



Procedure for applying for pre-approval of credit transfer when studying a semester abroad (or at another study programme at AAU or in DK)

Find a host university abroad

To learn more about how to find and establish contact with a relevant host university abroad, please go to the webpage of the International Office at AAU: <http://www.internationaloffice.aau.dk>

Apply for pre-approval of courses

When planning to study a semester abroad or at another study programme, you must beforehand apply for a pre-approval of credit transfer of the courses you would like to follow at the host university. The courses must be approved by your study programme coordinator and the study board.

Specifically for pre-approval of courses at bachelor study programmes

If you wish to study a semester abroad at your bachelor study programme we recommend you to do so at 3rd, 4th or 5th semester.

When you have decided on a host university abroad, please make sure that:

- The courses that you choose to follow abroad will cover a minimum of 30 ECTS (if you wish to study a full semester abroad) – and preferably more ECTS in case some of the courses will not be offered anyway.
- You do not choose courses which are similar to previously passed courses at your AAU study programme (such courses will not be approved).
- It is possible for you to be back at AAU in time for study start the following semester.
- The learning goals of the courses at the host university match or are of relevance to the learning goals of the modules at the AAU semester, that you will be replacing when going abroad.

Specifically for pre-approval of courses on master study programmes

When you have decided on a host university abroad, please make sure that:

- The chosen courses will cover a minimum of 30 ECTS (if you wish to study a full semester abroad) – and preferably more ECTS in case some of the courses will not be offered anyway.
- You do not choose courses which are similar to previously passed courses at your AAU study programme (such courses will not be approved).
- It is possible for you to be back at AAU in time for study start the following semester.
- The courses are at master's level (courses at bachelor's level will not be approved).

- The learning goals of the courses at the host university match or are of relevance to the overall competence profile for your AAU master's study programme (as described in the curriculum).

Only Techno-Anthropology: It is recommended to make use of the already established cooperation agreements that the Techno-Anthropology study programme has with universities abroad. Further information can be found at <https://www.en.aau.dk/education/master/techno-anthropology-aal>

How to apply

You apply for pre-approval of credit transfer by sending an application to the study board.

The following information must be included in the application:

- The number of credits/units/points that it is required to follow at the host university to meet Aalborg University's requirement of 30 ECTS for a full semester.
- Course descriptions including the number of ECTS/credits/units/points for each course.
- A description of how the learning goals of the host university courses match or are of relevance to the semester's learning goals (bachelor) or the study programme competence profile (master) as described above.

We recommend that you use the additional form with detailed course information in your application to the study board. The form can be found at the TB study board webpage: <https://www.plan.aau.dk/uddannelser/studienaevn-for-teknoantropologi-og-baeredygtigt-design/retningslinjer-for-uddannelserne-i-tb-sn#forh%C3%A5ndsmerit>

- Documentation for programme coordinator's approval of the host university courses.

The application form including the detailed course information form must be sent to the study board at the study board e-mail: tb-sn@plan.aau.dk

Application deadlines

- Application deadline for pre-approval of credit transfer on spring semesters: **15th of October**
- Application deadline for pre-approval of credit transfer on fall semesters: **15th of April**

The study board secretary will inform you about the study board's decision by e-mail.