

## Letter of delegation from study boards at CBS for exemptions committees and credit transfer committees

24 October 2024

Case no.:

In pursuance of section 6 of the standard rules of procedure for study boards at Copenhagen Business School, CBS, the study boards at CBS shall authorise the exemption and credit transfer committees to decide in cases on exemptions and credit transfer in the cases described below:

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- The exemptions and credit transfer committees are authorised to decide in all routine and non-controversial standard practice exemptions and credit transfer cases. Routine cases may cover permission for extra exam attempts, extension of the first-year exam requirement, extension of maximum duration of study, special exam conditions, postponement of submission deadlines, etc.
- Exemptions can be made under extraordinary circumstances that are documented, e.g. personal illness or family illness (partner, children, parents), disability, military service, leave, etc.
- If rejections of applications for exemption result in the students not being able to continue their studies, cases must be decided by the study board.
- The credit transfer committee is authorised to decide in standard practice routine cases on credit transfer (credit transfer of previous education, pre-approved credit transfer and final transfer).

If the exemptions or credit transfer committee recommend a rejection of an application that could have a significant impact on the student's course of study, the case must subsequently be presented to the study board.

### Information on decisions

Twice per semester, the study board will be informed of decisions made by authority.