



Guide to credit transfer for one semester prior to your stay at an other university

The definition of “other university” covers both universities abroad and other universities in Denmark.

The student

- examines which curriculum he or she is following to find out whether this allows for studies abroad or at another university in Denmark. Find your curriculum here: <https://studieordninger.aau.dk/years>. If you have any questions regarding the curriculum, please contact the Secretary to the Study Board.
- examines which courses the university in question offers (check the university’s website).
- contacts the relevant course coordinator/semester coordinator at AAU to hear whether the courses are relevant with regard to the AAU study programme.
- applies to the Study Board for **pre-approval** of the chosen courses by using the form “Application for credit transfer”. The application deadlines are April 1st (the autumn semester) and October 1st (the spring semester).
- chooses extra courses of up to a total of 60 ECTS and prioritises these courses. If he or she chooses 30 ECTS only, the student can get in a predicament in case the courses are not offered or are overbooked.
- has to find alternative courses, if upon arrival, the student finds out one or more of the approved courses are not offered after all. Next, send a new application for pre-approval of credit transfer to the Study Board.
- must after the homecoming hand in documentation (transcript) of passed exams to the Study Board. The number of passed exams must be in coherence with the number of courses agreed on and followed at the foreign university.

If it turns out that the student does not pass 30 ECTS at the other university, the student might be able to write a mini project in order to reach the required number of ECTS (30); e.g. if the student only passes a total of 20 ECTS, he or she must write a mini project of 10 ECTS. Writing a mini project must be agreed with the Chairman of the Study Board and the course coordinator at AAU.