Application for recognition of study and examination achievements

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Surname, First name: _____   Student number: _____

Address: _____

E-Mail: _____   Study programme: _____

The following documents must be enclosed with the application:

- (certified) copies of the relevant certificates of achievement[1] for recognition
- Proof (e.g. module catalogue/module description) of the scope of the course/examination work (SWS/ECTS) and the course content in copy

I apply for the recognition of the _____ in the study programme _____ my study and examination achievements
(Name of the university)

Only applies to first-time or new students (1st semester):
  ☐ I would like to be placed in a correspondingly higher semester on the basis of my recognised achievements.
  ☐ I would like to stay in the 1st semester.

Performance provided	Type of performance [2]	ECTS [3]	Grade [4]	Recognition for the module:	Recognition: Yes	No	Reason [5]	with the grade	Date, Signature of the Teacher (not to be obtained by the student)
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			
					☐	☐			
This section must be completed by the student!					This area is filled in by the university!				

_____
(Date, Signature of the Student)

_____
(Date, Signature of Dean of Studies)

1: The transcript of records from the university at which the course was completed.
2: e.g. two-hour written examination (K2), draft (E), exercise (Ü), practical (P), presentation (R)
3: European Credit Transfer and Accumulation System (credit points)
4: if no grade available: BE = passed

5: **Reasons for refusal:**
  1 = Lack of equivalence (deviating scope or lack of depth of content)
  2 = Lack of equivalence (content-related competencies deviate too much from the module applied for)
  3 = Lack of equivalence of the examination form
  4 = Module name in the module description differs from the performance record
  5 = The requested module is not offered in the selected degree program
  6 = Other (complete on a supplementary sheet if necessary):

Placement into a higher semester
Recognition of study and examination achievements

If you have already studied at another university and have achieved credits, these can be credited if the module is equivalent. Accordingly on the amount of credit points that can be credited, you can be placed in a correspondingly higher semester.

For this purpose, an application for **recognition of academic and examination achievements** must be submitted. You can find the form under Forms of the Examination Office --> General Forms.

If you have applied for a higher semester and there are no creditable achievements, the admission for the study place will be withdrawn!

The recognition procedure

You can use the form **Recognition of academic and examination achievements** to apply for recognition of academic and examination achievements already completed. The application will be examined by the respective examination board.

In the application, please list in detail which achievements you would like to have recognized for which of the study or examination achievements offered in your degree program.

The following evidences are required for the application:

o Achievement overview with signature and seal or stamp of the higher education institution
(The achievement certificate from the higher education institution at which this achievement was made)
o Module handbook (information on semester hours per week and lecture content)
o If necessary transcripts/certificates

The application with the relevant evidence must be submitted to the Enrolment and Examinations Office. The department will take care of the required signatures of the lecturers; you do not have to take any action here.

Time of recognition

All examination and study achievements must be recognized before the respective examination is taken. After successful recognition, the examination may not be taken again. An improvement of the result is therefore impossible.

All students are therefore advised to start the recognition process immediately at the beginning of the semester.

If you have any questions, please do not hesitate to contact the Enrolment and Examinations Office.

Statistical information on study-related stays abroad
Please complete and send to your examination office immediately

Surname: _____   **First Name:** _____

student ID number: _____   **Course of study:** _____

Signature: _____   **Bachelor**   **Master**

Since the winter semester 2016/17, we as a university have been obliged to collect additional statistical data due to the amended Higher Education Statistics Act.

Please provide the following information about your stay abroad or your longest stays abroad (maximum of three) in your current degree program, if you have had credits recognized for this or if the stay is part of a module or the degree program, and attach recognition certificates or proof of the stay(s), if not already submitted.

State	Duration (dd/mm/yyyy)	Type of stay abroad	Type of mobility program	Module(s) that was/are approved	Credit Points	Proof is available to the examination office
	from: until:					yes see attachment
	from: until:					yes see attachment
	from: until:					yes see attachment
	from: until:					yes see attachment

Key numbers and explanatory notes:

Type of stay abroad			Type of mobility program		
1	**Study**	• Semester stay at a university • Combined study and internship stay within the framework of Erasmus+	1	**EU program (EU- funded, e.g. Erasmus)**	• All European education programs, up to date: • Erasmus+ (2014-2020): • Erasmus+ Study trips (SMS), • Erasmus+ Student internships (SMP), • EU-Third-country programs (EU-China, EU-USA, EU- Canada, etc.)
2	**Internship**	• Internship within the framework of Erasmus+E • External internship (e.g. company internship) • Trainee stay • Practical semester	2	**other international/ national program (not EU- funded, e.g. university partnership)**	• Scholarship from the university, • Scholarship from the host university, • Scholarship from a foundation (e.g. Studienstiftung, Friedrich Ebert Foundation, etc.), DAAD scholarship (including e.g. Promos, ISAP, Carlo-Schmid Program, FIT worldwide, Go East Summer School, IAESTE, etc.), • Scholarship from the Pedagogical Exchange Service (PAD)/COMENIUS, • BAföG abroad
3	**Other study-related stays abroad**	• Language course • Summer School • Project or final thesis • Internship at a university (e.g. laboratory internship) • Excursion, study trip (also within a module: in this case, please indicate the module completed here with credit points) • Compulsory stay abroad for English students (without CP indication)	3	**No program, self-organized**	• Self-financing, so-called free movers • Internships abroad without a funding program