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| |  |  | | --- | --- | | [Studerendes navn og studienummer] | **Study Board of XX**  Address  Contact person:  Name1 Name2  Phone: +45 9940 ####  E-mail: xxx@xxx.aau.dk | |

Date: [Brevdato]  
 Case No.: [Caseno.]

**Decision on preapproval of credit transfer**

Study Board of [Indsæt studienævn] (hereafter the Study Board) has received your application for preapproval of credit transfer.

The Study Board preapproves credit transfer based on an academic assessment.

**Result of the assessment:**

* The Study Board preapproves credit transfer for the following modules:
* XX [Angiv modulnavn, ECTS-point og uddannelsesinstitution]
* XX

**Please notice** that only 30 ECTS-points can be credit transferred.

When you have completed the preapproved modules, you are obliged to submit relevant documentation on whether you have passed or not passed the modules. If you are unable to provide the relevant documentation yourself, the Study Board will collect the documentation.

If you have passed the preapproved modules, and the documentation is available, the Study Board will register the credit transfer in STADS. This means that your diploma from AAU will state which modules you have passed on other educational institutions, including your grades if they are transferrable.

*Changes in preapproved credit transfer*

If the preapproval of credit transfer changes, please contact the Study Board as soon as possible. Changes are e.g., if preapproved modules are no longer offered at the host institution.

If you do not pass all preapproved modules, the Study Board makes a new assessment of credit transfer based on the passed modules.

On the following pages you can read more about the legal basis for the decision.

Kind regards,

[Indsæt signatur]

**Legal basis (only in Danish)**

Here are the rules that the Study Board has used to decide your case. There is an extract of the rules at the end of the decision.

* [bachelor, kandidat og master] § 2, stk. 2, i bekendtgørelse nr. 826 af 16. juni 2023 om merit i universitetsuddannelser (meritbekendtgørelsen). Kan findes [her](https://www.retsinformation.dk/eli/lta/2023/826#P2).
* [professionsbachelor] § 22 i bekendtgørelse nr. 2672 af 28. december 2021 om erhvervsakademiuddannelser og professionsbacheloruddannelser (LEP-bekendtgørelsen). Kan findes [her](https://www.retsinformation.dk/eli/lta/2021/2672#P22).

**Complaint instructions**

Forhåndsmerit for **danske** fagelementer (bachelor, kandidat og master)

This decision may be brought before the credit transfer appeals board if the appeal concerns academic issues. The appeal must be addressed to the University on email: [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) and the appeal will then be forwarded to the credit transfer appeals board. Written and reasoned appeal must be submitted **within two weeks after you have been informed of this decision.**

Provided that the appeals concerns legal issues, the University will make at a decision. Legal issues may include incapacity, lack of argument or legal basis for the decision, or other legal discrepancies in the processing of your case.

On the following link you may find a guide to what should be included in an appeal:

<http://www.en.aau.dk/education/student-guidance/rules/complaints/>

Forhåndsmerit for **udenlandske** fagelementer (bachelor, kandidat og master)

This decision may be brought before the qualifications board. Written and reasoned appeal must be submitted to the University on email: [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) **within four weeks after you have been informed of the study board’s decision**. If the decision is upheld, the University will forward the appeal to the qualifications board including an opinion.

This decision may also be appealed to the Danish Agency for Higher Education and Science if the appeal concerns legal issues. Legal issues may include incapacity, lack of argument or legal basis for the decision, or other legal discrepancies in the processing of your case. The appeal must be submitted to the University on email: [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) **within two weeks from the day you have been informed of this decision**. The University will issue an opinion upon which you will be given the opportunity to comment on within a time limit of at least one week. The University submits your appeal to the Agency, enclosing the opinion and any comments made by you.

