Application for recognition of study and examination achievements

The application must be submitted via the recognition website; prompt processing is only possible if the application has been completed in full and the complete documents listed below are submitted. **Please note the information overleaf.**

Surname, first name:

Matriculation number: E-mail:

  I agree that the notification will be sent to my e-mail address above. I have taken note of information on data protection.

Programme: Desired degree: Exam reg. version:

Successfully completed coursework and examinations that are to be recognised:

| To be completed by the applicant | | | | To be completed by the examination board | | | |
| Achievements completed at the other institution | | | Corresponding exams at the University of Ulm including assignment (area and module) | | | | |
Name	Grade	CP	Area | Module | Exam	Recognised	Grade	CP	Reason for rejection

The following attachements must be enclosed with the application:

 Transcript of Records (German or English)   Grading scheme of the foreign university, if applicable

 Module descriptions   Learning Agreement (only after studying abroad), if applicable

PLEASE NOTE: Achievements from stays abroad can only be recognised if the following fields are filled in **correctly**.

- Fill out one application per stay abroad   Mobility programme (z. B. Erasmus, free-mover, etc.):   Country:
- For further achievements please use this form   Start: End: Duration:

          Total CP earned abroad:

Semester classification and recognition of achievements: (to be completed by the examination board)
The recognition of achievements according to the table above is confirmed. Based on the documented achievements and the confirmation listed above, it is proposed that the student be placed in the following semester at the University of Ulm in the above-mentioned degree programme.

Classification in semester: Date:

_____
Signature Head of examination board

Information

General information

- The provisions of General Study and Examination Regulations §19 apply to the recognition of achievements, in particular the deadlines specified in paragraph 6.
- The form is suitable for the recognition of achievements in the current degree programme and for the application for a higher semester.

General procedure

1. Complete the application in full. Use a programme that can handle PDF forms. The other form fields must be editable afterwards.
2. Submit the application and attachements via the recognition website.
3. The examination board will decide on your application based on the documents submitted and send you the decision by e-mail. If the application is rejected in whole or in part, you will also receive the decision by post with instructions on how to appeal.

Basic data

1. Enter your surname and first name.
2. Enter your matriculation number at the University of Ulm, leave the field empty if you do not have a matriculation number from the University of Ulm.
3. Enter the e-mail address from which you are sending the application to the examination board. If possible, use a uni-ulm.de e-mail address. The notification will be sent to this address.
4. Enter your degree programme and desired degree as well as the version of the examination regulations according to which you are studying. If you want to enrol in a higher semester, enter the degree programme you are aiming for in the field Degree programme and the year of the most recent examination regulations for this degree programme as the Exam regulations version.

Achievement data

- Name: Please enter the unique name of the coursework you have completed at the external institution that you wish to have recognised. Please ensure that you enter the data as it appears on your transcript of records or comparable proof.

- If you would like to have several of your achievements recognised for a single examination at the University of Ulm, please write them in one line.

- If you would like to have your achievements recognised for two (or more) examinations at the University of Ulm, please write this in two (or more) lines.

- Grade: Enter the grade received. The examination board will calculate a grade if necessary or convert the grade into the grading system at the Univesity of Ulm.

- CP: Enter the credit points received, if applicable as a total.

- The information for the following points can be found on the recognition website.

  - Area: Enter the four-digit area number in which the achievement is to be recognised at the University of Ulm.

  - Module | Exam: Enter the five-digit module number and the five-digit exam number and the name of the exam at the University of Ulm.

If you would like to have an achievement recognised in an elective area where there is no corresponding module offered at the University of Ulm, enter the relevant area under Area and "new" under Module | Exam. If the achievement is recognised, it will be listed under the specified name in the Transcript of Records at the Unversity of Ulm.

Additional, required information for stays abroad

- Only enter periods in full months in the "Duration" field. For stays of less than 4 weeks "0 months", for an exemplary stay from 1 September to 14 July of the following year enter "10 months".

- Complete one application per stay abroad.

- If necessary, use the form for further achievements.

This information is required for official statistics.