subsection 1 also applies, if an applicant holds a foreign Bachelor degree which does not equal a Danish Bachelor degree as regards academic level and scope.

Subsection 3. The university may decide that the applicant must complete additional study activity (supplementary study activity with conditional admission).

Supplementary study activity with conditional admission

Section 33. The university may offer courses from existing Bachelor programmes as supplementary study activity in order for an applicant to meet the admission requirements. Such study activity is offered according to the rules on part-time education.

Subsection 2. The university's offer of supplementary courses shall be accompanied by an offer of conditional admission to the Master's Programme or academic higher education programme applied for. The supplementary courses may not exceed a total of 30 ECTS credits. The university may allow that the supplementary courses are carried out at another university. The applicant earns a legal right of admission to the programme applied for, in direct continuation of the completed supplementary study activity.

Subsection 3. At the approval by Danish Agency for Higher Education and Science, the university may offer supplementary study activity programmes in accordance with the rules on part time education. The agency shall lay down detailed rules on supplementary study activity programmes, including that the programme may not exceed a total of 30 ECTS credits, and that successful completion of the programme gives the student a legal right of admission to the programme in direct continuation of the supplementary study activity programme completed.

Subsection 4. The university may decide that supplementary courses with conditional admission must be completed before study start, during the first year of study or as a combination hereof. However, as regards an academic higher education programme, supplementary courses with conditional admission must be completed before the end of the first semester.

Subsection 5. The university may admit an applicant directly to the Master's Programme or the academic higher education programme if the applicant has completed a Bachelor programme and has passed the relevant courses prior to the completion of the Bachelor degree, if the university considers that the applicant's Bachelor programme and the supplementary courses meet the admission requirements of the programme. The supplementary courses may not exceed a total 30 ECTS credits.

Admission capacity

Section 34. If for capacity reasons the university cannot admit all qualified applicants to a programme, the university shall rank the applicants in accordance with criteria laid down in advance by the university, subject to section 26(1).

Subsection 2. The selection criteria may include academic criteria and relevant experience, including vocational experience. The process may include entrance tests, interviews, etc.

Subsection 3. Information on admission restrictions and selection criteria shall be published on the university's website no later than 1 February, at least one year before the admission restrictions and selection criteria enter into force.

Chapter 4

Common rules

Section 35. For admission or entrance tests etc., the university may offer special conditions to applicants with physical or mental disabilities and to applicants whose native language is not Danish, when the university considers that such measures are necessary in order to provide the student concerned with equal opportunities at the admission or entrance test etc. The offer must not affect the purpose of the test etc.

English proficiency

Section 36. If the approved language of the programme is English, the applicant must have passed English at least at level B. The university may decide that the requirement

can be met through a language test. The following language tests replace the requirement for English at level B:

- 1) English at level A with a minimum grade point average of 2.0 without rounding.
- 2) A TOEFL test with a test score of at least 83 or IELTS test with a test score of at least 6.5.
- 3) Another test recognised by the university, which in competence corresponds to subsection 1(1).
- 4) A test specially organised by the university, which in competence corresponds to subsection 1(1).

Subsection 2. Subsection 1 shall also apply if parts of a Danish language programme are to be taught in English.

Subsection 3. If admission under subsection 1 requires English at level A, the applicant must have obtained a weighted average of at least 2.0 without rounding. The university may decide that the requirement can be met through a language test. The following language tests replace the English A admission requirement:

- 1) A test recognised by the university, which in competence equals English at level A with a weighted average of at least 2.0 without rounding.
- 2) A test specially organised by the university and which in competence equals English at level A with a weighted average of at least 2.0 without rounding.

Subsection 4. The university may set requirements for higher grades or test results. Information about stricter requirements must be available on the university's website no later than 1 February one year before the tightening comes into force.

Subsection 5. The university website shall contain information about recognised tests, their period of validity, and any specially organised test. Furthermore, the website must provide information on any stricter requirements regarding grades and test results.

Applicant's obligation to provide information on subjects passed at the same level

Section 37. An applicant must declare and apply for credit transfer for subjects passed in all previous uncompleted programmes at the same level.

