UNIVERSITÄT HOHENHEIM

INFORM YOURSELF SESSION
STUDY ABROAD & RECOGNITION

FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES

NOVEMBER 02, 2026

https://wiso.uni-hohenheim.de/en/advice-recognition



WHO ARE WE?

CONTACT PERSON FOR THE STUDENTS OF BUSINESS AND ECONOMICS DEGREE PROGRAMS



Assistant of the Dean of Studies

Dipl. oec. Bettina Scheuing

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CONTACT PERSON FOR THE STUDENTS OF COMMUNICATION SCIENCE DEGREE PROGRAMS



Coordination & Academic counselling

Agatha Maisch, M.Sc.

Fruwirthstr. 47 | Raum 119

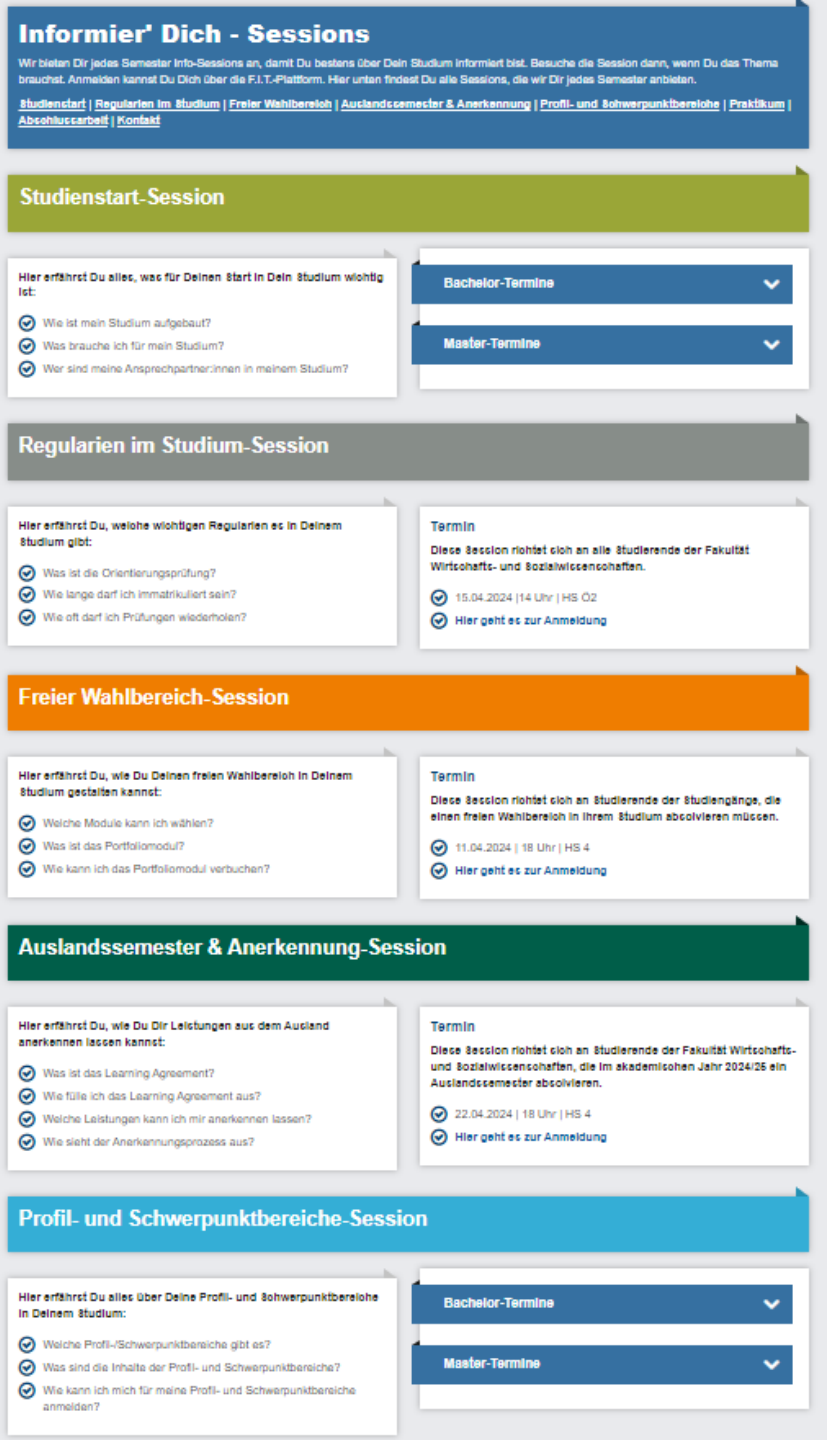
Telefon 0711 459 24323

INFORM YOURSELF SESSIONS

We offer info sessions every semester so that you are well informed about your degree programme.

