



Form A of the Faculty of Business, Economics and Social Sciences

Hand in before the mobility: Form A

Pre-check for recognition of achievements completed abroad in business or economic study programs.

Please fill in Form A online and hand it in via e-mail: anerkennung-wiso@uni-hohenheim.de

Please mention in the subject line: <<your study program>> Pre-check

1. Personal Data	
Surname, First Name	Mustermann, Max
Matriculation Number (Hohenheim)	123456
Current subject-related Semester	3.
E-Mail	Max.mustermann@uni-hohenheim.de
Study Program (University of Hohenheim)	Master's Management

2. Data of the University, at which the Achievements are Completed	
Foreign University	North Carolina State University
Location / Country	Raleigh, North Carolina, USA
Level of Studies at Foreign University	Master's
Exchange Program	University Partnership
Duration of the Stay Abroad	From:01.09.2023 Until:01.03.2024

Also to be submitted with Form A:

- Meaningful course descriptions
- Current transcript of grades
- Proof of master's level, if applicable
- Grade conversion information, if applicable

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
1234-1 Service Marketing	3	5704-410 Dienstleistungsmarketing	6	<input checked="" 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.
1234-2 Marketing-Management	3	Profile area: Marketing & Management	6	<input checked="" 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.
1234-3 Finance	3	7771 Modul Ausland	6	<input checked="" 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.
1234-4 Sustainable Management	2	7771 Modul Ausland	6	<input checked="" 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 checked="" 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.

If credits are not given in ECTS, proof of credit conversion must be included. For this purpose, information on the number of credits and the duration of the study program must be enclosed.

Modules with less than 6 ECTS will also be examined, but must be combined with another module to achieve at least 6 ECTS when applying for recognition in Form B.

Course number and title abroad.	Credits	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.

Course Number and Title	Credits**	Module Number and Title	ECTS-Credits	Recognition Planned
Course number and title abroad.	Credits	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.
Course number and title abroad.	Credits	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.
Course number and title abroad.	Credits	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.

* In the following, please list all the courses, which you will attend abroad. Please also put in those courses, which you do not want to be recognized at the University of Hohenheim.

** 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 or a link to the homepage with the conversion of credits into ECTS credits.

Within the free electives, only 6, 12, 18 or 24 ECTS credits depending on the scope of the free elective area – can be recognized.

*** Because of the achievements so far, neither a recognition of a foreign course as Hohenheim module nor a recognition within the free electives is possible.

Please make sure to the best of your ability there is no major overlap with already attended courses in Hohenheim or courses that will be attended in Hohenheim.

With Form A you request a pre-check for recognition. The final recognition of achievements completed abroad takes place after the mobility with Form B.

Checked (filled in by the Faculty):

Hohenheim, Signature date

- Signature Faculty -

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:	Service Marketing
	Insert weblink:	https://musterlink-Service-Marketing
2.	Course title:	Marketing-Management
	Insert weblink:	https://musterlink-Marketing-Management
3.	Course title:	Finance
	Insert weblink:	https://musterlink-Finance
4.	Course title:	Sustainable Management
	Insert weblink:	https://musterlink-Sustainable-Management
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
8.	Course title:	Course title
	Insert weblink:	Weblink to course description

Meaningful course descriptions including evidence of master's level and type of module examination, this must be individually definable.