



Joint rules for course and exam registration at Aalborg University

Part 1: Background and scope

Section 1. Rules for course and exam registration at Aalborg University are established pursuant to:

- 1) Ministerial Order no. 2285 of 1 December 2021 on Full-time University Programmes (the University Programme Order)
- 2) Ministerial Order no. 2271 of 1 December 2021 on University Examinations (the Examination Order)
- 3) Ministerial Order no. 2672 of 28 December 2021 on Academy Profession Programmes and Professional Bachelor Programmes

Section 2. These rules apply to ordinary full-time students enrolled in a bachelor programme, a professional bachelor programme or a master programme at Aalborg University.

Part 2: Registration periods (for courses and 1st examination attempt)

Section 3. The registration period for the autumn semester is from 15 May to 1 June. The second registration period is from 15 September to 1 October.

Section 4. The registration period for the spring semester is from 15 November to 1 December. The second registration period is from 15 February to 1 March.

Part 3: Registration for courses and 1st examination attempt

Section 5. The student must register for courses and examinations in the Student Self-Service System (STADS), see, however, subsection (2) and (3).

(2) The university registers students for courses and examinations on the 1st and 2nd semesters of a bachelor programme or a professional bachelor programme.

(3) The university registers the student for the master's thesis if the student only lacks the master's thesis and has not registered himself/herself in accordance with subsection (1).

(4) Once the student is registered for the course, the student is automatically registered for the exam (1st attempt) in the module.

(5) The registration for the course and the exam is binding after the end of the second registration period.

Part 4: Withdrawal from courses and 1st examination attempt

Section 6. The student may withdraw from a course and the 1st examination attempt before the end of the second registration period, see, however, subsection (2)

(2) Students in their first academic year of a bachelor programme or professional bachelor programme may not withdraw from courses and the 1st examination attempt.

(3) Students who are registered for the master's thesis may not withdraw from the master's thesis, see, however, subsection (4).

(4) Students who not only lack to pass the master's thesis can withdraw from the master's thesis before the end of the second registration period.

(5) Students who have withdrawn from the course and the 1st examination attempt may not participate in the examination or re-examination in the module.

Part 5: Registration for re-examination (due to illness), second and third examination attempts as well as additional examination attempts

Section 7. If one or more students are ill, fail to attend or do not pass the 1st examination attempt as an ordinary exam, the university will organise a re-examination in the same examination period.

(2) The university may organise additional re-examinations, but is not obliged to do so.

Section 8. The student has 3 attempts to pass an examination, see, however, subsection (2-4).

(2) The student has only two attempts to pass the Commencement of Studies Exam (studiestartsprøven), see part 9.

(3) The student's enrolment at the university is terminated if the student does not meet the requirements of the first-year examinations, regardless of the number of examinations attempts used, see part 11.

(4) The university may grant an exemption for additional examination attempts if there are special circumstances. The question of academic aptitude may not be included in the assessment of whether the student should be granted an exemption for further examination attempts.

Section 9. The student must register for re-examination (due to illness), 2nd and 3rd examination attempts as well as further examination attempts no later than 12 noon five working days before the exam is due to begin. Registration is done with the programme secretary or as directed by the study board.

Section 10. The student has the option to register for re-examination (due to illness), 2nd and 3rd examination attempts as well as additional examination attempts the next time the examination is offered on the programme, see, however, subsection (2).

(2) A student can only register for extraordinary re-examinations (offered as a result of the university deciding in favour of the complainant in relation to an examination appeal or offered as a result of errors or irregularities during an examination) if the University offers the student the opportunity to participate.

Section 11. The university registers the student for re-examination (due to illness), 2nd and 3rd as well as additional examination attempts in the master's thesis if the student does not submit or does not pass the 1st examination attempt.

(2) Head of Study, or the person whom the head of study has authorized, determines a new submission deadline of 3 months. The month of July is not included in the calculation of the three months.

