

Administrative guidelines for students regarding applications for student exchange abroad

Please note that this version is a translation from Danish. In the event of discrepancies or ambiguity between this translation and the Danish version, the Danish version shall prevail.

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Indhold

What is Pre-approval of Credit Transfer.....	3
What is pre-approval of credit transfer? And why to apply for it?	3
Prerequisites for approval of student exchange abroad	3
Be Aware of the Practice of the Academic Study Board	4
Timetable* for students wishing for an exchange abroad	4
Course Registration at SDU and Pre-approval of Credit Transfer	5
Summer Courses at SDU	5
Choice of courses in connection with an application for a stay abroad.....	6
Application procedure – Pre-approval of Credit Transfer	7
Learning Agreement (Erasmus exchange)	7
Changes in courses prior to your departure	8
Abroad	9
If you cannot follow the courses as listed in the pre-approval of credit transfer	9
If you don't pass all your courses abroad	9
You cannot travel abroad	9
After your return home	10
Documentation for passed courses	10
Check list:	10
Important information about credit transfer (if you have not passed all the courses in accordance with the pre-approval of credit transfer)	11

What is Pre-approval of Credit Transfer

When you travel abroad on a student exchange, your study activities abroad should replace the ones at SDU. When this is judged beforehand, it is called pre-approval of credit transfer.

You are responsible of finding relevant courses abroad and sending your suggestion to the Academic Study Board (=application of pre-approval of credit transfer for courses abroad).

What is pre-approval of credit transfer? And why to apply for it?

A decision of pre-approval of credit transfer obligates the university to register the credit transfer for courses you have passed abroad, provided you can document that you have passed them.

It is required by the Danish legislation that you apply for pre-approval of credit transfer before you travel abroad. Should you not be able to take a course / several courses, you have pre-approved, it is also a legal requirement that you apply for new pre-approval of credit transfer.

The Academic Study Board decides upon pre-approval of credit transfer. Your Programme Coordinator /and Head of Study can counsel you on academic matters, but the final decisions are made by the Academic Study Board. You do not have a pre-approval of credit transfer until you have received a decision from the Academic Study Board.

The decision of pre-approval of credit transfer is between SDU and you.

Prerequisites for approval of student exchange abroad

You must fulfil the following prerequisites in order to travel on student exchange:

Students on Bachelor (BSc) and Bachelor of Engineering (BEng) study programmes

You must have passed all courses up to and including the 3rd semester, since it is a prerequisite for pre-approval of credit transfer, that you have passed courses corresponding to 90 ECTS points, and that the exchange abroad does not prolong your studies. Should you lack courses on 1st to 3rd semester, please contact your [Programme Coordinator](#) immediately.

Master students

You must have passed all courses up to and including the 1st semester, since it is a prerequisite for pre-approval of credit transfer, that you have passed courses corresponding to 30 ECTS points, and that the exchange abroad does not prolong your studies. Should you lack courses on 1st semester, please contact your [Programme Coordinator](#) immediately.

Be Aware of the Practice of the Academic Study Board

Principally, the Academic Study Board does NOT approve

- Student exchange earlier than on the 5. Semester of the bachelor programme.
- Student exchange on the last semester of the Bachelor / Bachelor of Engineering / Master's study programme, and writing the degree finishing project abroad.
- Student exchange in situations, where the semester structure of the host university has semesters that overlap those at SDU, on bachelor and Master's study programmes. E.g., many German universities have exams in February, which overlaps the start of the 6th semester of your bachelor programme / your 4th semester on your Master's programme at SDU.
- Student exchange, where tuition is online, and where you can pass the courses without travelling abroad. In other words, it is required that the tuition abroad requires physical attendance.

