

Gul kategori

Dear XX

Regretfully I have discovered that you have got behind with your education in relation to the courses/subjects that you should have passed by now.

In the description of your education (the study programme) it has been determined which courses/subjects should be passed and when they should be passed in relation to when you were enrolled as a student.

In the study programme it is stated how many ECTS points each course/subject counts. When going through your study records I can see that you are more than 5 ECTS points behind which has caused us to offer you additional guidance so that you can plan and complete your education as well and as quickly as possible.

In this connection I would like to recommend you to contact your decentralized student counselor in order to receive guidance in relation to the completion of your education.

Moreover, I recommend that you contact me if you need guidance in relation to for instance fear of exams, preparation of education plans or other.

I hope that you will make use of the above-mentioned recommendations in order that you will have the best conditions for passing exams to come.

If you have questions in relation to the above-mentioned, you may always contact me or the student counselling office: <http://www.studievejledning.aau.dk/>

The Study Board of XXX wishes you good luck with your future exams.

Best regards,
XX
Secretary to the Study Board

The Study Board of XXX
Aalborg University
XXX
Phone 9940 XXX
Email: XXX
Website: XXX

Rød kategori

Dear XX

Regretfully I have discovered that you have got behind with your education in relation to the courses/subjects that you should have passed by now.

In the description of your education (the study programme) it has been determined which courses/subjects should be passed and when they should be passed in relation to when you were enrolled as a student.

In the study programme it is stated how many ECTS points each course/subject counts. When going through your study records I can see that you are more than 15 ECTS points behind which has caused us to offer you additional guidance so that you can plan and complete your education as well and as quickly as possible.

Therefore please contact me so that we can arrange a meeting with XXX where you will be offered special guidance consisting of an individualized conversation. At the meeting we will draw up a plan of action which will make sure that you will have the best conditions for passing future exams.

The plan of action must be approved by the chairman of the study board.

At the meeting we will also discuss when your next exam will take place.

If you have questions in relation to the above-mentioned, you may always contact me or the student counselling office: <http://www.enrolled.aau.dk/contact/>

The Study Board of XXX wishes you good luck with your future exams.

Best regards

XX

Secretary to the Study Board

The Study Board of XXX

Aalborg University

XXX

Phone 9940 XXX

Email: XXX

Website: XXX