

# MASTER OF BUSINESS ADMINISTRATION

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

Do you have any work experience 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 programs, 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 MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)

<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

**RECOGNITION****MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)****FUNDAMENTAL AREA**

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 <sup>1</sup>	Reason for denial <sup>2</sup>
Leadership	DLMBLSE01	Leadership	5					
Innovation and Entrepreneurship	DLMBIE01-01	Innovation and Entrepreneurship	5					
Corporate Finance	DLMINRE01	Corporate Finance	5					
International Marketing	DLMMARE01	International Marketing	5					
Managerial Economics	DLMBME01-01	Managerial Economics	5					
Performance Measurement	DLMBPM01	Performance Measurement	5					
Strategic Management	DLMBSME01	Strategic Management	5					
Business Ethics and Corporate Governance	DLMBAEBECG01	Business Ethics and Corporate Governance	5					
Operations and Information Management	DLMBAEOIM01	Operations and Information Management	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

**ELECTIVE AREA<sup>3</sup>**

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 <sup>1</sup>	Reason for denial <sup>2</sup>
Corporate Finance and Investment	DLMBCFIE01	Advanced Corporate Finance	5					
	DLMBCFIE02	Investment Analysis and Portfolio Management	5					
Accounting	DLMBACCE01	Advanced Management Accounting & Control	5					
	DLMBACCE02	Current Issues in Accounting	5					
Sales, Pricing and Brand Management	DLMBSPBE01	Global Brand Management	5					
	DLMBSPBE02	Sales and Pricing	5					
Consumer Behaviour and Research	DLMBCBR01	International Consumer Behaviour	5					
	DLMBCBR02	Applied Marketing Research	5					
IT Project and Architecture Management	DLMBITPAM01	IT Project Management	5					
	DLMBITPAM02	IT Architecture 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> Two elective moduls of 10 ECTS-CP each have to be chosen. Each course can only be chosen once.

**RECOGNITION**

**MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)**

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 <sup>1</sup>	Reason for denial <sup>2</sup>
IT Governance and Service Management	DLMBITGSM01	IT Service Management	5					
	DLMBITGSM02	IT Governance and Compliance	5					
Manufacturing Methods Industry 4.0 and Internet of Things	DLMBMMIIT01	Internet of Things	5					
	DLMBMMIIT02	Manufacturing Methods Industry 4.0	5					
Product Development and Design Thinking	DLMBPDDT01	Product Development	5					
	DLMBPDDT02	Design Thinking	5					
Data Science and Analytics	DLMBDSA01	Data Science	5					
	DLMBDSA02	Analytical Software and Frameworks	5					
Big Data	DLMBBD01	Data Utilization	5					
	DLMBBD02-01	Application Scenarios and Case Studies	5					
Health Systems and Policy	DLMIHMIHS01	International Health Systems	5					
	DLMIHMHPP01	Health Policy and Planning	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> Two elective moduls of 10 ECTS-CP each have to be chosen. Each course can only be chosen once.

**RECOGNITION****MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)**

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 <sup>1</sup>	Reason for denial <sup>2</sup>
Economics of Health	DLMIHMHE01	Health Economics	5					
	DLMIHMHF01	Healthcare Financing	5					
Human Resource Management: Theory	MWPM01-01_E	Human Resource Management I	5					
	MWPM02-01_E	Human Resource Management II	5					
Human Resource Management: Practice	DLMTUP01_E	Talent Management & HR Development	5					
	DLMFPM01_E	Project: Human Resources Management	5					
Supply Chain and Sourcing Management	MWCH01_E	Global Supply Chain Management	5					
	MWCH02_E	Supply Chain Risk Management and Controlling	5					
Aspects of International Management	DLMBGE01	Managing in a Global Economy	5					
	DLMINTSATIM01_E	Seminar: Current Issues in International Management	5					
Entrepreneurial Ecosystems	DLMIEEIEE01	Innovation and Entrepreneurial Ecosystems	5					
	DLMIEEIEIS01	Entre- and Intrapreneurship	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> Two elective moduls of 10 ECTS-CP each have to be chosen. Each course can only be chosen once.

**RECOGNITION****MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)**

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 <sup>1</sup>	Reason for denial <sup>2</sup>
Innovation and Design Lab	DLMIEEBMD01	Business Model Design	5					
	DLMBPDDT02	Design Thinking	5					
E-Sports Management	DLMBAEESM01	Introduction to E-Sports Management	5					
	DLMBAEESM02	Project: E-Sports Management	5					
E-Sports Marketing and Event Management	DLMBAEESME01	Media and Marketing Management in E-Sports	5					
	DLMBAEESME02	E-Sports Event Management	5					
Artificial Intelligence	DLMAIAI01	Artificial Intelligence	5					
	DLMAISAI01	Seminar: AI and Society	5					
AI in Practice	DLMDSUCE01	Use Case and Evaluation	5					
	DLMAISCTAI01	Seminar: Current Topics in AI	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> Two elective modules of 10 ECTS-CP each have to be chosen. Each course can only be chosen once.

## RECOGNITION

### MASTER OF BUSINESS ADMINISTRATION (MBA-ENGLISH) 90 ECTS (MBA-01-E-90)

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 <sup>1</sup>	Reason for denial <sup>2</sup>
Salesforce Consultant Specialization	DLMSFCS01	Salesforce Administrator and Service Cloud Consultant	5					
	DLMSFCS02	Salesforce Sales Cloud Consultant	5					
Salesforce Sales Specialization	DLMWSA01_E	Sales Management I	5					
	DLMSFSS01	Salesforce Sales Skills	5					
Internship	OPTINTER110	Internship	10					

## EVALUATION

Area	Recognized/credited 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> Two elective moduls of 10 ECTS-CP each have to be chosen. 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 CERTIFICATES (MASTER ´S LEVEL)**

- 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.

## **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).**

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

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