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| Application for Pre-Approval of  Credit Transfer  To be filled in on a computer  *Application date:* Select | **Study Board of Energy**  **Study Board of Build, Energy, Electronics and Mechanical**  Date of document: 18-02-2022  Document responsible: Study Secretariat  Latest revision: 24-06-2025  Last revised by: ghc |

*When you have completed the form, please send it in pdf format (along with any other relevant documents e.g. course description in pdf) to the*

* [*Study Board of Energy in Aalborg*](mailto:studyboard@energy.aau.dk) *or*
* [*Study Board of Build, Energy, Electronics and Mechanics in Esbjerg*](mailto:StudyboardBEEM@energy.aau.dk)

*for approval, once the semester coordinator has approved the application.*

*Please make sure to submit the application for pre-approval no later than 1 April. Note that the credit transfer will take place upon forwarding proof of passed exams to the Study Board.*

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| **Student** | | |
| Name | Study no. | mail@student.aau.dk |
| **Choose study programme** | | |
| Campus: Select | Current semester: Select | |
| BSc study programme: Select | Specialisation if any: Select | |
| MSc study programme: Select | Specialisation if any: Select | |

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| **Technical coordinator** | | **Signature** |
| Name | mail@energy.aau.dk |  |

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| **Information for International Office** | |
| Expected departure: Select | Expected return: Select |
| Visit to foreign institution based on AAU exchange agreement: | |

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| **Module(s) of AAU curriculum for which you want to apply pre-approval** |
| List name of modules and number of ECTS credits. |

| **Information of foreign Institution** |
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| **Name of foreign institution:** Name |
| **Country:** Name |
| **Credit system[[1]](#endnote-1):** Name, e.g. hours |
| **Factor to ECTS-credits[[2]](#endnote-2):** Indicate conversion factor, i.e. **CREDITS \* FACTOR = ECTS** |
| **Documentation for credit system and factor:** Provide link |
| **Documentation for number of credits constituting a semester at the institution:** Provide link |

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| **Modules from other programmes or institutions[[3]](#endnote-3):** |
| List modules with name of module, number of credits, equivalent number of ECTS, and the level of the education with documentation of the level, e.g.: Numerical Methods, 60 hours, 2 ECTS, BSc (*link to official course description*) Advanced Mechanics, 150 hours, 5 ECTS, MSc (*official course description attached as pdf*) |

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| **Comments:** |
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**Approved by the Study Board** (not to be filled in by the student(s))

Study Board of Energy in Aalborg or

Study Board of Build, Energy, Electronics and Mechanics in Esbjerg

Approval date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature

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| **Comments from the Study Board:** |
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1. State the name of the credit system at the foreign institution, e.g. hours, credits, points, ECTS, etc. [↑](#endnote-ref-1)
2. If the university operates with a different credit system than ECTS, please provide a conversion factor, and include a link to this conversion factor in the comments box. [↑](#endnote-ref-2)
3. Provide a prioritised list of study elements summing up to at least the number of required ECTS credits. If applying for a semester abroad, you must apply for courses equivalent to at least 60 ECTS. [↑](#endnote-ref-3)