- Attend the session when you need the topic.
- You can register via the F.I.T. platform.
  - Free elective area
  - Semester abroad & recognition
  - Exam ABC
  - Profile and focus area
  - Internship
  - Thesis
  - Bachelor2Master

wiso.uni-hohenheim.de/en/informierdichsessions

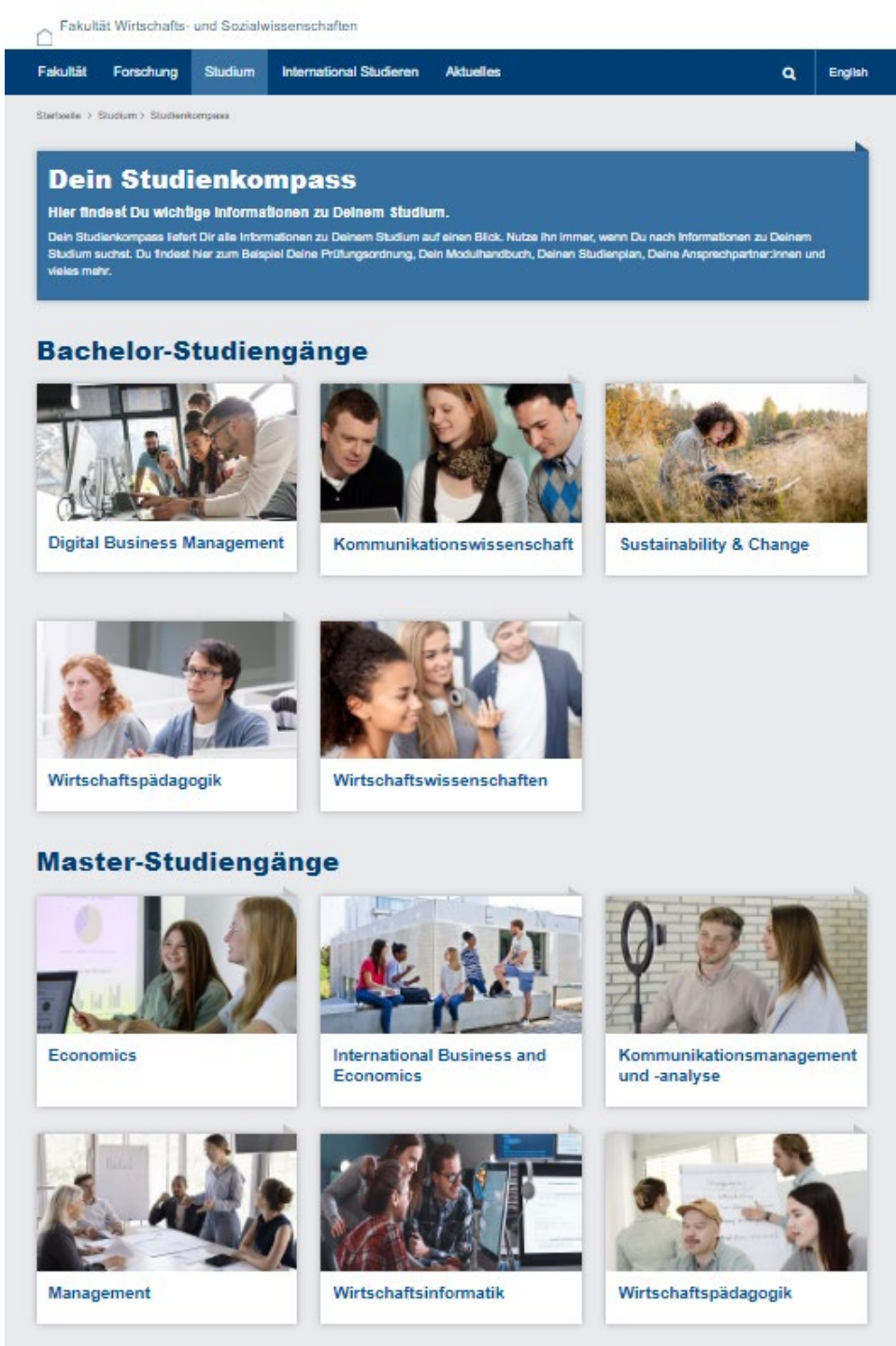


YOUR STUDY COMPASS

Here you will find important information about your studies:

- Examination regulations, module handbook, study plan
- Create your personal timetable
- Contact persons for your study program
- Register for the newsletter
- Information about the free elective area, (mandatory-) internship, semester abroad & recognition, thesis

wiso.uni-hohenheim/en/studienkompass



YOUR STUDY NEWSLETTER

Each degree program has its own newsletter

The newsletter provides you with important information related to your studies, such as changes to the curriculum, announcements of new courses, important events, and much more.

