**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.

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

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 go to [Becoming a parent](https://itustudent.itu.dk/Study-Administration/Special-Circumstances/Childbirth).

**I want to apply for parental exemption(s) in the following semester(s):**

*Please state which semester(s) you plan to apply for parental exemption(s):*

* **As the mother** you are entitled to two semesters starting either from the semester in which the birth takes place or from the first coming semester after the birth has taken place.
* **As the father / co-parent** you are entitled to one semester either in the semester in which the birth takes place or in one of the following two semesters.

**I am applying for a parental 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**

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

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

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

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

[ ]  **From the maximum programme duration**

*When you apply for a parental exemption, you will automatically have your maximum programme duration postponed corresponding to the length of your parental leave.*

[ ]  **From the progression requirement**

[ ]  **Other**

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

For information about the rules mentioned above, 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).

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

 [ ] Documentation of your parenthood

 [ ] 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 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.

**How to submit your application**

Please email this form with attachments to sap@itu.dk and write your study programme 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**

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