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**Application for pre-approval of courses for Master study exchange**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Student number: |  | Major profile: | |  |
| Semester of exchange: spring/autumn |  | | Host university: |  | | | |
| Full-time semester study workload at host university: |  | | Local credit equivalent  (30 NHH study points): |  | | | |
| Dato for innlevering av Learning Agreement (ved vertsuniversitet): | |  | Period for course registration at host university: |  | | | |
| Have you previously submitted an application for pre-approval of courses? | | yes  no | Date of your last submitted application for pre-approval of courses: | | |  | |

**Policy for selection of courses / study plan at host university:**

22.5 NHH study points (minor courses) + 7.5 study points (elective courses) = 30 study points (full-time semester study workload)

**Minor courses**

* You must choose and receive pre-approval for courses *outside of your major profile* which make up a minimum of 22.5 NHH study points.
* You can choose a variety of courses from different profiles other than your own. Courses do not need to be from the same profile.
* The courses you choose must fall within the subject areas offered by NHH at the Master level.

**Elective courses**

* You must receive pre-approval for additional elective courses which can make up a maximum of 7.5 NHH study points.
* Elective course can be chosen from your major profile.

Master students have the responsibility to ensure that courses taken during their exchange semester:

* Are offered at the Master level at their host school. For schools where Bachelor level courses have been approved previously, students are recommended to choose courses at the Master level where these are available.
* Fall within NHH’s subject areas of economics and business administration at the Master level.
* Do not overlap with courses they have taken previously or plan to take in future. This will not be checked as part of the evaluation for course approval.

**Courses for which you receive approval, but which overlap directly with other courses you have taken/will take in future, will not be counted towards your degree.**

To ensure that the courses you choose can be evaluated for course pre-approval, we require that you provide us with the following:

* Course code, full course title, study points (at host school), course level/course year
* Full course description which verifies this information. You are welcome to add a link for a single course description or a full course catalogue. Ensure that the link works. Alternatively, send the course description as an attachment in your application email.
* As well as the course details above, the course description must include details on the following.
  + Assessment forms used to to account for 100% for course contribution, ie, sit-down exam, individual or group submissions, presentations etc
  + Awarding of grade for assessment (not pass/fail).
* Notification on whether the course has previously been approved for other students at the same host school. You must check this beforehand on the list of previously approved courses sent to you by email.

**Tabell 1**: Request for pre-approval of courses contributing towards **minor profile**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course code | Course title | Local credits | Level/ course year | Link to course description | Previously approved (yes/no) | Comments |
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Provide information only on courses which do not overlap with your major profile in this table.

**Tabell 2**: Request for pre-approval of **elective courses**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course code: | Course title: | Local credits | Level/ course year: | Link to course description | Previously approved (yes/no) | Comments |
|  |  |  |  |  |  |  |
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Master students can apply for approval for a maximum of six (6) minor profile courses and three (3) elective courses at the one time. You can request pre-approval of additional courses by sending in a new application in a separate email. Only one application form per email will be evaluated.

Other general comments to support this application:

If you feel that you have understood the rules and content above, then you are ready to sign the statement below before you submit this application.

**Statement of understanding**

I, *(name of student)*     , confirm that the courses for which I have requested pre-approval are in line with the rules for choice of exchange courses and that the information I have provided on these courses is correct to the extent of my knowledge. I understand that an incorrect allocation of courses or courses that overlap with courses I have already taken, can lead to difficulties in having these courses included towards my degree at the end of my exchange semester.

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*Signatur*

Please submit this application form by email to [int.stud@nhh.no](mailto:int.stud@nhh.no) with the following subject line:

*Answer required by (deadline for course registration) - application for pre-approval of exchange courses master – spring/autumn, year – host school – student number – major profile*

You will receive an answer on your application within three (3) weeks, but it can take longer if the information you have provided above is incomplete.