

Fact sheet on the recognition of academic achievements abroad *(for students in bachelor and master programmes at the faculty of business and economics)*

Dear students from the faculty of business and economics,

if you plan to study abroad within the ERASMUS+ exchange programme, as a Free Mover or within any other exchange programme (e.g. Worldwide programme) for one or two semester, you may consider the following questions:

- Which academic achievements abroad can be recognized at the home institution?
- Which academic achievements have been recognized previously?
- To what extent can academic achievements abroad be recognized at the home institution?
- How does the recognition process work?
- Should I request for a semester on leave?
- Who are the contact persons?

Which academic achievements abroad can be recognized at the home institution?

- Achievements that do not differ significantly from the compulsory subjects, the compulsory electives or the elective modules at the home institution with regard to the following criteria:
 - **Quality** (accreditation of host institution / course of study)
 - **Level** (bachelor and masters programme / study cycle)
 - **Learning Outcome** (with regard to requirements for further studies)
 - **Extent** (Work load (on the basis of ECTS points))
 - **Outline** (Key aspects, Quality and competency objectives)
- Achievements that have been passed with a least a grade of „adequate“ (4.0) (e.g. in an exam, case study, quiz, oral exam).¹

¹ Achievements that have not been graded on a fixed grading scheme and have successfully been completed with “passed”

- Achievements that exceed previous performances, thus recognition of equivalent courses to previous performances is not possible

Which academic achievements have been recognized previously?

- As guidance for your choice of external courses, please find a data set of all previous recognition decisions using the following link:
http://www.fww.ovgu.de/Fakult%C3%A4t/Pr%C3%BCfungsamt_alt/Studieng%C3%A4nge/Master/Anerkennung+Ausland.html
- This data set is the inversely result of our recognition processes based on the Lisbon convention criteria as explained above
- Please note that this data set is based on individual student requests for recognition within each respective field of study. Thus, nor the listed universities / modules neither the previous recognition decisions should be regarded as self-evident.
- In this respect this data set is growing with every completed learning agreement / stay abroad of your fellow students and will therefore be updated constantly
- Please notice that contents of external courses may change over time. Thus, the following instructions concerning the question „How does the recognition process work? “ should be taken into account independently

To what extent can academic achievements abroad can be recognized at the home institution?

- Academic achievements abroad can basically be achieved and recognized in unlimited extent. This excludes bachelor and master's theses (see § 28 Abs. 2 of the examination rules in each case).
- If the ECTS Systems can be applied mutually (sending and receiving institution) credit points achieved abroad will usually be adopted
- If the ECTS System is not applicable to the receiving institution there will be a conversion of the achieved credit points abroad based on the actual work load measured in ECTS points.
 - Criteria:
 - Amount of scheduled lectures / tutorials, length of a lecture unit or tutorial unit, study time

(unmarked), can only be recognized with a grade of „adequate“.

How does the recognition process work?

Preliminary-review of the eligibility of recognition

- **You are responsible** to submit a course syllabus / module description of each external course prior to your studies abroad to have examined whether the courses are eligible for recognition.²
 - the documents have to be sent **via email** (use the student e-mail address)
 - the documents have to be sent in PDF format **for each course individually**
- The review of the eligibility of recognition will always be based on learning outcomes. Thus, there will be an overall evaluation with regard to the desired university degree.
- Only if there are substantial differences regarding quality, level, learning outcome, extent and outline between external courses and lectures at the home institution, courses cannot be recognized
 - **In general, an equivalent course does not need to exist at the home institution for the eligibility of recognition**
- If there is not enough information available about a course in advance, the documents have to be handed in not later than the beginning of your stay abroad

Learning Agreement

- The eligibility of recognition of external courses will be ensured with your learning agreement (data base of the international office).
- The learning agreement has to be signed by the coordinator of study and examination achievements abroad (Dr. Toni Richter)
- If contrary to your expectations lectures / seminars are not offered or already full, your learning agreement needs to be edited.
 - Please use the form:
 - Changes to Learning Agreement
(Data base of the international office)
 - Please contact Dr. Toni Richter immediately

² In this context you may also use the form: „Anerkennungsprüfung für eine auswärtig zu erbringende Studienleistung (vor Antritt)“

Exam registration

- Each examination achievement which should be recognized for your studies requires a written application prior to the exam in the examination office of the faculty of management and economics.
- A subsequent acknowledgement of examination achievements without a previous registration is not possible (see § 11 (3) examination rules).
- After submitting the necessary credit points for achieving the desired university degree an additional exam registration is excluded.
- Regarding the withdrawal of the exam regulations of the examination rules apply (see § 8 (2) and § 11 (4)).
- For the written examination applications go to: <http://www.apl.ovgu.de> → „Antrag auf Anerkennung akademischer Prüfungsleistungen“.
 - The form needs to be filled out and submitted (see excursion: Exam registration)

→ **Please agree on (the latest) appointment for the exam registration with the coordinator of study and examination achievements abroad (Dr. Toni Richter).**

- For this purpose an academic calendar of the receiving institution needs to be submitted to Dr. Richter.

