



UNIVERSITÄT  
HOHENHEIM

# Preparatory Event for Outgoings 2021/2022



<https://wiso.uni-hohenheim.de/en/studying-international>



## **Prior Check, Learning Agreement and Recognition**

### **5 Steps to the Recognition**

#### **Before the mobility**

- I. Preliminary check for recognition (Form A)  
(not mandatory)
- II. Learning Agreement - before the mobility  
(mandatory)

#### **During the mobility** (ONLY necessary when changing courses!)

- III. Learning Agreement - during the mobility  
(facultative)

#### **After the mobility**

- IV. Transcript of Records (LA - after the mobility)  
(mandatory)
- V. Request for recognition (Form B)  
(mandatory)





## Your Semester Abroad

### Congratulation on Your Study Abroad!

- ✓ Assignment at one of your preferred universities
- ✓ Acceptation via Mobility-Online
- ✓ Nomination at the receiving university
  - For winter semester 2021/22 starting now
  - For summer semester 2022 starting autumn

#### Your upcoming tasks:

- Application at receiving university
  - Transcript of Records / Listing of your courses visited in Hohenheim
  - If applicable language certificate
  - If applicable Learning Agreement





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## (I) Preliminary Check / Form A

### What is it?

Check **before** the mobility, whether the planned courses abroad suit a recognition for your study in Hohenheim

- **Not mandatory**, but recommended
- Security for you, which courses suit a recognition
- Submission date: earliest **after** acceptance by receiving institution and latest until June 30<sup>th</sup>
- **Preliminary check is not yet the recognition**  
→ recognition follows after your semester abroad (with Form B)





## (I) Prior Check / Form A – Economic Studies

### What to send to whom?

- **Form A:** Download at <https://wiso.uni-hohenheim.de/beratung-erkennung>
- Meaningful **course descriptions**
- Only for Master's programs: **proof of Master level** of the courses
- Send via e-mail to: [erkennung-wiso@uni-hohenheim.de](mailto:erkennung-wiso@uni-hohenheim.de)





## (I) Preliminary Check / Form A

### What is examined for you?

- Examination of max. 4 modules (Master Economics: 5 modules) within free electives
- Examination of one Hohenheim module with max. 3 courses from abroad
- No preliminary check of basic modules (GBWL, GVWL, ABWL, AVWL)

In case of course changes during the stay, max. one further form A is possible





## **(I) Preliminary Check / Form A**

### **How is the examination process?**

Options for recognition:

- As „Modul Ausland“ within your **free electives** (not possible for Education für Business and Economics!)
- As **Hohenheim Module** within your profile or focus area

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

Language courses visited abroad can (partially) be recognized as a graded „Portfoliomodul“ (within your free electives). **This is available for Master's students (only Management, IBE and Economics) only with start of their studies in winter semester 2019/2020 (<https://wiso.uni-hohenheim.de/master-portfoliomodul>)**





## **(I) Preliminary Check / Form A**

### **3 levels of examination – Free Electives / Profile**

	<b>Free Electives</b>	<b>Profile/Focus Area/Specialisation</b>
<b>Preliminary check</b>	Max. 4 modules (or 5 modules in Master Economics)	Examination as a Hohenheim module
<b>Amount of ECTS</b>	At least 6 ECTS credits per module (if possible after conversion)	At least 6 ECTS credits per module (if possible after conversion)
<b>Study level</b>	Equal study level: Bachelor's or Master's level at Hohenheim and abroad	Equal study level: Bachelor's or Master's level at Hohenheim and abroad
<b>Competence check</b>	Courses must have economic reference	Foreign achievements are recognized if there is no significant difference in terms of the competencies acquired (see examination regulations for Bachelor's: § 9, Abs.1-2, PO B.Sc. Economics Or for Master's: § 10, Abs. 1-2, PO Economic Master's studies)



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## **(I) Prior Check / Form A Check Completion**



