iu INTERNATIONAL
UNIVERSITY OF
APPLIED SCIENCES

Your guide to recognition

Recognition of your previous achievements

You have already studied or have work experience that is relevant for your IUBH studies? Perfect: We can take them into account in your study plan. This will save you time and money!

We distinguish between recognition and crediting:

We recognise academic achievements that you have completed at another university.

Work experience (e.g. vocational training or relevant tasks in your job) can be credited to your studies.

In the following, we will be using the generalised term "recognition".

By the way:

We will be happy to check in advance whether and to what extent we can recognise your previous achievements. You do not have to enroll straight away!

Simple (i.e. not certified) copies of your relevant certificates are sufficient for us to check.

Your request step by step

Step 1: Download the appropriate form on the IUBH website.

You will find the form for your desired study programme under the tab Recognition or on the study programme page.

Step 2: Fill out the application as instructed

First you fill in the field with your personal data.

On page 3 you will find an overview of all modules and courses in your programme. Please check whether you can document relevant previous experience based on our curriculum. Now select the modules/courses for which you would like to receive credit and enter the relevant information.

Important: Compare your previous academic achievements or verifiable professional experience with the content of the individual modules. You can find the module descriptions in the "Module Handbook".

Example

In this excerpt you can see how you should fill in the table (examples in bold):

Module	Course Code	Course Name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/ Workload	Recognised/credited ECTS-CP[1]	Reason for denial[2]
Leadership 4.0	DLBWPLS01-E	Leadership 4.0	5	**Seminar Statistik, SS 2009**	**Sample university**	**5 ECTS/ 5 SWS**	To be filled in by our university	To be filled in by our university
Computer Training	BCTR01-01	Computer Training	5	**Activity as a customer advisor**	**Sample company**	**2015-2018 40h/ Week**	To be filled in by our university	To be filled in by our university

Step 3: Online upload

Finally, you submit your application including the necessary documents (see checklist) via email: **Done!**

Our tip: To help us process your application even faster, it is helpful if you name your documents by Content_FirstName_LastName.

For example:

Testimonial/Certificate _John_Doe

Proof of achievement _John_Doe

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[1]To be filled in by the examination board
[2]Processing note in case of rejection

What comes next

As soon as you have submitted your application, we will contact you by e-mail.

1. We will confirm the receipt of your application and request further documents if needed.

2. We will send you a message as soon as we have forwarded your processed request to the examination board for final approval.

3. You will get the result of your recognition.

4. We will forward the result of the recognition to the examination office so that your recognised achievements are recorded in your performance overview in myCampus. However, this will only happen after your official enrollment.

5. If the recognition has led to a cost reduction, you will receive an additional agreement, valid from your official enrollment date, which will be sent to you before you start your payments.

General information

- ✓ We can only review applications that are fully filled out.
- ✓ For your recognition we always need the appropriate documents.
- ✓ Missing documents must be submitted within 4 weeks of your application or our request for missing documents.
- ✓ We consider successfully completed achievements if they correspond in level and learning outcome with the module/course for which you want to have them credited.
- ✓ All documents/verifications must be available to us in German or English. Documents in other languages must be translated by a certified translator or by the university/ education provider that issued the documents.
- ✓ The decision on the recognition of prior achievements lies with the examination board or a person appointed by it.
- ✓ If an aptitude test is necessary in the course of the examination of your admission requirements for entry into the programme, individual modules cannot be credited. These subject-specific modules are then subject to the entrance examination in order to acquire your university entrance qualification.
- ✓ The official enrollment date is the official start of your bachelor's or master's programme. This does not include participation in the qualifying examination, TASC and the admission course.
- ✓ For new programmes or reaccreditations, you can apply for recognition only at the start of the new programme.

Your recognition of work experience

- ✓ In total, we can recognise up to 50% of the ECTS points for your course of study.
- ✓ For the recognition of work experience we need proof of your qualified work certificate/official job description or your completed employer confirmation from the IU (see website).
- ✓ Your experience must be equivalent in level and learning outcome to the module/course you are seeking credit for.
- ✓ We can only recognise work experience that was not acquired as part of your vocational training. Your work experience must have a duration of at least three years in full-time(bachelor's degree) with a relevant qualification. The training period does not count as work experience. If you have three years of full-time work experience, we can recognise your qualification with up to five ECTS. At the master's level, at least five years of professional experience in a full-time managerial position are required for the one-time award of five ECTS.
- ✓ Professional development is only possible if your certificate of participation contains information about the content and the time frame.

