



AALBORG UNIVERSITET

School of Engineering and Science

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## Guide to credit transfer for one semester prior to your stay at a foreign university

### The student

- examines which alternative courses the university in question offers (check the website).
- contacts the relevant course coordinator/semester coordinator to hear whether the courses are relevant with regard to the study programme.
- applies to the study board for pre-approval of the chosen courses by using the form: [Application for Credit Transfer](#). The application deadlines are April 1st (the autumn semester) and October 1st (the spring semester).
- The study board can permit one course of a maximum of 7.5 ECTS, which is less relevant to the study programme. Other courses must be relevant with regard to the learning objectives of the study programme.
- chooses extra courses of up to a total of 60 ECTS and prioritises these courses. Otherwise, the student can get in a predicament in case the courses are not offered or are overbooked at the foreign university. In special cases, where the university has not succeeded in finding enough relevant courses at arrival, the student can possibly write a mini project which can top up the number of ECTS so that it lives up to the required number of ECTS; e.g. if the student can only follow courses of a total of 20 ECTS, the person in question must write a mini project of 10 ECTS. Writing a mini project must be agreed with the chairman of the study board in advance. The student writes the mini project at the foreign university, but receives supervision from AAU and is examined at AAU by the end of January or June.
- must after the homecoming hand in documentation of passed exams to the study board. The number of passed exams must be in coherence with the number of courses agreed on and followed at the foreign university.