**University of Passau**

**School of Business, Economics and Information Systems**

**Instructions for completing the Credit Transfer Application Form   
for coursework completed at other higher education institutions**

Instructions:

* Complete the application in **Word** format. The supporting documents (module descriptions, transcripts, and translations, if required) should be in **PDF format**. Please send all files to the programme coordinators ([studiengangskoordination.wiwi@uni-passau.de](mailto:studiengangskoordination.wiwi@uni-passau.de)) by e-mail.
* Fill in the application **digitally** and not by hand.
* Pay particular attention to **all** fields marked **yellow** in the sample application (see below).
* Please write the **exact, official module or course titles**.
* For acceptance for credit of **language courses/modules,**please contact Mr Killer at the Language Centre ([Wolfgang.Killer@uni-passau.de](mailto:Wolfgang.Killer@uni-passau.de)).
* For credit transfers to the ***Studium Generale*** module area (Bachelor BAE versions 2013 and 2014 or Bachelor WI version 2015), please use [this application form](mailto:this%20application%20form) and send it to [studiendekan.wiwi@uni-passau.de](mailto:studiendekan.wiwi@uni-passau.de)
* Please be aware that you will be moved up by one subject semester (“Fachsemester”) **for every 25 ECTS** **credits** gained through the credit transfer.
* If necessary, the mark you attained at the other higher education institution will be **converted** to the **marking system** of the University of Passau (1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, etc.).

Answers to common questions:

* **Only one credit transfer for each module/course/assessment**: You cannot have the same academic work credited to more than one course/module at the University of Passau.
* Courses or modules can be accepted **regardless** of their ECTS credit load. For example, it is possible to have a 3-ECTS module credited as a 5-ECTS module. However, please be aware that a diverging ECTS credit load might be indicative of a difference in the module/course content delivered, which can potentially lead to your credit transfer application being rejected.
* It is possible to have **multiple** modules/courses (but not more than 3) credited towards **one single module** at Passau. In such cases, and upon approval by the professor, the **average mark** is calculated and used.
* If a course at your previous higher education institution had a credit load of 6 ECTS credits but the corresponding module at the University of Passau only has a 5-ECTS credit load, you will receive the 5 ECTS credits allocated for the module at the University of Passau.

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# **Credit Transfer Application Form for coursework completed at other higher education institutions**

This application form is for coursework you completed **prior to** enrolment at the University of Passau. You must be currently enrolled at the University of Passau to apply for credit transfers.

Personal details:

|  |  |  |  |
| --- | --- | --- | --- |
| Family and given name(s) | Family name(s) and given name(s) | Phone number | Phone number |
| Address (street, house number, postcode, town) | Address | E-mail address | E-mail address |

Details on your degree programme at the University of Passau and your previous degree programme at the other higher education institution:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree programme at the University of Passau (Bachelor’s/Master’s + programme title) | Current degree programme | Matriculation number at the University of Passau | Matriculation number |
| Previous degree programme (Bachelor’s/Master’s + programme title + university) | Previous degree programme | Enrolled at the University of Passau since...  (tick relevant box  and enter year) | winter semester Enter year  summer semester Enter year |

You must enclose the following documents:

EXA printout from the Campus Portal or certificate

Module descriptions of the courses at your previous higher education institution (provide a **separate** PDF for **each** description; **do** **not** submit the entire module catalogue)

Translations (only for documents not issued in German or English)

**NOTE:** Your application is only complete if you submit **the application form and** **all required documents**. Incomplete applications will not be processed and will be returned to you.

| To be completed by the applicant | | | To be completed by the faculty | | To be completed by the module coordinator  Approval decision – yes or no (please tick).  If “no”, please provide a brief explanation. Use a separate sheet if necessary. |
| --- | --- | --- | --- | --- | --- |
| Title of the module/course (lecture, seminar etc.) in your previous degree programme | Module title at the University of Passau to which the credits are to be transferred[[1]](#footnote-1) | Examination number1 | Mark | ECTS | Name of module convenor |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |
| Module/Course title | Module title: Module title  Lecturer and associated chair: Lecturer and chair | Exam number |  |  |  |
| Yes  No |

|  |  |  |
| --- | --- | --- |
|  | Date | Applicant’s name |
| **I hereby apply for the acceptance for credit of assessments or coursework completed previously at a different higher education institution and confirm that I have not applied elsewhere for credit transfers in relation to the same courses, modules or assessments.** | Date | Applicant’s name |

|  |
| --- |
| **To be completed by the programme coordinators** |

The marks may have been converted to the German marking system. The total number of ECTS credits gained through the credit transfer is \_\_\_\_\_\_\_.

The applicant will be moved up by \_\_\_\_\_ subject semester(s) (“Fachsemester”).

|  |  |
| --- | --- |
| Date | Signature of the programme coordinator or faculty assistant |
|  |  |

1. You can find this information in the module catalogue (<https://www.uni-passau.de/en/study-and-examination-regulations>) and on the chairs’ webpages (<https://www.wiwi.uni-passau.de/en/chairs-and-teaching-units>). If you cannot identify a suitable module, please enter the module area/module group instead. [↑](#footnote-ref-1)