**Registering foreign course(s)**

Top of Form

**MECHANICAL ENGINEERING**

|  |  |
| --- | --- |
| Name |  |
| Student number |  |
|    |
| complies with the relevant article of the Student Regulations ME (see below) and requests to register foreign courses, to be followed and completed at the following foreign university: |
|    |
| Name university  |  |
| City |  |
| Country  |  |
| Period in which the courses are followed  |
| from | until  |
|     |    |

|  |  |  |  |
| --- | --- | --- | --- |
| Fictional course code | Complete foreign name of the course | EC | UT course code \*) |
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| \*) If the foreign course is followed instead of an earlier agreed course from the curriculum, the UT  |
| course code of this course should be specified. |
|    |
| Graduation professor | Student: | Programme director: |
|     |     |     |
|     |     |     |
|     |      |      |
| Date: | Date: | Date: |

Regulation for registering foreign courses in the Master’s curriculum.

1. Before departure to a foreign university, the student should make an appointment with the graduation professor. The student motivates the request and provides the necessary (course) information.

2. The graduation professor is responsible for determining the level of the course(s) followed abroad. She/he may delegate this to a UT lecturer who teaches a similar course. In principle, foreign courses must have a level corresponding with Master’s courses from the UT.

3. If the content of a foreign course does not match with a UT course, the graduation professor may consider registering the course as a “special subjects” course.

4. No foreign courses may be registered that have overlap with completed or to be completed regular UT courses.

5. There is no automatic conversion of foreign credits to UT credits. The graduation professor determines the number of EC’s to be awarded.

6. The maximum number of credits for foreign courses in the Master’s core and/or elective curriculum is 30 EC. Courses exceeding this 30 EC can be registered as “extra courses”.

7. The agreements are documented in the form “Registering foreign course(s)” and delivered to BOZ after it is signed.

8. The programme director approves the application. She/he may delegate this to the responsible education coordinator.

9. BOZ will, if possible, copy the foreign name of the course(s) on the diploma.

Procedure:

- Consultation with graduation professor, making agreements and registering (possibly with consultation of relevant education coordinator);

- Possible financial arrangements/grants through the internship coordinator;

- Application form to BOZ, who will submit it for approval to the relevant education coordinator;

- After approval, recording in the administration of BOZ, and a copy of the request to those involved.