

Applicant (please use block capitals)

Date:

.....
Surname, first name
.....
Street name and house number
.....
Postcode and town
.....

.....
Degree programme
.....
Seminar group Student ID number
.....
Email address
.....
Telephone number for queries (optional)

Zittau/Görlitz University of Applied Sciences
Faculty of Business Administration and Engineering Management
Examination Board
Theodor-Körner-Allee 16
02763 Zittau

Application for Recognition of Academic Achievements (Transfer of ECTS Credits)

I hereby request the recognition of completed academic coursework and examination results.¹

Reason	Current university and/or current degree programme	Previous university and/or previous degree programme	Period of study (from ... to)²
Change of university	Zittau/Görlitz University of Applied Sciences		
Change of degree programme			
Other reasons (please specify)			

Please see reverse side!

¹ Please complete the following tables fully and legibly.

² This refers to the period during which studies were undertaken at the previous university or in the previous degree programme.

List of Academic Achievements Requested for Recognition

Module in the previous degree programme					Module in the current degree programme at Zittau/Görlitz University of Applied Sciences				Recognition at Zittau/Görlitz University of Applied Sciences		
Title	Semes- ter hours per week	Type of exami- nation	Grade	ECTS Credits	Title	Mod- ule num- ber	Semes- ter hours per week	Type of exami- nation	Recog- nition: yes/no, Signa- ture	Grade	ECTS Credits
1)	2)	2)	1)	1)	3)	3)	3)	3)	4)	5)	5)

- 1) According to transcript of records and/or examination certificates, etc.; relevant copies must be attached to the application; to be completed by the applicant.
- 2) According to the degree course and examination regulations of the previous degree programme; relevant module descriptions from the previous programme must be attached to the application; to be completed by the applicant.
- 3) According to the degree course and examination regulations of the current programme at Zittau/Görlitz University of Applied Sciences; to be completed by the applicant.
- 4) To be completed by the academic staff member responsible for the subject at Zittau/Görlitz University of Applied Sciences, or by the Examination Board.
- 5) To be completed by the Examination Board.

Date, Signature of applicant

Additional resolution of the Examination Board:

Date, Signature of the Chair of the Examination Board