

Application for recognition of external study and examination achievements (German and foreign universities)

Department of Civil and Environmental Engineering



TECHNISCHE
UNIVERSITÄT
DARMSTADT

Process

To have study achievements that have been completed at a university other than TU Darmstadt (German or foreign) recognized at the Department of Civil and Environmental Engineering please proceed as follows.

In which area of your study programme would you like to have your external study achievement recognized?

For recognitions

- for the **mandatory area** (Fachlicher Pflichtbereich)
 - for the **mandatory subject-related elective area** (Fachlicher Wahlpflichtbereich)
 - for the **subject-related elective area** (Fachlicher Wahlbereich)
 - as a **requirement** ("Auflage") for the M.Sc. programme
- Applications are subject to professional review.
- Applications for modules **at Department 13** (Civil and Environmental Engineering):
 - Please submit this application together with the documents listed in the checklist below **to the responsible professor for the module** (see module handbook).
 - He or she will forward your application to the Office of Student Affairs.
 - Applications for modules **other than of Department 13** (e.g. Physics or Mathematics):
 - Please submit this application together with the documents listed in the checklist below **directly to the International Coordinator in the Study Office** of the department 13: international@bauing.tu-darmstadt.de

For recognitions

- for the **general elective area**
- Applications are not subject to professional review.
- Please submit this application together with the documents listed in the checklist below **directly to the International Coordinator in the Study Office** of the department 13: international@bauing.tu-darmstadt.de

Checklist of required documents

study achievements gained in Germany	Foreign study achievements
○ Copy of the performance record	○ Copy of the performance record (Transcript of Records/Relevé de notes/ Certificado de Calificaciones...)
○ Related description of the module/subject contents	○ German or English translation of the corresponding description of the module/subject contents
	○ Outside the ECTS area: Proof of the amount of work (workload) for one credit point at the foreign university.
	○ If not stated in the transcript of records: Grading scale of the foreign university with indication of the maximum grade and the minimum grade for passing (if applicable, specified for the study level (Bachelor or Master) in which the achievement was gained).

Information

- A study achievement completed at an external university can be recognised as **equivalent** to a module taught at TU Darmstadt if the competences taught match by at least 50%.
 - In case of equivalent contents, the CP of TU Darmstadt module are credited.
- **Achievements without equivalence** can - at the discretion of the responsible professor - be recognised in the subject-related elective area. This is possible if they are covered by the subject areas taught by the department, but are not taught in an existing module at TU Darmstadt.
 - In the case of recognition of non-equivalent achievements, the credit points awarded by the external university are credited.
- It is not possible to have an equivalent achievement recognized as non-equivalent (e.g. because the external module/subject has more credit points than the TU Darmstadt equivalent has CP).
- Achievements that are to be recognised **must be graded**.

Application for recognition of study achievements - Department 13

Personal details	
Surname, first name:	Matriculation number:
Study programme:	B.Sc./M.Sc.

Application is made for recognition of the following external study achievement (details as on the performance record)		
Title and code of the achievement:		
Credit Points:	Workload ¹ :	
Grade:	Year of the examination:	
Have the documents already been submitted for another recognition?	<input type="radio"/> yes	<input type="radio"/> no
Has the achievement to be recognized already been credited within a degree?	<input type="radio"/> yes	<input type="radio"/> no
Name and country of the university where the achievement was completed		

The achievement is to be credited in the		
<input type="radio"/> Mandatory area	<input type="radio"/> Mandatory subject-related elective area	<input type="radio"/> Subject-related elective area
<input type="radio"/> The external achievement is equivalent to this module of the TU Darmstadt (module number and title):		
<input type="radio"/> The external achievement is not equivalent to a module of the TU Darmstadt, but it conveys subject-relevant knowledge.		
Recognition is requested as		
<input type="radio"/> Complete module	<input type="radio"/> Technical examination	<input type="radio"/> Study Examination

Date and signature of student

To be filled in by the professor responsible for the module/subject:	
<input type="radio"/> Recognition is recommended	<input type="radio"/> Recognition is not recommended ²

Date, signature and stamp of the professor responsible for the module/subject

To be filled in by the Office of Student Affairs:	
Recognized credit points:	Recognized grade:

Date and signature of the chairperson of the examination board

¹ Total workload (self-study + attendance time in hours) of the module/achievement. Info: 1 TU Darmstadt CP corresponds to 30 working hours.

² The required statement on the rejection of the application is attached.