



UNIVERSITÄT
HOHENHEIM

**PREPARATORY EVENT
FOR OUTGOINGS 2024/25**
FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES

<https://wiso.uni-hohenheim.de/en/advice-recognition>

WHO ARE WE?

CONTACT PERSON FOR THE STUDENTS OF BUSINESS AND ECONOMICS DEGREE PROGRAMS



Assistant of the Dean of Studies

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CONTACT PERSON FOR THE STUDENTS OF COMMUNICATION SCIENCE DEGREE PROGRAMS



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STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition, if applicable

After the mobility

3. Request of recognition

1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

WHAT IS THIS?

Check **before** the stay abroad whether the modules planned abroad will be recognized for your studies in Hohenheim

- **Mandatory for students in the Erasmus+ program**
- **Voluntary** for overseas outgoings and freemovers
- Certainty for you as to which modules will be recognized
- Submission deadline: at the earliest after confirmation from the host university and by June 30 at the latest
- **Preliminary check is not yet recognition**
→ this will take place **after** completion of your semester abroad



1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

WHAT TO SEND WHOM?

- **Form A:** Download at <https://wiso.uni-hohenheim.de/en/advice-recognition>
- Current **Transcript of records**
- Meaningful **course descriptions** (competencies, examination modalities, credits, workload, content...)
- Only for Master's programs: **proof of Master level** of the courses
- Send via e-mail to (indicating **the course of study in the subject line**) anerkennung-wiso@uni-hohenheim.de



1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

WHAT IS EXAMINED FOR YOU?

- Examination of a semester workload of 30 ECTS credits
- Examination of compulsory or compulsory elective modules in the profile/specialization area with max. 2 courses from abroad
- No preliminary examination of foundation modules

In case of course changes during the stay, an additional Form A is mandatory (Erasmus+ program)



1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

HOW IS THE EXAMINATION PROCESS?

Options for recognition:

- Module abroad only in the **free elective area** (not possible for business education degree programs!)
- **Compulsory** or **semi-elective module in the profile or major**

The free elective area was created, among other things, to simplify a semester abroad / the recognition of study abroad.



1. PRELIMINARY CHECK FOR RECOGNITION

HOW IS THE EXAMINATION PROCESS?

Language courses completed abroad can be credited as (partial) credit for a (Master's) portfolio module (in the free elective area).



1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

Free Elective Area

Preliminary check

In case of uncertainty whether there is a reference to the study program

Amount of ECTS

At least **6 ECTS** credits per module (if possible after conversion)

Study level

Equal study level: Bachelor's or Master's level at Hohenheim and abroad

Competence check

Courses must have a reference to the study program

1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

Profile/Major/Specialisation

Preliminary check

Examination **semi-elective module** (module in the profile/major) with max. two courses

Amount of ECTS

At least **6 ECTS** credits per module (if possible after conversion)

Study level

Equal study level: Bachelor's or Master's level at Hohenheim and abroad

Competence check

The competencies acquired are appropriate for the chosen profile/major

1. PRELIMINARY CHECK FOR RECOGNITION – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

Profile/Major/Specialization

Preliminary check

Examination **compulsory module** (concrete Hohenheim module in the profile/major) with max. two courses

Amount of ECTS

At least **5 ECTS credits** per compulsory module (if possible after conversion).

Study level

Equal study level: Bachelor's or Master's level at Hohenheim and abroad

Competence check

The acquired competencies match at least 75% of each other

1. PRELIMINARY CHECK | FORM A

There are 3 options:

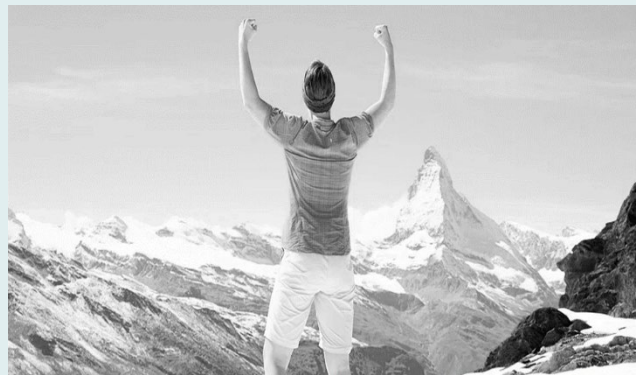
- Free Elective (**7771: Module Abroad**)
- A specific Hohenheim module (search module code and name in HohCampus)
- Recognition of the course in **the profile/major** - Naming of the profile/major