After the preliminary check, you will receive your signed Form A via e-mail



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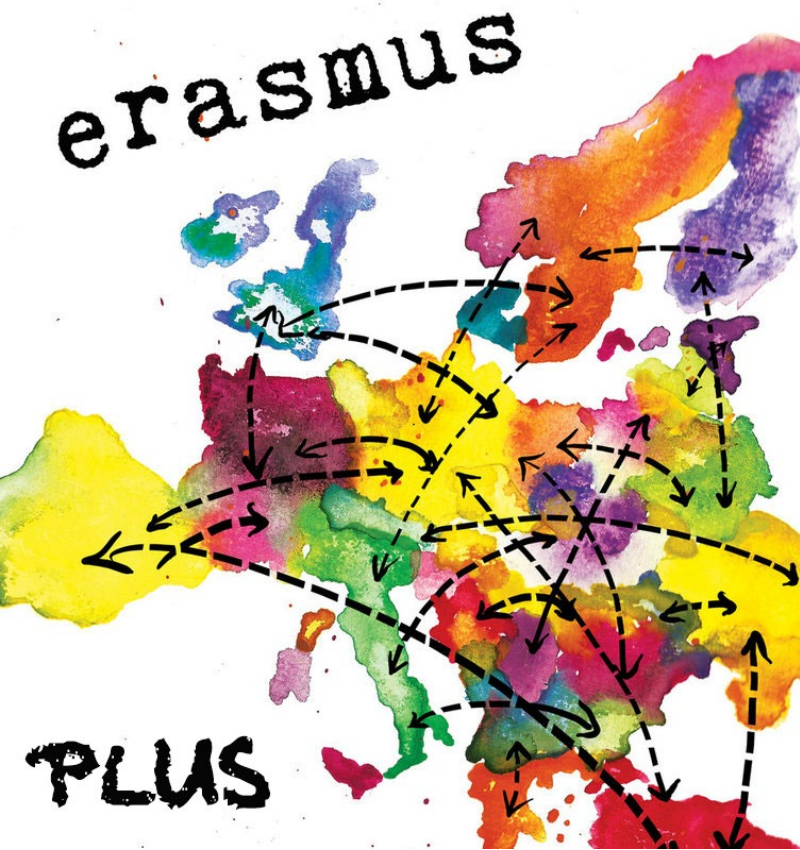
V. Request for recognition (Form B)  
(mandatory)





## (II) Erasmus+ Learning Agreement (LA – before and during)?

### What is it?



- **Contract** between student, sending and receiving institution (3 parties)
- Workload at partner university: **30 ECTS credits**
- LA only **valid with signatures of all 3 parties**
- **Erasmus+ semester abroad is impossible without a correctly filled in Learning Agreement**



## **(II) Learning Agreement before the mobility (LA - before)**

### **Procedure**

**LA before** must be signed by all three parties and also uploaded to Mobility-Online **before beginning of the mobility**

#### Your tasks:

- Fill in the tab „Learning Agreement“ in Mobility-Online
- Either generate an LA from this or fill in an LA form **digitally**, then **sign** and upload it in Mobility-Online.
- If no preliminary check was made, there **must** be a formless declaration of why courses should not be recognized. Without this declaration, the LA will not be processed
- When you get the LA before signed back from the faculty, send it to the host university. After the host university has signed it, upload it again in Mobility-Online.



## **Preliminary Check, Learning Agreement and Recognition**

### **5 Steps to the Recognition**

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### **(III) Learning Agreement during the mobility (LA – during)**

#### **What is it?**

Within the first **four weeks after begin of the mobility** changes in courses are possible and must be communicated to us.

