IU INTERNATIONAL UNIVERSITY OF APPLIED SCIENCES

B.A. AVIATION MANAGEMENT

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	**Seminar, 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

- 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

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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. AVIATION MANAGEMENT (BAAM)

Personal data	
☐ 1. Application for recognition	☐ _____ Follow-up application for recognition
Title[1]	
First name[1]	Last name[1]
Street[1]	
Postal Code[1]	City[1]
Phone[1]	E-Mail[1]
Matriculation number (alternatively: date of birth) [1]	

[1] Required fields

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[1]	Reason for denial[2]
Academic Integrity and Writing for Business	DLBBAAIWB01_E	Academic Integrity and Writing for Business	5					
Introduction to Academic Work	DLBCSIAW01	Introduction to Academic Work	5					
Introduction to Aviation Management	DLBAMIAM01	Introduction to Aviation Management	5					
Business 101	DLBBAB01_E	Business 101	5					
Modern Aviation Transport Modes	DLBAMMATM01	Modern Aviation Transport Modes	5					
Managerial Economics	DLBBWME01_E	Managerial Economics	5					
Principles of Management	DLBBAPM01_E	Principles of Management	5					
Collaborative Work	DLBCSCW01	Collaborative Work	5					
Aviation Policy, Institutions and Regulations	DLBAMAPIR01	Aviation Policy, Institutions and Regulations	5					
Management Accounting	DLBMAE01	Management Accounting	5					
Aircraft Performance and Evaluation	DLBAMAPE01	Aircraft Performance and Evaluation	5					

1 ECTS-CP = 30 hours

[1] to be filled in by the examination board

[2] 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 (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP[1]	Reason for denial[2]
Organizational Behaviour	DLBBWOB01_E	Organizational Behaviour	5					
Airport Management and Ground Services	DLBAMAMGS01	Airport Management and Ground Services	5					
Corporate Finance and Investment	DLBCFIE01	Corporate Finance and Investment	5					
Digital Skills	DLBDS01	Digital Skills	5					
International Marketing	DLBDSEIMB01	International Marketing	5					
Airline and Air Cargo Management	DLBAMAACM01	Airline and Air Cargo Management	5					
Statistics - Probability and Descriptive Statistics	DLBDSSPDS01	Statistics - Probability and Descriptive Statistics	5					
Global Sourcing	DLBLOGC102_E	Global Sourcing	5					
International Contract Management	DLBINTIWR01_E	International Contract Management	5					
Aviation Business Intelligence	DLBAMABI01	Aviation Business Intelligence	5					
Agile Project Management	DLBCSAPM01	Agile Project Management	5					
Network Planning and Yield Management	BWLM02_E	Network Planning and Yield Management	5					

1 ECTS-CP = 30 hours

[1] to be filled in by the examination board

[2] 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 (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP[1]	Reason for denial[2]
Global Corporations and Globalization	DLBLOGC101_E	Global Corporations and Globalization	5					
Digital Business Models	DLBLODB01_E	Digital Business Models	5					
Seminar: Current Issues in Aviation Management	DLBAMSCIAM01	Seminar: Current Issues in Aviation Management	5					
Simulation: Airline Management	DLBAMSAM01	Simulation: Airline Management	5					
Intercultural and Ethical Decision-Making	DLBCSIDM01	Intercultural and Ethical Decision-Making	5					

1 ECTS-CP = 30 hours

[1] to be filled in by the examination board

[2] 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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ELECTIVE A³

Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP¹	Reason for denial²
Sustainability and Environment in Aviation	DLBAMESEA01	Seminar: Sustainability and Environment in Aviation	5					
	DLBAMESEA02	Project: Sustainability and Environment in Aviation	5					
Innovation and Digitalization in Aviation	DLBAMEIDA01	Innovation and Digitalization in Commercial Aviation	5					
	DLBAMEIDA02	Project: Digitalization in Commercial Aviation	5					
Urban Air Mobility	DLBAMEUAM01	Urban Air Mobility & Infrastructure Concepts	5					
	DLBAMEUAM02	Project: Urban Air Mobility	5					
Aviation Entrepreneurship	DLBAMEAE01	Seminar: Aviation Business Plan Development	5					
	DLBAMEAE02	Project: Aviation Business Plan	5					
Human Factors and Safety Management in Aviation	DLBAMEHFSMA01	Human Factors and Safety Management in Commerical Aviation	5					
	DLBAMEHFSMA02	Project: Human Factors and Safety Management in Aviation	5					