Subsection 2. The university shall lay down rules on disciplinary measures for applicants who provide incorrect or incomplete information.

Subsection 3. The university's decision, cf. section 1, may be appealed in accordance with the rules laid down in the Ministerial Order on credit transfer.

Enrolment

Section 38. The university shall enrol the student at the relevant stage of the programme in one of the following categories:

- 1) Bachelor programme.
- 2) Master's programme.
- 3) Academic higher education programme.
- 4) Courses in a programme with a view to credit transfer in another programme.
- 5) Guest students.

Subsection 2. Enrolment in the later stages of the programme is subject to the availability of a place.

Subsection 3. The university may lay down detailed rules for enrolment.

Section 39. A student may not be enrolled in more than one full-time programme at a time, subject to section 38(1), nos. (4) and (5).

Transfer

Section 40. A Bachelor student must apply for admission via the admissions portal www.optagelse.dk if they wish to continue their studies at a new university (transfer), subject to subsection 2. A Master's student or a student on an academic higher education programme must submit their application to the new university in accordance with the application process laid down in section 31, subject to subsection 2.

Subsection 2. A student, cf. subsection 1, must submit their application for transfer to the new university if they have passed the first year of the programme as organised at the new university. Enrolment requires that the applicant meet the admission requirements and that a place is available. Passed tests cannot be retaken unless they are academically outdated.

Subsection 3. Transfer presupposes that the student, cf. subsection 1, agrees that the new university may contact the first university in order to obtain information about courses passed, examination attempts for courses not yet passed, the period of enrolment, and any other information relevant to the processing of the application. The first university shall notify the new university if the conditions for disenrollment under section 42(2)-(6) are met.

Subsection 4. This provision shall also apply to students who apply for a transfer from one education offer to another offer of the same programme at the same university.

Subsection 5. Section 45 shall equally apply to the processing of an application for transfer.

Subsection 6. The university may draw lots if there are more qualified applicants than places available.

Subsection 7. In exceptional circumstances, the new university may exempt from the requirement that the applicant must have passed the first year of studies. Exemption requires that exceptional circumstances apply.

Change of study

Section 41. A Bachelor student must apply for admission via the admission portal www.optagelse.dk if they wish to change to a new programme (change of study), subject to subsection 2. A Master's student or a student on an academic higher education programme must submit their application to the university in accordance with the application process laid down in section 31, subject to subsection 2.

Subsection 2. A student, cf. subsection 1, must send their application for a change of study to the university, if they have passed the first year of study of the programme applied for. Enrolment requires that the applicant meet the admission requirements and that a place is available. Passed tests cannot be retaken unless they are academically outdated.

Subsection 3. The university may draw lots if there are more qualified applicants than places available.

Subsection 4. The new university may exempt from the requirement that the applicant has passed the first year of studies. Exemption requires that exceptional circumstances apply.

Disenrollment

Section 42. The university shall terminate the enrolment for a student who

- 1) has completed the programme,
- 2) is prevented from continuing their studies because they have not passed the commencement of study examination,
- 3) is prevented from completing the programme because they have exhausted their examination attempts,
- 4) is prevented from continuing the programme because they have not attended or have not passed the first-year examination,
- 5) is prevented from continuing the programme because they have not fulfilled a study activity requirement,
- 6) is prevented from continuing the programme according to the programme rules,
- 7) withdraws from the programme, or
- 8) is permanently expelled from the university.

Re-admission

Section 43. If an applicant has previously been admitted to and enrolled in a Bachelor programme at a university, the application for admission to the same programme (re-admission) must be submitted via the application portal www.optagelse.dk, subject to section 44(1). However, applications for re-admission to a Master's programme or an academic higher education programme must be submitted to the university via the established admissions process, cf. section 31.

Subsection 2. Sections 3, 40(3) and 45 shall equally apply to the processing of an application for re-admission.

Re-enrolment

Section 44. An applicant, cf. section 43(1), must send their application for re-enrolment to the university, if they have passed the first year of the programme. Enrolment requires that the applicant meet the admission requirements and that a place is available. The university will set a deadline for the submission of applications for re-enrolment with a view to re-enrolment at the next study start.

