

Application for recognition of examination achievements by Kempten University of Applied Sciences

Notes on the required documents and the application procedure

A. Applicants for study	B. Enrolled students	C. Outgoing students
Upload the completed application and all supplementary documents during the application process in the MeinCampus portal.	For data protection, please send the completed application and all supplementary documents from your student email account, subject: "Application for recognition of examination achievements [Student ID no.]" to Academic Registry (studienamt@hs-kempten.de).	Do not use this form. Information about applying for recognition of credits earned on semesters abroad can be found at: www.hs-kempten.de ▪ International ▪ Outgoing ▪ Studying abroad ▪ Recognition

Academic Registry coordinates the recognition procedure for cases A and B in conjunction with the relevant Examinations Board and communicates the final decision to you.

Applications will only be processed once all the necessary documents have been submitted. In your own interest, please ensure that you send all documents at once in a single application, and submit a complete application for the recognition of your previous examination achievements (competencies) for each degree programme. Subsequent applications will only be accepted for credits earned after the first application was submitted.

Please note the following information and the attached forms in this document when submitting the application for recognition of examination achievements:

1. Processing of forms

- All documents must be completed on a computer; handwritten or incomplete applications will not be processed,
- so you should check that all details are clearly comprehensible and abbreviations are explained.
- Applications can be signed digitally, otherwise you will need to: "print – sign – scan".

2. Documents required for submission

- The two forms attached to this document.
- Confirmation/certificates of grades and credits
- Evidence of the course content (competencies) and the amount of study involved (hours per week and ECTS) for each module, e.g. module descriptions and/or programme and examination regulations. **Must be submitted in PDF format.**

Note: If you switch faculty within Kempten UAS, you don't need to submit module descriptions.

3. Additional information

- Achievements can only be recognised from the original degree programme (university) in which they were earned. If achievements have been recognised at another university, this cannot be used as the basis for a credit transfer, i.e. the certificates and module descriptions for the degree programme in which the credits were actually earned must always be used.

4. General instructions for completing the attached forms

- On the first page of the form, enter **all the degree programmes** that you have been enrolled on so far.
- Then, please complete the second page for each degree programme from which you wish to have examination achievements recognised. If there are not enough lines, please continue on a second copy of the same form. (**For example:** If you were previously enrolled on two degree programmes and wish to have examination achievements recognised from both, please complete the first page once and a second page for each of the two degree programmes.)
- **Order:**
List all the modules/examination achievements on your certificates and transcripts of records in the same order in which they are entered there.

Exception: If two (or more) modules/courses are to be credited towards a single module, add the other modules/courses immediately below the first module with which they are to be co-credited. In this case, enter the same target module multiple times on the right.
- **Carefully check the module descriptions for the previous examination achievements and those of the target modules.** Only enter a target module in the right-hand columns if you are of the opinion that there is no significant difference between the achievements to be recognised from the previous modules and the module applied for.

5. Notes on column definitions (abbreviations) on the second form

Fields with a white background are to be completed by the applicant; fields with a grey background will be completed by Kempton University of Applied Sciences.

On the left (modules from previous degree programme)

- **Mod. no.:** Unique module code, as used in the transcript of records (if stated).
- **Module name:** Unique title, as stated in the certificate/module handbook.
- **CP:** ECTS for the module at your previous university. For part-modules, ECTS for the part-module.
- **Grade:** As stated in the certificate. No conversions or averaging. Each module must be listed individually.
- **Page:** Page no. of the module description in the module handbook from the old university; attach as PDF.

On the right (crediting to the module at Kempton University of Applied Sciences)

- **Mod. no.:** (Part-) Module number from the module handbook for the degree programme at Kempton University of Applied Sciences (e.g. WI181).
- **Module name:** Module title used in the module handbook, e.g. Materials Engineering.

ADDITIONAL INFORMATION:

- For recognition as a compulsory elective subject, enter "compulsory elective subject" in this column and "CES" under Abbr. In this case, leave the columns no. and CP empty.
- If a module was not passed, enter "Fail" or "Definitive fail" under Module name. The columns Abbr., No. and CP columns can remain empty in this case.
- If the module is not to be credited, enter "Not to be credited" under Module name. The columns Abbr., no. and CP can then remain empty. In this case, you expressly waive – also future – recognition of this module towards the degree programme for which you are applying.
- **Abbr.:** Abbreviation used in the module handbook – e.g. MS (if there is one)
- **CP:** ECTS for the target module, as stated in the module handbook
- [Grade and Ex. no.: Will be completed by Kempton UAS].

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Information about previous degree programmes, modules and courses

Your details at Kempten University of Applied Sciences

Family name	First name	Student ID or applicant no.	Degree programme applied for/enrolled on

Details of previous degree programmes. I have previously studied at the following higher education institutions (in Germany and abroad):

HEI no.	Name of HE institution, location	Degree programme	Qualification (bachelor's degree, <i>Diplom</i> , ...)	from (winter/summer semester)	until (winter/summer semester)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

I confirm that the information that I have provided is complete and true.

Date


Signature of applicant

Please note: Only applications completed on a computer and accompanied by a complete set of documents will be processed by Kempten University of Applied Sciences. Incorrect or incomplete information may lead to cancellation of credit transfer. Applications can be signed digitally, otherwise: "print – sign – scan".

Brief personal details linking to previous page (If you are including more than one degree programme, one form must be completed for each programme):

Family name	Student ID or applicant no.	HEI no. (previous page)	HE institution / degree programme (please repeat for ease of reference)

I have completed the following examinations (competencies) on the above-mentioned degree programme, including those I have failed:

Previous modules requested for recognition:						For crediting towards the module:					
No.	Mod. no.	Module name	CP	Grade	Page	Mod. no.	Module name	Abbr.	CP	Grade	Ex. no.
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											

I hereby confirm that the information I have provided is true and complete. I expressly waive – also in the future – recognition of any examination achievements (competencies) from this degree programme that are not applied for herewith.

Date	Signature of applicant	Place, date	Signature of Examinations Board