



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	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	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

3. Information about the Achievements

Modules at the University of Hohenheim for which the recognition is approved

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 included. **Example:** conversion factor of 2.

For crediting for a specific Hohenheim module, 5 ECTS are sufficient.

Module Number and Title	ECTS Credits	Course Number and Title	Credits*	Original	Conversion	Checked
1. 5704-410 Dienstleistungsmarketing	5	1234-1 Service Marketing (4 Cr.)	3	Grade	Grade	Check
2. Profilbereich Marketing & Management	6	1234-2 Marketing-Management (4 Cr.)	3	Grade		
3. 7771 Modul Ausland	6	1234-3 Finance (2 Cr.) + 1234-4 Sustainable Management (2 Cr.)	2 + 1	Grade		
4. 7771 Modul Ausland	6	1234-4 Sustainable Management (2 Cr.) + 1234-2 Marketing-Management (4 Cr.) + 1234-1 Service Marketing (4 Cr.)	1 + 1 + 1	Grade		
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

Remaining credits can be combined to create a new module with 6 ECTS. **Example:** The remaining credits of Service Marketing, Marketing Management and Sustainable Management are combined to achieve 6 ECTS and to recognize another module.

* 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	<div style="border: 1px solid red; padding: 5px; color: red;"> Meaningful course descriptions including evidence of master's level and type of module examination, this must be individually definable. </div>
	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	

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