(3) The procedure for re-examination in the master thesis is described in section 8.6: "Particularly for Re-exams in Master's (*kandidat*) Theses" in Examination Policies and Procedures for Aalborg University.

Part 6: Withdrawal from re-examination (due to illness), second and third examination attempts as well as additional examination attempts

Section 12. The student may withdraw from re-examination (due to illness), 2nd and 3rd as well as additional examination attempts no later than 12 noon five working days before the exam is due to begin, see, however, subsection (2).

(2) The student may not withdraw from re-examination (due to illness), 2nd and 3rd as well as additional examination attempts in the master's thesis.

Part 7: Registration on programmes that have been notified closed or put on hold

Section 13. The university registers students for courses and examinations on programmes that have been notified closed or put on hold.

(2) As a rule, students are registered for 30 ECTS credits per semester.

(3) If a student fails to attend, fails to pass or is ill for an examination, the university registers the student for the re-examination.

Part 8: Withdrawal on programmes that have been notified closed or put on hold

Section 14. Students on programmes that have been notified closed or put on hold may not withdraw from courses and examinations.

Part 9: Commencement of studies exam

Section 15. The university may stipulate in the curriculum that students must participate in and pass a commencement of studies exam in order to continue on the programme.

(2) The student has 2 attempts to pass the commencement of studies exam.

(3) Registration for the 1st and 2nd examination attempt in the commencement of studies exam is done by the university and the student does not have the possibility to withdraw.

Part 10: Exemptions

Section 16. There may be granted an exemption from the rules in Part 3-9 (except section 8) if:

- 1) The student is an elite athlete,
- 2) The student has a functional impairment, or
- 3) There are special circumstances, including illness and maternity leave

Part 11: First-year examinations

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 participate 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).

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).

Part 12: Conditional admission to a master programme

Section 19. The university may register students enrolled in a bachelor programme at the university for courses and examinations for up to 30 ECTS credits on a master programme. It is a prerequisite for registration that the university assesses that the student has the academic prerequisites to complete and pass the bachelor programme and at the same time complete courses on the master programme.

Part 13: Replacement of modules

Section 20. A student may not replace compulsory modules or elective modules, see, however, subsection (2-5), when:

- 1) The second registration period has expired
- 2) The student fails to attend or has not passed the module
- 3) The student has passed the module

(2) The rules on replacement of modules do not apply to ordinary full-time students on professional bachelor programmes.

(3) The university may grant exemptions from subsection (1), no. 1, and withdraw the student from the module, if there are special circumstances.

(4) The university may grant exemptions from subsection (1), no. 2, and allow the student to replace the module, if there are special circumstances. The question of extension of study time, academic aptitude and the student's wishes regarding the academic composition of the programme cannot be taken into account when assessing whether special circumstances exist. Furthermore, an exemption requires that the special circumstance is directly related to the module and that the circumstance prevents the student from completing the module over a longer period of time.

(5) The university may grant exemptions from subsection (1), no. 3, in accordance with subsection (3). In addition, the Danish Agency for Higher Education and Science may grant an exemption from the rule that a passed examination cannot be retaken. The student must receive an exemption from both the university and the Danish Agency for Higher Education and Science in order to replace the module.

Part 14: Credit transfer from previous education

Section 21. When applicants apply for admission or enrolment at a university, they must state any successfully completed degree programme elements (courses) from all previous non-completed university programmes at the same level (duty of disclosure).

(2) The duty of disclosure applies to all types of admission and enrolment.

(3) If an applicant submits incorrect or incomplete information about previously passed course elements, the university may initiate disciplinary proceedings in accordance with the Rules on Disciplinary Measures for Students at Aalborg University (Disciplinary Rules).

Part 15: Commencement

Section 22. These rules will enter into force on 1 September 2022. At this date, "Rules for Course and Exam Registration and Credit Transfer at Aalborg University as of 1 February 2018" will be repealed.

Aalborg University, 13 September 2022.

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