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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 credit transfer**

Study Board of [Indsæt studienævn] (hereafter the Study Board) has received your application for admission on the [Indsæt uddannelse]. The Study Board has decided to credit transfer the following modules on the study programme:

* XX [Angiv modulnavn, ECTS-point og semester]
* XX

The credit transfer is based on the following passed modules on [Indsæt uddannelse samt uddannelsesinstitution]:

* XX [Angiv modulnavn, ECTS-point og uddannelsesinstitution]
* XX

**Legal basis**

Startmerit (bachelor eller kandidat)

*Admission to university programmes*

Ministerial Order no. 35 of January 13, 2022, on Admission to and Enrollment at Full-time University Programmes.

The decision is made according to section 37.

Startmerit (professionsbachelor)

*Admission to Academic Profession Programmes and Professional Bachelor Programmes.*

Ministerial Order no. on Admission to and Enrolment in Academic Profession Programmes and Professional Bachelor Programmes.

The decision is made according to section 31.

**Complaint instructions**

Merit fra en **dansk** uddannelsesinstitution (bachelor eller kandidat)

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 fra en **udenlandsk** uddannelsesinstitution (bachelor eller kandidat)

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 fra en **dansk** eller **udenlandsk** uddannelsesinstitution (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.

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Kind regards,

[Indsæt signatur]