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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 not passed all your exams in the first year of study (1st and 2nd Semester)**

Aalborg University sends you this letter to draw your attention to the fact that you have not successfully completed all your exams in the first year of study by the end of the second year of study following enrolment. Therefore, you do no longer meet the conditions for enrolment as a student at Aalborg University and are faced with termination of your enrolment at the University.

At STADS Self-Service (Grades) you can see which exam(s) you have not successfully passed in the first year of study (1st and 2nd Semester).

**You can only continue your programme at Aalborg University if you apply for and receive an exemption from the passing requirement.**

Exemption

You can apply for exemption from the passing requirement of the first year of study. 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. Please note that the unusual circumstances must relate to the exams of which you have not successfully passed.

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 study 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.

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

Legal basis

Section 18 in Aalborg University’s Common Rules for Course and Exam Registration (Rules of 1 September 2022 on Course and Exam Registration at Aalborg University). Can be found [here](https://www.studieservice.aau.dk/regler-vejledninger/#515770).

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

Kind regards,

Name

Title