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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): |  | | | |
| Date for submission of Learning Agreement (at host school): | |  | 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:**

During your study exchange you can register for 30 NHH study points, the equivalent of 4 out of 6 courses from the elective component of your degree. These courses can be from the same subject area as your major profile (up to 22,5 study points) or from different subject areas.

As a Master student, you have the responsibility to ensure that courses taken as part of your exchange study plan:

* are offered at the Master level at their host school. For schools where Bachelor level courses have been approved previously, you 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. Courses with a similar content to courses offered at the master level at NHH are most likely to be approved.
* do not overlap with courses you have taken previously or plan to take in future. This will not be checked as part of the evaluation for course approval.
* do not include language courses. We encourage you to take language courses alongside your study plan but please note that language courses cannot be included towards your degree.

**NB. 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.**

**Required information to evaluate courses for course approval**

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

* 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 and that the information is not hidden behind a school portal which cannot be accessed by us. Alternatively, send the course description as an attachment in your application email.
* As well as information on course content, the course description must include details on the following.
  + Assessment activities used to account for 100% individual evaluation in the course, eg. 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.

Check in the overview *MØA, MSc, MRR exchange pre-approval courses* under [International Opportunities](https://nhh.instructure.com/courses/288) on CANVAS.

**Course information**

Provide information only on courses which overlap with your major profile in the following tables:

**Table 1**: Request for pre-approval of **elective courses** **from the same subject area as your major profile**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course code | Course title | Local credits | Level/ course year | Link to course description | Previously approved (yes/no) | Comments |
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**Table 2**: Request for pre-approval of **elective courses from other subject areas,** which will meet my overall breadth requirement\*:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 five (5) elective courses from the same subject areas as their major and five (5) elective courses from other subject areas 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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*Signature*

(Inserting your name here is sufficient).

Please submit this application form in a fully editable WORD format by email to [international@nhh.no](mailto:international@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.