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| |  |  | | --- | --- | | [Navn 1] [Navn 2]  Study no.: XXXXXXXX | **Department of XXX**  Address Postal code, city DK, Denmark  Contact person:  Name1 Name2  Phone: +45 9940 ####  E-mail: xxx@xxx.aau.dk | |

Date: [Brevdato]  
 Case No.: [Caseno.]

**You have exhausted your examination attempts in the module “XXX”**

Aalborg University sends you this letter to draw your attention to the fact that you have exhausted your examination attempts in the module "XXX".

**You can only continue your programme at Aalborg University if you apply for and receive an exemption for an additional examination attempt.**

Exemption

You can apply for exemption for an additional examination attempt. With an exemption, you can avoid termination of your enrolment at Aalborg University.

Please note that an exemption can only be granted if you can document unusual circumstances. The unusual circumstances must relate to the individual student. Unusual circumstances are e.g., your own illness, illness in your closest family or other personal unusual circumstances which are not due to a lack of academic ability.

Please note that the unusual circumstances must relate to the exhausted examination attempts.

Application for exemption, including documentation for unusual circumstances, must be submitted to the Study Board for XXX on e-mail: [xxx@xxx.xxx.dk](mailto:xxx@xxx.xxx.dk) **no later than the xx-xx-xxxx [14 days]**.

If the Study Board approves your application for exemption, you will be able to continue your programme.

If the Study Board rejects your application for exemption, your enrolment at Aalborg University will be terminated 14 days after you have been notified of the rejection.

Objection

If you believe that the above-mentioned is **not** correct, it is important that you contact the Study Board so that any errors can be corrected.

Objection must be raised to the Study Board on e-mail: [xxx@xxx.xxx.dk](mailto:xxx@xxx.xxx.dk) **no later than the xx-xx-xxxx [14 days]**.

**If you do not apply for an exemption or raise an objection within the deadline, your enrolment at Aalborg University will be terminated on xx-xx-xxxx [14 days]**

Legal basis

Bachelor’s and Master’s Programmes: Section 42, no. 3 in Ministerial Order no. 69 of 26 January 2023 on Admission to and Enrolment on Full-Time University Programmes (the University Admissions Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2023/69)v (only available in Danish)

Professional Bachelor’s Programmes: Section 36, no. 3 in Ministerial Order no. 87 of 25 January 2023 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/2023/87) (only available in Danish)

If you have any questions or would you like further information, please contact me.

Kind regards,

Name

Title