

Application Form for the Guidance Process for a Flexible Master's Programme Plan

Please read the accompanying instructions carefully before completing the application form. The form must be completed in capital letters.

I am applying for admission to a guidance process in:

- Spring 20 _____ (application deadline 1 February)
- Autumn 20 _____ (application deadline 1 September)

1. Personal details

CPR number: -

First name(s): _____

Last name: _____

Street: _____

Postal code: _____

City: _____

Email: _____ Tel. private: _____ Tel. work: _____

Nationality: Danish Other Country: _____

Position: _____

Name of workplace: _____

Street: _____

Postal code: _____

City: _____

2. Admission qualifications

Degree programme: _____

Year of graduation: _____

Name of educational institution: _____

- If Aalborg University finds that I do not meet the educational admission requirements, I grant permission for the university to treat my application as an application for exemption from these admission requirements.

3. Relevant work experience

Workplace: _____

Period: _____

Number of hours per week: _____

Position/title: _____

Work tasks: _____

4. Other qualifications

Other relevant, completed or ongoing educational programmes, courses, qualifications, etc. are stated in a CV.

5. Main topic/academic profile desired for the Flexible Master's Programme:

Master's Programme elements (if necessary, specify on a separate page with CPR number):

1. _____

2. _____

3. _____

4. _____

Academic contact person and study board at Aalborg University you have spoken with regarding a Flexible Master's Programme:

Name of contact person:

Study board:

Motivation for applying for admission to a Flexible Master's Programme:

6. Appendix

- Documentation of admission qualifications
- Documentation of relevant work experience
- CV
- Curricula for programme elements desired
- Other _____

7. Payment information (read the attached instructions carefully)

CVR number:

Name of company: _____

Street: _____

Postal code: _____

City: _____

Email that invoice should be sent to:

EAN number:

Person or other reference: _____

Order or requisition number: _____

8. Date and signature

Date: _____ Signature _____

Return address:

Applications and relevant supporting documents should be sent to:

Aalborg University
Study Service, Continuing Education
as a PDF via email to:

efteruddannelse@aau.dk

Instructions for filling out the application form

Before completing the application form, please read the accompanying instructions carefully.

Field 1: Personal details

- If possible, please fill in all the information in field 1
- CPR number: If you are a **citizen of a country other than Denmark**, please simply provide your date of birth.
- If you have both a personal **email address** and a work email, please enter the email address you use most often. It is important that you provide an email address that you check regularly and that you write the email address correctly and clearly on the application form.
- **Nationality:** If you are a citizen of a country outside the EU/EEA but have a permanent residence permit in Denmark, please state this. Documentation must be attached.

Field 2: Admission qualifications

- In this field, you must state the educational basis for your application, and where and when you completed your education. Documentation of the qualifying degree must be attached.
- Other educational aspects that you want to be considered must be stated in a CV, enclosed with documentation.

Field 3: Relevant work experience

- Relevant work experience must be documented, e.g., with a copy of a letter of employment, a copy of a payslip or a statement from an employer. If you have more than one employment situation you want to be considered, you may indicate that on a CV, enclosed with relevant documentation. Please note that the requirement of relevant work experience may not be waived.

Field 4: Other qualifications

- If you have other relevant, completed or ongoing educational programmes, courses, qualifications, etc. you may indicate this on a CV. For educational information, the following must be stated: Name of programme/course, name of educational institution, ECTS credits and period of programme/course.

Field 5: Main topic/academic profile desired for the professional master's

- Specify the main academic area that you want as the profile of the professional master's, e.g., "Professional Master's in Labour Market and Personnel Relations".
- Under "Professional master's intended programme elements", enter the name of the modules/parts of professional master's/master's (*kandidat*) programmes you want included as parts of your flexible professional master's. Please also indicate the number of ECTS credits for each module/part and the educational institution the module/part is offered at and when.
- Under "Academic contact person" and "Study board", enter the name of the person at Aalborg

University you have spoken with regarding your flexible professional master's and the name of the study board where the professional master's academic profile belongs.

- Under "Motivation" briefly explain why you want to start a flexible professional master's programme. If you need to write a more detailed statement, you may do so on a separate A4 sheet and indicate your CPR number.

Field 6: Appendix

- You must also include documentation of your qualifying degree, relevant work experience and a CV. Remember to also enclose the curriculum/course description for each of the programme elements you want included in your flexible professional master's programme. Aalborg University will process your application only when we have received all relevant supporting documents. Include your CPR number on all supporting documents.

Field 7: Payment information

- The field **only** needs to be filled out if your employer is paying. A **CVR number** must be provided as we cannot create an invoice without this. All registered companies in Denmark have a CVR number – see more on www.cvr.dk.
- If a Danish public institution or authority is paying, it must be done by e-invoice. In this case, we must be provided with an **EAN number**. Please note that even if an EAN number is provided, a CVR number **must** still be provided.

Field 8: Date and signature

- With your signature, you declare that all information provided is correct.

Return address:

Applications and relevant supporting documents should be sent to:

Aalborg University
Study Service, Continuing Education
PO Box 159
9100 Aalborg

Or as a PDF via email to efteruddannelse@aau.dk

Questions about the application procedure may be directed to: efteruddannelse@aau.dk or tel. 9940 9420.