3. Information about the Achievements				
Courses, you will attend abroad* (=Table A of the learning agreement)		Modules or profile/focus areas at the University of Hohenheim for which the recognition is to apply		Recognition
Course Number and Title	Credits**	Module Number and Title	ECTS-Credits	Recognition Planned
Course number and title abroad.	Credits	Profil-/Schwerpunktbereich Modul Ausland or Hohenheim Module with module number each.	6	<input type="checkbox"/> Yes <input type="checkbox"/> No, no more Credits left*** <input type="checkbox"/> No, but exam needed for Erasmus-grant
Recognition possible (filled by Faculty) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unclear		No / Unclear, because... <input type="checkbox"/> key differences in competencies <input type="checkbox"/> incomplete / no meaningful course description		Additional notes by the Faculty.

Recognition planned: For Erasmus+ students: :
 Proof if no 30/24 ECTS credits are to be recognized or informal declaration

Please **do not** fill in! Will be processed by the faculty!

PRELIMINARY CHECK | FORM A



- ✓ After the preliminary check you will receive the signed form A back by e-mail
- Upload Form A in Mobility Online
- On this basis, you can complete the Learning Agreement before
- **No Learning Agreement before without a preliminary check**

STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition, if applicable

After the mobility

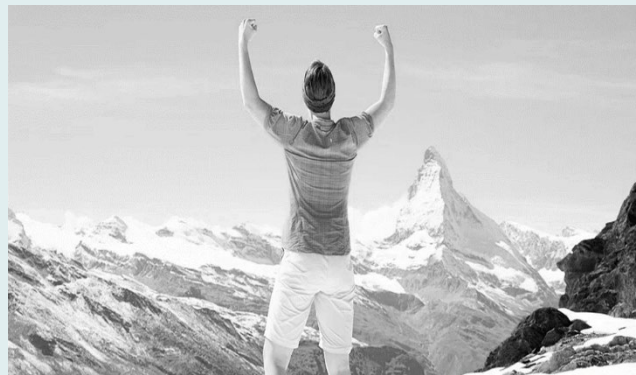
3. Request for recognition

2. 2ND PRELIMINARY CHECK FOR RECOGNITION IF APPLICABLE

WHAT DO YOU HAVE TO SEND TO WHOM?

- **Mandatory for students in the Erasmus+ program**
- **Form A:** Download at <https://wiso.uni-hohenheim.de/en/advice-recognition>
- Meaningful **course descriptions** (competences, examination modalities, credits, workload, content...)
- For Master's students only: **Proof of the Master's level of the courses**
- Send by e-mail (**stating the degree program in the subject line**) to:
anerkennung-wiso@uni-hohenheim.de

2. 2ND PRELIMINARY CHECK | 2ND FORM A



- After the 2nd preliminary check, you will receive the signed Form A back by e-mail
- Upload 2nd Form A in Mobility Online
- On this basis, you can complete the Learning Agreement during
- **No Learning Agreement during without 2nd preliminary check**

STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition, if applicable

After the mobility

3. Request for recognition

3. REQUEST FOR RECOGNITION– FORM B

You have completed your semester abroad and would now like to have your academic achievements abroad recognized?

If the transcript is sent directly from the host university to the faculty or the International Office, you will be notified when it arrives at the University of Hohenheim.



3. REQUEST FOR RECOGNITION– FORM B

WHAT DO YOU NEED TO SEND TO WHOM?