On the following link you may find a guide to what should be included in an appeal:

<http://www.en.aau.dk/education/student-guidance/rules/complaints/>

Forhåndsmerit for **danske** og **udenlandske** fagelementer (professionsbachelor)

This decision may be brought before the qualifications board if the appeal concerns academic issues. The appeal should be addressed to the University on email: [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) and the appeal will then be forwarded to the qualifications board. The appeal must be submitted **within four weeks after you have been informed of this decision.**

This decision may also be appealed to the Danish Agency for Higher Education and Science if the appeal concerns legal issues. Legal issues may include incapacity, lack of argument or legal basis for the decision, or other legal discrepancies in the processing of your case. The appeal must be submitted to the University on email: [sl-klager@adm.aau.dk](mailto:sl-klager@adm.aau.dk) **within two weeks from the day you have been informed of this decision**. The University will issue an opinion upon which you will be given the opportunity to comment on within a time limit of at least one week. The University submits your appeal to the Agency, enclosing the opinion and any comments made by you.

On the following link you may find a guide to what should be included in an appeal:

<http://www.en.aau.dk/education/student-guidance/rules/complaints/>

**Extraction of the rules (only in Danish)**

Bachelor, kandidat og master

*Bekendtgørelse nr. 826 af 16. juni 2023 om merit i universitetsuddannelser (meritbekendtgørelsen)*

§ 2. På baggrund af en faglig vurdering kan et universitet træffe afgørelse om, at

1) beståede fagelementer på samme niveau fra en anden dansk eller udenlandsk uddannelse kan erstatte dele af den uddannelse, som den studerende er optaget og indskrevet på (merit for danske eller udenlandske fagelementer), og

2) planlagte fagelementer på samme niveau fra en anden dansk eller udenlandsk uddannelse kan erstatte dele af den uddannelse, som den studerende er optaget og indskrevet på (forhåndsmerit).

§ 4. Ønsker en studerende at gennemføre fagelementer ved en anden videregående uddannelsesinstitution i Danmark eller udlandet, kan vedkommende ansøge hjemuniversitetet om forhåndsmerit.

Stk. 2. Godkendelse af forhåndsmerit forudsætter, at den studerende i forbindelse med ansøgningen forpligter sig til at fremsende dokumentation for, at fagelementet er bestået. Desuden skal den studerende give sit samtykke til, at hjemuniversitetet kan indhente de nødvendige oplysninger hos værtsinstitutionen, hvis den studerende ikke selv kan fremskaffe dokumentationen.

Stk. 3. Hjemuniversitetet godkender administrativt, at beståede forhåndsgodkendte fagelementer meriteres ind i uddannelsen, når universitetet har modtaget den fornødne dokumentation, jf. stk. 2.

Stk. 4. Efter forslag fra den studerende kan universitetet ændre godkendelsen af forhåndsmerit. Ændringer kan dog alene foretages i særlige situationer, hvor de forhåndsgodkendte fagelementer f.eks. ikke udbydes af værtsinstitutionen. Den studerende har ansvaret for og initiativpligten til at sammensætte forslag til studieplan. Universitetet yder faglig støtte, hvis den studerende efterspørger dette.

Professionsbachelor

*Bekendtgørelse nr. 2672 af 28. december 2021 om erhvervsakademiuddannelser og professionsbacheloruddannelser (LEP-bekendtgørelsen)*

§ 22. Beståede uddannelseselementer ækvivalerer de tilsvarende uddannelseselementer ved andre uddannelsesinstitutioner, der udbyder uddannelsen.

Stk. 2. Den studerende har pligt til at oplyse om gennemførte uddannelseselementer fra en anden dansk eller udenlandsk videregående uddannelse og om beskæftigelse, der må antages at kunne give merit. Uddannelsesinstitutionen godkender i hvert enkelt tilfælde eller ved regler i studieordningen merit på baggrund af gennemførte uddannelseselementer og beskæftigelse, der står mål med fag, uddannelsesdele og praktikdele. Afgørelsen træffes på grundlag af en faglig vurdering.

Stk. 3. Den studerende har ved forhåndsgodkendelse af studieophold i Danmark eller udlandet pligt til efter endt studieophold at dokumentere det godkendte studieopholds gennemførte uddannelseselementer. Den studerende skal i forbindelse med forhåndsgodkendelsen give samtykke til, at institutionen efter endt studieophold kan indhente de nødvendige oplysninger.

Stk. 4. Ved godkendelse efter stk. 2 og 3 anses uddannelseselementet for gennemført, hvis det er bestået efter reglerne om den pågældende uddannelse.