

B.A. DIGITAL BUSINESS

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

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.

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. DIGITAL BUSINESS (ENGLISCH) (BADBE)

Personal data	
<input type="checkbox"/> 1. Application for recognition	<input type="checkbox"/> _____ 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
Business 101	DLBBAB01_E	Business 101	5					
Digital Future Commerce	DLBLOGC201_E	Digital Future Commerce	5					
Introduction to Academic Work	DLBCSIAW01	Introduction to Academic Work	5					
Introduction to the Internet of Things	DLBINGEIT01_E	Introduction to the Internet of Things	5					
Managerial Economics	DLBBWME01_E	Managerial Economics	5					
Software Engineering Principles	IGIS01_E	Software Engineering Principles	5					
Accounting and Balancing	DLBEPEAB01	Accounting and Balancing	5					
Digital Business Models	DLBLODB01_E	Digital Business Models	5					
Intercultural and Ethical Decision-Making	DLBCSIDM01	Intercultural and Ethical Decision-Making	5					
International Marketing	DLBDSEIMB01	International Marketing	5					
Requirements Engineering	DLBCSRE01	Requirements Engineering	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

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
Introduction to Data Protection and IT Security	DLBCSIDPITS01	Introduction to Data Protection and IT Security	5					
Statistics - Probability and Descriptive Statistics	DLBDSSPDS01	Statistics - Probability and Descriptive Statistics	5					
Collaborative Work	DLBCSCW01	Collaborative Work	5					
Management Accounting	DLBMAE01	Management Accounting	5					
Database Modeling and Database Systems	DLBCSDMDS01	Database Modeling and Database Systems	5					
Online Marketing	DLBMSM01-01_E	Online Marketing	5					
Agile Project Management	DLBCSAPM01	Agile Project Management	5					
Mathematics I	DLBCSM101	Mathematics I	5					
Data Analytics and Big Data	DLBINGDABD01_E	Data Analytics and Big Data	5					
Statistical Computing	DLBDBSC01_E	Statistical Computing	5					
Deep Learning	DLBDBDL01_E	Deep Learning	5					
Business Intelligence	DLBCSEBI01	Business Intelligence	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

RECOGNITION**B.A. DIGITAL BUSINESS (ENGLISCH) (BADBE)**

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
Project: Business Intelligence	DLBCSEBI02	Project: Business Intelligence	5					
Product Development in Industry 4.0	DLBINGPE01_E	Product Development in Industry 4.0	5					
Seminar in Current Topics in Digitalization	DLBDBATD01_E	Seminar in Current Topics in Digitalization	5					
Corporate Finance and Investment	DLBCFIE01	Corporate Finance and Investment	5					
Project: Design Thinking	DLBINGDT01_E	Project: Design Thinking	5					
Project: Smart Product Solutions	DLBIEPSPS01	Project: Smart Product Solutions	5					
Change Management	DLBDBCM01_E	Change Management	5					
Leadership 4.0	DLBWPLS01_E	Leadership 4.0	5					
Entrepreneurship and Innovation	DLBBAEI01_E	Entrepreneurship and Innovation	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

ELECTIVE³

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
Managing People and Fundamentals of Business 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					
Salesforce Platform Management	DLSFPM01	Salesforce Fundamentals	5					
	DLSFPM02	CRM with Salesforce Service Cloud	5					
IT Service Management	DLBCSITSM01-01	IT Service Management	5					
	DLBCSPITSM01	Project: IT Service Management	5					
Foundations of Programming with Python	DLBDSIPWP01	Introduction to Programming with Python	5					
	DLBDSOOFPP01	Object Oriented and Functional Programming with Python	5					

¹ 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.

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
IT Security	DLBCSIDPITS01	Introduction to Data Protection and IT Security	5					
	DLBCSCT01	Cryptography	5					
Big Data and Cloud Technologies	DLBDSBDT01	Big Data Technologies	5					
	DLBDSCC01	Cloud Computing	5					
IT project and architecture management	DLBCSEITPAM01	IT Project Management	5					
	DLBCSEITPAM02	IT Architecture Management	5					
Supply Chain Management	DLBDESECM01	Supply Chain Management I	5					
	DLBDESECM02	Supply Chain Management II	5					
Sustainable Entrepreneurship	DLBBAS01_E	Sustainability	5					
	DLBEPWSEP01_E	Project: Sustainable Entrepreneurship	5					

¹ 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.

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
Innovative Technologies and Sustainability	DLBEPWITN01_E	Circular Economy	5					
	DLBEPWITN02_E	Sustainable Technologies	5					
Business Ethics and Sustainability	DLBLONQM01_E	Sustainability and Quality Management	5					
	BETH01_E	Business Ethics	5					
Smart Services	DLBINGSS01_E	Smart Services I	5					
	DLBINGSS02_E	Smart Services II	5					
Smart Mobility	DLBINGSM01_E	Smart Mobility I	5					
	DLBINGSM02_E	Smart Mobility II	5					
Studium Generale	DLBSG01_E	Studium Generale I	5					
	DLBSG02_E	Studium Generale II	5					
Salesforce Platform Development	DLSFPD01	Salesforce Platform App Builder	5					
	DLSFPD02	Salesforce Platform Developer	5					

¹ 1 ECTS-CP = 30 hours

³ Please choose one 10 ECTS course.

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

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 UNIVERSITY¹

Previous achievements to the extent of _____ ECTS-CP will be recognized/credited via the courses marked in the table.

- Sufficient proof of achievements was submitted

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. (recognition-online@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.

¹ Will be filled in by the university

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