Sign up for your program's newsletter on the study compass so you don't miss any important news!

STUDY ABROAD & RECOGNITION

=> CHOOSING A UNIVERSITY BASED ON THE MODULES OFFER! ☺

P.S.: When planning your schedule, keep the exam deadlines in mind (O exam, Z exam…) and make sure to complete the required modules on time…

https://wiso.uni-hohenheim.de/en/advice-recognition

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3. Request for recognition

STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition

After the mobility

3. Request of recognition

1. PRELIMINARY CHECK – FORM A

WHAT IS THIS?

Check **before** the stay abroad whether the modules planned abroad will be recognized for your studies in Hohenheim

- **Mandatory for students in the Erasmus+ program**
- **Voluntary** for overseas outgoings and freemovers
- Certainty for you as to which modules will be recognized
- Submission deadline: at the earliest after confirmation from the host university and by June 30 at the latest
- **Preliminary check is not yet recognition**
  → this will take place **after** completion of your semester abroad



1. PRELIMINARY CHECK – FORM A

WHAT TO SEND WHOM?

- **Form A**: Download at https://wiso.uni-hohenheim.de/en/advice-recognition
- Current **Transcript of records**
- Meaningful **course descriptions** (competencies, examination modalities, credits, workload, content...)
- Only for Master's programs: **proof of Master level** of the courses
- Send via e-mail to (indicating **the course of study in the subject line**) anerkennung-wiso@uni-hohenheim.de



1. PRELIMINARY CHECK – FORM A

WHAT IS EXAMINED FOR YOU?

- Examination of a semester workload of 30 ECTS credits
- Examination of compulsory or compulsory elective modules in the profile/specialization area with max. 2 courses from abroad
- No preliminary examination of compulsory modules

In case of course changes during the stay, an additional Form A is mandatory (Erasmus+ program)



1. PRELIMINARY CHECK – FORM A

HOW IS THE EXAMINATION PROCESS?

Options for recognition:

- Module abroad only in the **free elective area** (not possible for Education for Business and Economics programs!)
- **Compulsory** or **semi-elective module in the profile or focus area**

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



1. PRELIMINARY CHECK – FORM A

FREE ELECTIVE AREA

Bachelor:

- Communication Science: 30 Credits
- Digital Business Management/ Sustainability & Change : 18 Credits
- Information Systems: 18 Credits
- Business Administration and Economics: 24 Credits

Master:

- Economics/ Economics with Data Science : 54 Credits/ 42 Credits
- International Business and Economics: 30 Credits
- Communications Management and Analysis: 18 Credits
- Management: 24 Credits
- Information Systems: 12 Credits



1. PRELIMINARY CHECK - FORM A

HOW IS THE EXAMINATION PROCESS?

Language courses completed abroad can be credited as (partial) credit for a (Master's) Portfolio Module (in the free elective area).



1. PRELIMINARY CHECK – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

	Free Elective Area
Preliminary check	In case of uncertainty - and this is compulsory under the Erasmus program - whether there is a connection to your studies
Amount of ECTS	The maximum total number of ECTS credits applicable to each area is decisive, regardless of the ECTS value of individual modules/courses. Any excess credits may be used for the portfolio module (if necessary, after conversion of credits).
Study level	Equal study level: Bachelor‘s or Master‘s level at Hohenheim and abroad
Competence check	Courses must have a reference to the study program

1. PRELIMINARY CHECK – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

	Profile/Major/Specialisation
Preliminary check	Examination **semi-elective module** (module in the profile/major) with max. two courses
Amount of ECTS	The maximum total number of ECTS credits applicable to each area is decisive, regardless of the ECTS value of individual modules/courses. Any excess credits may be used for the portfolio module (if necessary, after conversion of credits).
Study level	Equal study level: Bachelor‘s or Master‘s level at Hohenheim and abroad
Competence check	The competencies acquired are appropriate for the chosen profile/major

1. PRELIMINARY CHECK – FORM A

THREE LEVELS OF EXAMINATION – THREE OPTIONS

	Profile/Major/Specialization
Preliminary check	Examination **compulsory module** (concrete Hohenheim module in the profile/major) with max. two courses
Amount of ECTS	At least **5 ECTS credits** per compulsory module (if possible after conversion).
Study level	Equal study level: Bachelor‘s or Master‘s level at Hohenheim and abroad
Competence check	The acquired competencies match at least 75% of each other

PRELIMINARY CHECK | FORM A



- ✓ After the preliminary check you will receive the signed form A back by e-mail
- ➢ Upload Form A in Mobility Online
- ➢ On this basis, you can complete the Learning Agreement before
- ➢ **No Learning Agreement before without a preliminary check**

STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition, if applicable

After the mobility

3. Request for recognition

2. 2ND PRELIMINARY CHECK

WHAT DO YOU HAVE TO SEND TO WHOM?

