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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 has made an assessment of credit transfer and has decided to preapprove 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.

**Legal basis**

Forhåndsmerit (bachelor eller kandidat)

*University Programme Order*

Ministerial Order no. 20 of January 9, 2020, on Bachelor and Master’s (Candidatus) Programmes at Universities.

The decision is made according to section 47.

Forhåndsmerit (professionsbachelor)

*Academic Profession Programmes and Professional Bachelor Programmes.*

Ministerial Order no. 2672 of December 28, 2021, on Academic Profession Programmes and Professional Bachelor Programmes.

The decision is made according to section 22.

**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.

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/>

Kind regards,

[Indsæt signatur]