



AALBORG UNIVERSITY
DENMARK

Termination of enrolment due to lack of participation

Rules of 1 July 2015 regarding termination of enrolment due to lack of participation (Translation*)

Pursuant to

- Ministerial Order No. 257 of 18 March 2015 on admission to bachelor programmes at universities (Ministerial order on admission to bachelor programmes)
- Ministerial Order No. 258 of 18 March 2015 on admission to master programmes at universities (Ministerial order on admission to master programmes)
- Ministerial Order No. 248 of 13 March 2015 on admission to academy profession programmes and profession bachelor programmes

the following is stipulated:

Part 1.

The area of the rules

Section 1. A student's enrolment in a bachelor programme, profession bachelor programme or a master programme at Aalborg University is terminated if he or she proves an inactive student.

(2) Under the present rules, an inactive student is a student who has failed in a period of one year to pass an exam at Aalborg University or any other higher education institution that is a part of his or her study programme. The one-year period does not comprise periods in which the student is granted leave from the study programme in question.

Section 2. The present rules regarding termination of enrolment due to lack of participation do not include students enrolled at programmes offered in accordance with the rules for continuing education.

Section 3. Other rules on participation stipulated in or pursuant of laws, ministerial orders or curricula equally apply, independently of the stipulations in the present rules, including rules on first-year exams.

Part 2.

Decision on termination of enrolment due to lack of participation

Section 4. Decisions under section 1 are made by the dean for the academic area that the student in question is a part of.

(2) The validity of a decision under section 1 is conditioned by the fact

1. that the student is informed of the decision in writing
2. that the student, no less than two weeks before the termination of enrolment enters into force, has been informed about this decision and the stipulations stated in the present section
3. that the appropriate grounds and guidelines for complaints are included.

Part 3.

Exemption

Section 5. Following application, the dean may grant exemption from section 1 in case of unusual circumstances, including protracted illness, caretaking of close relatives who are disabled, critically ill or dying, maternity/paternity, adoption, military service, service connected to international military operations and conscientious objector service.

(2) Application for exemption has delaying effect.



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(3) Exemption is granted on a full semester basis

Section 6. If the student in question fails to submit an application for exemption in due time, but does contact the university within a reasonable period of time after the execution of the termination, the decision is annulled in full if the enrolment, under the present rules, should not have been terminated.

Part 4.
Complaint

Section 7. Students may within two weeks of the day they are informed of the dean's decision present the dean's decision to the Danish Agency for Higher Education, if the complaint concerns legal issues. The complaint is submitted to the dean who gives a statement which the complainant may comment on within a deadline of no less than one week. The university forwards the complaint to the Danish Agency for Higher Education, enclosing its statement and any comments on the part of the complainant.

Section 8. Complaint submitted in due time has delaying effect.

Section 9. If the student in question fails to submit a complaint in due time, but does contact the university within a reasonable period of time after the execution of the termination, the decision is annulled in full if the enrolment, under the present rules, should not have been terminated.

Part 5.
Commencement etc.

Section 10. These rules shall enter into force on 1 July 2015.

Section 11. Aalborg University's "Rules for termination of enrolment due to lack of participation" of 15 April 2014 are hereby repealed.

Aalborg University, 1 July 2015


Per Michael Johansen

Rektor

*Rules regarding termination of enrolment due to lack of participation have been translated from Danish. In case of discrepancies, the Danish version prevails.