

Checklist for the Recognition of Exam Results in the Language and Electives Centre

If you have already completed part of a course of study or an entire course of study, you must submit an application for recognition no later than **by the end of the lecture period** of the study semester **in which enrolment at the Deggendorf Institute of Technology or a change in study programme took place** (§ 4 IV 2 APO).

Process:

Recognition is a three-stage process:

1. Firstly, prepare and properly fill out the documents required for recognition.
2. The application for recognition will then be examined by the responsible examination board for Languages and Electives.
3. After a successful decision, the Centre for Studies will enter your results into your transcript of records.

The **following documents** are necessary and mandatory for the verification of the recognition of exam performances:

In all cases, the following documents will be required:

<input type="checkbox"/>	<p>Proof of passed and failed performances (evaluation sheet, report, transcript of records, proof of performance, certificates, etc.) You may be required to independently 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 study programme, module handbook; significant excerpts if there are extensive documents). If these documents are not available or are not significant, additional documents (e.g., description of study 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. These should be as equivalent as possible.</p>

For exam performances from a previous course of study or extra-university exam results:

<input type="checkbox"/>	<p><u>Application form</u> from the <u>Language and Electives Centre</u> (printed and signed or as a scanned copy via email)</p>
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Additional documents required in the case of a study period abroad:

<input type="checkbox"/>	<p>If agreed upon before the study period abroad: <u>Learning agreement</u> 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 performance was achieved: ECTS grading table, • otherwise, the grading scale of the foreign university at which the performance 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.

[Iris Bubenhofer](#) will be happy to answer any further questions you may have regarding the recognition of exam performances.