

# How to Fill in your Application for Exchange

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## How to fill in your application

Welcome to the online application portal!

When you log on to the MoveON application portal (you can find the link to the MoveON application portal on your study portal on AU's website), a welcome page will open with some practical information for you. This is page 1 of 6 in the application.

When you have read the information, click **"Next"** at the bottom of the page.

## Personal information

Page 2 in the application concerns your personal information. Some text boxes already contain information, whereas you need to fill in others. Text boxes marked with "\*" (asterisk) must be completed before you can proceed with your application.

Next to some of the text boxes you can find a help text, which explains how you fill in the text box. Just click on the symbol: 

## IDENTITY

### AU ID

You must also fill in your **"AU ID"**, which is AU + 6-digits (AUXXXXXX). You can find your AU ID at your Student Self-Service (STADS) ([mystudies.au.dk](http://mystudies.au.dk)) - Click on your name in the top right corner.

### AU email address

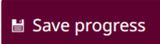
Write your AU student email in the text box **"AU email address"**. Your AU student email consists of your AU student number followed by @post.au.dk ([2XXXXXXXX@post.au.dk](mailto:2XXXXXXXX@post.au.dk)).

**NB!** All emails from AU and the answer to your application for exchange are only sent to your AU student email.

### Passport number

**"Passport number"** is also a part of your application for exchange. Your International Coordinator at AU may need it when nominating you to the partner university. If you are waiting for a new passport, you may write your old passport number in the text box and send your new passport number to [studyabroad@au.dk](mailto:studyabroad@au.dk) as soon as you have it. It is important that you are nominated with the correct passport number.

When you have completed the text boxes regarding your personal information, click **"Mark page as complete"** and **"Next"**.

**NB!** You can save your application at any time by clicking **"Save progress"**  at the bottom right corner of each page in the application. You can then return and complete the application later. Be aware that your application is not sent until you click **"Submit"** at the last page of the application.

## Study Abroad

Page 3 of the application is about when and where you would like to study abroad.

### My AU Campus

In the dropdown list under **"My AU Campus"**, please select the AU campus where you are currently studying.

My AU Campus\*

Please select 

- Please select
- Campus Aarhus
- Campus Emdrup
- Campus Herning
- Other

### My preferred semester for study abroad

Under **"My preferred semester for study abroad"** please select the semester when you wish to go on exchange. Make sure an exchange semester fits into your study programme the selected semester (30 ECTS in general). Please also check that it is possible to go on exchange in the selected semester according to your academic regulations (find your academic regulations on your Study Portal under *Teaching > Ministerial orders and academic regulations*.)

On your study portal under *Study Abroad > Getting Started with Exchange* you can see, when you can go on exchange.

My preferred semester  
for study abroad\*

Please select 

- Please select
- Autumn Semester 2023
- Spring Semester 2024

Before selecting semester in your application for exchange, make sure that available exchange positions are offered in the selected semester at the universities you wish to apply for. In the [MoveON database](#) you can see when the exchange positions are offered. You can also find a complete list of available exchange positions for your study programme on your study portal under *Study Abroad > Where do you want to go? > Available Exchange Positions*.

If you have applied for an exchange position in a semester in which the positions are not offered, the priority will not be taken into consideration and it will be deleted from your application.

### Duration in semesters

Do you wish to apply for study abroad for one or two semesters? At some study programmes, it is possible to study abroad for two semesters. Make sure you have 60 ECTS available in your study programme to apply for study abroad in two semesters and that you according to your academic regulations are able to study abroad for two semesters (both Autumn and the following Spring semester). Find your academic regulations on your study portal under *Teaching > Ministerial orders and academic regulations*.

If, according to your academic regulations, you are not able to study abroad for two semesters, your application for exchange will not be taken into consideration, and the application will be annulled.

Duration in semesters\*

Please select ▼

Please select

1

2

If you are applying for exchange in two semesters, you must select **“Autumn”** under **“My preferred semester for study abroad”**. Be aware that it is not possible to go on exchange in two different academic years. Your 1<sup>st</sup> exchange semester must therefore start in the Autumn and the 2<sup>nd</sup> semester must be the following Spring.

### I am flexible

If your academic regulations allow you to either go on exchange in the autumn semester or in the spring semester and it fits with your study programme to either go on exchange in the autumn semester or the spring semester, you can choose to select **“Yes”** under **“I am flexible”**.

By selecting **“Yes”**, you agree that if you cannot get an exchange position at your preferred university in the preferred semester (the semester you selected under **“My preferred semester for study abroad”**), you instead wish to apply for your preferred exchange position in the other semester. If for example, you have selected **“Autumn”** under **“My preferred semester for study abroad”** and clicked **“Yes”** and **“I am flexible”**, it means that if you cannot get an exchange position at your preferred priority in the Autumn semester, you instead wish to apply for the same university in the Spring semester.

