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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 passing requirement in the first year of study**

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

**The result is**:

* The Study Board assesses that there are no unusual circumstances that can entitle you to an exemption.
* Your enrolment at Aalborg University will be terminated on the xx-xx-xxxx[14 days].

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

Kind regards,

Name  
Title

**Explanation of the decision**

*How we assess the case*

The Study Board assess that there are no unusual circumstances that can entitle you to an exemption from the deadline. Therefore, the Study Board rejects your application for exemption.

Your enrollment at Aalborg University is terminated on xx-xx-xxxx [14 days].

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 second year of study, you have not passed [module] in your first year of your programme. More specifically, you have not passed the following modules [modules].

Pursuant to section 18 in *Aalborg University’s Joint Rules for Course and Exam Registration* the examinations of your first year of study must be passed no later than the end of second year of study. However, the University may grant exemption from the deadline if there are unusual circumstances.

In the application, you stated the following reason for the exemption: XXX

The Study Board emphasizes that [For each reason stated by the student in his/her application, there must be a justification as to why the circumstance in question is not considered unusual and thus exempt incl. an assessment of the case in relation to the praxis of the Study Board].

Based on the documentation in the case, the Study Board assesses that there are no unusual circumstances that can justify an exemption. Therefore, the Study Board has decided to **reject** your application for exemption.

As the Study Board cannot grant your exemption application, you are prevented from completing the programme.

Your enrolment at Aalborg University will therefore be terminated on the xx-xx-xxxx[14 days].

**Please be aware** that as of three months after the date of termination you will no longer have access to Aalborg University’s IT systems, including student e-mail, Moodle and STADS Self-Service.

If you receive SU, the SU system is automatically informed of the termination of your enrolment whereupon your SU is stopped.

**Complaint instructions**

This decision may be appealed to the Danish Agency for Higher Education and Science if the appeal concerns legal issues. Legal issues may include incapacity, lack of argument or legal basis for the decision, or other legal discrepancies in the processing of your case.

The appeal must be submitted to the University on e-mail [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) **within two weeks from the day you have been informed of the decision**. The university will issue an opinion upon which you will be given the opportunity to comment within a time limit of at least one week. Your appeal is then forwarded to the Agency, enclosing the opinion and any comments made by you.

For more information regarding how to appeal a decision please see:

<https://www.students.aau.dk/rules/student-complaints>

**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 18(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)
* Section 42(1), no. 4 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)
* Section 36(1), no. 4 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)

**Excerpts from the law**

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

Section 18. The examinations in the first year of study must be passed by the end of the second year of study.

(2) If the student does not pass all examinations by the end of the second academic year, the student’s enrolment at the programme 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.

*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, jf. eksamensbekendtgørelsen
3. er afskåret fra at gennemføre uddannelsen, fordi den pågældende har opbrugt sine prøveforsøg, jf. eksamensbekendtgørelsen
4. er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har deltaget i eller har bestået førsteårsprøven, jf. eksamensbekendtgørelsen
5. er afskåret fra at fortsætte uddannelsen, fordi den pågældende ikke har opfyldt et studieaktivitetskrav, jf. eksamensbekendtgørelsen
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 fra institutionen