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| Angiv studerendes navn  | **Aalborg University**PO Box 1599100 AalborgCase Officer:[Name 1] [Name 2] Telephone: [Tel.]Email: [Email]Date: [Date of letter]Case No.: [Case No.] |

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**Consultation procedure after the meeting concerning your disciplinary case**

In connection with your case concerning disciplinary measures, a meeting was held on [Angiv dato].

A note of the meeting has been prepared and is hereby forwarded.

AAU must request any final comments you may have on the case **no later than [Frist på en uge]**.

Your comments, if any, must be submitted to [Angiv mailadresse]

The case will then be decided on the existing basis. This means that the case will be decided on the basis of the information provided.

If you have no comments on the meeting note, please let us know. It may expedite the processing of the case.

Kind regards,