Before you select semester in your application for exchange, make sure that available exchange positions are offered in the selected semester at the universities you wish to apply for. In the [MoveON database](#) you can see when the positions are offered. You can also find a complete list of available exchange positions for your study programme on your study portal under *Study Abroad > Where do you want to go? > Available Exchange Positions*.

On your study portal under *Study Abroad > Application for Exchange* you can see, when you can go on exchange. You can find your academic regulations on your study portal under *Teaching > Ministerial orders and academic regulations*.

## JOINT APPLICATION

You can choose to apply for exchange together with one (or more) fellow students (only possible if you are studying the same degree programme). If you and your fellow student wish to apply together you must both select **"Yes"** under **"Joint Application"** in your application (**NB!** Joint application is sometimes called "Joint Allocation" but it is the same). Even though you are applying together, you must both submit a personal online application for exchange in MoveON.

Be aware of the following, if you submit a joint application:

- You and your fellow student must have the exact same list of priorities in your applications for exchange. You do not need to choose the same courses, but the order of your preferred exchange destinations must be identical.
- Exchange positions are allocated according to the lowest grade point average (GPA). If one of you have a GPA of 5.2 and the other have a GPA of 8.9, we will try to allocate you 2 exchange positions according to a GPA of 5.2. You may therefore be offered a lower priority if you make a joint application with a fellow student than if you apply on your own.
- You will not be offered an exchange position on your own, if we cannot offer you an exchange position together with a fellow student. This means that you either apply with a fellow student or on your own in the application round.

## ADDITIONAL DETAILS

In this section you must add additional details concerning your studies at AU.

### Study level at AU

First you must choose your *present study level* at AU. From the dropdown list under **"Study level at AU"** you either select **"Undergraduate/Bachelor"** or **"Postgraduate/Master"**.

Study level at AU\*

- Please select
- Undergraduate / Bachelor
- Postgraduate / Master

## Desired field of study abroad

Next you write your *desired field of study abroad*. If you e.g. study law at AU, you write **"Jura"** or **"Law"**.

Desired field of study abroad\*

Please provide your preferred subject area at your host university, for example Business, Political Science or Education Science.

## Expected language of instruction during your stay

Under **"Expected language of instruction during your stay"** we ask you to select your expected primary language of instruction during your study abroad from the dropdown list. If you expect to follow courses in several languages, you select the primary language.

Next you must answer **"Yes"** or **"No"** as to whether the expected language of instruction is your mother tongue.

Expected language of instruction during your stay\*

- Please select
- Chinese
- English
- French
- German
- Icelandic
- Italian
- Japanese
- Norwegian
- Portuguese
- Slovenian
- Spanish
- Swedish

## PRIORITY

It is now time to select your priorities in the application. You must prioritize the universities/exchange positions you wish to apply for. Your 1<sup>st</sup> priority must be your first choice as exchange destination, your 2<sup>nd</sup> priority must be your second choice etc.

Before you make your list of prioritized universities in your application, make sure that there are available exchange positions at the particular universities in your exchange semester. In the [MoveON database](#) you can see when the exchange positions are available. You can also find a complete list of available exchange positions on your study portal under *Study Abroad* > *Where do you want to go?* > *Available exchange positions*.

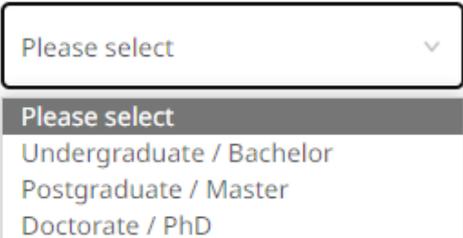
Make sure you fulfill all listed admissions requirements for the universities in questions. For example a GPA requirement of 7, means that at the time of applying you GPA must be minimum 7 (a weighted average of all your exams at AU), for you to apply for the exchange position in question. If you have applied for an exchange position and you do not meet the GPA requirement, you will not be considered for a position at the university in question. You can find the requirements for each university in the [MoveON database](#). The requirements are not set by AU but by the partner university. You must also be able to meet the same GPA requirement at the time of applying for admission to the partner university, otherwise you may not be admitted.

Some universities have restrictions regarding courses for exchange students. Make sure that your prioritized universities do not have course restrictions, which will prevent you from taking courses at the universities in question.

### Level abroad

In the next dropdown list, select the level, at which you will study, when you are on exchange at the partner university. Under **"Level abroad"** select **"Undergraduate/Bachelor"** or **"Postgraduate/Master"** (NB! At the moment, "Doctorate / PhD" is not an option).

