**Leaflet for the request for recognition of achievements completed abroad (Form B)**

After the mobility, please hand in the following documents in person or via mail:

* **Request for recognition of achievements completed abroad (Form B) with original signature**
* **Transcript of Records by host university**

(as original document or officially certified copy; if you hand in the original in person, we can make the copy for you. You can then get your original back during the open consultation hour.)

* If there has not been a pre-check for a module or if the pre-check was processed with old course descriptions, you must hand in weblinks or, if they are not available, printed course descriptions as well.

**General notes:**

* The request will be processed **only** if all necessary documents are handed in.
* If the host university does not count with ECTS credits, please hand in a conversion table or data about the total number of credits of the foreign study program as well as the duration of the study program in years.
* The module titles must be consistent in the Transcript of Records and Form B.

**Postal Address:**

Universität Hohenheim

Dekanat Fakultät Wirtschafts- und Sozialwissenschaften

z. Hd. Bettina Scheuing Schloss Hohenheim 1 B 70599 Stuttgart

**Form B of the Faculty of Business, Economics and Social Sciences**

**Request for recognition of achievements completed abroad**

|  |  |
| --- | --- |
| **1. Personal Data** | |
| Surname, First Name | Enter your name. |
| Matriculation Number (Hohenheim) | Enter your matriculation number. |
| Current subject-related Semester | Enter current semester. |
| E-Mail | Enter your Hohenheim E-Mail address.@uni-hohenheim.de |
| Study Program (University of Hohenheim) | Choose your study program. |

|  |  |
| --- | --- |
| **2. Data of the University, at which the Achievements were Completed** | |
| Foreign University | Enter your guest university. |
| Location / Country | Enter the location of your guest university. |
| Level of Studies at Foreign University | Choose your level of studies. |
| Exchange Program | Choose your exchange program. |
| Duration of the Stay Abroad | From:Begin of the stay abroad  Until:End of the stay abroad |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **3. Information about the Achievements** | | | | | | | |
| Modules at the University of Hohenheim, for which the recognition should be approved | | | Achievements from abroad, that should be recognized | | Grade (filled in by Faculty) | | |
| Module Number and Title | | ECTS  Credits | Course Number and Title | Credits\* | Original | Conversion | Checked |
| 1. | Modul Ausland or Hohenheimer Modul with module number each. | 6 | Course number and title of the module at the Foreign University. | Credits | Grade | Grade | Check |
| 2. | Modul Ausland or Hohenheimer Modul with module number each. | 6 | Course number and title of the module at the Foreign University. | Credits | Grade | Grade | Check |
| 3. | Modul Ausland or Hohenheimer Modul with module number each. | 6 | Course number and title of the module at the Foreign University. | Credits | Grade | Grade | Check |
| 4. | Modul Ausland or Hohenheimer Modul with module number each. | 6 | Course number and title of the module at the Foreign University. | Credits | Grade | Grade | Check |
| 5. | Modul Ausland or Hohenheimer Modul with module number each. | 6 | Course number and title of the module at the Foreign University. | Credits | Grade | Grade | Check |

\* If the credits are not part of the European credit system (ECTS Credits), we need a conversion table or information about the total number of credits of the foreign study program as well as the duration of the study program in years.

Herewith I request the recognition of the listed achievements. With my signature I assure that they are not and were not part of other recognition processes at the University of Hohenheim. Furthermore, I confirm that to the best of my ability there is no major overlap with courses that I already attended in Hohenheim or courses that I will attend in Hohenheim. I also certify the accuracy of the information provided by me.

Hohenheim, Date of signature.

- Signature Applicant -

Hohenheim, Date of signature.

- Signature Faculty -

Hohenheim, Date of signature.

- Signature Examination Committee -

**4. Course Descriptions\* by the Guest University**

Hint: List course descriptions analog to order under 3.

If a weblink is not available, please hand in the course descriptions separately as pdf documents.

|  |  |  |
| --- | --- | --- |
| 1. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 2. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 3. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 4. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 5. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 6. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |
| 7. | Course Title: | Course title |
| Insert Weblink: | Weblink to course description |

\* Course Descriptions are only necessary if they have changed or if there has not been a pre-check with them.