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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 of final credit transfer**

Study Board of [Indsæt studienævn] (hereafter the Study Board) has received your documentation for passed modules on [Indsæt uddannelsesinstitution].

You have not passed all of the preapproved modules. Therefore, the Study Board must make a new assessment of credit transfer based on the passed modules.

**Result of the new assessment of credit transfer:**

* The Study Board has decided to credit transfer the following modules:
* XX [Angiv modulnavn, ECTS-point og semester]
* XX

Credit transfer means that you **do not** have to participate in and pass the above-mentioned modules, cf. the curriculum.

* The Study Board has decided **not** to credit transfer the following modules:
* XX [Angiv modulnavn, ECTS-point og semester]
* XX

This means that you still must participate in and pass the above-mentioned modules, cf. the curriculum.

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). Can be found [her](https://www.retsinformation.dk/eli/lta/2023/826#P2)e.
* [professionsbachelor] § 22 i bekendtgørelse nr. 2672 af 28. december 2021 om erhvervsakademiuddannelser og professionsbacheloruddannelser (LEP-bekendtgørelsen). Can be found [her](https://www.retsinformation.dk/eli/lta/2021/2672#P22)e.

**Complaint instructions**

Merit 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/>

Merit 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/>

Merit 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).

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 bagrund 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.