Level abroad\*



The image shows a screenshot of a web form. At the top, the text 'Level abroad\*' is displayed in a light blue font. Below it is a dropdown menu with a white background and a black border. The menu is currently open, showing a list of options. The first option is 'Please select' in a light blue font, with a small downward arrow to its right. Below this are three other options: 'Undergraduate / Bachelor', 'Postgraduate / Master', and 'Doctorate / PhD', all in a light blue font. The 'Please select' option is highlighted with a dark grey background.

If you have several priorities/universities in your application for exchange, you may have to select different levels for the priorities. If for example, you are going on exchange during your master's studies and if you are applying for a university, which only offers bachelor courses, and the university offers 4th year bachelor courses which can be approved as master courses at AU, you must select **"Undergraduate / Bachelor"** in the dropdown list **"Level abroad"**. If the other universities in your list of priorities are offering master courses, you must select **"Postgraduate / Master"** in the dropdown list **"Level abroad"** for those universities.

## Degree programme at AU

**"Degree programme at AU"** is your level of education at *the time of your exchange*. I.e. if you are on exchange during your master degree programme you must select **"BSS – Master XX"** for all your priorities. **NB!** You must not select different degree programmes in your application. This will cause a system error, and your application will not be submitted correctly.

Degree programme at AU\*

Please select



Select your degree programme at AU. **Ensure that you select the same degree programme for all your priorities.** Your degree programme at AU determines which study abroad options are available to you.

Your study abroad options depends on you selected **"Degree programme at AU"**, and it is not possible to select a different degree programme to obtain other study abroad options. If your do so, the priorities will not be taken into consideration in your application for exchange.

You must now select **"Country"**, **"Institution"**, **"Exchange programme"** and **"Exchange opportunity"** for each of your priorities.

Country\*

Germany

Institution\*

Universität Mannheim

Exchange programme\*

Erasmus+ Subject-specific

Exchange opportunity\*

Germany - University of Mannheim -

## Exchange programme

In the drop-down list under **"Exchange programme"** you must select between:

- **"Erasmus+ Subject-specific"** (exchange in Europe via a subject-specific agreement)
- **"Exchange Subject-specific"** (exchange outside Europe via a subject-specific agreement)
- **"Erasmus+ University-wide"** (exchange in Europe via a university-wide agreement)
- **"Exchange University-wide"** (exchange outside Europe via a university-wide agreement)

If in doubt about what to selection under **"Exchange programme"**, you can find information about all the exchange opportunities in the [MoveON database](#).



The screenshot shows the MoveON database interface for AU students. It displays details for Deakin University in Australia. The interface includes a header for 'Exchange Opportunities for AU Students' and a sidebar for 'AUSTRALIA' with 3 exchange opportunities. The main content area shows the following details:

Deakin University	
Partner Institution	
Country	Australia
City	Melbourne Burwood <a href="#">More Details</a>
Exchange Opportunities	
Subject	Australia - Deakin University - all subjects
Level at partner institution	Undergraduate / Bachelor     Postgraduate / Master
Programme	Exchange University-wide <a href="#">More Details</a>

An orange arrow points to the 'Exchange University-wide' programme option.

## Course selection at partner institution

You must ensure that your selected universities/priorities offer courses that can be approved for your AU study programme (i.e. that the courses can be pre-approved for your study programme by your AU study board).

The courses must be:

- at the correct level (bachelor- / master level), according to your study programme.
- relevant for you study programme at AU.
- in a language that you master.
- equivalent to 30 ECTS (as a general rule you must take courses corresponding to 30 ECTS during your study abroad unless your academic regulations and your AU study board allows you to take less than 30 ECTS). **NB!** If the partner university uses another credit system than ECTS, you can find the conversion of local credits to ECTS in the [MoveON database](#) under **"Credit translation"**.

You can find the requirements in your academic regulations on your study portal under *Teaching > Ministerial orders and academic regulations*.

You list the courses in the text box under **“Course selection at partner institution”** with information on course title, amount of credit points or ECTS, course level as well as a link to the course description in the course catalogue. Repeat for each course.

Course selection at partner institution\*

You find the courses in the the partner institution's course catalogue. Please enter the courses that you would like to take in the semester you have chosen. If the course catalogue is not up to date, please list courses offered during the current or previous academic year.  
 Make sure that you select courses corresponding to 30 ECTS per semester.  
 Enter course title, amount of credit points or ECTS, course level and a link to the course webpage.  
 For example:  
 Accounting, 4 credit points, undergraduate level, <http://www.coursewebpage.myhost>  
 Marketing, 6 credit points, undergraduate level, <http://www.coursewebpage.myhost>

Example:

Course selection at partner institution\*

1. PECOS2110 - International Negotiations/Conflict Resolution (10 ECTS), postgraduate level, <http://uio.no/studier/emner/sv/statsvitenskap/PECOS2110/index.html>  
 2. PECOS4010 - Conflict and...