Subsection 2. If the applicant applies for enrolment in the same programme at a new university, section 40(2) and (3) shall equally apply.

Subsection 3. Sections 3 and 45 shall apply to the processing of applications for re-enrolment.

The previous admission and enrolment

Section 45. If the previous admission and enrolment have been terminated, cf. section 42(1), an applicant may not be re-enrolled.

Subsection 2. If the previous admission and enrolment have been terminated, cf. section 42(2-6), an applicant may be readmitted or re-enrolled, if the university assesses that the applicant's chances of completing the programme have substantially improved. The university's assessment may include e.g. academic and health conditions.

Subsection 3. If the previous admission and enrolment have been terminated, cf. section 42(7), an applicant may be re-admitted or re-enrolled. If the university could have terminated the admission and enrolment, cf. section 42(2-6), subsection 2 shall equally apply.

Subsection 4. Re-admission or re-enrolment can take place no earlier than 5 months after the applicant was de-enrolled.

Subsection 5. If an applicant is readmitted or re-enrolled under subsections 2 or 3, tests passed may not be retaken unless the university assesses that the programme activity passed is academically outdated. Used examination attempts from the previous enrolment are transferred to the new enrolment. Where all examination attempts are exhausted in a specific course, the university will give the student a new examination in the relevant subject(s).

Subsection 6. Upon re-admission or re-enrolment, the university shall determine other relevant study conditions for the student.

Chapter 5

Other provisions

Translation requirements

Section 46. The university may lay down rules requiring that documentation submitted include a translation into Danish, if the documents are not written in Danish or another Nordic language. Rules regarding the translation of documentation must be published on the university's website.

Not establishing a programme offered

Section 47. The university may choose not to establish a Bachelor programme offered when the decision is justified by predetermined criteria.

Subsection 2. For summer admissions, the criteria must be available on the admissions portal www.optagelse.dk and the university's website by 1 February of the same year. The decision not to establish a Bachelor programme offered shall be taken no later than 12 noon on 5 July and shall be published without delay on the university's website.

Subsection 3. For winter admissions, the criteria must be available on the university's website from the time when applications for admission can be submitted. The decision not to establish a Bachelor programme offered shall be taken no later than the closing date for

the lodging of applications. The decision will be published on the university's website on the same day.

Section 48. The university may choose not to establish an academic higher education programme or a Master programme offered when the decision is justified by predetermined criteria, cf. however subsection 2.

Subsection 2. An offer of a programme must be established, if the group of applicants count at least one applicant who has a legal right of admission to the programme.

Subsection 3. The criteria, cf. section 1, must be available on the university's website from 1 February in the year of the application. A decision not to set up an academic higher education programme or a Master programme offered must be made by 15 May at the latest. The decision must be published on the university's website without delay.

Admission capacity

Section 49. Under the rules of free admission, the university decides how many students it will admit to each programme, unless Danish Agency for Higher Education and Science has determined the admission capacity, cf. section 4 of the University Act. In open admission programmes, the university determines the admission capacity taking into account that the university must provide sound research-based teaching with qualified teaching staff and sufficient building capacity. The university must also take into account whether society needs the programmes in question.

Attempts and deviations from the rules of the Ministerial Order

Section 50. Danish Agency for Higher Education and Science may permit that the university deviate from the Ministerial Order in connection with trials. At the same time, the duration of the trial period, and the form of the reporting shall be determined.

Subsection 2. The agency may exempt from this Ministerial Order if exceptional circumstances apply.

Access to appeal

Section 51. Decisions of the university under this Ministerial Order may be appealed to Danish Agency for Higher Education and Science if the appeal concerns legal issues. The deadline for lodging an appeal is 2 weeks from the date on which the complainant received the decision.

Subsection 2. The appeal shall be submitted to the university, which shall give an opinion. The appellant must be given the opportunity to comment on the university's opinion within a period of at least one week. The university sends the entire case to the agency for legal reviewing.

Chapter 6

Entry into force, etc.

Section 52. The Ministerial Order enters into force on 1 February 2024

Subsection 2. Ministerial Order No. 69 of 26 January 2023 on admission to full-time university programmes is repealed.