Excursion: Exam registration

The written examination application is based on three steps and has to include the following information:

- ✓ Name, surname, matriculation number, host institution,
- ✓ Course number at host institution,
- ✓ Course name,
- ✓ Type of course (lecture or seminar),
- ✓ Amount of Credit Points (abroad),

- ✓ Examiner,
- ✓ Suggestions regarding the recognition.

1st step

Sign in (with user name & password) on the following website: <http://www.apl.ovgu.de>

www.apl.ovgu.de

E-Learning Portal S Ov... OvGU::Lehrstuhl für M... Magdeburg » Studien... Fakultät für Wirtschaft... H

OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG **ANERKENNUNG AKADEMISCHER PRÜFUNGSLEISTUNGEN**

APL LOGIN

Startseite

Anerkennung akademischer Prüfungsleistungen

Bitte melden Sie sich mit Ihrem OVGU-Account an.
Danach haben Sie Zugriff auf die Funktionalitäten der Beantragung.

Benutzername

Passwort

2nd step

Press confirm „Antrag auf Anerkennung akademischer Prüfungsleistungen“

ÜBERSICHT | APL LOGIN

Startseite > Übersicht

Anerkennung akademischer Prüfungsleistungen

Hinweis: Wenn Sie einen Antrag auf Anerkennung Ihrer ausländischen Prüfungsleistungen übernommen und in das Formular eingetragen. Diese Daten können nicht manuell

Antrag auf Anerkennung akademischer Prüfungsleistungen

(Screen where you can find the form for exam registration)

3rd step

The form „Antrag auf Anerkennung akademischer Prüfungsleistungen“ has to be filled in completely. Then press submit.

Antrag auf Anerkennung akademischer Prüfungsleistungen

Persönliche Angaben

Matrikelnummer:

Name:

Vorname:

Studiengang an der FWW:

Angestrebter Abschluss:

OVGU-E-Mail Adresse:

Prüfungs- und Hochschulangaben

Verbindliche Anmeldung von Prüfungsleistungen von der

Hochschule*:

Land*:

Semester*:

*Pflichtfelder

Angaben der Gastschule		Vorschlag zur Anerkennung		
Code	Titel der Veranstaltung	Anzahl KP*	Zuordnung	V/S**
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	V ▾
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	V ▾
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Recognition decision

- The examining office makes the final decision of recognition (upon return).³

Therefore the following documents have to be submitted at the examination office:

- Official and original transcript of records of the host institution
- Copies or prints of online information systems will not be acknowledged
- Grading system of the host institution⁴ (if not already existing at the faculty of

³ If the eligibility of recognition of the external achievements has not been proved in advance the form „Antrag auf Anerkennung von auswärtigen Prüfungsleistungen“ has to be filled in and submitted at the examination office.

⁴ Grades achieved abroad will be recognized based on a conversion key determined by the examination office.

management and economics)

- You will receive a written notice of the examination office about recognized modules, grades and credit points.

Should I request for a semester on leave?

- In general academic achievements – external as well as internal – can only be acknowledged within one semester (see § 11 (3) of the examination rules for this kind of exceptional case)
- A semester on leave can be requested for a stay abroad. This however is only reasonable if..
 - ...it is unsure whether exams can be completed successfully due to poor language skills
- A semester abroad in which acknowledgeable academic achievements have been rendered can subsequently be recognized as study semester. As a result a recognition can be made.
 - The registration and the international office will receive an appropriate notice.

Who are the contact persons and where can I find information?

Prior to the stay abroad

Dr. Toni Richter

Coordinator of study and examination achievements abroad

Office: Bldg. 22/D302

Phone: 0391/67-51882

E-Mail: toni.richter@ovgu.de

Talk time:

Tuesday, 1.00 – 2.00pm

After the stay abroad

Dr. Karin Schimpf

Head of the examination office

Office: Bldg. 22/B004

Phone: 0391/67-18421

E-Mail: karin.schimpf@ovgu.de

Talk time:

Tuesday, 10 – 12am

Wednesday, 10 – 12am

Thursdays by arrangement