

## B.A. HOSPITALITY 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	<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.

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. HOSPITALITY MANAGEMENT (BAHME)

<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<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>
Business 101	DLBBAB01_E	Business 101	5					
Introduction to Academic Work	DLBCSIAW01	Introduction to Academic Work	5					
Principles of Hospitality Management	BWHO01-01_E	Principles of Hospitality Management	5					
Food and Beverage Management	DLBHOFBM01_E	Food and Beverage Management	5					
Collaborative Work	DLBCSCW01	Collaborative Work	5					
Digital Skills	DLBDS01_E	Digital Skills	5					
International Marketing	DLBDSEIMB01	International Marketing	5					
Business Mathematics	BWMA01_E	Business Mathematics	5					
Managerial Economics	DLBBWME01_E	Managerial Economics	5					
Destination Management	DLBTODM01_E	Destination 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 language à 5 ETCS.

**RECOGNITION****B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
Accounting and Balancing	DLBEPEAB01	Accounting and Balancing	5					
International Business Law	DLBHMEIBL01	International Business Law	5					
Management Accounting	DLBMAE01	Management Accounting	5					
Statistics - Probability and Descriptive Statistics	DLBDSSPDS01	Statistics - Probability and Descriptive Statistics	5					
Strategic Hospitality Management	BWHO02-01_E	Strategic Hospitality Management	5					
Business Simulation: Tourism, Hospitality and Event	DLBHMPHE01_E	Business Simulation: Tourism, Hospitality and Event	5					
Corporate Finance and Investment	DLBCFIE01	Corporate Finance and Investment	5					
Foreign Language Italian <sup>3</sup>	DLFSI01_E	Foreign Language Italian	5					
Foreign Language French <sup>3</sup>	DLFSF01_E	Foreign Language French	5					
Foreign Language Spanish <sup>3</sup>	DLFSS01_E	Foreign Language Spanish	5					
Foreign Language German <sup>3</sup>	DLFSG01	Foreign Language German	5					
Intercultural and Ethical Decision-Making	DLBCSIDM01	Intercultural and Ethical Decision-Making	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 language à 5 ETCS.

**RECOGNITION****B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
Rooms Division Management	DLBHORDM01_E	Rooms Division Management	5					
Sustainability Management in Tourism, Hospitality and Event	DLBHMNTHE01_E	Sustainability Management in Tourism, Hospitality and Event	5					
Planning and Development of Hospitality Businesses	DLBHOPEH01_E	Planning and Development of Hospitality Businesses	5					
Distribution in Hospitality and Tourism	DLBTOVHT01_E	Distribution in Hospitality and Tourism	5					
International Contract Management	DLBINTIWR01_E	International Contract Management	5					
Principles of Management	DLBBAPM01_E	Principles of Management	5					
Hospitality Revenue Management	DLBHORM01_E	Hospitality Revenue Management	5					
Crisis Management in Tourism, Hospitality and Event	DLBHMKMTHE01_E	Crisis Management in Tourism, Hospitality and Event	5					
Seminar: Current Issues in Tourism, Hospitality and Event	DLBHMATTHE01_E	Seminar: Current Issues in Tourism, Hospitality and Event	5					

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

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

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<sup>3</sup> Please choose one language à 5 ETCS.

**ELECTIVE A<sup>4</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>
Gastronomy and Catering	DLBHOGUC01_E	Gastronomy Management	5					
	DLBHOGUC02_E	Catering Management	5					
Tourism Management	BWTO01-01_E	Tourism Management I	5					
	BWTO02_E	Tourism Management II	5					
Event Management	BWEM01_E	Event Management I	5					
	BWEM02_E	Event Management II	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>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**ELECTIVE B<sup>4</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>
Applied Sales	DLBDSEAS01	Applied Sales I	5					
	DLBDSEAS02	Applied Sales II	5					
Online and Social Media Marketing	DLBMSM01-01_E	Online Marketing	5					
	DLBMSM02-01_E	Social Media Marketing	5					
Managing People and Fundamentals of Business Psychology	DLBNWENW01_E	Introduction to New Work	5					
	DLBMPS01_E	Business Psychology	5					
Intercultural Psychology and CRM	DLBWPIPS01_E	Intercultural Psychology	5					
	DLBCRM01_E	Customer Relationship Management	5					
International Brand Management and Corporate Communication	DLBDSEIMB02	International Brand Management	5					
	DLBPRWCCPR01_E	Corporate Communication	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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**RECOGNITION**

