

# PREAPPROVAL OF COURSES



SCHOOL OF BUSINESS AND SOCIAL SCIENCES  
AARHUS UNIVERSITY

PREAPPROVAL OF COURSES  
5. MARCH 2026

PERNILLE AAEN  
CASE OFFICER



# AGENDA

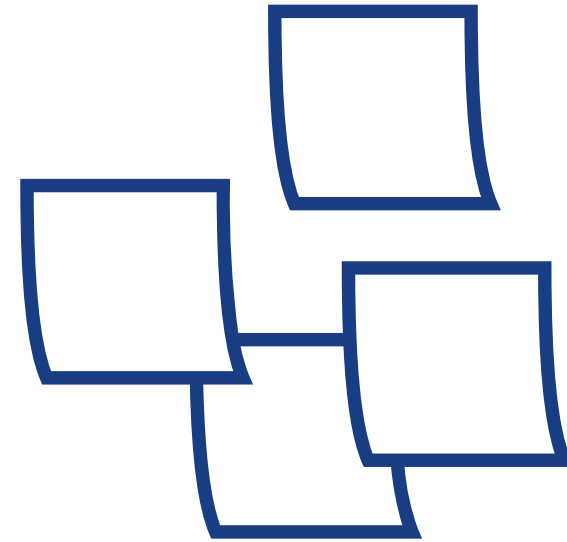
---

## Preapproval of courses

- What is a preapproval?
- The process
- Number of courses in your application
- Requirements regarding your application
- Tips for your application

## Credit transfer

- Rules and regulation
- If you fail a course on exchange



# WHAT IS A PREAPPROVAL?

---

- The Study Board's **approval** of your courses on exchange **in advance**.
- An official document stating your pre-approved courses.
- An assurance that you can transfer the credits, which you pass at your host university, to your degree programme at AU.

Your preapproval is individual!

The preapproval is binding!

# THE PROCES

---



- The processing of your application starts when the Board of Studies has received all required documentation. **Do not apply before you are in possession of all relevant documentation.**
- Your application is processed as soon as possible – **standard processing time: 4-8 weeks.**

# WHEN SHOULD I APPLY?

---

We recommend that you apply...

- ✓ After you have been contacted by your host university
- ✓ When you know which courses are offered at your host university
- ✓ When you have all relevant information about the courses



# REQUIREMENTS FOR COURSE DESCRIPTIONS

---

## Course descriptions must include:

- ✓ Course code
- ✓ Course title
- ✓ Description of course content
- ✓ Type of exam
- ✓ Credit weighting (ECTS/credits)
- ✓ Level (e.g. bachelor's/master's)
- ✓ Reading list/syllabus

The course descriptions must be official.

If you are not able to find all relevant information, you can contact the host university.

# ACADEMIC REQUIREMENTS

---

## Content:

- Less than 30% **overlap** to courses which you have already passed at AU or expect to pass
- All electives must be **relevant** to your degree (no sport/theatre/arts etc.)

## Level:

- Bachelor students: Courses at bachelor's level
- Master students: Courses at master's level/courses at the last semester of a 4 year bachelor's degree programme

# UNSURE WHICH COURSES CAN BE APPROVED?

---

## ✓ Study Portal

- Find inspiration on your Study Portal ([list of previously assessed courses](#))

## ✓ AU Course Catalogue

- Find inspiration in the electives you can choose at AU

## ✓ Your academic regulations

- Get familiar with your academic regulation ([au.dk/studieordning](http://au.dk/studieordning))

# HOW MANY COURSES?

---

You can apply for courses equivalent to the number of ECTS, you wish to replace in your study programme + two additional courses  
→ usually 30 ECTS + two additional courses

The amount of ECTS which can be transferred to your study programme depends on your academic regulations.

# HOW DO I KNOW THAT THE COURSES ARE EQUIVALENT TO 30 ECTS?

---

If your host university does not use ECTS, the Board of Studies will make a credit translation.

- Check the **credit translation** in MoveOn (e.g. 15 credits = 30 ECTS). Note: There may be changes to the credit conversion.
- The final credit conversion will be included in your preapproval.

