
AFTER ALLOCATION MEETING

Aarhus BSS International
- Nina Jørgensen



SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITET

ALLOCATION RESULTS

- More than 450 students are going abroad in Autumn 2019 and Spring 2020
- You have been allocated to 123 different Universities in 37 different countries

- 241 are going via BSS-agreements overseas
- 171 are going through Erasmus+
- 43 are going through University wide AU-agreements

EXCHANGE STEP BY STEP

1. You have been allocated an exchange position and AU **nominates** you to the host institution
2. You receive an email with names and emails of **fellow students** going to the same exchange host institution as you (except University Wide agreements).
3. You receive **information** from the host university (or AU) on how to apply for admission.
4. You **apply for admission** as an exchange student at the host university (typically this includes application for visa, housing, etc.).
5. You apply for admission to courses at your host university
6. You apply **for pre-approval** of courses to Aarhus BSS Study Board
7. You study abroad
8. Upon return finish your paperwork – transfer of credits, Erasmus documents, evaluation.

AGENDA

- **Application to host University**

Application/language test/other documentation/
visa/insurance/housing/financial issues/other
practical issues

- **Courses during your Study Abroad**

Application for courses at host University/pre-
approval of courses/credit transfer

APPLICATION TO HOST UNIVERSITY



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APPLICATION TO HOST UNIVERSITY

- Check your AU email frequently and wait for information from your international coordinator (IC/BSS International)
- Do not start your application until you have received instructions
 - Application procedure
 - Course selection
 - Housing
 - Visa/Residence permit
- You can prepare your application in groups with your fellow students
- Check your Study Portal for tips regarding your application "Study Abroad"

APPLICATION - DEADLINES

NON-EU destinations:

- You should receive the information on how to apply in the end of March
- Application deadline is normally in March or April

EU destinations:

- You should receive the information on how to apply in the end of April
- Application deadline is normally in April or May

Note! It is your responsibility to ensure that you meet the requirements and the deadlines!

LANGUAGE PROFICIENCY REQUIREMENTS

Aarhus BSS has negotiated best possible terms with partner universities. Check **AU GO** in order to find out what documentation your host university requires. If a letter from Aarhus BSS International is sufficient it will be stated clearly in AU GO. If a test is required (i.e TOEFL or IELTS) it will also be stated in **AU GO**

TOEFL-test

Next Aarhus dates:

- March 16, 2019
- April 13, 2019
- More information: <http://www.ets.org/toefl>

Other official tests:

- IELTS, Cambridge, CEFR

Other language requirements

- Danish '*Studentereksamen*'
- Letter from Aarhus BSS International

HOUSING

Research your options:

- Most host universities offer a *housing service* one way or another
- Ask former exchange students
- Read information and evaluations in AU GO (and Google)
- You may sublet your residence in Denmark through the International Centre (ic@au.dk)

Compare and decide:

- On campus? (*Usually, 1-year students + many rules + more expensive*)
- Off campus?

GRANTS / SCHOLARSHIPS

Erasmus (EU and EEA destinations):

- All Erasmus students will automatically receive the Erasmus grant
- You will receive an invitation to an Erasmus info meeting before April 1

Non-Erasmus Destinations (Overseas Destinations):

- Aarhus BSS Travel Grant (by credit transfer of 25 ECTS or 30 ECTS)

Private grants: Check your Study Portal (find a list including a selection of grants and relevant links). You may use your *Confirmation of Exchange Letter*. Your professor does not issue recommendation letters

EXCERCISE (TWO AND TWO)

