

Subject Recognition and Approval

Student Group

First Name	Surname	Matrikel Nr.

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What we need

To start the process of getting a mark from another university approved, the following things are needed.

- The recognition document
This can be downloaded [here](#) via “Compensation and recognition of examination performance”. Alternatively, the course director (Studiengangsleiter) is also able to give it to you.
- An official certificate stating the mark/grade of the subject.
- An official document stating the ECTS of the subject.
When the previous university cannot provide the ECTS grading (e.g. the university was not located in the EU)
 - please provide the [Course_credit](#) score of your country
 - or another official document stating the specified contact hours (hours with the professor/lecturer) and the expected hours for homework.
- An official document stating the content of the subject.

The Process

After getting your information, we will check the following:

- Does the German Ministry of Education and Cultural Affairs recognize the former university?
- Is the former course's qualification level similar to what we provide here?
- Is the former course comparable in terms of the learned competencies?
- Is the former course comparable in terms of the level of practice?

After this check, you will get feedback on to which extent the courses in question can be recognized.

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