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| [Angiv studerendes navn]  | **Aalborg University**PO Box 1599100 AalborgCase Officer:[Name 1] [Name 2] Telephone: [Tel.]Email: [Email]Date: [Date of letter]Case No.: [Case No.] |

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**Notice convening a meeting**

In connection with a case of conduct in violation of Aalborg University's Rules on Disciplinary Measures, you are summoned to a personal meeting on the basis of [Angiv baggrunden for indkaldelsen + vedhæft eventuelle bilag]

The case is handled in accordance with the [Rules regarding disciplinary measures for students at Aalborg University](https://www.handbook.aau.dk/document/?contentId=349579), an extract of which is attached.

In order to clarify the case, you are summoned to a personal meeting where you have the right to bring a companion.

**The meeting will be held on [Angiv dato og lokation]**. Please confirm that you are able to attend the meeting.

If you are unable to attend the meeting, you may submit your written comments on the case by e-mail **no later than [Frist på en uge]**. Your comments must be submitted to [Angiv mailadresse].

Your comments will be included as your consultation response in the decision that is taken.

If you do not reply to this request, do not attend the meeting or do not submit any further comments after the meeting, the case will be decided on the existing basis. This means that the case will be decided on the basis of the information contained in this letter.

Kind regards,

# Extract from the Guideline for AAU’s rules regarding disciplinary measures

Disciplinary proceedings can normally be divided into three more or less separate phases:

1. Reporting phase (discovery phase)
2. Investigation phase (preliminary phase)
3. Decision phase

### REPORTING PHASE (DISCOVERY PHASE)

The disciplinary rules cover the conduct of all students at the university, insofar as the conduct takes place under the auspices of the university, in situations that are comparable to this, or in situations where the student is or should be aware that conduct may influence the functioning of the university.

If there is a suspicion that a student's conduct is contrary to the disciplinary rules, the behaviour must be reported to the manager responsible for the premises, the activity or the programme concerned. The head of studies is responsible for taking action if the behaviour of a student conflicts with the disciplinary rules.  However, the responsibility may be delegated to another person, such as the chair of the study board.

### INVESTIGATION PHASE (PRELIMINARY PHASE)

Upon receiving a report, the relevant manager must conduct preliminary inquiries into the issue by obtaining the necessary documentation and by call the student in for a personal interview to clarify the issue. The student is entitled to be accompanied by an observer. If such an interview is not possible, communication takes place in writing instead.

If the manager finds the suspicion is strengthened, the matter is reported to the Rector if and only if the behaviour is so serious that it is found that it should result in expulsion from the university (see guidelines below, including on temporary expulsion). In all other cases, the relevant manager decides the matter. A report must comply with certain procedural requirements regarding the identification of the student reported and documentation of the matter; the report template must be used for this.

### DECISION PHASE

The case must be settled in accordance with administrative rules, including in particular the requirements for consultation of the parties involved, basis for the decision and guidelines for appeal. If it is found that the student has violated the disciplinary rules, one or more of the following sanctions may be imposed:

1. A written warning on repeated violations of the rules.
2. Expulsion from an exam if the exam rules are found to have been violated, which will entail that the student is registered as "not assessed" for the exam concerned.
3. If the behaviour constitutes a serious or repeated violation of the disciplinary rules, the Rector may expel the student from the university. An expulsion may be temporary or permanent, and entails that the student is excluded from all activities at the university during the period of expulsion, including all participation in classes and exams. In the case of a temporary expulsion, the student will be registered as being on leave during the expulsion period.

Particularly where plagiarism is involved, the matter is generally assessed based on the following guidelines:

* Gross plagiarism: If more than 5 percent of an exam paper is an exact copy or if more than 50 percent of an exam paper contains other forms of plagiarism, the student will normally be expelled from the university
* Plagiarism: If less than 5 percent of an exam paper is an exact copy or if 5-50 percent of an exam paper contains other forms of plagiarism, the student will normally be expelled from the exam
* Simple plagiarism: If less than 5 percent of an exam paper contains forms of plagiarism other than an exact copy, the student is usually given a warning
* Aggravating or mitigating circumstances may affect the assessment of the above. Cases of repeated plagiarism are usually considered as constituting gross plagiarism

In addition to the above sanctions, other special measures and/or sanctions may be imposed, including postponing the exam if exam cheating is suspected, if the matter cannot be clarified before the time of the examination.