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| |  |  | | --- | --- | | [Navn 1] [Navn 2]  Study no.: XXXXXX | **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.: [Case no.]

**Decision in your application for exemption for an additional examination attempt**

The Study Board for XXX has made its decision in your case regarding exemption for an additional examination attempt in [modul/moduler]. 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 one additional examination attempt in [modul/moduler].

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 for one additional examination attempt in [moduler]. 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*

You have exhausted your examination attempts in [modules].

Pursuant to section 4 (2) in the Examination Order, a student has three attempts to pass an examination. However, the Study Board may allow additional examination attempts if there are unusual circumstances. In assessing whether there are unusual circumstances, the issue of academic ability cannot be included.

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

Based on your application and documentation, the Study Board assesses that there are unusual circumstances that can entitle you to an exemption for one additional examination attempt in [moduler]. **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 4(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**

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

§ 4. En bestået eksamen eller prøve kan ikke tages om.

Stk. 2. En studerende har tre forsøg til at bestå en eksamen eller prøve, jf. dog § 28, stk. 2, 3. pkt., og § 29, stk. 3.

Stk. 3. En studerende har brugt et forsøg, hvis pågældende ikke opfylder eventuelt fastsatte eksamensforudsætninger.

Stk. 4. Universitetet kan dispensere fra stk. 2 og 3 med henblik på yderligere forsøg, hvis der foreligger usædvanlige forhold. Spørgsmålet om studieegnethed kan ikke indgå i vurderingen.