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| [Studerendes navn og studienummer] | **Study Board of XX**AddressContact person:Name1 Name2Phone: +45 9940 ####E-mail: xxx@xxx.aau.dk |

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 Date: [Brevdato]
 Case No.: [Caseno.]

**Decision on credit transfer**

Study Board of [Indsæt studienævn] (hereafter the Study Board) has received your application for credit transfer.

On this basis, the Study Board has assessed if credit transfer can be approved.

**Result of the assessment:**

* The Study Board has decided to credit transfer the following modules:
* XX [Angiv modulnavn, ECTS-point og semester]
* XX

Credit transfer means that you **do not** have to participate in and pass the above-mentioned modules, cf. the curriculum.

* The Study Board has decided **not** to credit transfer the following modules:
* XX [Angiv modulnavn, ECTS-point og semester]
* XX

This means that you still must participate in and pass the above-mentioned modules, cf. the curriculum.

On the following pages you can read more about the explanation and legal basis for the decision.

Kind regards,

[Indsæt signatur]

**Explanation of the decision**

*This is how we assess the case*

[ved medhold] The Study Board assess that you have provided documentation for passed modules from previous educations that are academically equivalent to and can replace modules in the curriculum for [angiv uddannelse].

Therefore, the Study Board has decided to credit transfer the modules. This means that you **do not** have to participate in and pass the modules.

Below you will find an explanation of the main considerations underlying the Study Board’s decision.

[ved afslag] The Study Board does not assess that you have provided documentation for passed modules from previous educations that are academically equivalent to and can replace modules in the curriculum for [angiv uddannelse].

Therefore, the Study Board has decided not to credit transfer the modules. This means that you still must participate in and pass the modules.

Below you will find an explanation of the main considerations underlying the Study Board’s decision.

[ved delvist afslag] The Study Board has decided to credit transfer some of the applied modules. This means that the Study Board assess that you have provided documentation for passed modules from previous educations that are academically equivalent to and can replace modules in the curriculum for [angiv uddannelse].

Therefore, the Study Board has decided to credit transfer these modules. This means that you **do not** have to participate in and pass the modules.

You still must participate in and pass the modules the Study Board cannot credit transfer.

Below you will find an explanation of the main considerations underlying the Study Board’s decision.

*This has been conclusive for the case*

The Study Board can approve credit transfer if modules from the student’s previous educations academically are equivalent to and can replace modules in the education the student is admitted to or enrolled at. The Study Board’s decision relies on an academic assessment.

[ved medhold] The Study Board emphasizes that… [beskrivelse af, hvilke moduler den studerende kan få merit for og på baggrund af hvilken dokumentation]

[ved afslag/delvist afslag] The Study Board emphasizes that… [Der skal være en konkret begrundelse for hvert af de moduler, som der gives afslag på merit for. Begrundelsen skal indeholde en sammenligning og konkret vurdering af de moduler, den studerende tidligere har bestået, set i forhold til de moduler, den studerende ønsker at tildeles merit for].

**Legal basis (only in Danish)**

Here are the rules that the Study Board has used to decide your case. There is an extract of the rules at the end of the decision.

* [bachelor og kandidat] § 2, stk. 1, nr. 1, i bekendtgørelse nr. 826 af 16. juni 2023 om merit i universitetsuddannelser (meritbekendtgørelsen). Kan findes [her](https://www.retsinformation.dk/eli/lta/2023/826#P2).
* [professionsbachelor] § 22, stk. 2, i bekendtgørelse nr. 2672 af 28. december 2021 om erhvervsakademiuddannelser og professionsbacheloruddannelser (LEP-bekendtgørelsen). Kan findes [her](https://www.retsinformation.dk/eli/lta/2021/2672#P22).
* [master] § 16, stk. 1, jf. stk. 3, i bekendtgørelse nr. 19 af 9. januar 2020 om masteruddannelser ved universiteterne (masterbekendtgørelsen). Kan findes [her](https://www.retsinformation.dk/eli/lta/2020/19#P16).

**Complaint instructions**

Merit for **danske** fagelementer (bachelor, kandidat og master)

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 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 for **udenlandske** fagelementer (bachelor, kandidat og master)

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 **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 **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 for **danske** og **udenlandske** fagelementer (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 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 **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/>

**Extraction of the rules (only in Danish)**

Bachelor og kandidat

*Bekendtgørelse nr. 826 af 16. juni 2023 om merit i universitetsuddannelser (meritbekendtgørelsen)*

§ 2. På baggrund af en faglig vurdering kan et universitet træffe afgørelse om, at

1) beståede fagelementer på samme niveau fra en anden dansk eller udenlandsk uddannelse kan erstatte dele af den uddannelse, som den studerende er optaget og indskrevet på (merit for danske eller udenlandske fagelementer)

Professionsbachelor

*Bekendtgørelse nr. 2672 af 28. december 2021 om erhvervsakademiuddannelser og professionsbacheloruddannelser (LEP-bekendtgørelsen)*

§ 22. Beståede uddannelseselementer ækvivalerer de tilsvarende uddannelseselementer ved andre uddannelsesinstitutioner, der udbyder uddannelsen.

Stk. 2. Den studerende har pligt til at oplyse om gennemførte uddannelseselementer fra en anden dansk eller udenlandsk videregående uddannelse og om beskæftigelse, der må antages at kunne give merit. Uddannelsesinstitutionen godkender i hvert enkelt tilfælde eller ved regler i studieordningen merit på bagrund af gennemførte uddannelseselementer og beskæftigelse, der står mål med fag, uddannelsesdele og praktikdele. Afgørelsen træffes på grundlag af en faglig vurdering.

Stk. 3. Den studerende har ved forhåndsgodkendelse af studieophold i Danmark eller udlandet pligt til efter endt studieophold at dokumentere det godkendte studieopholds gennemførte uddannelseselementer. Den studerende skal i forbindelse med forhåndsgodkendelsen give samtykke til, at institutionen efter endt studieophold kan indhente de nødvendige oplysninger.

Stk. 4. Ved godkendelse efter stk. 2 og 3 anses uddannelseselementet for gennemført, hvis det er bestået efter reglerne om den pågældende uddannelse.

Stk. 5. Klage over institutionens afslag på merit indgives til Kvalifikationsnævnet inden for en frist af fire uger, efter afgørelsen er meddelt klageren.

Master

*Bekendtgørelse nr. 19 af 9. januar 2020 om masteruddannelser ved universiteterne (masterbekendtgørelsen)*

§ 16. I det enkelte tilfælde eller ved almindelige regler fastsat af universitetet kan universitetet godkende, at beståede uddannelseselementer efter denne bekendtgørelse træder i stedet for uddannelseselementer i en anden masteruddannelse efter denne bekendtgørelse (merit). Universitetet kan tillige godkende, at beståede uddannelseselementer fra en anden godkendt dansk masteruddannelse eller tilsvarende udenlandsk uddannelse træder i stedet for uddannelseselementer efter denne bekendtgørelse.

Stk. 2. Et masterprojekt fra en afsluttet masteruddannelse kan ikke meritoverføres til en ny masteruddannelse.

Stk. 3. Afgørelser efter stk. 1 træffes på grundlag af en faglig vurdering.