

## 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 <u>original</u> <u>signature</u>
- 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

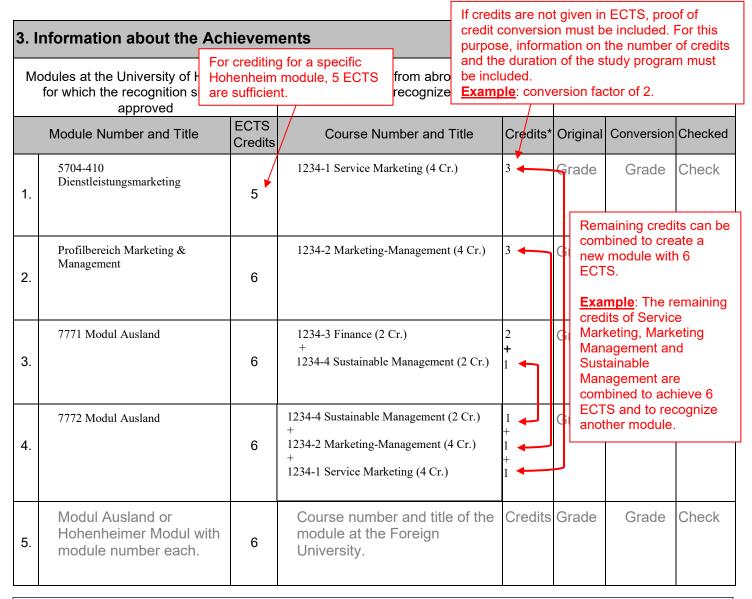
### Request for recognition of achievements completed abroad

1. Personal Data		
Surname, First Name	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 were Completed				
Foreign University	North Carolina State University			
Location / Country	Raleigh, North Carolina, USA			
Level of Studies at Foreign University	Master's			
Exchange Program	ge Program University Partnership			
Duration of the Stay Abroad	From:01.09.2022 Until:01.03.2023			

### Also to be submitted with Form B:

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



<sup>\*</sup> 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, 01.05.2023		
	- 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:	Service Marketing		
	Insert Weblink:	https://musterlink-Service-Marketing		
2.	Course Title:	Marketing-Management	Meaningful course descriptions	
	Insert Weblink:	https://musterlink-Marketing-Management	including evidence of master's level and type of module examination, this must be individually definable.	
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		

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