

## Application for advance credit transfer and final credit transfer

*Please go through the following steps when you apply for advance credit transfer and final credit transfer:*

**Step 1:** Select the study program and relevant academic activities (course(s) and/or project(s)) at a Danish or foreign university. It is a good idea to contact the International Office at Aalborg University to get general advice about studying abroad (alternatively you can find information at the website: [www.internationalkontor.dk](http://www.internationalkontor.dk)), and to contact the coordinator and/or the teachers in your current study program for academic advice.

**Step 2:** Prepare an application for advance credit transfer, which must contain a detailed description of the academic activities you are going to follow at the host university. Attach documentation, e.g. course descriptions and learning objectives, from the host university. Please indicate the semester and study activities at Aalborg University, you would like to replace with your study abroad, so that the Study Board has the best possible basis for an assessment of your application. This is also stated in the template below, which must be completed in connection with the application.

**Note:** The courses/projects that you want to follow at the host university need to meet the following:

- Be in the field of business economics
- Be on the same level as your current education program at AAU (bachelor/graduate)
- Meet the same learning objectives as the modules that they replace at AAU
- Have the same workload (ECTS) as the modules that they replace at AAU
- Not be identical to modules that already is (or later become) completed at AAU

unless there are **strong arguments** to deviate from the above.

**Step 3:** Apply to your Study Board for advance credit transfer/approval of the academic activities. On the last page, a template for application is attached, which has to be sent to [studienaevnerhvervsoekonomi@business.aau.dk](mailto:studienaevnerhvervsoekonomi@business.aau.dk). If the application meets the above conditions, it will be assessed at the Study Board as soon as possible. Alternatively, it will be sent back for further information/documentation. An official letter will be sent from [studienaevnerhvervsoekonomi@business.aau.dk](mailto:studienaevnerhvervsoekonomi@business.aau.dk) to the student with the advance credit transfer approval, if the application is approved. If the application is rejected, a justification will be given. A **learning agreement (Erasmus)** can also be signed if it is necessary in regard to studying abroad.

**Trin 4:** During the stay: Please note that the approval of the Study Board is a temporary decision that must be finally approved when you return. Thus, any changes during your course of study in Denmark or abroad should be discussed with the advisors (Step 1) and the Study Board to avoid problems with the final approval when you return to Aalborg University. It may be a good idea to include a few alternative study activities in the application if it later turns out that you cannot enrol

in the desired activities. Alternatively, please contact the Study Board as soon as possible with suggestions for alternative study activities so that the advance credit transfer approval can be changed and re-approved in the Study Board.

**Trin 5:** When you return home: You must document to the Study Board that your study program and study activities have been followed as planned according to the Study Board's temporary advance credit transfer approval. The documentation is issued by the host university and can vary in appearance and content. The documentation has to be sent to [studienaevnerhvervsoekonomi@business.aau.dk](mailto:studienaevnerhvervsoekonomi@business.aau.dk). After comparing the documentation with the advance credit approval, the credits are transferred.



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Name:	
CPR-number:	
Study number:	
Current education:	
Current semester:	
Case number:	
Module(s)/semester, you want to replace:	
Module(s)/semester, you want to take instead: (in DK or abroad)	
Content and learning objectives:	
Indication of level: (bachelor or master)	
Indication of workload: (ECTS or credits/units)	



Link to the module(s)  
at the host university  
website:

Further information:

Comments by the Study Board:

Approved by the Study Board (date and signature):

