

**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**

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| **1. Personal Data** |
| Surname, First Name | Enter your name. |
| Matriculation Number (Hohenheim) | Enter your matriculation number. |
| Current subject-related Semester | Enter current semester. |
| E-Mail | Enter your Hohenheim E-Mail address.@uni-hohenheim.de |
| Study Program(University of Hohenheim) | Choose your study program. |

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| **2. Data of the University, at which the Achievements are Completed** |
| Foreign University | Enter your guest university. |
| Location / Country | Enter the location of your guest univerrsity. |
| Level of Studies at Foreign University | Choose your level of studies. |
| Exchange Program | Choose your exchange program. |
| Duration of the Stay Abroad | From:Begin of the stay abroadUntil:End of the stay abroad |

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| **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 (**= Table B**) | Recognition |
| 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.  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\*[ ]  No, but exam needed for Erasmus-grant |
| **Recognition possible** (filled by Faculty) [ ] Yes [ ] No [ ] Unclear | No / Unclear, because...[ ]  key differences in competencies [ ]  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 .  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\* [ ]  No, but exam needed for Erasmus-grant |
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|  Course number and title abroad.  | Credits |  Modul Ausland or Hohenheim Module with module number each.  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\* [ ]  No, but exam needed for Erasmus-grant |
| **Recognition possible** (filled by Faculty) [ ] Yes [ ] No [ ] Unclear | No / Unclear, because...[ ]  key differences in competencies [ ]  incomplete / no meaningful course description |  Additional notes by the Faculty.  |

\*\*\* 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.

\* 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.

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| 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  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\* [ ]  No, but exam needed for Erasmus-grant |
| **Recognition possible** (filled by Faculty) [ ] Yes [ ] No [ ] Unclear | No / Unclear, because...[ ]  key differences in competencies [ ]  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  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\* [ ]  No, but exam needed for Erasmus-grant |
| **Recognition possible** (filled by Faculty) [ ] Yes [ ] No [ ] Unclear | No / Unclear, because...[ ]  key differences in competencies [ ]  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  | At least 6 ECTS must be achieved. | [ ]  Yes[ ]  No, no more Credits left\*\*\* [ ]  No, but exam needed for Erasmus-grant |
| **Recognition possible** (filled by Faculty) [ ] Yes [ ] No [ ] Unclear | No / Unclear, because...[ ]  key differences in competencies [ ]  incomplete / no meaningful course description |  Additional notes by the Faculty. |

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 -

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| **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: | Course title |
| Insert weblink: | Weblink to course description |
| 2. | Course title: | Course title |
| Insert weblink: | Weblink to course description |
| 3. | Course title: | Course title |
| Insert weblink: | Weblink to course description |
| 4. | Course title: | Course title |
| Insert weblink: | Weblink to course description |
| 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 |