Your tasks:

- Application for recognition - **Form B**: Download at <https://wiso.uni-hohenheim.de/en/advice-recognition> with **your original signature**
- **Transcript of Records from the foreign university**
- Subsequent submission of **current course descriptions**, if a preliminary review with an outdated course description or no preliminary review has taken place
- If applicable, **conversion factor of foreign credits into ECTS credits**: meaningful document or a link
- Send by e-mail (**stating the degree program in the subject line**)
to: anerkennung-wiso@uni-hohenheim.de



3. REQUEST FOR RECOGNITION– FORM B

FURTHER PROCEDURE

- Preliminary examination carried out:
→ Recognition clarified
- No preliminary examination or changes in the preliminary check or
→ examination with outdated course documents:
Subsequent examination for recognition
- Grade conversion:
→ Grade conversion tables (available online) or usually according
to the weighted Bavarian formula



3. REQUEST FOR RECOGNITION– FORM B

THE FORM

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	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	

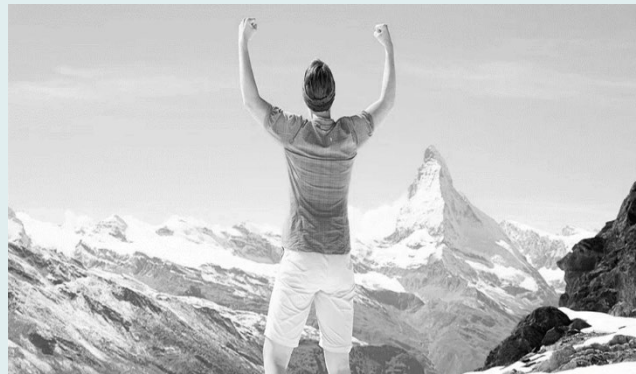
1. "Module abroad" (module code 7771) if recognized in the free elective area or Hohenheim module with corresponding module code or profile/area of specialization, if recognized in the profile or area of specialization
2. Title of the course abroad and course code if applicable
3. Enter the corresponding ECTS credits, **courses < 6 ECTS credits can be combined to get at least 5 ECTS credits (for a compulsory module) or at least 6 ECTS credits (for a module abroad or compulsory elective module)**

RECOGNITION PROCESS OF THE STUDY PROGRAMS OF THE FACULTY WISO

WHERE DO I FIND INFORMATION ABOUT THE RECOGNITION PROCESS? WHERE DO I FIND THE FORMS?

- **Business and Economic study programs and Communication Science study programs**
<https://wiso.uni-hohenheim.de/en/advice-recognition>
- **Master's program Information Systems (Cooperative study program only)**
https://winfohost.uni-hohenheim.de/downloadbereich1#jfmulticontent_c261873-4
- **Master's program Bioeconomy**
<https://natur.uni-hohenheim.de/en/recognition>

RECOGNITION | FORM B



- Final decision on recognition: Examination Board
- Recording of coursework and examinations: Examinations Office (the foreign module/ Hohenheim module as well as the achievements abroad are listed)



CONTACT PERSONS



CONTACT PERSONS

Student Mobility Team (outgoing@ua.uni-hohenheim.de):

- General basic advice on European exchange programs
- Learning Agreement
- Advice on the Erasmus+ mobility grant
- Confirmations (e.g. Bafög), Grant Agreement, OLS, Erasmus+ documents
- Technical questions about Mobility-Online

Selma Ullrich(wiso-international@uni-hohenheim.de):

- Advice and recognition of double/triple programs



CONTACT PERSONS

Bettina Scheuing (anerkennung-wiso@uni-hohenheim.de):

- Preliminary examination, recognition of examinations taken abroad for **Bachelor's and Master's degree programs in economics** except Bioeconomy

Agatha Maisch (anerkennung-wiso@uni-hohenheim.de):

- Preliminary examination, recognition of examinations taken abroad
- Learning Agreement for the Bachelor's & Master's degree programs in Communication Science

Academic counselling (winfohost.uni-hohenheim.de/114300):

- Preliminary examination, recognition of examinations taken abroad via the examination office (https://winfohost.uni-hohenheim.de/info_auslandsaufenthalt_master)
- **Cooperative study program Master of Business Informatics**

Svenja Schuhmacher (svenja.schuhmacher@uni-hohenheim.de):