Study Portal – studerende.au.dk/en/

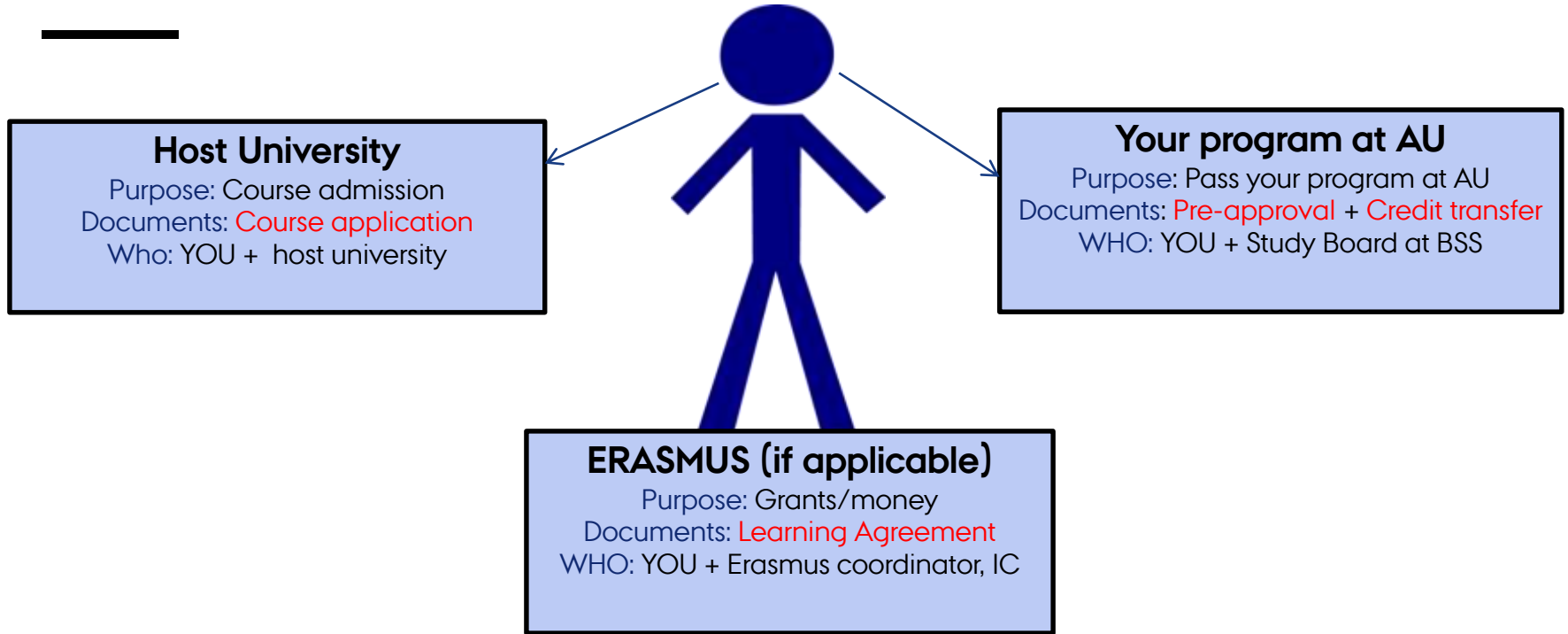
- Study Abroad
- Application to host university
- Funding
- Prior to departure
- Save the Study Portal as a short cut/bookmark

COURSES AT HOST UNIVERSITY



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COURSES ABROAD: 2 OR 3 TO-DOS



COURSES ABROAD

- 1) **Apply for admission** to courses at your host university
- 2) **Apply for pre-approval** at AU/BSS
- 3) **Apply for credit transfer** at AU/BSS

ADMISSION TO COURSES AT HOST UNIVERSITY

- 1) **Wait for** information regarding courses from your host university – differs *a lot* on when and how you apply for admission to courses
- 2) Always **follow instructions** from host university
- 3) Check **AU GO** for information on previously pre-approved courses, and read the evaluations in order to find tips and advices from previous exchange students

Your course enrolment is normally not binding, but **check** with your host university in order to be sure and sign up for courses, that seem realistic to get pre-approved

PRE-APPROVAL



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PRE-APPROVAL - FACTS

What is it?	Who?	How?	When?
Your assurance that you can transfer the credits you take at your host university to your degree programme at AU	Caseworkers in the student administration processes your application. Academic staff (teachers/professors) assesses each individual course	Apply online through mit.au.dk	No deadline, but recommended deadline – check your Study Portal!

Your pre-approval is individual and you cannot transfer credits without the pre-approval

PRE-APPROVAL: 30 ECTS ELECTIVES

Your degree consists of a specific number of ECTS:

- Bachelor's degree = **180 ECTS**
- Master's degree = **120 ECTS**

- You are able to get a maximum of 30 ECTS credit transferred (*electives*)
- You must transfer a **minimum of 20 ECTS** from your exchange.

