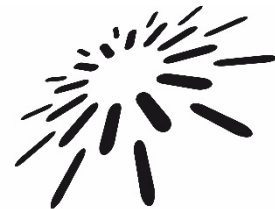


Application for Credit Transfer / Recognition of Prior Learning

Degree Programme: International Management M.A. (SPO 53)



TH Aschaffenburg
university of applied sciences

What would you like to apply for? (Please tick one box):

- Credit transfer** of credits earned at a **higher education institution**
- I confirm that all documents listed on the final page are enclosed. I understand that incomplete applications cannot be processed.
- Recognition of Prior Learning** acquired **outside higher education** (e.g. vocational training, continuing education etc.). This also applies where prior learning has already been recognised by another higher education institution.
- I confirm that all documents listed on the final page are enclosed. I understand that incomplete applications cannot be processed.

Surname, First name

Matriculation number / Application number

Name and location of the university attended / [for RPL: name and location of the educational institution attended](#)

Degree programme attended / [for RPL: course of education attended](#)

Additional information for recognition of achievements obtained during study abroad while enrolled at our university

Study abroad period (from-to)

Funding for your study abroad period

Multiple entries are permitted; please list only grants that have already been approved or received:

- Erasmus+ other, namely: _____
- PROMOS AuslandsBaföG no funding

How to submit your application:

1. Complete the application form online and save it. Make sure that all fields remain editable (save the PDF, do not print it).
2. Create a separate portfolio for each module you are applying for and save this as a PDF as well. Please refer to the instructions on the last page.
3. If you are applying for a higher semester, please upload the application form and all other documents via the CampusPortal when submitting your application. In all other cases, please email the application form, along with all portfolios and a transcript of marks / academic record (also as PDF) to studienbuero.wr@th-ab.de.

| Nr. | Credit transfer / Recognition of Prior Learning for the module | ECTS-credits | Name of the module at the university previously attended / Name of the subject at the educational institution previously attended | To be completed by the university | |
|-----------------------------------------------|-----------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------|
| | | | | Grade | Name and decision of the module coordinator |
| A | International Management | 6 | | | yes no |
| B | Case Studies in International Management | 6 | | | yes no |
| C | International Law | 6 | | | yes no |
| D | International Competencies: International Cooperation & Communication | 6 | | | yes no |
| E | Intensive Period Global Management Studies (IPGMS) | 6 | | | yes no |
| K | Presentation & Moderation | 5 | | | yes no |
| L 1 | Research Seminar | 5 | | | yes no |
| L 2 | Master's Thesis | 20 | | | yes no |
| Specialisation: Finance and Accounting | | | | | |
| FI-F | International Financial Reporting Standards | 6 | | | yes no |
| FI-G | International Real Estate Management | 6 | | | yes no |
| FI-H | International Financial Management | 6 | | | yes no |
| FI-I | International Economics and Trade | 6 | | | yes no |
| J | Compulsory elective module Advanced International Management (AIM) | 6 | | | yes no |
| Specialisation: Marketing and HRM | | | | | |
| MA-F | International Marketing | 6 | | | yes no |
| MA-G | International Human Resources | 6 | | | yes no |
| MA-H | Organizational Behavior | 6 | | | yes no |
| MA-I | Marketing Simulation | 6 | | | yes no |
| J | Compulsory elective module Advanced International Management (AIM) | 6 | | | yes no |

Notes on the application for Credit transfer / Recognition of Prior Learning

1) **Deadline**

Please submit your application by the end of the lecture period of the semester in which you enrolled or changed degree programme (exception: credits earned during your studies, e.g. whilst studying abroad).

If you wish to apply for admission to a higher semester, your application must be submitted during the application period.

2) **Processing time**

Processing may take several weeks. You should therefore submit your application well in advance. The more detailed your application is and the more evidence you provide, the more efficiently it can be processed.

3) **Completeness**

List all modules for which you wish to apply for recognition or credit transfer. Submit all the relevant documents in full, in accordance with the checklist below.

Incomplete applications cannot be processed.

4) **Semester placement**

When your previous achievements or qualifications are recognised, the related study period is normally credited accordingly. This means that you will be treated as if you had already completed one or more semesters in the relevant degree programme.

Placement in a specific semester is not determined by the number of academic terms completed, but by the number of credits recognised or transferred (e.g. ECTS).

The approval does not entitle you to a place on a module that matches your current stage of study exactly.

5) **Restrictions on the recognition of competences acquired outside higher education:**

In accordance with § 6 Abs. 2 Satz 2 APO, competences acquired outside higher education may account for no more than 50% of the competences required for the degree programme. Once this limit has been reached, no further recognition of theoretical or practical achievements is possible.

Checklist: What documents need to be submitted?

A) Credit transfer (credits from a higher education institution)

- Fully completed **application form**
- **Academic transcript** (preferably verifiable; if the documents cannot be verified, we reserve the right to request the submission of an original copy bearing the university's stamp and signature)
- One **portfolio** for each module applied for, containing*:
 - Cover sheet
 - Copy of the transcript
 - Excerpts from the module handbook (if not available: course descriptions, lecture outlines)
 - If not included in the grade report/module handbook: proof of the course load for the subject applied for (ECTS credits and weekly lecture hours)
 - In addition, for the internship semester: the internship certificate from the training place and if necessary, the internship report

**Portfolios are not required for credits from a semester abroad that have been recognised in advance, provided there are no changes*

B) Recognition of Prior Learning (learning acquired outside higher education)

- Fully completed **application form**
- **Transcript of grades / record of achievement or similar** (verifiable where possible; for documents that cannot be verified, we reserve the right to request an original bearing the institution's official stamp and signature)
- One **portfolio** for each (sub-)module applied for, containing:
 - Cover sheet
 - Copy of the transcript of grades / record of achievement or similar
 - Course descriptions (excerpts from module handbooks; if these are not available: course outline, the institution's teaching and training plans)
 - A document showing the number of hours the subject was taught at the educational institution
 - A document stating the type and duration of the examination

If you have any questions, please do not hesitate to contact us.

**Student Services
Faculty of Economics and Law**

Telephone: (06021) 4206-355

Email: studienbuero.wr@th-ab.de

**Academic advisor via the Dean's Office of the
Faculty of Economics and Law**

Telephone: (06021) 4206-700

Email: dekanatwr@th-ab.de