**Course selection at partner institution**

1. PECOS2110 – International Negotiations/Conflict Resolution (10 ECTS), post graduate level <https://www.uio.no/studier/emner/sv/statsvitenskap/PECOS2110/index.html>
2. PECOS4010 – Conflict and state building (10 ECTS), post graduate level <https://www.uio.no/studier/emner/sv/statsvitenskap/PECOS4010/index.html>
3. PECOS4022 – Applied Statistics for Peace and Conflict Studies (10 ECTS), post graduate level <https://www.uio.no/studier/emner/sv/statsvitenskap/PECOS4022/index.html>

### Where to find the courses to choose from?

To find a list of courses to choose from at the partner university you must find the university’s course catalogue on its website. You can also find a link to the course catalogue in the [MoveON database](#).

Exchange Opportu...	Partner Institution	Travel Reports
Academic calendar	Autumn Semester: October - March (German Winter semester) Spring Semester: April - September (German Summer semester)	
Course catalogue	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/Studienangebot-fuer-internationale-Gaststudierende/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/Studienangebot-fuer-internationale-Gaststudierende/index.html</a>	
Exchange website	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html</a>	
Full-time course load	ECTS	
Language requirements	English: No language requirements (English) German: Most courses at the Freie Universität Berlin are conducted in German. Generally students are expected to have a high level of German.	
Housing information	<a href="http://www.fu-berlin.de/en/sites/unterbringung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/index.html</a>	
GPA requirements	None	
Credit translation	1 LP (Leistungskurs) = 1 ECTS	

If the course catalogue is not up to date for the semester when you are going on exchange, you may select courses from the same semester but the year before (i.e. if you are applying for exchange in spring 2024 you may select courses from spring 2023).

As inspiration you can find a list of previously pre-approved courses on your study portal under *Counselling > Pre-approval and credit transfer > Preapproval > Previously assessed courses*. The list is only for guidance, and may give you an idea of the courses taken by former AU students. The list does not cover all courses offered at each partner university. If for example, a course title is in French, you may assume that for this specific course, the teaching language was French.

Pre-approved courses will most likely also be approved for your study programme, if they are at the same level (bachelor or master) as your AU study programme, and if you have not taken a similar course at AU.

### **Why do I have to select courses in my application for exchange?**

It is not a requirement that the courses you take at the partner university is the same as the courses you list in your application for exchange. You are not applying for pre-approval of courses with your AU study board until after you are allocated an exchange position.

The courses in your application for exchange are only to ensure that you are applying for exchange at universities with a sufficient number of relevant courses in a language you understand and to prevent you from discovering that there are not enough relevant courses at the partner university after your arrival.

By writing the courses in your application for exchange you also confirm that you can take relevant courses corresponding to 30 ECTS at the university in question.

If you wish to add more than one priority in your application for exchange, you must click  at the bottom of the page and add the same information for your next priority. You may prioritize up to 20 universities in your application for exchange. The more priorities you add to your application for exchange, the better the chances that you will be allocated an exchange position.

When you have made your list of priorities and completed all information, you click **"Mark page as complete"** and **"Next"**.

## Document upload

On page 4 of the application, we need to know, if you have a bachelor's degree from another educational institution than AU. If this is the case, you must upload your transcript of records from this bachelor's degree (your complete bachelor's diploma), so we can calculate your GPA. If you have a bachelor's degree from AU, you do not need to upload your Transcript of Records.

I have a Bachelor degree  
from a university other  
than AU\*

No  Yes

Transcript of Records\*

[Choose File](#)

No file Chosen

When you have answered the questions on his page and uploaded your Transcript of Records (if required), click **"Mark page as complete"** and **"Next"**.

## Consent

Page 5 of the application concerns your consent. When you have read all the information and given your consent, you can click **"Mark page as complete"** and **"Next"**. **NB!** You must give your consent before you can submit your application for exchange.

## Submit application

Finally on page 6, you must ensure that your application is complete and with your preferred priorities. As soon as you have clicked **"Submit"** (the same as send) you can no longer make changes to your application for exchange. You will receive a copy of your application and an email receipt on your AU email, when you have submitted your application. If you do not receive a receipt, please contact [studyabroad@au.dk](mailto:studyabroad@au.dk).

Welcome	
Personal information	
Study abroad	
Document upload	✓
Consent	✓
Submit application	>

## SUBMIT APPLICATION

Please make sure that you have completed all mandatory fields and uploaded necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks.

No further changes will be possible after submitting your application.

< Back

Submit

Når du har indsendt din ansøgning får du en kopi af din ansøgning og du modtager en kvittering pr. email.