

## Instructions to obtain the

- **recognition of achievements at a university**
- **or credits for qualifications obtained at a non-university institution<sup>1</sup>**

- You are obliged to inform the student counselor in charge (contact details below) by use of this form, if you have completed graded or non-graded courses **in the same or a related field at home or abroad**. If you are unsure whether the degree program is related, please contact the student counselor. If you have acquired skills in another field, it is your decision to seek recognition or credit for your achievements.
- We strongly recommend you seek advice **before** filling out this form. Please arrange for an appointment with the student counselor and present this form completed to your best knowledge plus the documents listed in the checklist on page 2.
- Fill in **points 1 to 6 of this form using a computer**. You may want to save a copy of the document for your records. **Please print the completed document, sign it** and deliver it together with the documents according to the checklist to your student counselor in charge. Alternatively, send the form by email if the student counselor prefers this way of communication.
- If you would like us to recognize **achievements at several universities**, please fill **separate forms** for each university or institution.
- If you in addition need a certification for the **placement to a higher semester**, please fill the appropriate form ([www.uni-mainz.de/studlehr/125.php](http://www.uni-mainz.de/studlehr/125.php)) in consultation with your student counselor.
- If you have been **studying abroad**, you may apply for the recognition of your achievements **without importing your grades**, the exception being integrated studies. This is possible up to a maximum of 30 credits in the Bachelor's and 15 credits in the Master's phase.
- If you need the **recognition of your foreign educational achievements** (e.g. if you have acquired your university entrance qualification by studying abroad), please contact the student counselor early on. However, the formal recognition at our department will need to wait until your application was successful and your education has been formally recognized.
- The provisions for the recognition of achievements may be found under "Satzungen der Johannes Gutenberg-Universität Mainz" ([www.uni-mainz.de/studlehr/rechtsgrundlagen.php](http://www.uni-mainz.de/studlehr/rechtsgrundlagen.php)).
- For contacting the **student counselors**, see [www.studium.fb08.uni-mainz.de/helpdesk/ansprechpartner](http://www.studium.fb08.uni-mainz.de/helpdesk/ansprechpartner). Ideally, use the ticketing system to approach the counselor ([www.phmi.uni-mainz.de/helpdesk.php](http://www.phmi.uni-mainz.de/helpdesk.php)).

**BSc / MSc Physics:** Lutz Koepke, Martin Reuter

**BEd / MEd Physics:** Uwe Oberlack

**BSc / MSc Meteorology:** Heiko Bozem, Peter Hoor

**BSc / MSc Mathematics:** Margarita Kraus, Matthias Schneider

**BEd / MEd Mathematics:** Felix Leinen

**BSc / MSc / BEd / Med Computer Sciences:** Stefan Endler, Frank Fischer

**MSc Computational Sciences:** Martin Hanke-Bourgeois

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<sup>1</sup> In case of achievements that have been completed at a university, one speaks of "recognition", **in case of qualifications achieved outside the university one uses the term "credits"**.

## Procedure

The recognition follows a three step process:

1. First, you fill in the documents with the help of your student counselor (copies of the relevant document are sufficient).
2. Pages 3-5 of this document will be examined by a committee and the recognition will be completed and signed. In straightforward cases this can be done by the "Studienbüro". Original documents or certified copies of your documents, for German Universities also a declaration of no-objection, are required for this step. You will obtain pages 3-6 of this document as an email attachment for reference. The original recognition document can be picked up in the "Studienbüro".
3. After successful recognition, the data will entered in Jogustine in due course.

## Documents to be supplied (checklist):

In all cases, the following documents are required:

<input type="checkbox"/>	<b>Evidence</b> (either original, including a copy or certified copy) of passed and failed courses (transcripts of records). Documents which are not available in German or English language, must be translated if necessary. Please check with your student counselor if you are not sure.
<input type="checkbox"/>	<b>Declaration of no-objection</b> verifying that you have the right to continue the in your subject. (Applies to German universities only.)
<input type="checkbox"/>	<b>Supporting documentation</b> on the nature, content and learning objectives of the courses (course-related examination regulations, course catalogue etc.). If these documents are not available or are not meaningful, additional documents (e.g. course descriptions, lecture notes, etc.) may be submitted.

