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| |  |  | | --- | --- | | [Navn 1] [Navn 2]  Study no. XXXXXXXX | **Aalborg University**  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 application for exemption from the rules on termination of enrolment**

The Study Board for XXX has made its decision in your case regarding exemption from Aalborg University’s rules on termination of enrolment due to lack of participation. On XXX, you submitted you application for exemption.

**The result is**:

* The 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 exemption from *Aalborg University’s rules on termination of enrolment due to lack of participation*. 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*

It appears from STADS that you have been inactive during the period [specify period]. Pursuant to section 1 of the study inactivity rules, a student's enrolment in a bachelor programme, profession bachelor programme or a master programme (including the four-year master programme) is terminated if he or she proves an inactive student.

Under the rules, an inactive student is a student who has failed in a period of one year to pass an examination at Aalborg University or any other higher education institution that is part of his or her study programme. The one-year period does not comprise periods in which the student is granted leave from the study programme in question.

However, The Study Board can grant an exemption if there are unusual circumstances, including protracted illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service. Furthermore, the Study Board may grant exemption in case a student has passed all examinations except from the master’s thesis.

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 exemption from Aalborg University’s rules on termination of enrolment due to lack of participation.

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 5 in Aalborg University 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).
* Bachelor’s and Master’s Programmes:

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). The decision is made pursuant to the Admissions Order Section 42, no. 5

* Professional Bachelor’s Programmes:

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). The decision is made pursuant to the Admissions Order Section 36, no. 5

**Excerpts from the law**

*Rules of 10 May 2020 on termination of enrolment due to lack of participation*

Section 5. Following application, the study board may grant exemption from section 1 in case of unusual circumstances, including protracted illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service.

*Ministerial Order no. 51 of 14 January 2024 on Admission to and Enrolment on Full-Time University Programmes* (only available in Danish)

§ 42. Universitetet bringer indskrivningen til ophør for studerende, der

1) har gennemført uddannelsen,

2) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har bestået studiestartsprøven,

3) er afskåret fra at gennemføre uddannelsen, fordi den pågældende har opbrugt sine prøveforsøg,

4) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har deltaget i eller har bestået førsteårsprøven,

5) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har opfyldt et studieaktivitetskrav,

6) er afskåret fra at fortsætte uddannelsen som følge af uddannelsens regler,

7) melder sig ud af uddannelsen, eller

8) er varigt bortvist fra universitetet.

*Ministerial Order no. 56 of 10 January 2024 on Admission to Academy Profession Programmes and Professional Bachelor’s Programmes* (only available in Danish)

§ 36. Uddannelsesinstitutionen bringer indskrivningen til ophør for studerende, der

1) har gennemført uddannelsen,

2) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har bestået studiestartsprøven,

3) er afskåret fra at gennemføre uddannelsen, fordi den pågældende har opbrugt sine eksamensforsøg,

4) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har deltaget i eller har bestået førsteårsprøven,

5) er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har opfyldt et studieaktivitetskrav,

6) er afskåret fra at fortsætte uddannelsen som følge af uddannelsens regler (eksempelvis reglen om maksimal studietid),

7) melder sig ud af uddannelsen eller

8) er varigt bortvist af institutionen.