

## B.A. BUSINESS ADMINISTRATION

### Individual application for recognition/ Crediting of previous achievements for the study programme

Do you have any work experience for which there is no general recognition option, or have you already studied at another university? Then use our "Individual Application for the Recognition of Previous Achievements".

Please read our guidelines in advance. Here you will find important information on how to fill out the application and on the transfer process of previous achievements.

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

We only need simple (i.e. not certified) copies of your relevant certificates.

- 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          | Recognized/credited ECTS-CP       | Reason für denial                 |
|-------------------|-------------|-------------------|---------|--|--------------------------|----------------------------|-----------------------------------|-----------------------------------|
| Leadership 4.0    | DLBWPLS01-E | Leadership 4.0    | 5       | <b>Seminar, SS 2009</b>  | <b>Sample university</b> | <b>5 ECTS/ 5 SWS</b>       | To be filled in by our university | To be filled in by our university |
| Computer Training | BCTR01-01   | Computer Training | 5       | <b>Activity as a customer advisor</b>                                      | <b>Sample company</b>    | <b>2015-2018 40h/ Week</b> | To be filled in by our university | To be filled in by our university |

- Finally, you submit your application including the necessary documents (see checklist): **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:**

Certificate\_Max\_Sample

## WHAT COMES NEXT

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 recognized 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.

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 recognized 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 study schedule full-time model in the download area of the website).

**Note:** Once you have registered for recognition of prior learning, you will no longer be able to take an exam 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.

## INDIVIDUAL APPLICATION FOR THE STUDY PROGRAMME B.A. BUSINESS ADMINISTRATION 180 (BBA)

|  |  |
|--|--|
| <b>Personal data</b>   |  |
| <input type="checkbox"/> 1. Application for recognition          | <input type="checkbox"/> _____ Follow-up application for recognition |
| Title <sup>1</sup>   |  |
| First name <sup>1</sup>  | Last name <sup>1</sup>   |
| Street <sup>1</sup>  |  |
| Postal Code <sup>1</sup>   | City <sup>1</sup>  |
| Phone <sup>1</sup>   | E-Mail <sup>1</sup>  |
| Matriculation number (alternatively: date of birth) <sup>1</sup> |  |

<sup>1</sup> Required fields

**FUNDAMENTAL AREA**

| Module                                      | Course Code  | Course name                                 | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|--------------|---|---------|---|-------------|------------------|---|-----------------------------------|
| Academic Integrity and Writing for Business | DLBBAIWB01_E | Academic Integrity and Writing for Business | 5       |   |             |                  |   |                                   |
| Business 101                                | DLBBAB01_E   | Business 101                                | 5       |   |             |                  |   |                                   |
| Managerial Economics                        | DLBBWME01_E  | Managerial Economics                        | 5       |   |             |                  |   |                                   |
| Introduction to Academic Work               | DLBCSIAW01   | Introduction to Academic Work               | 5       |   |             |                  |   |                                   |
| Principles of Management                    | DLBBAPM01_E  | Principles of Management                    | 5       |   |             |                  |   |                                   |
| Global Corporations and Globalization       | DLBLOGC101_E | Global Corporations and Globalization       | 5       |   |             |                  |   |                                   |
| Business Mathematics                        | BWMA01_E     | Business Mathematics                        | 5       |   |             |                  |   |                                   |
| Organizational Behavior                     | DLBBWOB01_E  | Organizational Behavior                     | 5       |   |             |                  |   |                                   |
| Management Accounting                       | DLBMAE01     | Management Accounting                       | 5       |   |             |                  |   |                                   |
| Supply Chain Management I                   | DLBDSESCM01  | Supply Chain Management I                   | 5       |   |             |                  |   |                                   |
| International Marketing                     | DLBDSEIMB01  | International Marketing                     | 5       |   |             |                  |   |                                   |