- Recognition of courses taken abroad **Master Bioeconomy**

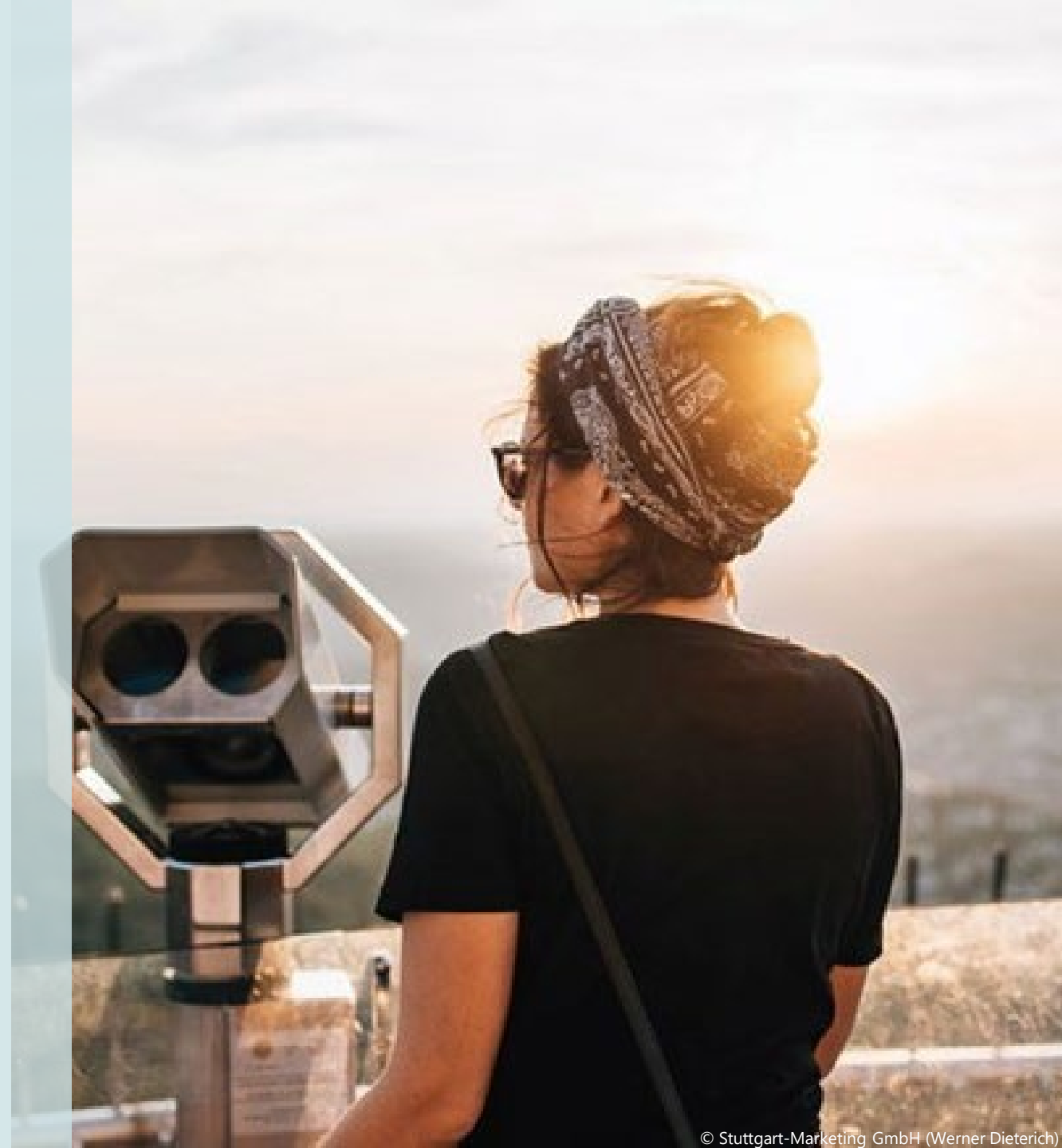
AMBASSADOR FOR HOHENHEIM

- Principle of balanced exchange
- Interest of students from our host universities in Hohenheim
- **Advertise our university and especially our faculty!**



BECOME ACTIVE - BECOME AN AMBASSADOR!

- University of Hohenheim is located in Stuttgart - state capital and economic metropolis in Europe
- Many influential and successful companies are located in Stuttgart: Bosch, Porsche, Daimler, ...
- Among the top 10 business faculties in Germany
- With 45 subject areas, a wide range of choices
- Study in English possible (Bachelor & Master)
- Most beautiful campus in Baden-Württemberg





UNIVERSITÄT
HOHENHEIM

**ENJOY YOUR EXPERIENCES ABROAD!
YOUR FACULTY OF BUSINESS, ECONOMICS AND
SOCIAL SCIENCES**

