

Guideline for Recognition of Academic or Professional Achievements
from previous academic studies or professional activity
for the Faculty of Applied Natural Sciences and Industrial Engineering

The application form must be submitted at the latest by the end of the lecture period of the semester in which the enrolment at Deggendorf Institute of Technology or the change of degree programme takes place (according to Section 4, Paragraph 4, Sentence 2 of the APO). This is usually the first semester. Applications submitted later than that will be rejected.

- Since the faculty takes about two months' time to process the application, we recommend submitting the recognition form within the first eight weeks of the semester.
- Recognition can only be granted if no course work has yet been completed for this module at DIT. This means that once the examination has been taken, recognition is no longer possible.
- Applications for recognition should preferably be completed DIGITALLY and signed digitally in the signature field. Your signature confirms that the information provided is truthful.
- Language skills will be recognised directly by the Language and Electives' Centre.

Procedure:

1. Please complete the following form:
"Application for Recognition of Exam Results from Previous Studies or Professional Activity"
Send the completed form to the following email address: sz-cham@th-deg.de
You will then receive a response by email. Please reply to this email for further correspondence with the study centre. If you wish to have academic achievements from different institutions recognised, you need to complete the respective number of annexes.
2. You will then receive a response from the study centre stating which subjects can be recognised by a valid decision from the examination committee (PK), or which subjects still need to be submitted to the corresponding lecturers separately.
3. The application form should preferably be submitted to the lecturers in writing by email:
Responsibility for recognition lies with the lecturer who teaches the module to be recognised in the semester in which the application is submitted, or the lecturer who last supervised this module. If there are several lecturers, the module coordinator is responsible.

For each subject to be reviewed by the lecturer for recognition, mandatory documents are:

- Form "Recognition of Academic or Professional Achievements from previous academic studies or professional activity" (multiple forms if applicable).
- Overview of the content of the skills and competencies to be recognised.
(e.g., module handbook, description of the degree programme, course catalogue).
- Proof of the lecture scope (SWS, ECTS) of the work performed.
- Grade record (e.g., transcript of records, diploma, certificate, confirmation of participation) and, if applicable, documents for the conversion of grades.

Only proof documents available in German or English can be taken into consideration!

4. The respective lecturer forwards the signed application form to the study centre: (sz-cham@th-deg.de) and a copy to you.
5. The study centre forwards the entire application to the examination committee for signature.
6. The study centre informs you about the decision of the examination committee.