

# PREAPPROVAL OF COURSES



AARHUS  
BSS

SCHOOL OF BUSINESS AND SOCIAL SCIENCES  
AARHUS UNIVERSITY

6 MARCH 2025

PERNILLE AAEN  
CASE OFFICER



# WHAT IS A PREAPPROVAL?

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- 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!**

You cannot be sure that you can have your credits/ECTS transferred without a preapproval.

## **The preapproval is binding!**

You can apply for changes if it is documented that courses are cancelled or if there are no available seats.

# PREAPPROVAL - PROCES

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- Processing of your application starts when the Board of Studies has received all required documentation. **Do not apply before you are in possession of relevant documentation.**
- Your application is processed as soon as possible – **indicative processing time: 6-8 weeks**

# HOW MANY COURSES CAN I APPLY FOR?

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Your degree programme consists of a specific amount of ECTS:

- Bachelor's degree = **180 ECTS**
- Master's degree = **120 ECTS**
  
- The amount of ECTS which can be transferred to your study programme in connection with your study abroad depends on your academic regulations. For example: 30 ECTS + 2 additional courses.
  
- **How do I know that the courses are equivalent to 30 ECTS?**  
Check **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.

# REQUIREMENTS WHEN APPLYING FOR PREAPPROVAL

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## A course description must contain:

- ✓ Course identification code
- ✓ Course title
- ✓ Description of course content
- ✓ Type of examination
- ✓ Number of credits (ECTS/other credits)
- ✓ Course level (e.g. Bachelor's/Master's degree level)
- ✓ List of literature
- ✓ A course plan/teaching schedule (if available)

The course descriptions must be **official**, i.e. it must be visible that the information is issued by the host university.

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

# REQUIREMENTS WHEN APPLYING FOR PREAPPROVAL

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## Regarding 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.)
- **Compare** course descriptions with course descriptions for electives you can sign up for at AU

## Regarding level of courses:

- 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 ABOUT WHICH COURSES CAN BE PRE-APPROVED?

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## Study Portal:

- Find inspiration on your Study Portal (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

# DO'S WHEN APPLYING FOR PREAPPROVAL

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## Send official course descriptions 😊

- Avoid making "home made" course descriptions, i.e. documents where relevant information is copy/pasted without reference to the original course description.

## Send course descriptions in English 😊

- Sometimes German course descriptions are also accepted.

## Apply for a realistic amount of courses 😊

- You can apply for the expected amount of ECTS + 2 additional courses (e.g. 30 ECTS + 2 additional courses, if you can transfer 30 ECTS according to your study programme)

## Include all relevant documentation FROM THE START 😊

- The case processing will be prolonged if all relevant documentation is not included.



# MORE INFORMATION ABOUT PREAPPROVAL

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- 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 'Preapproval and credit transfer'

# CREDIT TRANSFER



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# CREDIT TRANSFER

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**Apply** as soon as you have received your transcript including a description of the grading scale from your host university.

## 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 during study abroad will be transferred as passed. Your grades will not be included in your grade point average (titles and local grades will appear on your final exam transcript from AU).*

# IF YOU FAIL A COURSE AT YOUR HOST UNIVERSITY

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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 at your following semester

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



# QUESTIONS REGARDING PRE-APPROVAL

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