

Disclaimer

This document is a courtesy translation provided for your convenience. Please note that the original form must be opened and completed in the **German language**. Only the **German version** is legally binding.

Please complete the document electronically and send it by email to anrechnung@th-brandenburg.de !

Application for Recognition of Academic Achievements

Brandenburg University of Applied Sciences degree programme:

Surname, first name:

student ID number:

University/college where the following subjects were studied: Name of university:

University telephone number:

Previous degree programme/qualification:

Please tick the appropriate box: Final examination passed ☐ Yes (please provide proof) ☐ No

Attachments (**PDF files only**):

- ☐ Lecture **content/excerpts** from the module handbook of your previous college/university
- ☐ Number of semester hours per week
- ☐ Current transcript of records
- ☐ Declaration of no objection from previous university/college

Proof of courses attended but not yet graded:

The transcripts for these courses must be submitted **immediately and without request** as soon as they become available.

The application for credit transfer can be submitted by email no later than 8 weeks after the start of each semester (01.03./01.09.) (in accordance with §10 (5) of the RO-Brandenburg University of Applied Sciences dated 12.10.2022). Applications submitted after the deadline will not be considered!

Please note the following information!

Students who have already studied at a German university are required to complete the appendix in full.

Failed attempts must also be indicated!

Passed and failed coursework and examinations, as well as periods of study at the previous university, will be automatically credited to the newly selected degree programme at Brandenburg University of Applied Sciences if **they are equivalent**.

The decision on which academic achievements can be recognised is made by the Examination Board of the respective degree programme.

The Examination Office will send a written notification of recognition after the Examination Board has made its decision.

Recognition of further credits from previous studies **after** the notice of recognition has become final is excluded.

Previous information provided by professors, associate lecturers or other employees of Brandenburg University of Applied Sciences is not legally binding.

I have read and understood that the recognition of academic achievements is only legally binding if it is confirmed to me in writing by the Examination Office.

Date

Signature of applicant

Please fill in completely, even if you have **not** yet completed the diploma/bachelor's/master's examination in your chosen degree programme.

All credits earned to date must be entered. **Failed attempts must be indicated!**

This information must be provided by the applicant! Information on courses at Brandenburg University of Applied Sciences can be found on the university's website at www.th-brandenburg.de .							To be completed by the Examination Board or professorship at Brandenburg University of Applied Sciences		
No No	Courses/name of the subject studied at the previous university/university of applied sciences	Grade	Credits	semester hours per week	Designation of the comparable and applied-for subject (course) in the selected Brandenburg University of Applied Sciences degree programme	Credits	semester hours per week	Recognition with grade	No recognition
1									
2									
3									
4									
5									
6									
7									
8									

Decision of the Examination Board:

Recognition of the modules requested under item(s) is not possible for the following reasons:

The classification is in the semester Signature, date of the Examination Board chair:

Please fill in completely, even if you have **not** yet completed the diploma/bachelor's/master's examination in your chosen degree programme.

All credits earned to date must be entered. **Failed attempts must be indicated!**

This information must be completed by the applicant! Information on courses at Brandenburg University of Applied Sciences can be found on the university's website at www.th-brandenburg.de .							To be completed by the Examination Board or professorship at Brandenburg University of Applied Sciences		
No. No	Courses/name of the subject studied at the previous university/university of applied sciences	Grade	Credits	semester hours per week	Designation of the comparable and applied-for subject (course) in the selected Brandenburg University of Applied Sciences degree programme	Credits	semester hours per week	Recognition with grade	No recognition
9									
1									
11									
12									
13									
14									
15									
16									

Decision of the Examination Board:

Recognition of the modules requested under item(s) _____ is not possible for the following reasons:

The classification is in the _____ semester..... Signature, date of the Examination Board chair: _____

Please fill in completely, even if you have **not** yet completed the diploma/bachelor's/master's examination in your chosen degree programme.

All credits earned to date must be entered. **Failed attempts must be indicated!**

This information must be completed by the applicant! Information on courses at Brandenburg University of Applied Sciences can be found on the THB website at www.th-brandenburg.de .							To be completed by the Examination Board or professorship at Brandenburg University of Applied Sciences		
No. No	Courses/name of the subject studied at the previous university/university of applied sciences	Grade	Credits	semester hours per week	Designation of the comparable and applied-for subject (course) in the selected Brandenburg University of Applied Sciences degree programme	Credits	semester hours per week	Recognition with grade	No recognition
1									
18									
19									
20									
21									
22									
23									
24									

Decision of the Examination Board:

Recognition of the modules requested under item(s) is not possible for the following reasons:

The classification is in the semester..... Signature, date of the Examination Board chair: