

Application for recognition of coursework and examinations

Switching course/university

Studies abroad

Other

Information for students: Please present this application, together with all proof of previous academic achievements, to the Examination Office. Your completed application will be passed on and further processed internally. At the end of the procedure you will receive a legally binding transcript of your recognised achievements. Your academic achievements will be entered into the examination administration system as quickly as possible by the Examination Office. The following documents are to be included with the application in German or English:

- Original **or** certified copy of the examination results certificate (and translation where applicable) and/or original or certified copy of a statement of obtained credits from the Examination Office of the higher education institute, where the examinations to be recognised were taken.
- Brief descriptions of courses (module description), stating their scope in terms of hours per week per semester and number of credit points acquired.
- Type and duration of examination (e.g. “written examination 120 min”, “assignment”, “attendance”, etc.)
- Structure and learning objectives of the courses

Registration in the corresponding subject is required for coursework and examinations to be recognised!

Family name, given name:		Registration number:	
Address:			
Telephone number:		E-Mail:	
Previous subject(s):		Qualification:	

Details of the university at which the examinations to be recognised were taken:

Official title of the university (name, place, country)	
Period of registration at the university	

I apply for recognition of the following examinations (see p. 2) for the:

Bachelor's degree program

Master's degree program

Digital Communications

Electrical Eng. and Information Tech.

Materials Science

EE, IT and Business Management

Date	Name of applicant (in block capitals)	Signature of applicant
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Name of applicant:

Registration number:

No.	Academic achievement:			The academic achievement is to be recognised for:	To be filled in by the lecturer!					
	Module (partial achievement)/coursework (e.g. lecture/seminar)	ECTS	Grade		Module (partial achievement)/coursework/if applicable, in an optional subject	ECTS	Grade	Decision*		Allocation
1							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
2							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
3							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
4							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
5							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
6							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
7							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		
8							yes	<input type="checkbox"/>		
							no	<input type="checkbox"/>		

The fields shaded grey are to be filled in by the examining lecturer.

* In the case of rejection, please state the reasons on page 3 of this form.

Date	Chair of the Examination Board	Signature of the Chair of the Examination Board
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Name of applicant:

Registration number:

No.*	Reasons
1	
2	
3	
4	
5	
6	
7	
8	

* Please fill in the serial number from page 2.