- **Mandatory for students in the Erasmus+ program – the same process as Form A ☺**
- **Form A:** Download at https://wiso.uni-hohenheim.de/en/advice-recognition
- Meaningful **course descriptions** (competences, examination modalities, credits, workload, content...)
- For Master's students only: **Proof of the Master's level of the courses**
- Send by e-mail (**stating the degree program in the subject line**) to: anerkennung-wiso@uni-hohenheim.de

2. 2ND PRELIMINARY CHECK | 2ND FORM A



- After the 2nd preliminary check, you will receive the signed Form A back by e-mail
- Upload 2nd Form A in Mobility Online
- On this basis, you can complete the Learning Agreement during
- **No Learning Agreement during without 2nd preliminary check**

STEPS TO THE RECOGNITION



Before the mobility

1. Preliminary check for recognition

During the mobility

2. 2nd preliminary check for recognition, if applicable

After the mobility

3. Application for recognition

3. APPLICATION FOR RECOGNITION– FORM B

You have completed your semester abroad and would now like to have your academic achievements abroad recognized? Congratulations!

FYI: If the transcript is sent directly from the host university to the faculty or the International Office, you will be notified when it arrives at the University of Hohenheim.



3. APPLICATION FOR RECOGNITION– FORM B

WHAT DO YOU NEED TO SEND TO WHOM?

Your tasks:

- Application for recognition - **Form B:** Download at https://wiso.uni-hohenheim.de/en/advice-recognition with **your original signature**
- **Transcript of Records from the foreign university**
- Subsequent submission of **current course descriptions**, if a preliminary review with an outdated course description or no preliminary review has taken place
- If applicable, **conversion factor of foreign credits into ECTS** credits: meaningful document or a link
- Send by e-mail (**stating the degree program in the subject line)** to: anerkennung-wiso@uni-hohenheim.de



3. APPLICATION FOR RECOGNITION– FORM B

FURTHER PROCEDURE

- Preliminary examination carried out:
  → Recognition clarified

- No preliminary examination or changes in the preliminary check or
  → examination with outdated course documents:
  Subsequent examination for recognition

- Grade conversion:
  → Grade conversion tables (available online) or usually according to the weighted Bavarian formula



RECOGNITION PROCESS OF THE STUDY PROGRAMS OF THE FACULTY WISO

WHERE DO I FIND INFORMATION ABOUT THE RECOGNITION PROCESS? WHERE DO I FIND THE FORMS?

- **Business and Economic study programs and Communication Science study programs**
  https://wiso.uni-hohenheim.de/en/advice-recognition

- **Master‘s program Information Systems (Cooperative study program only)**
  https://winfohost.uni-hohenheim.de/downloadbereich1#jfmulticontent_c261873-4

- **Master‘s program Bioeconomy**
  https://natur.uni-hohenheim.de/en/recognition

RECOGNITION | FORM B



- Final decision on recognition: **Examination Board**
- Recording of coursework and examinations: **Examinations Office**
- If recognized as a module abroad in the free elective area, the course abroad is listed
- If a course taken abroad is recognized as a Hohenheim module, it will not be listed.
- Credits earned abroad are not listed to the supplementary area => Transcript from the host university



CONTACT PERSONS

CONTACT PERSONS

Student Mobility Team (outgoing@ua.uni-hohenheim.de):

- General basic advice on European exchange programs
- Learning Agreement
- Advice on the Erasmus+ mobility grant
- Confirmations (e.g. Bafög), Grant Agreement, OLS, Erasmus+ documents
- Technical questions about Mobility-Online

Kathrin Spies(international-wiso@uni-hohenheim.de):

- Advice and recognition of double/triple programs

CONTACT PERSONS

Bettina Scheuing (anerkennung-wiso@uni-hohenheim.de):

- Preliminary examination, recognition of examinations taken abroad for **Bachelor's and Master's degree programs in economics** except Bioeconomy

Agatha Maisch (anerkennung-wiso@uni-hohenheim.de):

- Preliminary examination, recognition of examinations taken abroad
- Learning Agreement for the Bachelor's & Master's degree programs in Communication Science

Academic counselling (winfohost.uni-hohenheim.de/114300):

- Preliminary examination, recognition of examinations taken abroad via the examination office (https://winfohost.uni-hohenheim.de/info_auslandsaufenthalt_master)
- **Cooperative study program Master of Business Informatics**

Svenja Schuhmacher (svenja.schuhmacher@uni-hohenheim.de):

- Recognition of courses taken abroad **Master Bioeconomy**

UNIVERSITÄT HOHENHEIM

TAKE THE LEAP AND GO ABROAD - YOUR FACULTY OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES WILL SUPPORT YOU