Timetable* for students wishing for an exchange abroad

When	What?
May (or at least 3 months prior to your departure)	Apply for pre-approval of credit transfer
August (or at least 1 month prior to your departure)	Submit a new application of pre-approval of credit transfer if there are changes to your courses
At least 3 months after your return to SDU	Submit your transcript of records to Educational Law and Registration (for more information, please see page 10)

Course Registration at SDU and Pre-approval of Credit Transfer

If you have received a decision of pre-approval of credit transfer, you must NOT register for the courses at SDU that have been pre-approved to be credit transferred. If you know that you will travel abroad next semester but you have not applied/received the pre-approval of credit transfer, you should NOT register for SDU courses during the registration period. Instead, you should apply for pre-approval of credits as soon as possible! If you apply for pre-approval of credits after you have registered for courses, the decision of pre-approval of credit transfer overrules the course registration. Please note, however, that if you have electives e.g., on the 6th semester of your bachelor degree, and you have registered for an elective at SDU simultaneously with your student exchange, the decision of pre-approval of credit transfer does not overrule the registration for such an elective.

Summer Courses at SDU

If you, apart from planning to travel abroad, wish to follow a summer school course at SDU in August 2023, please ensure that you actually can participate in the summer school course, before you register for it. Check, when your host university expects you to arrive, and if there is an overlap. Please note as well, that summer school courses at SDU require physical attendance. You cannot take both a summer school course and travel abroad, if there is an overlap.

Choice of courses in connection with an application for a stay abroad

You must choose courses which in a high degree correspond to the courses which you would have followed according to your curriculum if you had stayed at home. Contact your Programme Coordinator if you are in doubt about the contents or extent of the courses. Please be aware of the following:

- Courses, the content of which overlaps with already passed courses or courses you are registered for at the moment, cannot be transferred
- Language courses and courses concerning local culture
 - Bachelor study programmes: Language courses and courses concerning local culture¹ can, at a maximum, substitute courses equivalent of 5/6 ECTS points.
 - Master study programmes: Language courses and courses concerning local culture² CANNOT substitute courses at MSc (Eng) level.

BSc- and MSc-students are, as a general rule, bound to register for courses of at least 30 ECTS points pr. semester also when they are on student exchange. If you already have passed courses “in advance” on the semester, where you plan to be abroad, you can at a maximum get pre-approval for the amount of ECTS point “left back” on your study programme. Eg. If you have passed a summer course (elective) equivalent of 5 ECTS points, and the electives on your study programme are placed on the semester, where you travel abroad, you can at a maximum have 25 ECTS points pre-approved. The maximum ECTS-limit of your study programme cannot be exceeded.

Please remember that principally you can only obtain credit corresponding to 30 ECTS points per semester, even if your workload at the university abroad may for various reasons – e.g. due to different credit systems – exceed 30 ECTS points.

Apply only for courses you plan to take. The Academic Study Board will not consider alternative courses or extra courses “just in case”.

For further information, please see your [curriculum](#) regarding pre-approval of credit transfer and credit transfer.

¹ By language and culture courses is meant teaching in the host country's language and culture, where these differ greatly from, respectively, Danish and English as well as European culture. You can, in other words, not expect to get pre-approval of credit transfer for courses such as Swedish or English, various sports or artistic subjects.

² See no 1

Application procedure – Pre-approval of Credit Transfer

Submit the application form [TECH Application for Pre-Approval of Credit Transfer - Courses Abroad](#).

Attach the following to your application:

- Course Descriptions in pdf-format (in Danish, English, Swedish or Norwegian) for the courses which you wish to follow. The course descriptions must include the following:
 - extent of the course in ECTS or in local credits,
 - course content as well as
 - the level (B.Sc./Undergraduate/M.Sc/Graduate).

Only attach course descriptions of the specific courses applied for and not entire course catalogs from the host university. Also, do not send links to the course descriptions, but the text. You can possibly print the individual course descriptions as pdf files.

- In the case of individually arranged stays, you must also attach documentation for the expected workload of one semester at the foreign university, unless they employ the ECTS credit system. The documentation must, as a minimum be all of the following:
 - Standard period of study at the host university at Bachelor (undergraduate) / Master (graduate) level
 - Extent of a Bachelor (undergraduate) / Master (graduate) degree, measured in local credits
 - Amount of semesters per year
 - Length of semester (eg an Academic Calendar) i

The Documentation must be in English and sent as pdf-converted pages of the host university's home page.

The application for credit in advance must be sent to the Academic Study Board at least 8 days prior to a meeting session of the Academic Study Board. You find the meeting schedule and application deadlines [here](#).

You may expect to receive the decision of the Academic Study Board via your student email within ten working days of the Academic Study Board meeting session.

