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| |  |  | | --- | --- | | [Navn 1] [Navn 2]  Study no. XXXXXXXX | **Aalborg University**  Department of XXX Address Postal code, city DK, Denmark  Contact person:  Name1 Name2  Phone: +45 9940 ####  E-mail: xxx@xxx.aau.dk | |

Date: [Brevdato]  
 Case No.: [Caseno.]

**You have failed to pass an exam for the past year**

Aalborg University sends you this letter to draw your attention to the fact that you have failed to pass an exam for the past year. Therefore, you do no longer meet the conditions for continued enrolment as a student at Aalborg University, and you are faced with termination of your enrolment at the University.

**You can only continue your study programme at Aalborg University if you apply for and receive an exemption from the rules of termination.**

According to the enclosed academic transcript, you have not passed an exam from the xx-xx-xxxx up the xx-xx-xxxx. Therefore, you are considered as an inactive student.

**Your enrolment will not be terminated, if:**

1. You have been active at another university in the above-mentioned period *or*
2. In case of unusual circumstances including protracted illness

Active at another university

If you in the recent year have been enrolled at programmes offered by another higher education institution as a part of your study programme, you must submit documentation that shows your activity. Documentation could for example be a copy of your academic transcript from the relevant institution.

Your enrolment will not be terminated, if you have been active, i.e., passed an exam, at another university in the above-mentioned period.

Documented unusual circumstances

If you can document unusual circumstances during the period that can prove your study inactivity, an exemption from the rules may be granted. The unusual circumstances must relate to the individual student. Unusual circumstances are e.g., your own illness, illness in your closest family or other personal unusual circumstances which are not due to a lack of academic ability. Please note that the unusual circumstances must relate to the fact that you have been an inactive student for the past year. An exemption may also be granted, if you have passed all your exams except from your master’s thesis exam.

Your enrolment will not be terminated, if you can document unusual circumstances during the period that can prove your study inactivity.

Application for exemption

With an exemption from the rules, you can avoid termination of your enrolment at Aalborg University.

The application for exemption, including documentation for study activity at another university *or* unusual circumstances, must be submitted to the Study Board of XXX on e-mail: [xxx@xxx.xxx.dk](mailto:xxx@xxx.xxx.dk) **no later than the xx-xx-xxxx [14 dage]**.

If the Study Board approves your application for exemption, you will be able to continue your study programme. The exemption will be valid until 31 August 20XX [året efter].

If the Study Board rejects your application for exemption, your enrolment at Aalborg University will be terminated 14 days after you have been notified of the rejection.

Objection

If you believe that the information in your academic transcript is **not** correct, it is important that you contact the Study Board so that any errors can be corrected.

Objection must be raised to the Study Board on e-mail: [xxx@xxx.xxx.dk](mailto:xxx@xxx.xxx.dk) **no later than the xx-xx-xxxx [14 dage]**.

**If you do not apply for an exemption or raise an objection within the deadline, your enrolment at Aalborg University will be terminated on xx-xx-xxxx [14 dage].**

Legal basis

Section 4(1) in Aalborg University’s rules on termination (of 10 May 2020 regarding Termination of Enrollment due to lack of Participation) can be found [here](https://www.staff.aau.dk/rules/education/termination-of-enrolment-due-to-lack-of-participation) are based on the following order:

Bachelor’s and Master’s Programmes: Section 42, no. 5 in Ministerial Order no. 51 of 14 January 2024 on Admission to and Enrolment on Full-Time University Programmes (the University Admissions Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2024/51) (only available in Danish).

Professional Bachelor’s Programmes: Section 36, no. 5 in Ministerial Order no. 56 of 10 January 2024 on Admission to Academy Profession Programmes and Professional Bachelor’s Programmes (the AP and PB Admissions Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2024/56) (only available in Danish).

If you have any questions or would you like further information, please contact me.

Kind regards,

Name

Title