

## Information sheet on the recognition and crediting of external achievements

### 1. General requirements for recognition and crediting

Upon request, academic achievements can be recognized and credited in WHU's Bachelor and Master of Science programs. Achievements rendered at other universities (recognition) are recognized, as long as there is no significant difference from achievements at WHU. Achievements that have been performed outside of universities will be credited (crediting), provided an equivalence exists. As a rule, equivalent competencies acquired outside the higher education sector are credited up to a maximum of half of the higher education studies.

Students' applications will be reviewed for sufficient information and, subsequently, the achievements that can be recognized or credited will be included in the student's transcript of records at WHU. The recognition and crediting also includes the acceptance of unsuccessful attempts. These are handled as unsuccessful attempts are at WHU under examination law.

### 2. Application and Attachments

Please complete the application form in its entirety (except for the "WHU Assessment" column and the classification of subject semester) and sign it. The application form consists of two pages, one with general information and one with a tabular overview of WHU modules. Include the required documents in electronic form by e-mail. If the documents are not available in German or English, please include a certified translation.

In the case of recognition, document required is the Transcript of Records of the previous course achievements, from which the evaluation, the credit points and the dates of all examinations result. In addition, the module manual of the degree program or the module description of the respective modules must be enclosed or the corresponding information be linked to the websites of the university.

In the case of credit, documents required are the certificate of extra-occupational performance and a description of the competences acquired therein, e.g. in the form of a training regulation.

If you submit multiple files, e.g. individual descriptions for the modules, please provide them with a serial number.

The naming of the files should look like this: Lastname\_Name [possibly. serial number] \_ [Module / Transcript of Records / Certificate / ...]

Only fully completed and signed applications can be processed.

### 3. Grades

If course achievements are recognized, the grades, insofar as the grading systems are comparable, are accepted and included in the calculation of the overall grade. The WHU uses a one-third grade system from 1.0 to 5.0, where 1.0 represents the best grade and 5.0 the worst grade (failed).

If credits are taken from extra-academic achievements or recognition of study achievements with grades that are not comparable, these will be taken as "passed" and will not be taken into account in the formation of the final grade.

The recognized and credited achievements are listed in the Transcript of Records either with the respective grade or with the note "passed" and indicated as recognized or credited achievements.

#### **4. Application process and Deadline**

Applications must be submitted in writing to the Examination Office and the relevant attachments sent by e-mail to [support-examination.office@whu.edu](mailto:support-examination.office@whu.edu). Applications must be received by the Examination Office by 15.09. in the first semester at WHU.

The examination board will decide on recognition, if necessary with the involvement of suitable specialist representatives. The applicant will be notified of the decision in writing by e-mail to the university address.

If you have any questions, please contact the Dean of Studies, Dr. Steffen Löv ([loev@whu.edu](mailto:loev@whu.edu)).

#### **5. Legal Basis**

WHU Examination Regulations for the Bachelor of Science program (§ 13)

WHU Examination Regulations for the Master of Science programs (§ 13)

University Law Rheinland-Pfalz (§ 25, paragraph 3)