

# Guidelines for SDU Engineering Student Exchange Abroad

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## **What is Pre-approval of Credit Transfer**

When you travel on a student exchange abroad, the courses you take there should replace the ones you would have taken at SDU. When this is checked and confirmed before you leave, it is called pre-approval of credit transfer.

It's your job to find the right courses that match your study programme at SDU. Once you have found them, you should apply the Academic Study Board (=application of pre-approval of credit transfer for courses abroad) to confirm that these courses are a good fit for your programme and can be counted towards your degree.

## **Why do I have to get a pre-approval of credit transfer?**

A decision of pre-approval of credit transfer obligates SDU university to register the credits for the courses 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. This is to make sure that the courses you take abroad are relevant and can be counted towards your degree. If for some reason you can't take a course (or courses) that you got pre-approved, you'll need to apply for a new pre-approval for a different course.

The decision on whether or not to give this pre-approval is made by the Academic Study Board. Your Programme Coordinator /and Head of Study can give you advice on what courses to take, but the final decisions are made by the Academic Study Board. You do not officially have a pre-approval until you have received a decision from them. The decision of pre-approval of credit transfer is between SDU and you.

## **Prerequisites for approval of student exchange abroad**

### **Bachelor (BSc) and Bachelor of Engineering (BEng) students**

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

- You must have passed all courses up to and including the 3<sup>rd</sup> semester.
- You must have passed courses corresponding to 90 ECTS points at the time you apply for pre-approval of credit transfer
- Going on exchange should not delay your studies.

If you lack any courses from 1<sup>st</sup> to 3<sup>rd</sup> semester, please contact your [Programme Coordinator](#) immediately.

### **Master students**

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

- You must have passed all courses up to and including the 1<sup>st</sup> semester.
- You must have passed courses corresponding to 30 ECTS points at master level, at the time you apply for pre-approval of credit transfer
- Going on exchange should not delay your studies.

If you lack courses on 1<sup>st</sup> 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 before the 5th 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 overlaps with that of SDU, on BSc (Eng) and MSc (Eng) study programmes. E.g., many German universities have exams in February, which clashes with the start of the 6<sup>th</sup> semester of the bachelor programmes / 4<sup>th</sup> semester on Master's programmes 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 you attend tuition abroad physically.

## 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, do NOT register for the courses at SDU that have already been approved for credit transfer.
- If you plan to travel abroad next semester but have not yet applied/received the pre-approval of credit transfer, do NOT register for SDU courses during the registration period. Instead, you should apply for pre-approval as soon as possible.
- Remember, if you by mistake apply for pre-approval after registering for courses, the decision of pre-approval takes precedence over course registration.
  - Note: if you have electives (e.g., on the 6<sup>th</sup> semester of your bachelor degree), and you have registered for an elective at SDU simultaneously with your student exchange, the pre-approval will not override the elective registration.

## **Summer Courses at SDU**

If you are considering a summer school course at SDU in August 2024, make sure you actually can participate in the summer school course, before registering for it. Check, when your host university expects you to arrive, and see if there is any overlap.

Keep in mind that summer school courses at SDU require physical attendance. You cannot simultaneously take a summer school course and travel abroad, if there is an overlap.

## **Course Selection**

Choose courses that closely align with your home curriculum. Imagine what you would have studied if you were still at SDU. If you are uncertain about course content or extent, reach out to your Programme Coordinator for guidance.