**B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
International Accounting, Planning and Control	DLFIAC01_E	International Accounting	5					
	BPUE01-01_E	Corporate Planning and Control	5					
Organizational Development and Change Management	DLBWPOCM01_E	Organizational Development	5					
	DLBDBC01_E	Change Management	5					
International HR and Leadership	DLBINTIHR01_E	International HR Management	5					
	DLBWPLS01_E	Leadership 4.0	5					
Business Ethics and Sustainability	DLBLONQM01_E	Sustainability and Quality Management	5					
	BETH01_E	Business Ethics	5					
Market Research and Product Management	BMFO01_E	Market Research	5					
	DLBPROGPM_E	Fundamentals of Product 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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)



**RECOGNITION****B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
Intrapreneurship	DLBEPWIP01_E	Innovation Management	5					
	DLBINGDT01_E	Project: Design Thinking	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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**ELECTIVE C<sup>4</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>
Gastronomy and Catering	DLBHOGUC01_E	Gastronomy Management	5					
	DLBHOGUC02_E	Catering Management	5					
Tourism Management	BWTO01-01_E	Tourism Management I	5					
	BWTO02_E	Tourism Management II	5					
Event Management	BWEM01_E	Event Management I	5					
	BWEM02_E	Event Management II	5					
Applied Sales	DLBDSEAS01	Applied Sales I	5					
	DLBDSEAS02	Applied Sales II	5					
Online and Social Media Marketing	DLBMSM01- 01_E	Online Marketing	5					
	DLBMSM02- 01_E	Social Media 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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**RECOGNITION**

**B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
Managing People and Fundamentals of Business Psychology	DLBNWENW01_E	Introduction to New Work	5					
	DLBMPS01_E	Business Psychology	5					
Intercultural Psychology and CRM	DLBWPIPS01_E	Intercultural Psychology	5					
	DLBCRM01_E	Customer Relationship Management	5					
International Brand Management and Corporate Communication	DLBDSEIMB02	International Brand Management	5					
	DLBPRWCCPR01_E	Corporate Communication	5					
International Accounting, Planning and Control	DLFIAC01_E	International Accounting	5					
	BPUE01-01_E	Corporate Planning and Control	5					
Organizational Development and Change Management	DLBWPOCM01_E	Organizational Development	5					
	DLBDBC01_E	Change Management	5					

1 ECTS-CP = 30 hours

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<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**RECOGNITION**

**B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
International HR and Leadership	DLBINTIHR01_E	International HR Management	5					
	DLBWPLS01_E	Leadership 4.0	5					
Business Ethics and Sustainability	DLBLONQM01_E	Sustainability and Quality Management	5					
	BETH01_E	Business Ethics	5					
Market Research and Product Management	BMFO01_E	Market Research	5					
	DLBPROGPM_E	Fundamentals of Product Management	5					
Intrapreneurship	DLBEPWIP01_E	Innovation Management	5					
	DLBINGDT01_E	Project: Design Thinking	5					
Studium Generale	DLBSG01_E	Studium Generale I	5					
	DLBSG02_E	Studium Generale II	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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

**RECOGNITION****B.A. HOSPITALITY MANAGEMENT (BAHME)**

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>
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					
Foreign Language Spanish	DLFSWS01_E	Certificate Course Spanish	5					
	DLFSS01_E	Foreign Language Spanish	5					
Foreign Language German	DLFSWG01	Certificate Course German	5					
	DLFSG01	Foreign Language German	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

<sup>4</sup> Please choose one 10 ECTS course per elective area. Each course can only be chosen once (The same language as in the compulsory area cannot be chosen.)

## 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.

- 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](mailto: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.

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

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