technische universität
dortmund

Application for Recognition of Examination Achievements

Section 63a HG in conjunction with Recognition Regulations of TU Dortmund University of 10 December 2021

- This application and the required documents are to be addressed
to the responsible Examination Board -

Student ID no: (if available) _____

Name, first name: _____

Address: _____

Telephone no: _____

E-mail: _____

The recognition is to be granted for the following degree program and degree:

(please tick where applicable)

Bachelor's ☐ or Master's ☐

Degree program or, in case of teacher training, subject*

Type of school (only in case of teacher training):

The examination performance was achieved in the following degree program:
(please specify degree program and university)

☐ On the basis of the recognition, I apply for placement in an advanced program semester
(only applies to degree programs without admission restrictions)

This application has the following attachments:

- A current enrollment certificate or confirmation of removal from the register of students of last attended university
- A certified copy of the proof of academic achievements (diploma, transcript of records, etc.)
- Exact details and corresponding proof of the content and duration of the courses as well as the duration of the respective examination (e.g., excerpt from the module handbook or similar)
- For documents not written in German, a certified translation into German**
- In agreement with the Examination Board and if necessary, further documents for the examination of the recognition
- For achievements abroad: „Studies abroad: Attachment to the application for recognition of examination achievements“

I hereby apply for the recognition of the achievements which are listed in the following list and were performed by me. I have not yet started examination procedures at TU Dortmund University for the examination achievements for which I am applying for recognition here. I am aware that after the start of the examination procedure (the examination procedure begins with the first registration for an examination performance), the recognition of this examination performance is excluded according to Section 6 (3) Recognition Regulations of TU Dortmund University.

- please do not sign -

_____ _____

(date) (signature)

*Please submit one application for the recognition of examination performances for each degree program or subject.
** The translations must have been made by a sworn interpreter in Germany or confirmed by the German foreign representation in the home country.

**This is a translation of the original German document for explanatory purposes only.
For all legal purposes, solely the German version of the document shall be considered binding.**

Name, first name: _____ Student ID no: _____ (if available) Application date: _____

Page: _____

List of examination achievements to be applied for and recognized
(please print this page multiple times if necessary)

To be completed by the student	To be completed by the student (if necessary after professional consultation)	To be completed by the recognizing authority / office			
Achieved examination performance (only one achieved item to be entered per line)	The recognition is applied for the achievement ... (achievement according to examination regulations, module handbook, subject-specific provisions)	grade[1]	CPs	type[2] and form[3] of achievement	recognition possible yes / no[4]

Total sum of credit points of recognized achievements:

[1] If there is no comparable grading system or if the achievement is not graded, the remark "passed" (*bestanden*, BE) is used.

[2] Module examination = MP, partial assessment = TL, study / examination achievement = SL, Bachelor's thesis = BA, Master's thesis = MA

[3] Oral examination = M, written examination = K, seminar / term paper = HA, practical examination = pP, portfolio = PO, practical / laboratory classes = PR, excursion = EX, presentation = P, in-class report = R, written report = B, etc.

[4] The rejection of a recognition application is to be justified to the applicant by the Examination Board in writing and in accordance with the requirements of the applicable Recognition Regulations and is to be accompanied by an instruction on the right to appeal.

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Name, first name: _____ Student ID no: _____ (if available) Application date: _____

Confirmation by Examination Board
(This page has to be attached as last page to the application for recognition.)

The list of examination achievements to be recognized for the following degree program comprises a total of _____ pages.

Bachelor's ☐ or Master's ☐

Degree program or subject* (in case of teacher training)

Type of school/s (only in case of teacher training):

The total sum of credit points (CPs) to be recognized is confirmed in the amount of _____ credit points.

- please do not sign -

place, date

signature and seal of Examination Board

*Please submit individual applications for the recognition of examination achievements for each degree program or teaching subject.

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Studies abroad - Attachment to the application for recognition of examination achievements

Please enclose this attachment to your application for the recognition of examination achievements if the achievements you wish to get recognized for your studies here were gained abroad. It is not relevant whether it was a degree program-related stay abroad or regular studies abroad. The basis for the collection of the data is the German Higher Education Statistics Act (*Hochschulstatistikgesetz*, HStatG) in its currently valid version. You have the option to specify several stays abroad.

Student ID no: _____
(if available)

Name, first name: _____

1. Stay abroad

State*: _____

Months*: _____ (round down to full months, enter 0 if duration is less than one month)

Precise duration: from _____ until _____

Type of stay*: please choose

Type of program: please choose

2. Stay abroad

State*: _____

Months*: _____ (round down to full months, enter 0 if duration is less than one month)

Precise duration: from _____ until _____

Type of stay*: please choose

Type of program*: please choose

3. Stay abroad

State*: _____

Months*: _____ (round down to full months, enter 0 if duration is less than one month)

Precise duration: from _____ until _____

Type of stay*: please choose

Type of program*: no program, self-organized

- please do not sign -

_____ _____
(date) (signature)

* mandatory information

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