# Universität Münster

## Request for recognition of credits and qualifications

Date received: _____ *(to be completed by the Examinations Office)*

**About this form:**
- The form can be submitted _on paper_. It must be signed by both the subject representative and the student and authenticated by the institute's stamp or seal. Copies of supporting documents for the credits to be recognised should be enclosed with the form. For multiple pages, the document should be stapled and the stamp/seal applied over the staple.
- The form can also be submitted _digitally by a subject representative from a University of Münster email address._ In this case, it must be signed by the student or the student receives the email with the request in CC. Supporting documents should be scanned and sent with the form.
- The supporting documents must clearly state the basis for recognition.

- In the case of recognition from another, electronically administered degree programme at the University of Münster, internal supporting documents can be waived (except for extracurricular credits).
- The Examinations Office must be able to identify the examination numbers for which credits are to be recognised. If a module completed by the student is to be credited for a module at the University of Münster, it is sufficient to state the module title and number. However, if the module contains elective elements, the examination numbers of the elective elements to be recognised must also be specified. Even where individual examinations, coursework or qualifications are recognised in a module, these must be identified by individual examination numbers. Therefore, for degree programmes in SAP SLcM, course numbers, degree-relevant examination numbers and required coursework numbers must be specified individually.

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**For stays abroad or for recognition of a professional qualification:**

**Stay abroad:** ☐ yes ☐ no    Period (start/end): _____    Type: ☐ study    Mobility programme: ☐ Erasmus
☐ internship    ☐ international/national prog.
Country: _____    ☐ other    ☐ no prog. (self-organised)

**Professional qualification (vocational education and training):**    ☐ yes    ☐ no

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Degree (for which credits are to be recognised): _____ Subject: _____

Last name, first name: _____ Student ID number: _____

| Coursework/examination/qualification for which recognition is requested: | | | | To be recognised for following coursework/examination/module at University of Münster: | | |
|---|---|---|---|---|---|---|
| Description: Coursework/examination *and/or* title of course *and/or* qualification *and/or* module | Earned (When? Where?) | Credits | Grade | Coursework/examination (if necessary: also type of examination**) *and/or* title of course + type of course *and/or* module | Examination/module number | Credits | Grade*) |
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**I hereby request recognition of the coursework or examinations listed above.**

_____    _____
Date, signature of applicant    Date, signature of subject representative; if submitted on paper: institute's stamp/seal

*) Grades from similar systems are to be transferred to the University of Münster's grading system. If grading systems are not comparable, enter "BE" for passed.

**) Concerns SLcM: The type of examination must be specified if the examination regulations of the University of Münster require students to take a certain number of examinations of a particular examination type.

Last name, first name: _____ Student ID number: _____

| Coursework/examination/qualification for which recognition is requested: | | | | To be recognised for following coursework/examination/module at University of Münster: | | | |
|---|---|---|---|---|---|---|---|
| Description: Coursework/examination *and/or* title of course *and/or* qualification *and/or* module | Earned (When? Where?) | Credits | Grade | Coursework/examination (if necessary: also type of examination**) *and/or* title of course + type of course *and/or* module | Examination/module number | Credits | Grade*) |
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