

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have applied for a higher semester and there are no creditable achievements, the admission for the study place will be withdrawn!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

- 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)
- 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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