

Checklist for the Recognition of Examination Achievements at the Language Centre

If you have already completed parts of a degree programme or an entire degree programme, you are required to submit an application for recognition no later than **by the end of the lecture period** of the first study semester (or **rather in the semester in which you enrol at Deggendorf Institute of Technology or change your degree programme**).

Process:

1. Firstly, prepare and properly fill out the documents required for recognition.
2. The application for recognition will then be reviewed by the examination committee at the Language Centre.
3. After a positive decision, the Centre for Studies will enter your results in your transcript of records.

The **following documents** are necessary and mandatory for the verification of the recognition of examination achievements:

The following documents are **always** required:

<input type="checkbox"/>	<p>Proof of passed and failed examinations (evaluation sheet, final certificate, transcript of records, examination results, certificates, etc.)</p> <p>You are required to provide translations of records which are not available in German or English.</p>
<input type="checkbox"/>	<p>Explanatory documents on the type, content and learning objectives of the courses and modules (examination regulations related to the degree programme, module handbook; conclusive excerpts if there are extensive documents). If these documents are not available or not conclusive, additional documents (e.g. description of the degree programme, course catalogue, course comments, etc.) can be submitted if necessary.</p> <p>The level and the number of ECTS points are of relevance here; they should be equivalent.</p>

For examination achievements from previous studies or for examination achievements earned outside university:

<input type="checkbox"/>	<p>Application form for recognition of examination achievements from previous studies / other achievements at the Language Centre (printed and signed or as a scanned copy via e-mail)</p>
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Additional documents required for a stay abroad:

<input type="checkbox"/>	<p>If agreed upon before you start your stay abroad: Learning Agreement and/or recognition agreement (copy)</p>
<input type="checkbox"/>	<p>If not already stated in the attached documents: Documents for grade conversion.</p> <ul style="list-style-type: none"> • If available from the foreign university at which the examination result was achieved: ECTS grading table, • otherwise, the grading scale of the foreign university at which the examination result was achieved.

Please do not submit an application before you have gathered all the necessary documents! Documents that are submitted after the above-mentioned deadline or are incomplete cannot be taken into account.

Your own signature confirms that the information provided is true. We expressly reserve the right to check the information provided.

[Julia Vollbrecht](#) will be happy to answer any further questions you may have regarding the recognition of exam achievements.