# Application for recognition of study and examination achievements



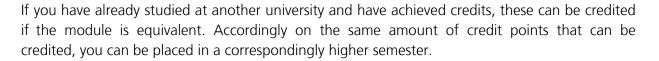
Surname, First name:			Student number:	Student number:						
Address:									•	
E-Mail:										
The following documents i	must be enclos	ed with th	e applicatio	on:						
- (certified) copies of the r - Proof (e.g. module catalo				for recognition pe of the course/examination wo	ork (SW	/S/ECT	S) and the	course content	t in copy	
I apply for the recognition examination achievements	university) in the	in the study programme				my study and				
Only applies to first-tim  I would like to be pla  I would like to stay in	aced in a corres	pondingly		: lester on the basis of my recognis	ed ach	ievem	ents.			
service provided	Type of perfor-	ECTS <sup>3</sup>	Grade <sup>4</sup>	Recognition for the module:	Recognition: Yes No Reason <sup>5</sup>			with the note	Date, Signature of the Teacher	
	mance <sup>2</sup>								(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) s for refusal:				

- 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

- 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 <u>necessary</u>):



# Placement into a higher semester Recognition of study and examination achievements



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:

- 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)
- Module handbook (information on semester hours per week and lecture content)
- o Any 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.





 
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