1 ECTS-CP = 30 hours
¹ to be filled in by the examination board
² 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

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

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ELECTIVE B³

Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP¹	Reason for denial²
Sustainability and Environment in Aviation	DLBAMESEA01	Seminar: Sustainability and Environment in Aviation	5					
	DLBAMESEA02	Project: Sustainability and Environment in Aviation	5					
Innovation and Digitalization in Aviation	DLBAMEIDA01	Innovation and Digitalization in Commercial Aviation	5					
	DLBAMEIDA02	Project: Digitalization in Commercial Aviation	5					
Urban Air Mobility	DLBAMEUAM01	Urban Air Mobility & Infrastructure Concepts	5					
	DLBAMEUAM02	Project: Urban Air Mobility	5					
Aviation Entrepreneurship	DLBAMEAE01	Seminar: Aviation Business Plan Development	5					
	DLBAMEAE02	Project: Aviation Business Plan	5					
Human Factors and Safety Management in Aviation	DLBAMEHFSMA01	Human Factors and Safety Management in Commerical Aviation	5					
	DLBAMEHFSMA02	Project: Human Factors and Safety Management in Aviation	5					

1 ECTS-CP = 30 hours

¹to be filled in by the examination board

² 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

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

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ELECTIVE C³

Module	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP¹	Reason for denial²
Sustainability and Environment in Aviation	DLBAMESEA01	Seminar: Sustainability and Environment in Aviation	5					
	DLBAMESEA02	Project: Sustainability and Environment in Aviation	5					
Innovation and Digitalization in Aviation	DLBAMEIDA01	Innovation and Digitalization in Commercial Aviation	5					
	DLBAMEIDA02	Project: Digitalization in Commercial Aviation	5					
Urban Air Mobility	DLBAMEUAM01	Urban Air Mobility & Infrastructure Concepts	5					
	DLBAMEUAM02	Project: Urban Air Mobility	5					
Aviation Entrepreneurship	DLBAMEAE01	Seminar: Aviation Business Plan Development	5					
	DLBAMEAE02	Project: Aviation Business Plan	5					
Human Factors and Safety Management in Aviation	DLBAMEHFSMA01	Human Factors and Safety Management in Commerical Aviation	5					
	DLBAMEHFSMA02	Project: Human Factors and Safety Management in Aviation	5					

1 ECTS-CP = 30 hours

¹ to be filled in by the examination board

² 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

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

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Module[2]	Course Code	Course name	ECTS-CP	Type of achievement (e.g.university course, professional experience etc.)	Institution	ECTS-CP/Workload	Recognized/credited ECTS-CP[1]	Reason for denial[2]
Digital Product Development	DLBINGEIT01_E	Introduction to the Internet of Things	5					
	DLBINGPE01_E	Product Development in Industry 4.0	5					
Online and Social Media Marketing	DLBMSM01-01_E	Online Marketing	5					
	DLBMSM02-01_E	Social Media Marketing	5					
Big Data and Data Protection	DLBINGDABD01_E	Data Analytics and Big Data	5					
	DLBCSIDPITS01	Introduction to Data Protection and Cyber Security	5					
Applied Sales	DLBDSEAS01	Applied Sales I	5					
	DLBDSEAS02	Applied Sales II	5					
Innovative Technologies and Sustainability	DLBEPWITN01_E	Circular Economy	5					
	DLBEPWITN02_E	Sustainable Technologies	5					

1 ECTS-CP = 30 hours

[1] to be filled in by the examination board

[2] 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

[3] Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

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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[1]	Reason for denial[2]
Organizational Development and Change Management	DLBWPOCM01_E	Organizational Development	5					
	DLBDBCM01_E	Change Management	5					
Managing People and Fundamentals of Business Psychology	DLBNWENW01_E	Introduction to New Work	5					
	DLBMPS01_E	Business Psychology	5					
Supply Chain Management	DLBDSESCM01	Supply Chain Management I	5					
	DLBDSESCM02	Supply Chain Management II	5					
Business Intelligence	DLBCSEBI01	Business Intelligence	5					
	DLBCSEBI02	Project: Business Intelligence	5					
Working environment 4.0	DLBWPLS01_E	Leadership 4.0	5					
	DLBPEPNW01_E	Project: New Work	5					

1 ECTS-CP = 30 hours

[1] to be filled in by the examination board

[2] 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

[3] Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

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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[1]	Reason for denial[2]
Business Ethics and Sustainability	DLBLONQM01_E	Sustainability and Quality Management	5					
	BETH01_E	Business Ethics	5					
International Brand Management and Corporate Communication	DLBDSEIMB02	International Brand Management	5					
	DLBPRWCCPR01_E	Corporate Communication	5					
Intercultural Psychology and CRM	DLBWPIPS01_E	Intercultural Psychology	5					
	DLBCRM01_E	Customer Relationship Management	5					

EVALUATION

Area	Recognized/credited ECTS-CP [1]	Total recognized/credited ECTS-CP
Fundamental Area		
Elective area		

[1] To be filled in by the examination board only
   1 ECTS-CP = 30 hours
 [1] to be filled in by the examination board
 [2] 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

[3] Please choose one 10 ECTS course per elective area. Each course can only be chosen once.

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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.

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iU INTERNATIONAL
UNIVERSITY OF
APPLIED SCIENCES

TO BE COMPLETED BY THE UNIVERSITY[1]

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

Attention: Students enrolled in the Online Degree Saver Programme or Scholarship Programme will not be granted a financial discount for the recognized courses.

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)

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.

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[1] Will be filled in by the university
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