

# Application for Pre-approval of Credit Transfer

Fulfill the application and send it to [mtstudyboard@create.aau.dk](mailto:mtstudyboard@create.aau.dk)

## About the Student

Please fill in the below form with practical information regarding yourself and your studies.

<b>Name</b>	
<b>Cpr. no.</b>	
<b>Phone number</b>	
<b>Student E-mail</b>	
<b>Education and campus</b>	
<b>Current semester:</b>	<b>Semester abroad or at another Danish University:</b>

## Contact Person at AAU

One of the first step is to contact the semester coordinator/supervisor at MED/LID/SMC/SSD who can help you to put together the chosen courses at the university. Please fill in the name of the coordinator/supervisor

<b>Name</b>	
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## About the foreign University

Please fill in the below form with practical information regarding the foreign university, where you plan to undertake study activities and therefore is applying for pre-approval of credit transfer.

<b>Name of foreign university</b>	
<b>Country</b>	
<b>Faculty/Department</b>	
<b>Website (Department)</b>	

**I wish to apply for pre-approval for the courses mentioned below:**

Study elements at AAU that I am applying pre-approval for:		I am applying pre-approval on the foundation of elements from the foreign university:			
Study elements I was supposed to take:	ECTS	Study elements I want to take Insert link to each course	Level of course (under graduate/ graduate/semester)	ECTS	Approved by the Studyboard
		<b>Total ECTS</b>			

*Please note that you have to obtain 30 ECTS at the foreign university to get a pre-approval of credit transfer for one semester from the Study Board. The Study Board strongly recommend you to apply 45-60 ECTS at a foreign university.*

**Conversion Factor**

*If the university operates with a different credit system than ECTS, please provide a conversion factor, and insert a link to this conversion factor below.*

<b>Conversion factor</b>	
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**Signature**

\_\_\_\_\_ Student  
Date

\_\_\_\_\_ Semester coordinator/supervisor  
Date

\_\_\_\_\_ Study Board of Media Technology (When signed the pre-approval application of credit transfer is approved)  
Date

When the courses in the study program are passed, the student must send a diploma or transcript (signed and stamped) to the Study Board at [mtstudyboard@create.aau.dk](mailto:mtstudyboard@create.aau.dk). The Study Board will then grant a final credit transfer.

**The diploma must reach the Study Board no later than one month after the final exam.**  
Moreover, please ensure that the diploma or transcript from a foreign university is also in English or send an official translation.

## **Appendix – additional information**

### **Deadlines:**

#### ***April 15 – Fall semester***

The application for a pre-approval of credit transfer should be handed-in to the secretary of the Study Board no later than April 15.

#### ***October 15 – Spring semester***

The application for a pre-approval of credit transfer should be handed-in to the secretary of the Study Board no later than October 15.