

Individual Application for Recognition/ Crediting of Previous Achievements

Have you already studied at another university, or do you have any other relevant experience or qualifications? 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 empty table. Please check whether you can document relevant previous experience based on our curriculum. Now fill out the table with 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 (Programme specification).
- **Example:** In this excerpt you can see how you should fill in the table (examples in **bold**):

Module Name	Module Code	Level	Credits	Type of Achievement (e.g. university course, professional experience etc.)	Institution	Credits/ Workload	Recognized Credits	Reason für denial
Business 101	LIBFEXDLBBAB_E	4	15 Credits	Fundamentals of Entrepreneurship	Sample university	15 Credits	To be filled in by our university	To be filled in by our university
Principles of Management	LIBFOADLBBAPM_E	4	15 Credits	Team Supervisor	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_John_Smith

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 transcript. 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.

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.

INDIVIDUAL APPLICATION FOR THE STUDY PROGRAMME:

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

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Module Name	Module Code	Level	Credits	Type of Achievement (e.g. university course, professional experience etc.)	Institution	Credits/Workload	Recognized Credits ¹	Reason for denial ²

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 of Records/Performance overview of the achieved study achievements and credits

Module handbooks & course content

In case of study achievements at foreign universities: Overview of their evaluation system

CREDITING OF ACHIEVEMENTS FROM EDUCATIONAL TRAINING

Official proof of completed training or further vocational training

Description of the imparted subject contents - proof of achievements and teaching hours

In case of educational achievements at foreign institutes: Overview of their evaluation system

CREDITING OF CERTIFICATES

Description of the imparted contents and/or proof of teaching hours

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 submit a qualified job reference (including all the above information)

If you have any questions, please contact our student advisory service.



TO BE COMPLETED BY THE UNIVERSITY¹

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

Sufficient proof of achievements was submitted

This request was processed on: _____

The decision about the creditability of the achievements is made by the Academic Assurance and Enhancement department.

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 Academic Assurance and Enhancement department within one month of notification. (recognition-online@libf.ac.uk)

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 provided.

¹ Will be filled in by the university