

Application for Final Approval of Foreign Education

1. Personal Information

Name:		Student number (NTNU):
Address:		Birth date (DDMMYYYY):
Postal code:	City/Town:	Telephone Number:
Program to which Subject Credits should apply:		E-mail:

2. What university/college-level courses have you taken?

(Attach Additional Information on a Separate Sheet of Paper if necessary)

Country:	University/College Location:	Number of Semesters/Quarters:
Course Title:	Number of points/credits (ECTS etc.):	

3. To which Program/Department at NTNU should this external education be applied?

(Specified or unspecified course in the program or specialization)

Documentation

Mark if supplied:

Academic Description		Must be attached if you are applying for acceptance of specific course credits. This is not necessary if you sent this with your application for pre-acceptance review.
Syllabus		
Transcript of Records		And official notarized copy of the grade register or of the diploma/s MUST be attached.
Diploma		Must be attached if it is relevant to document the extent of education

Signature

Place:	Date:	Applicant Signature:
--------	-------	----------------------

Instructions for Completion of Form

This form should be used for students at the Faculty of Social Sciences and Technology Management, who wish to receive credit for education received elsewhere and wish to have it applied to a degree at NTNU.

What education received elsewhere can be accepted?

Education from a foreign university which is accredited as an institution of higher education/university/college in the student's homeland or elsewhere. (Two assumptions are that this external education or program is at a level beyond that which is required for matriculation at Norwegian universities, i.e. that it is at a post-secondary level, and that this education does not overlap with similar studies the student has taken or plans to take while in Norway)

1. To which course of study/department should the education be applied?

The education received elsewhere should be applied to a program at NTNU which leads to a terminal degree. Please note that a diploma normally can be applied only once to a program according to regulation jfr.§43. This means that education must be registered and final approval of the degree has taken place *before* the diploma is printed.

2. To which program/department should these credits be applied?

This applies to students who have taken courses at an external institution and want these courses to form the basis for an exemption from certain courses in the Bachelor's or Master's degree program – and apply for specific approval for these courses.

3. What information should you put in your application

For acceptance of specified credits:

So that it is possible for us to evaluate the education you have previously completed, complete documentation must be attached. This can include an overview (description) of the course you have taken and the scope of these courses. If the subject description or syllabus is available these would be extremely helpful. This information is *in addition to* your transcript/diploma.

For acceptance of unspecified credits (concerns only the Bachelor's degree program)

If you are applying for a Bachelor's degree level course of study at NTNU, and you have unspecified credits which you want approved and applied to a social science degree at NTNU, then your documentation need not be as thorough as for specified credits. However, course descriptions as well as transcripts/diplomas must still be attached to this application.

You should be aware that credit reductions can take place, especially if there is an overlap between topics as taught elsewhere and topics that you have taken or plan to take at NTNU. If you are in doubt about this, we recommend that you attach an academic description of the course, reading lists or syllabi in your application for prior approval.

You may receive approval of a Norwegian Language course as a part of your study abroad under certain conditions. Language courses may not exceed a total of 15 credits and must be taken at an accredited university or college, or be finished through an examination with a passing character. You will not be given credit for courses taken at language schools.

How much time will evaluation of my previous education take?

Your application and final acceptance of your education in another country will be handled as quickly as possible at the Faculty of Social Sciences and Technology Management.

Recognition, approval and prior approval of education and credits earned in a country other than Norway, is regulated by the Law Relating to Universities and High Schools, §3-4 and §3-5, respectively.

See <http://lovdata.no/dokument/NL/lov/2005-04-01-15>

Your application should be sent to:

Faculty of Social Sciences and Technology Management
NTNU
7491 Trondheim

For more information, see our internet website at www.ntnu.no/svt