1 ECTS-CP = 30 hours

<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

**RECOGNITION****B.A. BUSINESS ADMINISTRATION 180 (BBA)**

| Module  | Course Code   | Course name   | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|---------------|---|---------|---|-------------|------------------|---|-----------------------------------|
| Statistics - Probability and Descriptive Statistics | DLBDSSPDS01   | Statistics - Probability and Descriptive Statistics | 5       |   |             |                  |   |                                   |
| Corporate Finance and Investment                    | DLBCFIE01     | Corporate Finance and Investment                    | 5       |   |             |                  |   |                                   |
| Entrepreneurship and Innovation                     | DLBBAEI01_E   | Entrepreneurship and Innovation                     | 5       |   |             |                  |   |                                   |
| International HR Management                         | DLBINTIHR01_E | International HR Management                         | 5       |   |             |                  |   |                                   |
| Service Operations Management                       | DLMSM01       | Service Operations Management                       | 5       |   |             |                  |   |                                   |
| Collaborative Work                                  | DLBCSCW01     | Collaborative Work                                  | 5       |   |             |                  |   |                                   |
| Intercultural and Ethical Decision-Making           | DLBCSIDM01    | Intercultural and Ethical Decision-Making           | 5       |   |             |                  |   |                                   |
| Digital Business Models                             | DLBLODB01_E   | Digital Business Models                             | 5       |   |             |                  |   |                                   |
| Sustainability                                      | DLBBAS01_E    | Sustainability                                      | 5       |   |             |                  |   |                                   |
| International Accounting                            | DLFIAC01_E    | International Accounting                            | 5       |   |             |                  |   |                                   |
| Research Methods                                    | DLBBARM01_E   | Research Methods                                    | 5       |   |             |                  |   |                                   |
| Corporate Governance and Strategy                   | DLBBACGS01_E  | Corporate Governance and Strategy                   | 5       |   |             |                  |   |                                   |

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<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

**RECOGNITION****B.A. BUSINESS ADMINISTRATION 180 (BBA)**

| Module  | Course Code     | Course name   | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|-----------------|---|---------|---|-------------|------------------|---|-----------------------------------|
| Leadership 4.0                                      | DLBWPLS01_E     | Leadership 4.0                                      | 5       |   |             |                  |   |                                   |
| International Brand Management                      | DLBDSEIMB02     | International Brand Management                      | 5       |   |             |                  |   |                                   |
| Seminar: Current Issues in International Management | DLBINTSATIM01_E | Seminar: Current Issues in International Management | 5       |   |             |                  |   |                                   |
| Supply Chain Management II                          | DLBDSESCM02     | Supply Chain Management II                          | 5       |   |             |                  |   |                                   |
| Agile Project Management                            | DLBCSAPM01      | Agile Project Management                            | 5       |   |             |                  |   |                                   |

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**ELECTIVE A<sup>3</sup>**

| Module  | Course Code  | Course name                      | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|--------------|----------------------------------|---------|---|-------------|------------------|---|-----------------------------------|
| Managing People and<br>Fundamentals of Business<br>Psychology | DLBNWENW01_E | Introduction to New Work         | 5       |   |             |                  |   |                                   |
|   | DLBMPS01_E   | Business Psychology              | 5       |   |             |                  |   |                                   |
| Applied Sales   | DLBDSEAS01   | Applied Sales I                  | 5       |   |             |                  |   |                                   |
|   | DLBDSEAS02   | Applied Sales II                 | 5       |   |             |                  |   |                                   |
| Financial Services Management                                 | DLBDSEFSM01  | Financial Services Management I  | 5       |   |             |                  |   |                                   |
|   | DLBDSEFSM02  | Financial Services Management II | 5       |   |             |                  |   |                                   |
| Business Intelligence   | DLBCSEBI01   | Business Intelligence            | 5       |   |             |                  |   |                                   |
|   | DLBCSEBI02   | Project: Business Intelligence   | 5       |   |             |                  |   |                                   |
| Online and Social Media<br>Marketing                          | DLBMSM01_E   | Online Marketing                 | 5       |   |             |                  |   |                                   |
|   | DLBMSM02_E   | Social Media Marketing           | 5       |   |             |                  |   |                                   |