# REMEMBER...

---

✓ Official course descriptions 😊

✓ Course descriptions should be in English 😊

✓ Apply for a realistic amount of courses 😊

✓ Include all relevant documentation FROM THE START 😊

# MORE INFORMATION ABOUT PREAPPROVAL

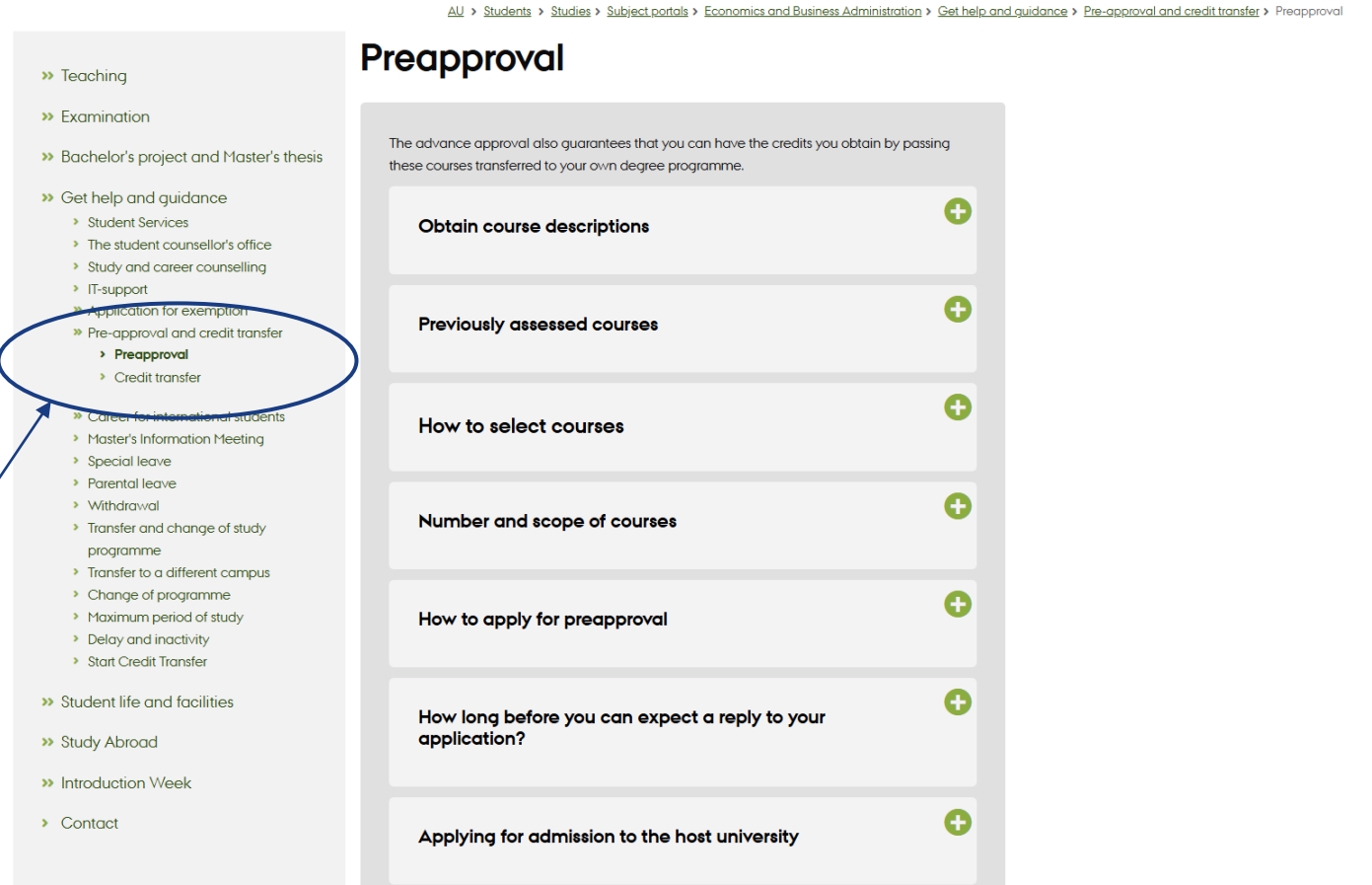
1. Go to [students.au.dk](https://students.au.dk)
2. Find your relevant degree programme
3. Choose 'Student counselling' or 'Get help and guidance'
4. Choose 'Pre-approval and credit transfer'

[AU](#) > [Students](#) > [Studies](#) > [Subject portals](#) > [Economics and Business Administration](#) > [Get help and guidance](#) > [Pre-approval and credit transfer](#) > [Preapproval](#)

## Preapproval

The advance approval also guarantees that you can have the credits you obtain by passing these courses transferred to your own degree programme.

- Obtain course descriptions
- Previously assessed courses
- How to select courses
- Number and scope of courses
- How to apply for preapproval
- How long before you can expect a reply to your application?
- Applying for admission to the host university



# CREDIT TRANSFER



SCHOOL OF BUSINESS AND SOCIAL SCIENCES  
AARHUS UNIVERSITY

PREAPPROVAL OF COURSES  
5. MARCH 2026

PERNILLE AAEN  
CASE OFFICER



# HOW?

---

Apply for credit transfer as soon as you return from exchange and you have received your transcript.

Apply via [mystudies.au.dk](https://mystudies.au.dk) and include:

1. Official transcript (either signed or electronically verified)
2. Official description of the grading scale used at the host university
3. Your preapproval

You will receive a response via your AU-mail.

# RULES AND REGULATIONS

---

- Your courses will be transferred in groups of 5, 10, 15, 20, 25 or 30 ECTS depending on your academic regulations
- The total number of credits, which you have passed (not individual courses) are rounded down and not up
  - Example: If you take 4 courses worth 8 ECTS each = total of 32 ECTS, however, 30 ECTS will be transferred

## Note:

- Courses passed will be transferred as passed. Your grades will not be included in your grade point average.
- Your transcript from your host university with the local grades will appear at the end of your exam transcript from AU.

# IF YOU FAIL A COURSE ON EXCHANGE

---

If you fail one or more courses at your host university, you have the following options:

1. You can take the re-exam at the host university
2. You can choose a new elective at Aarhus BSS your following semester
3. You can take a course as a guest student at a different university

Ask your student counsellor about your study plan and your alternatives.



# QUESTIONS REGARDING PREAPPROVAL?

---





**SCHOOL OF BUSINESS AND SOCIAL SCIENCES**  
AARHUS UNIVERSITY