- What corresponds to 30 ECTS? Check **Credit Translation** in AU GO (i.e 15 credits = 30 ECTS).
Note: The ECTS information for a previously pre-approved course in AU GO may not be correct.

IN DOUBT OF WHAT YOU CAN GET PRE- APPROVED?

- Find inspiration in AU GO (previously pre-approved courses)
- Find inspiration in the electives you can choose at AU
- Know your academic regulation!

MARKETING MANAGEMENT COMMUNICATION

SEMESTER 1	Communication Theory 10 ECTS	Research Methodology 10 ECTS	Economics 10 ECTS	
SEMESTER 2	Communication in a Management Perspective 10 ECTS	Corporate Discourse Analysis 10 ECTS	Organisational Behaviour 10 ECTS	
SEMESTER 3	Communication in a Marketing Perspective 10 ECTS	Communication Planning and Measurement 10 ECTS	Marketing and Consumer Behaviour 10 ECTS	
SEMESTER 4	Communication in a Global Perspective 10 ECTS	Corporate Media 10 ECTS	Accounting 5 ECTS	Introduction to Statistics 5 ECTS
SEMESTER 5	Elective Courses 30 ECTS			
SEMESTER 6	Bachelor's Project 20 ECTS		Project Management 10 ECTS	

MASTER IN CORPORATE COMMUNICATION

SEMESTER 1	Scientific Methods 10 ECTS	Corporate Communication 10 ECTS	Strategic Management of Organisations from a Communicative Perspective 10 ECTS
SEMESTER 2	Stakeholder Relations 10 ECTS	Corporate Communication in Change and Crisis Situations 10 ECTS	Social Media Communication, Innovation and Management 10 ECTS
SEMESTER 3	Elective Courses 30 ECTS		
SEMESTER 4	Master's Thesis 30 ECTS		

APPLICATION FOR PRE-APPROVAL

- All students must upload an **Application form** at **mit.au.dk** (check Study Portal)
 - You can apply for 30 ECTS + 2 additional courses
 - Course descriptions must be submitted for **'new'** courses you apply for
 - Previous pre-approved courses for your study program in AU GO, are pr. default also pre-approved for you. But the course must still be stated in the application form for pre-approval!

PRE-APPROVAL - PROCES



Casework time:

- Processing of your application starts when your teacher/professor has received all required documentation. Do not apply before you can submit all required documentation.
- Your application is processed as soon as possible. Your caseworker and your teacher/professor is working as hard as they can.

WHO?

- Caseworker: Tina Lindhardt – processes your application
- Professor Anne Ellerup Nielsen – assesses your courses

PRE-APPROVAL: REQUIREMENTS TO COURSES

Content

- Less than 30% **overlap** to courses you have already passed at AU or expect to pass
- All electives must be **relevant** to your degree (no sport/theatre/arts etc.)
- **Compare** course descriptions with course descriptions for electives you can sign up for at AU

Level

- Bachelor students: Courses at bachelor's level
- Master students: Courses at master's level / 4 year bachelor courses

DOCUMENTATION FOR PRE-APPROVAL

- It is your responsibility to submit all relevant documentation
- You must submit a detailed course description for each (new) course:
 - Course title and code/number
 - Description of course content (note! – not only 3 lines, but also not 200 pages)
 - Exam type/description
 - ECTS/credit weight of course
 - Level of course

Check your Study Portal in order to find the required documentation

NUMBER OF COURSES YOU CAN APPLY FOR

- Remember! You can apply for 30 ECTS + 2 additional courses
 - In case you discover new courses of interest, you cannot continuously apply for a pre-approval!
 - You can re-apply for more courses, only if you have a good reason (courses are rejected in your first pre-approval, the course at the host university is fully booked, cancelled, or has time clashes with other courses you are admitted to).

TOP 3 – REASONS WHY YOUR APPLICATION IS REJECTED

- 1) The documentation is insufficient
- 2) The course has more than 30% overlaps to mandatory courses (check your academic regulation)
- 3) You have submitted "questionable"/"home-made" documentation

Tip 1: It should be clear that the documentation comes from the host university. Copy/pasted text into a word document without an original/official source of reference (ie. a direct link), will not be accepted .

