

CREDIT MODULE

Civil reg.no.:	Student reg.no.:
Name:	
Address:	
Postal code:	Town/city:
Tel.no.:	E-mail:

Citizenship (only relevant for applicants who are not Danish citizens)

Country:	Residence permit enclosed: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Name of course:	Board of Studies:
Please register me for a credit module during the period: 1 September 20..... to 31 January 20..... or 1 February 20..... to 31 August 20..... Possible alternative period:	

Aarhus University reserves the right to exchange information about the credit module with your main subject.

Date Signature

Approval by host subject

Exam code of module	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
If there is more than one possible exam code, please state the alternative code below												
Exam code of module	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											
Date:	Signature and stamp											

Approval by main subject

Date:	Signature and stamp
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See page 2 for guidelines

Guidelines for enrolment in a credit module

Enrolment in a credit module takes place in accordance with Article 33(1), third sentence, of Executive Order no. 32 of 29 January 2008 issued by the Danish Ministry of Science, Technology and Innovation on admission to Bachelor's and Master's degree programmes at universities, and Aarhus University's rules on enrolment in credit modules. The rules can be found on Aarhus University's website at www.au.dk/en.

A credit module is a module or course you take in another subject than your main subject and for which credit can be transferred to your main subject. The requirements for enrolment in a credit module are:

- That the board of studies for your main subject confirms that credit for the module/course can be transferred to your current degree programme and thereby replace a module in your current programme.
- That the board of studies offering the module confirms that there is a place available in the module and that you can attend the instruction and participate in the examination.

A credit module is therefore **not** a course you take in addition to your degree programme. If you would like to take modules in addition to your degree programme, please contact the Secretariat for Continuing Education (please find contact information at www.au.dk/evu).

1. First talk to the boards of studies involved, i.e. both the board of studies for your main subject and the board of studies for the host subject (where you wish to study as a visitor). You must make sure that both boards of studies accept that you take the module in question.
2. Complete the top section of the front page of the form up to the field where you sign, as well as the field in the following section stating the name of the credit module.
3. The board of studies for the host subject must confirm on the timetable that you can attend the instruction and participate in the examination in the requested module. Remember to enrol in the examination within the normal enrolment period for the host subject.
4. The board of studies for your main subject must confirm on the timetable that credit for the module can be transferred to your main subject. The board of studies must also indicate which subject in your current degree programme the credit module will replace.
5. The board of studies for your main subject forwards the timetable to the AU Studies Administration.
6. The AU Studies Administration records your enrolment in the credit module and sends you confirmation.
7. **REMEMBER ... once you have passed the credit module, you have to apply to the board of studies for your main subject to have the credit for the credit module transferred to your degree programme.**
8. You must attach a passport photo, unless you already have a student card. Remember to indicate your civil registration (CPR) number on the back of the photo. The student card will be sent to you once you have been enrolled.
9. If you fail to complete the credit module during the period allowed, you can apply to the host subject for an extension of your enrolment period. It is your responsibility to make sure that the AU Studies Administration is informed that your enrolment period must be extended.

Citizenship

You only need to indicate your citizenship on the form if you are NOT a Danish citizen. If you are a citizen of a country outside the EU or the EEA, you have to pay for your studies in Denmark unless you have permanent residence, a permit with a potential for permanent residence in Denmark, or if you are studying in Denmark under an exchange programme. As Aarhus University does not have access to your residence permit, you must enclose a copy of the permit if you want to be exempt from payment.