#### Your tasks:

- Optionally fill in a second Form A for preliminary check (**do not forget meaningful course descriptions!**)
- Fill in LA during **digitally**, **sign** it and upload it in Mobility-Online (alternatively: send the LA during to [anerkennung-wiso@uni-hohenheim.de](mailto:anerkennung-wiso@uni-hohenheim.de))
- ✓ **Table A2:** Which courses are added or left out
- ✓ **Table B2:** Which modules are added or left out of those that should be recognized
- After the faculty and the receiving institution signed the document, upload it in Mobility-Online



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## **(IV+V) Recognition of Deliverables –ToR and Form B**

### **What must be sent to whom?**

You have completed your semester abroad and would now like to have the credits you earned abroad recognized? You must upload your transcript in Mobility-Online.

#### Your tasks:

- Send us the **Transcript of Records** of your institution abroad as the original or in digital form, if applicable together with the e-mail of your receiving institution and your contact person  
If the transcript is sent directly to the faculty or the Office of International Affairs by the receiving university, you will be informed as soon as it arrives
- **Application of recognition - Form B:** Download at <https://wiso.uni-hohenheim.de/beratung-erkennung> with your **original signature**
- Hand in **current course descriptions**, if the preliminary check was made with old course descriptions or if there has not been a preliminary check at all
- If applicable send a meaningful document or a link to a **conversation factor of foreign credits into ECTS credits**



## **(IV+V) Recognition of Courses – ToR and Form B**

### **Further Process**

- Preliminary check executed: Recognition clarified
- If there has not been a preliminary check or if it was executed with old course descriptions: subsequent examination of recognition
- Grade conversion: either with grade conversion table (available online) or usually with the weighted Bayerian formula
- Concluding decision over recognition: examination committee
- Registration of the achievements:  
Examination office (the „Modul Ausland“ as well as the Hohenheim module are being listed)





## **Recognition process for the study programs of the Faculty WISO**

Where do I find information about the recognition process? / Where do I find the forms? / Who is my contact person?

- **Business and Economic study programs**

<https://wiso.uni-hohenheim.de/beratung-erkennung>

- **Communication Science study programs**

<https://kowi.uni-hohenheim.de/auslandsaufenthalt>

- **Master's program Information Systems**

[https://winfohost.uni-hohenheim.de/downloadbereich1#jfmulticontent\\_c261873-3](https://winfohost.uni-hohenheim.de/downloadbereich1#jfmulticontent_c261873-3)

- **Master's program Bioeconomy**

<https://natur.uni-hohenheim.de/please-change-url-alias-621418974>



## Contact persons

### General questions about studying abroad

#### Team student mobility ([outgoing@uni-hohenheim.de](mailto:outgoing@uni-hohenheim.de)):

- Confirmations (e.g. Bafög), Grant Agreement, OLS, Erasmus+ documents (**except for Learning Agreement**), mobility grant

#### Team student mobility ([mobility.online@verwaltung.uni-hohenheim.de](mailto:mobility.online@verwaltung.uni-hohenheim.de)):

- Technical questions about Mobility-Online

#### Lars Banzhaf ([erasmus-wiso@uni-hohenheim.de](mailto:erasmus-wiso@uni-hohenheim.de)):

- Application process, nomination



## Contact persons

**Bettina Scheuing** ([anerkennung-wiso@uni-hohenheim.de](mailto:anerkennung-wiso@uni-hohenheim.de)):

- **Learning Agreement for all study programs** except for Bioeconomy, Preliminary check, recognition of courses completed abroad (**Business and Economics study programs Bachelor's and Master's**)

**Agatha Maisch** ([agatha.maisch@uni-hohenheim.de](mailto:agatha.maisch@uni-hohenheim.de)):

- Preliminary check, recognition of courses completed abroad (**Communication science study programs Bachelor's and Master's**)

**Academic counselling** (<https://winfohost.uni-hohenheim.de/114300>):

- Preliminary check, recognition of courses completed abroad (**Master's Information Systems**)

**Svenja Pittroff** ([svenja.pitroff@uni-hohenheim.de](mailto:svenja.pitroff@uni-hohenheim.de)):

- Recognition of courses completed abroad (**Master's Bioeconomy**)



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# Enjoy your experiences abroad!

**Your Faculty of Business, Economics and Social Sciences**