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<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

<sup>3</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

**ELECTIVE B<sup>3</sup>**

| Module  | Course Code   | Course name                                | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|---------------|--|---------|---|-------------|------------------|---|-----------------------------------|
| Fundamentals of Operations<br>Research                      | DLBDSMFLA01   | Mathematics: Linear Algebra                | 5       |   |             |                  |   |                                   |
|   | DLBBAEFOR01_E | Operations Research                        | 5       |   |             |                  |   |                                   |
| Smart Factory   | DLBDESEF01    | Smart Factory I                            | 5       |   |             |                  |   |                                   |
|   | DLBDESEF02    | Smart Factory II                           | 5       |   |             |                  |   |                                   |
| Introduction to Data Science and<br>Programming with Python | DLBDSIDS01    | Introduction to Data Science               | 5       |   |             |                  |   |                                   |
|   | DLBDSIPWP01   | Introduction to Programming with<br>Python | 5       |   |             |                  |   |                                   |
| IT Service Management                                       | DLBCSITSM01   | IT Service Management                      | 5       |   |             |                  |   |                                   |
|   | DLBCSPITSM01  | Project: IT Service Management             | 5       |   |             |                  |   |                                   |

<sup>1</sup> 1 ECTS-CP = 30 hours

<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

<sup>3</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

**ELECTIVE C<sup>3</sup>**

| Module  | Course Code  | Course name                      | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|--------------|----------------------------------|---------|---|-------------|------------------|---|-----------------------------------|
| Managing People and<br>Fundamentals of Business<br>Psychology | DLBNWENW01_E | Introduction to New Work         | 5       |   |             |                  |   |                                   |
|   | DLBMPS01_E   | Business Psychology              | 5       |   |             |                  |   |                                   |
| Applied Sales   | DLBDSEAS01   | Applied Sales I                  | 5       |   |             |                  |   |                                   |
|   | DLBDSEAS02   | Applied Sales II                 | 5       |   |             |                  |   |                                   |
| Financial Services Management                                 | DLBDSEFSM01  | Financial Services Management I  | 5       |   |             |                  |   |                                   |
|   | DLBDSEFSM02  | Financial Services Management II | 5       |   |             |                  |   |                                   |
| Business Intelligence   | DLBCSEBI01   | Business Intelligence            | 5       |   |             |                  |   |                                   |
|   | DLBCSEBI02   | Project: Business Intelligence   | 5       |   |             |                  |   |                                   |
| Online and Social Media<br>Marketing                          | DLBMSM01_E   | Online Marketing                 | 5       |   |             |                  |   |                                   |
|   | DLBMSM02_E   | Social Media Marketing           | 5       |   |             |                  |   |                                   |

<sup>1</sup> 1 ECTS-CP = 30 hours

<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

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| Module  | Course Code   | Course name                                | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|---|---------------|--|---------|---|-------------|------------------|---|-----------------------------------|
| Fundamentals of Operations<br>Research                      | DLBDSMFLA01   | Mathematics: Linear Algebra                | 5       |   |             |                  |   |                                   |
|   | DLBBAEFOR01_E | Operations Research                        | 5       |   |             |                  |   |                                   |
| Smart Factory   | DLBDESEF01    | Smart Factory I                            | 5       |   |             |                  |   |                                   |
|   | DLBDESEF02    | Smart Factory II                           | 5       |   |             |                  |   |                                   |
| Introduction to Data Science and<br>Programming with Python | DLBDSIDS01    | Introduction to Data Science               | 5       |   |             |                  |   |                                   |
|   | DLBDSIPWP01   | Introduction to Programming with<br>Python | 5       |   |             |                  |   |                                   |
| IT Service Management                                       | DLBCSITSM01   | IT Service Management                      | 5       |   |             |                  |   |                                   |
|   | DLBCSPITSM01  | Project: IT Service Management             | 5       |   |             |                  |   |                                   |
| Foreign Language: Italian                                   | DLFSWI01_E    | Certificate Course Italian                 | 5       |   |             |                  |   |                                   |
|   | DLFSI01_E     | Foreign Language: Italian                  | 5       |   |             |                  |   |                                   |
| Foreign Language: French                                    | DLFSWF01_E    | Certificate Course French                  | 5       |   |             |                  |   |                                   |
|   | DLFSF01_E     | Foreign Language: French                   | 5       |   |             |                  |   |                                   |