Tip 2: Documentation is preferred as a PDF file (one file pr. course description) – alternative screen shot plus copy/paste + a direct link.

Tip 3: Do an effort to make it easy for us – it will make the processing faster for everyone

WHEN DO YOU APPLY FOR PRE-APPROVAL?

Apply for pre-approval when

- 1) You are familiar with the courses you have access to at the host university
- 2) the relevant course descriptions are available (alternatively you may use descriptions from the previous year)
- 3) the semester start is approaching (6-8 weeks before semester start)

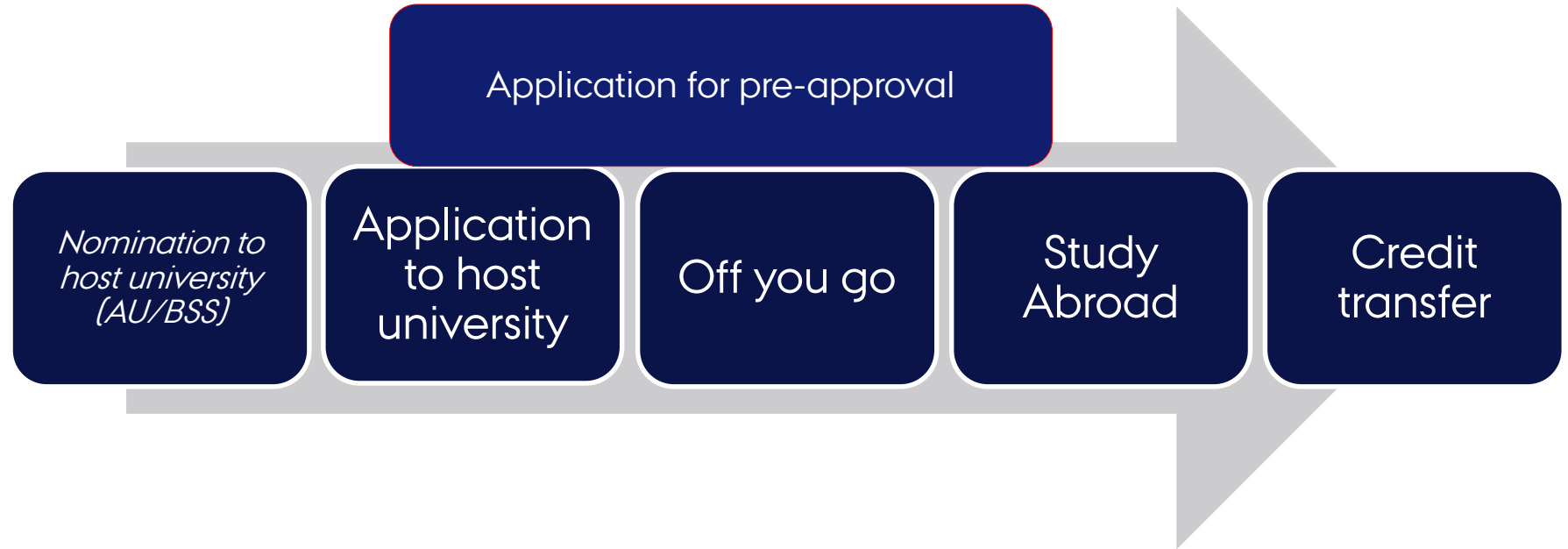
When to apply for pre-approval?

Deadline? No deadline. But! Up to 2 months casework time (normally 3-4 weeks).

Changes? Submit a new application only including the changes (if you have a good reason). But! Please only submit 1 application. Many applications = longer casework time for you and all your fellow students

Tip: Ask your host university when the course descriptions are available and when the deadline is for changing courses

FROM NOMINATION TO CREDIT TRANSFER



CREDIT TRANSFER



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CREDIT TRANSFER

Apply as soon as you have returned from your Study Abroad *and* have received your transcript and a description of the grading scale from your host university. There is no deadline!

