

Application for recognition of study and examination achievements



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 achievement¹ 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.

service provided	Type of performance ²	ECTS ³	Grade ⁴	Recognition for the module:	Recognition:			with the note	Date, Signature of the Teacher
					Yes	No	Reason ⁵		
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			
					<input type="checkbox"/>	<input type="checkbox"/>			

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): _____