|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | [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.]

**Termination of enrolment due to lack of participation in exams in the first year of study (1st and 2nd Semester)**

Aalborg University sends you this letter to inform you that your enrolment at the University will be terminated as of:

**xx-xx-xxxx**

Your enrolment at the University will be terminated since you have not participated in at least one examination in each module on the 1st and 2nd Semester before the end of the first year of study following enrolment (first-year examinations). Therefore, you do no longer meet the conditions for enrolment as a student at Aalborg University.

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.

Legal basis

Section 17 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).

Section 29 in Ministerial Order No. 2271 of 1 December 2021 on University Examinations (the Examination Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2021/2271) (only available in Danish)

Section 42(1), no. 4 in Ministerial Order no. 35 of 13 January 2022 on Admission to and Enrolment on Full-Time University Programmes (the University Admissions Order). Can be found [here](https://www.retsinformation.dk/eli/lta/2022/35) (only available in Danish)

Section 36(1), no. 4 in Ministerial Order no. 36 of 13 January 2022 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/2022/36) (only available in Danish)

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>

If you have any questions or would like further information, you are welcome to contact me.

Kind regards,

Name

Title