

Application for Pre-approval of Credit Transfer

Fulfill the application and send it to adstudyboard@create.aau.dk

About the Student

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

Name	
Address	
Cpr. no.	
Phone number	
E-mail	
Specialization (ARK/URB/ID)	
Current semester:	Semester abroad or at another Danish University:

Contact Person at Architecture & Design

In the form below, please state the person here at Architecture & Design that has helped you put together the chosen courses at the other university. This could be a teacher at Architecture & Design or a member of A&D Admission and Credit Transfer Committee (see appendix).

Name	
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About the other University

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

Name of other university	
Address and country	
Faculty/Department	
Website (Department)	
Can future students contact you for advice (Yes/No)	
Cooperation agreement (study abroad) (Yes/No)	

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

Courses at AAU that I am applying pre-approval for:		I am applying pre-approval on the foundation of courses from other university:			
Courses I was supposed to take:	ECTS	Causes I want to take instead of the ones at AAU	Level of course (under graduate/graduate/semester)	ECTS	Approved by the Studyboard
Project Modules e.g. Design Studios					
Technical Course Modules					
Other					
Total ECTS			Total ECTS		

Please note that you have to obtain 30 ECTS at the other university to get a pre-approval of credit transfer from the Study Board. The Credit Transfer Committee strongly recommend you to apply 45-60 ECTS at a foreign university. Please note that there has to be a minimum of one project module and one technical module within the final 30 ECTS credit transfer approval.

Conversion Factor

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

Conversion factor	
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Curriculum and Course Description

IMPORTANT: You have to attach a copy of the course descriptions you want to attend at the other university. Please link to curriculum and course descriptions in the form below.

Curriculum (link)	
Course description (link) Attach the course descriptions as an appendix to the application.	

Signature

Date

Student

Date

Member of The Credit Transfer Committee (by signing here they confirms that the courses are of technical and scientific nature)

Date

Study Board of Architecture and Design (When signed the pre-approval application of credit transfer is approved)

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 adstudyboard@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:

If you want to go abroad, the Study Board recommends it to be on the BSc 5th semester or MSc 3rd semester.

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.

Questions about the academic level, courses and places to choose, you can address to the relevant member of The Credit Transfer Committee (ADAC).

Members of ADAC:

Head of ADAC:

Thomas Arvid Jaeger (adstudyboard@create.aau.dk)

ARC:

Michael Lauring (mlau@create.aau.dk)

URB:

AD Studyboard (adstudyboard@create.aau.dk)

ID:

Mario Barros (mbar@create.aau.dk)

MOB:

Claus Lassen (clla@create.aau.dk)

ADAC is a committee who is responsible for admission of students, credit transfer and cooperation agreements with foreign universities. ADAC gives recommendations to the Study Board, who makes the decisions on this behalf. Members of ADAC manage academic evaluations.