

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.

To: Student Administration Office

Application for Change of Degree Programme / Recognition of Academic Achievements

☐ From winter semester _____

☐ From summer semester _____

Personal details			
Surname, first name			
Student ID			
Street, house number			
Postcode, town			
Telephone		Email	
Information about your studies			
Current degree programme			
From semester			
Degree programme applied for			
Into the semester			

Date

Signature

Notes

1. The application for a change of degree programme must be submitted by the end of the re-registration period for the respective semester.
2. The application for recognition of academic achievements must be enclosed.
3. In the case of equivalent examinations, failed credits will also be recognised.

Approval note Examination Board

The change of degree programme will be

☐ not

☐ not approved

to the subject semester: ____

Date

Signature

Recognition of academic achievements

Please complete in full. All credits earned to date (including failed attempts) must be entered.

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 (http://www.th-brandenburg.de).								To be completed by the Examination Board or professor	
No.	Courses/name of the subject studied at the previous university	Grade (grade, assessment)	Credits/ ECTS	semester hours per week	Name of the comparable and subject area (course) in the selected FHB degree programme)	Credits/ ECTS	semester hours per week	Recognition with grade	No recognition

Decision of the faculty:

Credits for the subjects listed under number(s) _____ cannot be granted for the following reasons:

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

Please note the following information carefully!

You are required to complete the appendix in full **(including failed attempts!)**. Any previous study and examination achievements, whether passed or failed, as well as periods of study, will be automatically credited to the newly selected degree programme at Brandenburg University of Applied Sciences, provided **they are equivalent**.

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

Please enclose the following documents with your application:

- ☐ Current, complete overview of your academic achievements

Once the Examination Board has made its decision, you will receive a written notification of recognition from the Student Administration Office. written notification of recognition. Please note that the recognition of further credits from your previous studies is excluded after the notification of recognition has become final.

Previous information provided by professors or associate lecturers is not legally binding.

**I have read and understood that academic credits will only be transferred if this is confirmed in writing by the Student Affairs Office.
Student Administration Office.**

Date

Signature of the applicant