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

Date: Date of letter  
 Case No.: [Caseno.]

**Decision in your exemption application from the participation requirement in the first year of study**

The Study Board for XXX has made its decision in your case regarding exemption from the participation requirement in the first year of study. On XXX, you submitted you application for exemption.

**The result is:**

* Study Board assesses that there are unusual circumstances that can entitle you to an exemption.
* The exemption is valid until 31-08-20**XX**.

This means that your enrolment at Aalborg University is still valid.

On the following pages you will find an explanation of the main considerations underlying the Study Board’s decision.

Kind regards,

Name  
Title

**Explanation of the decision**

*How we assess the case*

The Study Board assess that there are unusual circumstances that can entitle you to an exemption from the participation requirement in the first year of study. Your enrolment at Aalborg University is therefore still valid.

Below, you will find an explanation of the main considerations underlying the Study Board’s decision.

*What has been decisive for the case*

At the end of the first year of study, you have not participated in at least one examination in each module on the 1st and 2nd semester. Specifically, you have not participated in the examination in the following modules [modules].

Pursuant to section 17 in *Aalborg University’s Joint Rules for Course and Exam Registration* students in their first academic year of a bachelor programme or professional bachelor programme must participate in at least one examination in each module on the 1st and 2nd semester before the end of their first year of study. However, the University may grant exemption from the participation requirement in the first year of study, if there are unusual circumstances including i.e. illness.

The Study Board emphasizes that [beskrivelse af ansøgers begrundelse og dokumentation for usædvanlige forhold inkl. en vurdering af sagen ift. studienævnets praksis]

Based on your application and documentation, the Study Board assesses that there are unusual circumstances that can entitle you to an exemption from the participation requirement in the first year of study.

The exemption is valid until 31-08-20**XX**. **You do not have to do anything further.**

**Legal basis**

The Study Board has decided your case according to the following rules. There are excerpts from the rules at the end of the decision.

* Section 17(3) in Aalborg University’s Joint Rules for Course and Exam Registration (Rules of 1 September 2022 on Course and Exam Registration at Aalborg University). Can be found [here](https://www.studyservice.aau.dk/rules).
* Section 29(4) in Ministerial Order No. 2271 of 1 December 2021 on University Examinations with subsequent changes (the Examination Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2021/2271) (only available in Danish)

**Excerpts from the law**

*Aalborg University’s Joint Rules for Course and Exam Registration*

Section 17. Students in their first academic year of a bachelor programme or professional bachelor programme must participate in at least one examination in each module on the 1st and 2nd semester before the end of their first year of study (first-year examinations).

(2) If the student does not participated in at least one examination in each module before the end of the first year of study, the student’s enrolment at the university will be terminated, see, however, subsection (3).

(3) Under special circumstances, the university may grant exemptions from the deadlines and time limits stipulated in subsection (1).

*Ministerial Order No. 2271 of 1 December 2021 on University Examinations with subsequent changes (the Examination Order)* (only available in Danish)

§ 29. Universitetet fastsætter i bacheloruddannelsens studieordning, hvilke eksamener eller prøver den studerende skal deltage i inden udgangen af det første studieår efter studiestart (førsteårsprøven). Krav til omfanget af førsteårsprøven kan tillige være opgjort i ECTS-point.

*Stk. 2*. Den studerende skal bestå førsteårsprøven, inden udgangen af den studerendes andet studieår. Universitetet kan dog fastsætte i studieordningen, at førsteårsprøven skal være bestået inden udgangen af første studieår.

*Stk. 3*. Reglerne i stk. 1 og 2 gælder uanset antal aflagte prøveforsøg. Den studerende skal dog have mulighed for at aflægge mindst to forsøg i løbet af første studieår, før den studerende kan blive udskrevet af uddannelsen.

*Stk. 4*. Universitetet kan dispensere fra tidsfristerne, hvis der foreligger usædvanlige forhold.