## Achievements during an exchange program:

<input type="checkbox"/>	<b>Learning agreement or recognition agreement</b> (copy).
<input type="checkbox"/>	<b>Documents for grade conversion:</b> preferably an ECTS grading table or grading rank for the course in question; otherwise grading scale of the university at which the service was provided (copy).

## Achievements in previous studies abroad:

<input type="checkbox"/>	If applicable: <b>Certificate of Recognition of foreign educational certificates</b> (copy).
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## Information to be supplied by you for the recognition of

- Study and examination achievements
- Credits for non-university qualifications

### 1) Personal details

Last name:	First name:	Date of birth:
Street address:		Zip code, town:
Matriculation number:		Email address:

### 2) Program at the University of Mainz, for which a recognition or credit is sought for:

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### 3a) Information about the degree program at another institution that is to be recognized:

Degree program (full name):	
University, country:	
in the period between	to
Exchange program (if applicable):	

or:

### 3b) Information about non-university qualifications to be credited:

Type of achievement (full name):	
Company / institution (place and country if applicable):	
In the context of:	In the period between to

### 4) Statement on the transfer of grades (only for exchange programs, not applicable for integrated programs:

The application for recognizing a course without registering the grades is limited to only once per degree and a maximum of 15 credits (Master's courses) or 30 credits (Bachelor's programs). This needs to be done for *all* course work and examinations. Only in the case that 15 or 30 credit points are exceeded, you may determine which grades are to be entered.

<input type="checkbox"/> I opt for all marks to be adopted.	<input type="checkbox"/> I wish that the marks are not adopted.
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### 5) Declaration of the applicant:

<input type="checkbox"/>	<p>Ich beantrage die <b>Anerkennung von Studien- und Prüfungsleistungen</b>. Hiermit versichere ich, dass ich im vorliegenden Antrag einschließlich der Auflistung in Punkt 6 Angaben über sämtliche von mir erworbenen Studien- und Prüfungsleistungen gemacht habe, die ich an der unter Punkt 3a angegebenen Hochschule erworben habe, die fachlich mit dem unter Punkt 2 genannten Studiengang verwandt sind. Ich versichere, dass aus den Bescheinigungen, die ich vorlege, alle entsprechenden Fehlversuche für Studien- und Prüfungsleistungen ersichtlich sind. Stehen noch Prüfungsleistungen <u>in fachlich verwandten Studiengängen</u> aus, bin ich verpflichtet, einen weiteren Antrag auf Anerkennung vorzulegen, sobald die Nachweise über die erbrachten Leistungen vorliegen.</p> <p><small>(I apply for the recognition of achievements. I certify that I properly filled all information. I assure that all failures in exams are detailed in the certificates. I realize that I am obliged to submit another application for standing examinations in related subjects as soon as I have the evidence.)</small></p>
<input type="checkbox"/>	<p>Ich beantrage die <b>Anrechnung von außerhochschulisch erworbenen Qualifikationen</b>. <small>(I apply for recognition of non-university qualifications.)</small></p>

.....  
**Date and place**

.....  
**Signature**

**6) Achievements by** **that are requested to be recognized:**

<b>Information concerning your achievements:</b>					
<b>No.</b>	<b>Denomination of module or course:</b> <small>For an Erasmus exchange in combination with a Learning Agreement abbreviated information is sufficient.</small>	<small>Please fill out if known</small>			<b>grade</b> <small>(from transcript)</small>
		<b>When?</b> <small>(e.g. WS 15)</small>	<b>CP</b> <small>(credit points)</small>	<b>SWS</b>	
1					
2					
3					
4					
5					
6					
<input type="checkbox"/>	<b>I wish to obtain recognition for a double major</b>				
<b>Modules that have not been passed</b> <small>(module examinations that has not been passed can be repeated twice)</small>					

<b>The achievements shall be counted as:</b>					
<b>No.</b>	<b>Denomination of module or course at JGU</b> <small>Please fill in this field only after consultation with the recognition coordination.</small>	<b>Kind of exam/achievement</b> <small>Module exam (PL), exercise (Ü), lab (P), seminar (S), exam registration (KZL) -  remarks.</small>		<b>To be filled by JGU-</b>	
				<b>CP</b>	<b>grade</b>
1					
2					
3					
4					
5					
6					
<input type="checkbox"/>	<b>Declaration of no-objection</b> verifying that you have the right to continue the education in your subject.				
<input type="checkbox"/>	<b>Achievements and recognitions</b> are listed in an <b>attached sheet</b> (e.g.in complex cases).				

