

Information sheet on the recognition of examination results

In principle, the modules listed in the Study and Examination Regulations of the respective degree programmes must be successfully completed!

Recognition of study achievements within the TH Wildau or at other universities only takes place insofar as equivalence is given. In principle, achievements from school, vocational school or vocational college are not recognised.

Recognition takes place in accordance with the General Examination Regulations (Section 10, Recognition of examination achievements) of the TH Wildau in the currently valid version.

- (1) At the request of the student, periods of study and academic achievements are to be recognised on the basis of Section 24 of the Brandenburg Law on Higher Education (BbgHG) in accordance with the following principles. **Applications for the recognition of academic achievements must be submitted to the responsible Examinations Board within six weeks after the start of the semester. This must be done in that semester in which the module to be recognised is, according to the study plan, being taught.**
- (2) When changing university or course of study, recognition of achievements from a previous degree programme shall be granted provided that the achievements do not differ significantly. A substantial difference shall be deemed to exist in particular if the recognition of the achievement jeopardises the success of the study programme because the achievement for which recognition is sought does not include a level of competence required for success in the study programme. Recognition is essentially based on the requirements and the qualification objectives of the subsequent degree programme. The applicant is responsible for providing the necessary information on the achievement for which recognition is being sought. The burden of proof that an achievement does not fulfil the requirement for recognition lies with the university.
- (3) If academic achievements are recognised, the grades shall be accepted and included in the calculation of the overall grade. The origin of external grades shall not be noted on the Degree Certificate.

The process of application:

1. Students must complete the form "Antrag zur Anerkennung von Prüfungsleistungen" (see homepage of the TH Wildau for the form). Assistance may be provided by the lecturers, the degree programme director or the member of the Examinations Board responsible for the recognition of academic achievements.
2. The students go to the lecturer responsible for the module being applied for with the form and the evidence required (course description and contents, evidence of the scope of the courses -CP, grade list confirmed by the examination office) in order to obtain an endorsement for the recognition of the achievements in terms of content, scope and grade.
3. The application with the endorsements of the lecturers and the confirmed evidence must be submitted to the Dean's Office of the relevant faculty within 6 weeks after the start of the semester at the latest. The start of the respective semester can be found in the Official Notices on the homepage of the TH Wildau (Semesterzeiten an der TH Wildau [semester times at the TH Wildau]). Applications not received by the deadline will not be processed by the Examinations Board.
4. The final decision on the recognition by the Examinations Board is sent to the student as a written confirmation (copy to Student Affairs).