**Application for an exemption**

Use this form if you want to apply for an exemption from ITU study rules.

|  |  |
| --- | --- |
| Applicant |  |
| Name |  |
| ITU email |  |
| Name of ITU study programme |  |

For information about the rules mentioned below, please see [ITU Student](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/About-Exemptions) or contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact).

**I am applying for an exemption:** *(please tick a box / boxes)*

[ ]  **From the binding course registration**

|  |
| --- |
| *Please specify which course(s) you wish to deregister from:*  |

*\*It is not possible to be deregistered a project or thesis – instead you must apply for an exemption to postpone the submission deadline – see below.*

[ ]  **To postpone the project or thesis deadline**

|  |
| --- |
| *Please specify which project or thesis:*  |

|  |
| --- |
| *Are you writing in a group?* ***Yes*** */* ***No*** |

|  |
| --- |
| *Please specify the new submission date, you apply for:* |

[ ]  **To be granted an additional exam attempt**

|  |
| --- |
| *Please specify in which course, project or thesis you want to apply for an additional exam attempt:*  |

[ ]  **From the first-year exam (BSc)**

[ ]  **From the maximum programme duration**

[ ]  **From the progression requirement**

[ ]  **Other**

|  |
| --- |
| *Please specify what you want to apply for:*  |

**Reasons for applying**You must write which special circumstances apply to your situation and what your desired outcome of the application is. You can write in the box below or attach your application in a separate document.

 *The frame will expand when you write…*

**Documentation**
Along with this form, you must submit: *(please tick boxes and submit the documents in your application)*

 [ ] Documentation of the special circumstances, you describe in the application

 [ ] A provisional study plan for your entire study programme

Please contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact) if you need guidance on how to fill out the study plan.

**Allowed formats when submitting documentation**

The following formats are allowed:

* PDF
* Word
* PNG or
* JPEG/JPG

If you submit documentation in other formats than the above-mentioned, it may prolong the processing time of your application. Please note that we cannot open documents in HEIC format.

Do not insert links to the documents directly in the e-mail. You must attach the documentation to your application in one of the above-mentioned formats.

**Examples of documentation**
The documentation can be a medical certificate, hospital record, birth/death certificate and/or email correspondence. For more examples, please see ITU Student: [How to apply for an Exemption (itu.dk)](https://itustudent.itu.dk/study-administration/special-circumstances/how-to-apply-for-exemptions)

**How to submit your application**

Please email this form with attachments to sap@itu.dk and write your study programme and the exemption you apply for in the subject field (e.g. “SWU - Exemption from the binding course registration”).

You will receive a decision in your ITU student mail.

**Case processing time**

You can find information about the case processing time on ITU Student: [Exemptions (itu.dk)](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/About-Exemptions). If we have questions regarding your application, we will contact you.