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<sup>3</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

| Module                   | Course Code | Course name                | ECTS-CP | Type of achievement<br>(e.g.university course,<br>professional experience etc.) | Institution | ECTS-CP/Workload | Recognized/credited<br>ECTS-CP <sup>1</sup> | Reason for<br>denial <sup>2</sup> |
|--------------------------|-------------|----------------------------|---------|---|-------------|------------------|---|-----------------------------------|
| Foreign Language: German | DLFSWG01    | Certificate Course German  | 5       |   |             |                  |   |                                   |
|                          | DLFSF01     | Foreign Language: German   | 5       |   |             |                  |   |                                   |
| Foreign Language Spanish | DLFSWS01_E  | Certificate Course Spanish | 5       |   |             |                  |   |                                   |
|                          | DLFSS01_E   | Foreign Language Spanish   | 5       |   |             |                  |   |                                   |

## EVALUATION

| Area             | Recognized/credited<br>ECTS-CP <sup>1</sup> | Total recognized/credited ECTS-CP |
|------------------|---|-----------------------------------|
| Fundamental Area |   |                                   |
| Elective area    |   |                                   |

<sup>1</sup> To be filled in by the examination board only

1 ECTS-CP = 30 hours

<sup>1</sup>to be filled in by the examination board

<sup>2</sup> Processing note in case of rejection: 1 Scope of work not sufficient; 2 Significant differences in content/ requirement level have been identified; 3 Certification not sufficient ; 4 Submit certificate with language level according to European reference framework; 5 Other

<sup>3</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

## 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.

\*IU Internationale Hochschule GmbH reserves the right to request certified copies in case of doubt.

## **TO BE COMPLETED BY THE UNIVERSITY<sup>1</sup>**

Previous achievements to the extent of \_\_\_\_\_ ECTS-CP will be recognized/credited via the courses marked in the table. This reduces the study fee by a total of \_\_\_\_\_ Euro.

- Subsequent recognition/credit - no cost reduction
- Sufficient proof of achievements was submitted

**No later than 3 weeks after enrollment, you will also receive a separate notice listing your reduced fees and due date(s).**

Should an entrance examination be required in the course of the examination of the admission requirements for entry into the study programme, individual modules (which are then the subject of the necessary entrance examination) cannot be credited to you, since the examinations of these modules are necessary in order to acquire the university entrance qualification. The courses to be taken are subject-specific.

This request was processed on: \_\_\_\_\_

The decision about the creditability of the achievements is made by the examination board. The recognition decision was reviewed and approved by the examination board of the IU International University of Applied Sciences.

This notice was created by machine and is valid without signature.

### **Information on legal remedies**

An appeal against this decision can be lodged in writing or on record with the Examination Board of IU International University of Applied Sciences within one month of notification. ([anerkennung@iu.org](mailto:anerkennung@iu.org))

Further proof or missing documents must be submitted within 2 weeks after receipt of the appeal. If the objection is not substantiated, a decision will be made on the basis of the files.

In case of an appeal, the entire recognition decision will be reviewed again. We expressly point out that a deterioration with regard to the recognized ECTS number is possible.

<sup>1</sup> Will be filled in by the university

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