



**Study and Examination Office**

**Application for Recognition of Coursework and/or Examinations**

**1. To be completed by the student:**

**1.1 Personal Data:**

Name, First Name:			
Registration No.:		Study programme*:	

*\*The recognition of coursework and examinations requires a valid matriculation in a study programme of the FSU. Prospective students who need an assessment about the probable recognition of coursework and examinations for their application need to get in contact with us.*

**1.2 Achievement to be recognized:**

Study programme*:			
Degree:		Semesters studied:	
University*:			
Achievement(s) and grade(s) as named in the certificate:			

*\*If the achievement comes from another education please name form and place of this education instead of study programme and university.*

**1.3 Achievement to be recognized in the current study programme:**

Modulcode*:		Modulname*:	
I apply for the recognition of:	<input type="checkbox"/> the whole module* <input type="checkbox"/> following examination parts*:		

*\*browse online module descriptions of the programme on <https://friedolin.uni-jena.de>*

**2. Only to be completed by the respective module coordinator:**

Equivalence of assessed and non-assessed coursework, including examinations, is to be ascertained if there is no significant difference between the competencies or knowledge and skills acquired and the qualifications required in the subject or field of the examination in question.

By verification of the above named achievement there is in regard to the qualifications required:

<input type="checkbox"/> <b>no significant difference; all qualification aims are fulfilled.</b> The recognition of the achievement is recommended with the grade _____ and <input type="checkbox"/> like applied for / <input type="checkbox"/> deviating from above as follows: <input type="checkbox"/> <b>a marginal difference; the main qualification aims are fulfilled.</b> The recognition of the achievement is recommended with the grade _____ and <input type="checkbox"/> like applied for / <input type="checkbox"/> deviating from above and <input type="checkbox"/> without / <input type="checkbox"/> with the following restrictions: <input type="checkbox"/> <b>a significant difference.</b> The recognition of the achievement is <u>rejected</u> because of the following missing qualifications:
If so: Deviating recognition / restriction / substantive reasons for rejection:

**Following proofs have to be filed along with this application:**

- Certificate or other proof of the achievement as original (or certified copy)** – in which the passed coursework and/or examinations are confirmed (usually the complete overview of achievements, including fail attempts and grades of the high school named on the first page)
- An overview of the contents** of the achievement/coursework and/or examination (usually module description)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of the Student

**Next steps:**

1. Fill out the application form **completely**. Please name all relevant information about your former study programme (in which you achieved the coursework and/or examinations) in part 1.2 "Achievement of the former study programme to be recognized". If there are several contents fitting the achievement to be recognized, please list them completely in part 1.2. In part 1.3 "Achievement to be recognized in the current study programme" you need to name the module you wish to recognize (e.g. MEES005: C5 – Major Excursion). All relevant information about the modules you need to take in your current programme are available on Friedolin <https://friedolin.uni-jena.de> by browsing the module descriptions of your study programme.
2. Please attach the proofs listed above and sign the application form.
3. Please make an appointment with the module coordinator (if so: the responsible examiner) to verify the application with regard to contents and qualifications of your achievement as well as the achievement to be recognized. The results of the verification need to be confirmed on the reverse side of this form sheet by stamp **and** signature.
4. File this application **along with the named proofs** to the study and examination office (copy of certificate sufficient, if a (certified) original has already been filed to the study and examination office).

**Further hints:**

- The application is **valid with complete signatures** (module coordinator and student), only.
- **An original certificate** (or certified copy) that clearly proves the achievement you intend to recognize is a **requirement** for the recognition. If so, it is also possible to show the original proof during the consultation hours of the study and examination office. If an original or certified copy has already been filed to the study and examination office, it is sufficient to provide a copy of your certificate.
- If you intend to file several applications of recognition: please file one application form for every module to be recognized.
- Internal recognitions of identical achievements are done automatically by the check of enrolment in cases of requested change between different study programmes. An application of recognition for identical achievements is not needed in these cases (valid beginning from April 2019). Completion of recognition of identical achievements for students who started before April 2019 takes place by formless application to shift the achievements into the current study programme.