WALBROOK
Institute London

Individual Application for Recognition/ Crediting of Previous Achievements

Have you already studied a degree at another higher education provider, or do you have any other relevant experience or qualifications? If so, you should complete our "Individual Application for the Recognition of Previous Achievements".

Please read our guidelines in advance. Here you'll find important information on how to fill out the application and on the transfer process of previous achievements.

We'll be happy to check whether and to what extent we can recognise your achievements before you make your application to study with us. You do not have to enrol straight away!

We only need simple (i.e. not certified) copies of your relevant certificates.

– First, complete the personal data section of the application.
– **On page 3** you'll 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.
– <u>Important:</u> Compare your previous academic achievements or verifiable professional experience with the content of the individual modules (for detailed module information, please request a module handbook for your course of interest from our Study Advisers).
– **Example:** In this example below, 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 Walbrook	To be filled in by Walbrook
Principles of Management	**LIBFOADLBBAPM_E**	**4**	**15 Credits**	**Team Supervisor**	**Sample company**	**2015-2018 40h/ Week**	To be filled in by Walbrook	To be filled in by Walbrook

– Finally, submit your "Individual Application for the Recognition of Previous Achievements" 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'll confirm receipt of your application for recognition and request further documents if needed.
2. Your application undergoes a meticulous review by Walbrook, and your personal recognition result is prepared accordingly.
3. You'll receive the results of your application for recognition.
4. We will forward the result of the recognition to the examination office so that your recognised achievements are recorded in your transcript. However, this will only happen after your official enrollment in your chosen degree.

In the event that the course start date overlaps with the review of your application for recognition, please do not enrol in any of the modules for which you have applied for recognition. We can only register your recognised courses after the recognition process has been completed and after your enrolment.

Note: Once you have registered for recognition of prior learning, you will no longer be able to take an exam in this module. 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	
☐ 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]	

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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]

[1] to be filled in by Walbrook
[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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Your checklist: Everything done?

We need these documents to check your recognition:

Please send us digital copies, as we cannot return your documents to you.

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 servic

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TO BE COMPLETED BY
Walbrook[1]

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: _____

This notice was created by machine and is valid without signature.

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[1] Will be filled in by Walbrook

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