**Yellow category**

Dear<NAME>

**We would like to help you pick up on courses you have not yet passed**

I write you as I can see from your study record that you are more than 5 ECTS points behind your programme compared to the subjects/modules that you should have passed at this time. There may be various reasons for this, but in my experience it can be a relief to draw up a plan for how to complete the remaining study period.

Therefore, we would like to offer you an interview about your opportunities and your educational programme. The interview will be held with your [insert: study board chairperson, course coordinator, etc.] with whom you will find the best solutions for you.

 **After meeting with your [insert: study board chairperson, subject coordinator,etc.], you might need:**

* **A well-being interview with the General Student Guidance at AAU.**

Then we will help you book an interview with the General Student Guidance. Among other thing they can help you with everything from study techniques - e.g. motivation and structure in everyday life - to lack of well-being due to e.g. study pressure, loneliness and/or depression, exam nervousness, study diversity, etc.

* **To check up on whether you meet** [**State education grant rules for study activity**](https://www.aau.dk/uddannelser/su/su/forsinket-i-uddannelsen/)**.**

Then you can [book an interview or](https://www.aau.dk/uddannelser/su/kontakt/) call the State education grant office if you are delayed more than State education grant rules allow.

If you have any questions about the above, you are more than welcome to contact me.

We look forward to meeting with you and provide you with the best possible conditions to complete your studies.

Yours sincerely,

Red category

Dear<NAME>

**We would like to help you pick up on courses you have not yet passed**

I write you as I can see from your study record that you are more than 15 ECTS points behind your programme compared to the subjects/modules that you should have passed at this time. There may be various reasons for this, but in my experience it can be a relief to draw up a plan for how to complete the remaining study period.

Therefore, we book you for an interview about your opportunities and your educational programme. The interview will be held with your [insert: study board chairperson, course coordinator, etc.] with whom you will find the best solutions for you.

 **After meeting with your [insert: study board chairperson, subject coordinator etc.] you might need:**

* **A well-being interview with the General Student Guidance at AAU.**

Then we will help you book an interview with the AAU General Student Guidance. Among other thing they can help you with everything from study techniques - e.g. motivation and structure in everyday life - to lack of well-being due to e.g. study pressure, loneliness and/or depression, exam nervousness, study diversity, etc.

* **To check up on whether you meet** [**State education grant rules for study activity**](https://www.aau.dk/uddannelser/su/su/forsinket-i-uddannelsen/)**?**

Then you can [book an interview or](https://www.aau.dk/uddannelser/su/kontakt/) call the State education grant office if you are delayed more than State education grant rules allow.

If you have any questions about the above, you are more than welcome to contact me.

We look forward to meeting with you and provide you with the best possible conditions to complete your studies.

Yours sincerely,