Rules and regulations

- Courses will only be transferred in groups of 5, 10, 15, 20, 25 or 30 ECTS
- *Total number* of credits (not individual courses) are rounded down and not up

Examples

- If you take 4 courses worth 8 ECTS = total of 32 ECTS, you can transfer 30 ECTS
- If you take 4 courses worth 7 ECTS = total of 28 ECTS, you can transfer 25 ECTS

Note: Courses passed during study abroad will be transferred as passed. Your grades will not be included in your GPA (titles and local grades will appear on your final certificate from AU).

EXCERCISE 2 (TWO AND TWO)

AU GO - <https://bss.augo.au.dk/>

- Language requirements
- Credit Translation
- Evaluations
- Previously pre-approved courses
- Save AU GO as a short cut/bookmark

Study Portal – studerende.au.dk/en/

- Study Abroad
- Courses Abroad – pre-approval
- When to apply for pre-approval?

IF YOU FAIL A COURSE AT HOST UNIVERSITY

If you fail one or more courses during your Study Abroad you have several options:

1. You can take the re-exam at host university
2. You can take a new elective at Aarhus BSS on your following semester
3. Ask your student counsellor about your study plan and your alternatives

A new elective is not required to be identical to the course you have failed during your Study Abroad, but the same amount of ECTS is required.

TO-DO

1. Register for a language test if required (check AU GO)
 2. Wait for information regarding application procedure
 3. Prepare your application with fellow students
 4. Apply for admission to host university
 5. Apply for admission to courses at host university
 6. Apply for pre-approval of courses
 7. Apply for credit transfer upon your return
- + Housing, insurance, visa and other practicalities*

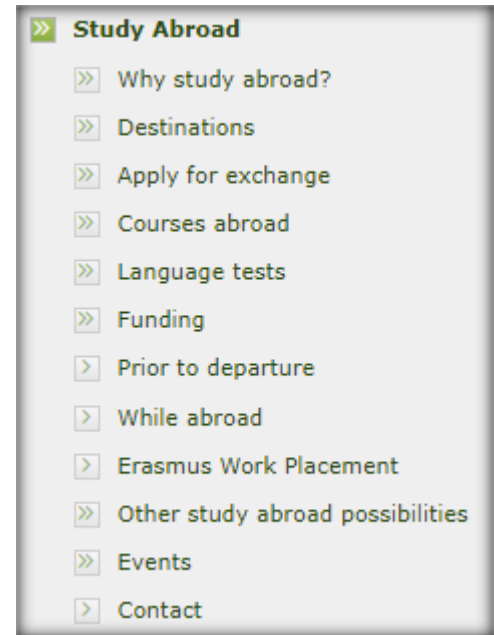
USE YOUR STUDY PORTAL

Do yourself a favour 😊 > Go to <http://studerende.au.dk/en/>

The information cannot always be found on Google
(google often misdirects you to the wrong study portal)

The most important pages right now

- Apply for exchange – Application to host university
- Courses abroad – pre-approval
- Funding – Erasmus, Aarhus BSS Travel Grant, Private Grants



Remember: AU GO + website of host university, email from coordinator or host university.

REMEMBER

- Only send your request to **one** person (from your AU Email account only)
- Expect different response time and information depending on host university
- Identify yourself
 - **Mail to AU:** Name + programme
 - **Mail to host university:** Name, exchange student from AU
- Be polite and patient when communicating with the host university
- You are an ambassador for Aarhus BSS, Aarhus University and you have an impact on how many fellow students who can Study Abroad next year.

SAVE THE DATE – MARCH 12, 18.30-20.00

International Exchange Lounge

- Meet fellow students going to the same host institution as you
- Meet former outgoing students who have been abroad at the same host institution as you are going to
- Meet current incoming students from your host university
- Invitation has been sent to your AU student email – it is free but you need to register

Also remember !

- Like us on Facebook **Aarhus BSS International**



- Follow us on Snapchat



Takeover: Snaps, pictures and stories from the perspective of an outgoing student

QUESTIONS? 😊



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University Wide agreements (International Centre)

Aarhus BSS International

✉ Bss.international@au.dk

☎ +45 87164026

Transcripts, Signing of Learning Agreements

Erasmus office

✉ erasmus@au.dk

☎ +45 87150220

Erasmus grant, final recipient of Learning Agreement

Questions regarding procedures/visa /housing?

**BEST WISHES FOR A WONDERFUL
STUDY ABROAD!**



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