Please be aware of the following:

- **Transferability:** Be cautious about courses that overlap with ones you have already passed or are currently registered for. These cannot be transferred.
- **Language courses and courses concerning local culture<sup>1</sup>**
  - Bachelor study programmes: Language courses and courses concerning local culture can, at a maximum, substitute up to 5/6 ECTS points.
  - Master study programmes: Language courses and courses concerning local culture CANNOT substitute courses at MSc (Eng) level.
- **Credit limits:** Both BSc- and MSc-students should register for courses corresponding to 30 ECTS points pr. semester.
  - If you have already passed courses in advance for the semester when you will be abroad, you can get pre-approval for the remaining ECTS points. Eg. if you have passed a summer school course worth 5 ECTS points and your regular electives fall during your exchange semester, you can only have courses worth 25 ECTS points pre-approved.
  - You can, at a maximum, receive credits for 30 ECTS points per semester, even if your workload abroad exceeds this due to different credit systems.
  - The maximum ECTS-limit of your study programme cannot be exceeded.
- **Plan wisely:** Apply for courses you genuinely intend to take. Academic Study Board will not consider alternatives or extra courses “just in case”.

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

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<sup>1</sup> 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.

## Application procedure – Pre-approval of Credit Transfer

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

Attach the following to your application:

- **Course Descriptions:** these should be in PDF-format and can be in Danish, English, Swedish or Norwegian. Make sure they include:
  - **extent of the course** (measured in ECTS or local credits).
  - **course content**
  - **level** (whether it is 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.

For **individually arranged stays**, include documentation for the expected workload of one semester at the foreign university (unless they use the ECTS). The documentation should cover:

- **Standard study period** at the host university at (Bachelor / undergraduate / Master / graduate level)
- **Degree extent** (measured in local credits)
- **Number of semesters per year**
- **Length of each semester** (you can usually find this in the Academic Calendar).

Make sure all the Documentation is in English and send it as **pdf-converted pages** of the host university's home page.

Submit your application for pre-approval at least 8 days prior to a meeting session of the Academic Study Board. You find the meeting schedule and application deadlines [here](#).

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.

## 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 matches 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 yet. Just remember: once you have received the decision of the Academic Study Board, you should update your Learning Agreement accordingly.

### **Changes in courses prior to your departure**

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

### **You cannot travel abroad?**

If you end up not travelling abroad after all, notify us via e-mail at [studienaevn@tek.sdu.dk](mailto:studienaevn@tek.sdu.dk). We will cancel your pre-approval and re-open the course registration at SDU for you.



## **When Abroad**

1. **Check your SDU-mail:** even when you are abroad, do not forget to keep an eye on your SDU-mail. It is crucial for staying informed!
2. **Remember course registration deadlines at SDU:**
  - a. Make your calendar! Registration for the upcoming semester's courses happens 20-30 November (courses offered in the spring semester) and 20-30 May (courses offered in autumn semester)
  - b. The course registration must be done via SDU Student Self Service, <https://sso.sdu.dk>.
3. **Course changes abroad:** If you cannot follow pre-approved courses, find suitable replacements. Submit a comprehensive application for all the courses you are following, including course descriptions for any changed courses. Remember to state the unchanged courses as well.

## **Failing courses abroad**

In case you don't pass all your pre-approved courses, consider

- participating in reexaminations at the host university or
- taking corresponding courses at SDU.
- Remember that failed courses abroad may have consequences for your education grant!

## At SDU again

When you get back home, make sure to have the credits registered! It does not happen automatically and **it is your own responsibility to ensure that the credit transfer is registered correctly!**

## Documentation for passed courses

Remember to include your official transcript of records from the host university. You can submit it either as a certified pdf-file or a verified (=stamped and signed) document. 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. Did you follow all the pre-approved courses?  
yes -> go to no.2  
no -> go to no. 4
2. Did you pass all the pre-approved courses?  
yes -> go to no. 3. **Fejl! Henvisningskilde ikke fundet.**  
no -> go to no.4
3. If you have passed all the pre-approved courses, 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 verify that you have met the requirements for credit transfer. Once confirmed, the credits will be registered and you view them 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, you will be referred to the Academic Study Board.

4. If you have not passed all the courses in accordance with the pre-approval, you must fill in the application form TECH Application for Credit Transfer of Courses Passed Abroad (<https://spoc.sdu.dk> -> Studyboard -> Credit transfer). If you have passed courses beyond the pre-approved ones, make sure to 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!