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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 application for exemption for an additional examination attempt**

The Study Board for XXX has made its decision in your case regarding exemption for a XX examination attempt in the module “XXX”. 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 for an additional examination attempt in [moduler]. Therefore, the Study Board rejects your application for exemption.

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

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, the 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.

In the application, you stated the following reasons 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 for an additional examination attempt. 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 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 email [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 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)
* Bachelor’s and Master’s Programme:

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 Examination Order Section 4(4) and the University Admissions Order Section 42, no. 3

* Professional Bachelor’s Programme:

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 Examination Order Section 4(4) and the Admissions Order Section 36, no. 3

**Excerpts from the law**

*Ministerial Order no. 2271 of 1 December 2021 on University Examinations* with subsequent changes

§ 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.

*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.