Academic achievements

- ✓ Provide evidence of all achievements that you would like us to recognise by means of examination certificates and the corresponding module descriptions.
- ✓ The recognition of final theses (diploma thesis or bachelor's/master's thesis) is generally excluded.
- ✓ We recognise foreign languages if the guidelines of the European Framework of Reference are met.
- ✓ Transferring grades:
  - o For recognised achievements, we can transfer your achieved grade as long as it matches our grading system.
  - o If your recognition relates to competencies that you have acquired in different courses with a different assessment system, this will be done without grading with the remark "Passed".
  - o If our grading system does not match that of your previous university/institution, we will convert your grades and transfer them to the IU system. If the grading system is not comparable, we will recognise your performance without grading.

Your cost reduction

Our tip in advance: To benefit from a cost reduction, you must submit your application for recognition by the end of your trial month at the latest. This way you reduce the number of your monthly payments - the amount of the payments itself does not change.

- ✓ Your supplemental agreement is valid from the official enrollment date onwards.
- ✓ For legal reasons, we cannot officially recognise your previous achievements until you are enrolled.
- ✓ Your study fee is reduced by € 30, - per recognised ECTS point.
- ✓ In order for us to grant a cost reduction, you must submit missing documents no later than four weeks after submitting your application or our request for missing documents.
- ✓ You are not entitled to the teaching material of your recognised courses. Separate provision is only possible upon request and for a fee. However, you can view the scripts via the free "Interactive Book Reader App".

Exam registration information

In the event that the start of your studies overlaps with the review of your application for recognition:

Please do not enroll in any of the courses for which you have applied for recognition when you start your studies. We can only register your recognised courses after the recognition process has been completed and after your enrollment.

Your advantage: You are not bound to a fixed schedule when choosing courses, you are completely flexible.

In case of new study programmes, the new modules are only available at the beginning of the respective semester (see full-time schedule model in the download area of the website).

Note: Once you have received recognition of your achievements, you will no longer be able to take an examination in this course. If you have registered for an examination for a module that is also being reviewed for recognition, your application for recognition for this module is invalid according to § 7 (1) of the IU International University of Applied Sciences General Examination Regulations.

How to contact us with further questions

If you have any questions regarding the **application process**, please contact our Study Advisory Team by phone at +49 (0) 30 22027280 or by e-mail at study-online@iu.org.

If you have any questions about an **application you have already submitted**, please feel free to contact the Recognition Department directly at recognition-online@iu.org.

If you have any questions regarding **grade recording and exam registration**, please contact the Examinations Office by e-mail at exams-office@iu.org.

If you have any questions about the additional agreement (cost reduction), our finance team will help you by e-mail at finance-online@iu.org.

Your checklist: Everything done?

We need these documents to check your recognition:

Please send us simple copies, as we cannot return your documents to you.
We will be happy to review your application even without certified copies.*

RECOGNITION OF ACHIEVEMENTS FROM A COURSE OF STUDY (UNIVERSITY ACHIEVEMENT)

☐ Transcript/ Performance overview of the achieved study achievements and ECTS-CP/number of hours
☐ Module handbooks & course content (German or English)
☐ In case of study achievements at foreign universities: Overview of their evaluation system

CREDITING OF ACHIEVEMENTS FROM EDUCATION/TRAINING

☐ Official proof of completed training or further education (e.g. IHK examination certificate, diplomas)
☐ Description of the imparted subject contents - proof of the achieved achievements and teaching hours
☐ In case of continuing education achievements at foreign institutes: Overview of their evaluation system

CREDITING OF CERTIFICATES

☐ Description of the imparted contents and/or proof of the temporal extent
☐ In the case of further qualification achievements at foreign institutes: Overview of the assessment system

CREDITING OF ACHIEVEMENTS FROM WORK EXPERIENCE

☐ Official proof of activity of the employer
(including the following information: Detailed description of the function, the tasks as well as the period of time).
  - Please use the form "Employer confirmation" for this purpose. You can find it in our online recognition area, where you will also find your individual application form
  - Or, alternatively, submit a qualified job reference (including all the above information)

If you have any questions, please contact our student counselling service.