

# Recognition of Academic Achievements

01

## Preliminary Application (optional)

The recognition of credits can be checked in advance by submitting a preliminary enquiry. The course selection has to be discussed with the faculty's international coordinator and the completed form "Preliminary application for recognising skills" must be submitted to the Course Secretariat or Faculty Office.\*

02

## Feedback on Preliminary Application

The Course Secretariat or Faculty Office forwards the form to the Examination Committee for review. The Course Secretariat or Faculty Office then sends the final response by email.

03

## Mobility

The mobility programme takes place at the selected partner university. The chosen courses are attended and, if required, assessed through an examination.

04

## Transcript of Records

After the completion of the mobility period, the partner university fills out the "Transcript of Records" with the courses taken and the corresponding grades and sends it to the student by mail.

05

## Application for Recognising Skills

Once the Transcript of Records has been received, it has to be submitted to the Examination Office together with the completed form "Application for recognising skills" and the module descriptions for the courses completed.\*\*

06

## Recognition of Academic Achievements

The Examination Office forwards the application to the Examination Committee for review. The Examination Office records the academic achievements and the student will be informed by mail. The grades can be viewed in your academic overview in the Online Service Center (OSC).

International Coordinator/  
Course Secretariat or  
Faculty Office

Faculty Office/  
Examination Committee

Partner University

Examination Office

Examination Committee/  
Examination Office

\*The Learning Agreement must be handed in separately.

\*\*The recognition is not processed automatically.