

ARTS internal rules for self-designed supplementary subjects abroad (ITTU)

The following rules apply under section 18 of Ministerial Order no. 1328 of 15/11/2016 with subsequent amendments (the Degree Programme Order):

Objectives and structure

§ 1. Self-designed supplementary subjects abroad (abbreviated to ITTUs in Danish) constitute a supplementary package of 45 ECTS. This package consists of 15 ECTS from a Bachelor's supplementary subject offered by Arts, AU, and 30 ECTS from a Bachelor's subject offered by a university outside Denmark.

The supplementary subject of 15 ECTS credits in Denmark must be chosen from the existing Bachelor's supplementary subjects offered by Arts, AU.

Introductory language courses may not be included as part of the supplementary subject.

Subsection 2. The ITTU is distributed over two semesters and is placed in the two semesters indicated by the student's academic regulations.

Subsection 3. The student can only travel abroad in the spring semester.

§ 2. The objective of ITTUs is to give Bachelor's students the chance to complete degree programme elements at another university abroad.

Applications and approval

§ 3. Students must apply for admission to and advance approval of their ITTUs by a deadline which is stated on the study portal.

Subsection 2. After the application deadline, ITTUs are a compulsory part of the student's degree programme and cannot be replaced by other supplementary subjects.

Subsection 3. The supplementary package and the Bachelor's project must be completed within one year in order to be approved.

Subsection 4. The 30 ECTS credits of the ITTU package abroad may comprise courses at Bachelor's level within or outside the same subject area as the student's main subject, but there must not be any overlap with courses which are part of the student's main subject. Courses of an introductory nature cannot be approved.

Subsection 5. The 15 ECTS of the ITTU package cannot be approved in the same subject area as the student's main subject in the Bachelor's degree programme. Please refer to the information on non-possible combinations of subjects at tilvalg.au.dk. Applications for the Bachelor's supplementary subject should be made via the digital application system on DANS:

<https://bachelor.au.dk/tilvalg/ba-tilvalg/optagelse/>

Subsection 6. If it proves impossible to complete the period of study abroad, the advance approval no longer applies and the student continues on the Bachelor's supplementary subject to which the 15 ECTS credits of the ITTU package belong. This will then become a compulsory part of the student's degree programme.

Subsection 7. In exceptional circumstances, Arts Studies Administration may grant dispensation from the application deadline in §3, Subsection 1.



§ 4. Applications for advance approval of credit for more than one semester (30 ECTS) are subject to the standard rules for credit transfer outlined in sections 36-42 of Ministerial Order no. 1328 of 15/11/2016 (the Degree Programme Order).

§ 5. Students can only register for ITTUs if they have passed 60 ECTS credits in their main subject (excluding introductory language courses) no later than 15 April in the year of application. Subsection 2. Arts Studies Administration may grant dispensation from subsection (1) in exceptional circumstances, or when it is deemed that the student's chance of completing their degree programme within the required framework will be significantly improved if such dispensation is granted.

Study abroad

§ 6. Based on an academic assessment, courses at Bachelor's level can be approved if:

- 1) The degree programme elements are not the equivalent of courses that are included in the main subject of the student's Bachelor's degree programme
- 2) The degree programme elements are not introductory language courses or introductory language/culture courses

Subsection 2. Courses at other universities abroad can only be approved if students undertake (when they apply for advance approval) to send Arts Studies Administration the necessary documentation showing whether the degree programme elements for which advance approval has been granted have been passed or failed. This must be done when the elements in question have been completed, cf. section 47 of Ministerial Order no. 22 of 09/01/2020 (the Degree Programme Order).

Subsection 3. Students are responsible for submitting documentation showing that the degree programme elements for which advance approval has been granted have been passed. This must be done at the right time with a view to proving that the qualifications for a Master's degree programme have been obtained, and students must allow for the time it takes to process such documentation.

Dispensation

§7. Applications for exemption from these rules and other rules laid down pursuant these rules must be submitted in writing and include an explanation of the reasons for the application. Applications should be submitted electronically via the form on Self-service. The application should be addressed to the Dean's Office.

Commencement and interim provisions

§8. These rules come into force on 1 January 2020 and apply to self-designed supplementary subjects abroad from the 2020/2021 academic year onwards.

Vice-dean for education, Arts, 1 January 2020
Niels Overgaard Lehmann

/Ivy Kirkelund

Corrections to the rules:

01.10.2019:

§1, Subsection 3 has been changed from: *The order of the first and second semesters is not fixed but depends on practical issues and the range of courses available. The individual academic regulations specify how the Bachelor's project should be carried out.* Instead, §1, Subsection 3 now states: The student can only travel abroad in the spring semester.

§3, Subsection 7 has been changed from: *In exceptional circumstances, Arts Studies Administration may grant dispensation from subsection 1.* Instead, §3 subsection 7 now states: *In exceptional circumstances, Arts Studies Administration may grant dispensation from the application deadline in §3, Subsection 1.*

Appendix 1 has been deleted. On the study portal, you can find websites with further information on "non-possible combinations of subjects"