Learning Agreement (Erasmus exchange)

Once you have received the decision of pre-approval of credit transfer, you can ask SDU-International to approve your Learning Agreement (<https://spoc.sdu.dk> -> SDU International -> Study Abroad). NB The Learning Agreement cannot be approved unless it is in accordance with the decision of pre-approval of credit transfer!

Some universities require the Learning Agreement at a very early stage. In such cases, SDU International can sign the Learning Agreement, even though you have not received the pre-approval of credit transfer yet. Please note that you should change the Learning Agreement corresponding to the decision of the Academic Study Board, when you have received it.

Changes in courses prior to your departure

It is quite common, that universities make changes in the courses offered for exchange students. Please wait for making changes in your pre-approval of credit transfer until August or immediately before the semester start at your host university.

Abroad

Remember to check your SDU-mail even when you are abroad. You must register for the courses for the following semester during 20-30 November (courses offered in the spring semester) and 20-30 May (courses offered in autumn semester) respectively. Late registration is not possible. Information about the registration deadlines will be sent to your SDU-mail. We suggest that you make a reminder about the course registration in the calendar of your smart phone.

If you cannot follow the courses as listed in the pre-approval of credit transfer

If you cannot follow courses according to the approved credit in advance, you must at find replacement courses. Then you must immediately submit a comprehensive application for all the courses you are following – both the new courses and the ones, which have been approved previously – to the Academic Study Board. Please remember to attach course descriptions for the changed courses to your application. Please also remember to state which courses are unchanged.

If you don't pass all your courses abroad

In case you don't pass one or more of the courses for which you have obtained credit in advance, you can either try to take part in a reexamination at the host university or follow a corresponding course after your return. Remember that non-passed courses abroad may have consequences for your education grant!

You cannot travel abroad

If you end up not travelling abroad after all, it is very important that you send an e-mail to studienaevn@tek.sdu.dk, so we can cancel your pre-approval of credit transfer and give you the possibility of registering for courses at SDU instead..

After your return home

It is very important that you apply to have the credit registered after your return home. It does not happen automatically and **it is your own responsibility to see to it that the credit transfer is registered correctly!**

Documentation for passed courses

Please note that you must attach the transcript of records from the host university in the form of original paper documents, a certified pdf-file or a verified (=stamped and signed) pdf-file for completed/passed study activities for which credit transfer is requested. An unverified pdf-file is NOT sufficient – besides, you may need the original document, when you are applying for jobs one day.

Check list:

1. Have you followed all the courses you have an approval of credit transfer in advance for?
yes -> go to no.2
no -> go to no. 4
2. Have you passed all the courses, you have an approval of credit transfer in advance for?
yes -> go to no. **Fejl! Henvisningskilde ikke fundet.**
no -> go to no.4
3. If you have passed all the courses in accordance with the pre-approval of credit transfer, please forward the documentation for passed courses via <https://spoc.sdu.dk/form/161/submit> ((<https://spoc.sdu.dk> -> Educational Law & Registration -> Final Credit Transfer).

Educational Law & Registration will check that you have passed all the courses in accordance with the pre-approval of credit transfer. The credits will be registered and you will see this in <https://sso.sdu.dk> -> SDU Student Self Service. If Educational Law & Registration find that you have not passed all the courses in accordance with the pre-approval of credit transfer, the case will be sent to the Academic Study Board, and you will be asked to apply for credit transfer (please see no 4).

4. If you have not passed all the courses in accordance with the pre-approval of credit transfer, please fill in the application form [TECH Application for Credit Transfer of Courses Passed Abroad](https://spoc.sdu.dk) (<https://spoc.sdu.dk> -> Studyboard -> Credit transfer). If you have passed other courses than the ones pre-approved, please attach the course descriptions of these courses to your application.

Important information about credit transfer (if you have not passed all the courses in accordance with the pre-approval of credit transfer)

The application for credit in advance must be sent to the Academic Study Board at least 8 days prior to a meeting session of the Academic Study Board. You find the meeting schedule and application deadlines [here](#). .

You may expect to receive the decision of the Academic Study Board via your student email within 20 working days of the Academic Study Board meeting session.

Please remember to read the decision of the Academic Study Board – only credits for passed courses can be transferred!