**Application for a parental exemption**

Use this form if you want to apply for an exemption from one or more study rules based on parenthood.

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

A parental exemption enables you to take a break from your studies for some time but also gives you the possibility of combining parental leave (“barsel”) with being an active student. Depending on your situation, you may need exemptions from various study rules. For more information, please visit [Becoming a parent](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/Childbirth).

Please note that when you apply for a parental exemption you will automatically have your maximum duration postponed corresponding to the length of your parental leave.

**I want to take parental leave in the following semester(s):**

Please state which semester(s) you plan to take parental leave.

*The frame will expand when you write…*

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

[ ] From thebinding course registration *(please specify which course(s) in the comment box below)*

[ ] Fromthe first-year exam (BSc)

[ ] Fromthe maximum programme duration

[ ] From the progression requirement

[ ] To postpone the project or thesis deadline *(please specify which project in the comment box below)*

If you need more information about the above-mentioned rules, 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).

**Other comments**If you have additional information you would like to add to your application please write here.

 *The frame will expand when you write…*

**Documentation**
Along with this form, you must submit documentation of your parenthood and a provisional study plan. Please contact [the Study and Career Guidance](https://itustudent.itu.dk/Study-and-Career-Guidance/Contact) for guidance on how to fill out the study plan.

The documentation can be a birth certificate, paternity certificate, the medical record (vandrejournal) or other medical documentation or adoption papers. The documentation must contain information about the due date, name and civil registration number. You are welcome to blur out the remaining information.

I have submitted: *(please tick boxes and submit the documents in your application)*

[ ] Documentation of parenthood

[ ] A provisional study plan for your entire study programme

**How to submit your application**

Please email this form with attachments to sap@itu.dk and write your study programme (e.g. SWU) as well as “Parental exemption” in the subject field, e.g. “SWU – Parental exemption”.

You will receive a decision in your ITU student mail.

**Case processing time**

For information about the case processing time, please go to ITU Student: [Exemptions (itu.dk)](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/About-Exemptions).