.....  
**Date and place**

.....  
**Signature of student advisor**

– Wird von JGU ausgefüllt – (to be filled by JGU)

## Bescheid über

- Anerkennung bzw. Anrechnung**
- Teil-Anerkennung**
- Ablehnung**

(Notification on the -partial- recognition, crediting or rejection)

<input type="checkbox"/>	Die Anerkennung von Studien- und Prüfungsleistungen bzw. die Anrechnung von außerhochschulisch erworbenen Qualifikationen wird, wie von Patricia Mustermann beantragt, ausgesprochen. Die Leistungen werden im Prüfungsverwaltungssystem eingetragen, ggf. jedoch erst nach erfolgter Einschreibung oder nach erfolgtem Fachwechsel. <small>(all achievements will be recognized and will be entered in the examination management system after enrollment.)</small>		
<input type="checkbox"/>	Weitere Informationen: siehe beigefügtes Blatt. <small>(for more information see attached sheet)</small>		
<input type="checkbox"/>	Die Anerkennung von Studien- und Prüfungsleistungen bzw. die Anrechnung außerhochschulisch erworbener Qualifikationen wird teilweise ausgesprochen. Folgende Nummern werden anerkannt: <small>(partial recognition will be given for the following number in table 6)</small>  ..... Nicht anerkannt bzw. angerechnet werden folgende Nummern (Kurzbeurteilung): <small>(the following achievements will not be recognized (short justification))</small>		
	<i>Begründung</i> <small>(justification)</small>	<i>Stichworte</i> <small>(key words)</small>	<i>Nummern</i> <small>(numbers)</small>
<input type="checkbox"/>	Niveau der Veranstaltung <small>(level)</small>		
<input type="checkbox"/>	Umfang der Veranstaltung <small>(scope)</small>		
<input type="checkbox"/>	Inhaltliche Ausrichtung <small>(content)</small>		
<input type="checkbox"/>	Aufgrund der komplexen Sachlage ist ein separater Ablehnungsbescheid beigefügt. <small>(due to the complexity of circumstances, a separate letter of rejection is attached)</small>		
<input type="checkbox"/>	Die Anerkennung von Studien- und Prüfungsleistungen bzw. die Anrechnung außerhochschulisch erworbener Qualifikationen wird abgelehnt. Begründung: siehe beigefügter Ablehnungsbescheid. <small>(the study and examination results will not be recognized. See attached letter for the justification)</small>		

.....  
Datum, Ort (date and place)

.....  
Unterschrift, Stempel (signature, stamp)

### Kontakt

Ansprechpartner sind die Vorsitzenden der Prüfungskommission für das betreffende Fach bzw. das Studienbüro:  
[www.studium.fb08.uni-mainz.de/helpdesk/ansprechpartner](http://www.studium.fb08.uni-mainz.de/helpdesk/ansprechpartner)  
(contact information on the chairperson of the examination committee in charge for your field of study)

### Rechtsbehelfsbelehrung:

Gegen diesen Bescheid können Sie innerhalb eines Monats nach Zugang schriftlich oder persönlich zur Niederschrift bei Ihrem Studienbüro am FB08 der Johannes Gutenberg-Universität Mainz, Staudingerweg 7, 55099 Mainz, Widerspruch einlegen. Wir bitten Sie, den Widerspruch zu begründen.

(you may file an objection - including a justification- against this decision in writing or in person at the FB08, JGU Mainz, Staudingerweg 7, 55099 Mainz.)  
 Application for the recognition of achievements Page 5 of 6



**Additional information:**

<b>Achievements that will not be recognized:</b>			
<b>No.</b>	<b>Denomination of the module or course</b> <small>For an Erasmus exchange in combination with a Learning Agreement abbreviated information is sufficient.</small>	<b>When?</b> <small>(e.g. WS 15) If known</small>	<b>CP</b> <small>(credit points)</small>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			