



DK ALBORG01 Aalborg Universitet (AAU) Aalborg University

APPENDIX TO ERASMUS+ INTER-INSTITUTIONAL AGREEMENT

SECTIONS [C] - [F]

International Office Fibigerstræde 10 9220 Aalborg East Denmark			
Contact persons	Position	Email	Phone
Gitte N. Jensen	Institutional Coordinator	gij@adm.aau.dk	+45 9940 7501
Mette Sæderup Thorvaldsen	Coordinator Incoming Students	mes@adm.aau.dk	+45 9940 7512
Rikke Sørensen	Coordinator Incoming Students	rhs@adm.aau.dk	+45 9940 7576
Trine Østergaard Nielsen	Coordinator Outgoing Students	trn@adm.aau.dk	+45 9940 9656
Websites			
Education programmes	https://www.en.aau.dk/education/guest-exchange *		
How to apply as an exchange student	http://www.en.aau.dk/education/apply/guest-exchange		
Good to know for exchange students	http://newstudents.aau.dk		

*Besides exchange programmes also English taught bachelor and master programmes are available for exchange students (cf. Erasmus+ inter-institutional agreement).

C. Language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the necessary language skills at the start of the study or teaching period:

Receiving institution	Option 1: Subject area	Language of instruction		Recommended language of instruction level	
		1	2	Student Mobility for Studies	Staff Mobility for Teaching
DK ALBORG 01		English	Danish	B2*	C1

*specific tests and test levels apply. Please see: <https://www.en.aau.dk/education/apply/guest-exchange/#language>

D. Additional requirements

DK ALBORG01	Enrolment only if 30 ECTS per semester Exchange students cannot enrol for Thesis modules (regardless of Bachelor's or Master's level)
	Please contact us in case students or staff with disabilities wish to visit AAU

E. Calendar

1. **Applications**/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term [Sept / Jan]		Spring term [Feb / June]	
	Nomination	Application	Nomination	Application
DK ALBORG 01	15 March	1 April	1 October	15 October

2. Aalborg University will send its **decision** within **6-8 weeks** after closing date of application period.

3. A **Transcript of Records** will be issued by the examination offices of Aalborg University **only** upon

request from the student in question and after the assessment period has finished. The student must make the request directly to the department that the student joined at AAU.

4. **Termination of this Agreement** or changes in the data set above can be amended annually, if communicated before 30 September 20XX and will only take effect as of 30 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Danish Grading System*

GRADE	DESCRIPTION	ECTS
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses	B
7	For a good performance displaying good command of the relevant material but also some weaknesses	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses	D
02	For a performance meeting only the minimum requirements for acceptance	E
00	For a performance which does not meet the minimum requirements for acceptance	Fx
-3	For a performance which is unacceptable in all respects	F
02 is the minimum grade for passing an exam.		
Apart from the 7-point grading scale, pass/fail assessment may also be used.		
The student's performance must be assessed according to academic targets set for the specific subject or course (absolute grading method). The relative grading method must not be used.		

*<http://ufm.dk/en/education-and-institutions/the-danish-education-system/grading-system>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources.

Contact details	Website for information
Mette Sæderup Thorvaldsen mes@adm.aau.dk +45 9940 7512 Or Rikke Sørensen rhs@adm.aau.dk +45 9940 7576	https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources.

Contact details	Website for information
Mette Sæderup Thorvaldsen mes@adm.aau.dk +45 9940 7512 Or Rikke Sørensen rhs@adm.aau.dk +45 9940 7576	https://www.newstudents.aau.dk/masters-aalborg/information/residence-cpr/

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources.

Contact details	Website for information
Lene Møller lml@adm.aau.dk Tel +45 9940 9658 Aalborg Campus	https://www.en.aau.dk/education/international-accomodation-office/ - only student accommodation