

Incomplete CBS bachelor degree - exemption request for master studies

You can only apply for the exemption if you meet all of the following:

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

How it works:

- You need to fill out the exemption request form found on the following page. Then, [contact CBS Admissions](#) to upload the form to your application in the Application Portal. You need to upload the exemption request and any supporting document you might find relevant **no later than 31 August**.
- CBS Admissions will start reviewing your exemption request when we have all the information needed to make a decision in your case. The assessment may take up to four weeks.
- 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**

If you receive the exemption:

- You cannot be fully admitted until you have finished your bachelor degree. This means you remain conditionally accepted and that you are not officially enrolled in the master programme.
- You will be registered for 1st semester courses in the master programme. 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.
- Your master programme enrolment starts on 1 February, even if you finish your bachelor degree earlier.

Your graduation day affects your SU payments

If you complete your bachelor degree before 1 November, you cannot receive SU for your master studies until 1 February, when your enrolment at the master programme begins***.

As long as your bachelor degree is still in progress, you can extend the SU grant for your bachelor studies provided you have enough SU monthly grants left (SU-klip). You can only apply for SU for your master studies after you have completed your bachelor degree.

Additional exemption from the bachelor Study Board

- You may need to ask your Study Board for a separate exemption (e.g. in case you've run out of exam attempts).
- Contact your bachelor [Study Board](#) to find out if, and how, you can sit all the remaining exams by no later than 31 January.
- There is no guarantee that you will receive an exemption from the Study Board even if you receive an exemption for your master studies from CBS Admissions.

For further help:

- Deciding 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](#)

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

** As per *Uddannelsesbekendtgørelsen*, BEK no. 2285 of 01/12/2021, section 15.

***According to *SU-bekendtgørelsen*, section 26(3).

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My first and last name:	
My application ID number (found in Application Portal):	
Name of CBS bachelor degree:	

Unfinished bachelor courses:

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

Explanatory statement:

Describe your situation and explain why you think that it is academically possible for you to finish your bachelor degree while simultaneously studying courses at master level. Attach any supporting documentation you might find relevant (e.g., detailed study plan, doctor's notes).

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

1. I understand that it is my responsibility to make arrangements to complete my bachelor degree by 31 January 2023.
2. I understand that, if I am granted the exemption and I finish my bachelor degree before 31 January 2023, my enrolment at the master's programme will start on 1 February 2023.
3. I understand that being granted the exemption can have important consequences for my SU grant.

By submitting this document, 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.

Uploading the form to the Application Portal is equivalent to a signature.