

Application for recognition

of examination and courseworks for Bachelor's and Master's degree programmes at the Hamburg University of Technology (TUHH) according to § 13 ASPO

Technische Universität Hamburg
– Prüfungsamt –
Am Schwarzenberg-Campus 3 (E)
21073 Hamburg

Application deadline: The application must be submitted to the Examination Office by November 15 (winter semester) / May 15 (summer semester) at the latest. **Fill out clearly in block letters or digitally.**

1. Personal details

Surname

Given name

Matriculation number

Degree programme ☐ Bachelor ☐ Master

2. Previous studies

- ☐ I was already enrolled at another university:

Degree & Degree programme

University

- ☐ I have already studied at the Hamburg University of Technology.
☐ I have completed a vocational training.

Job title

3. Necessary documents (except when changing degree programmes within the TUHH)

- ☐ Current Transcript of Records (confirmed original, certified copy or printout with verification code)
☐ Appropriate documents to determine the equivalence of content *
☐ Proof or certificates of examinations taken
☐ If applicable, other proof:

* In order to verify the recognition of examinations and courseworks outside TUHH, applicants must submit all available documents to verify equivalence. These documents include, for example, module and course descriptions, module handbooks, lecture notes or other documents with information on forms of teaching, content, workload, as well as knowledge and skills to be imparted. Documents that are not issued in German or English must be submitted together with a German translation, provided by a professional translator who is publicly appointed in Germany. (cf. § 13 (6) ASPO).

Name, matriculation number, degree programme:

4. Recognition of examination and courseworks

→ Please provide the following information for each TUHH module to be recognised (please copy this page if necessary)

A) TUHH Module

(Closed modules can only be submitted for recognition as a whole. Partial achievements cannot be recognised.)

Module name according to TUHH course scheme: _____

Semester according to the TUHH course scheme: _____

Module responsibility according to TUHH course scheme: _____

Course scheme: <https://studienplaene.tuhh.de/?lang=en>

B) Module(s) from previous studies or achievements from vocational training

(Expand table if necessary)

Module(s)	Type of attachment (e.g. module description)	Page of attachment	Transcript of Records	
			Grade	Credits

I certify that all information provided is true and correct.

(Place, Date)

(Handwritten signature of applicant)

Send to the Examination Office after signing.

5. Statement by the module coordinator

Compared to the knowledge and skills acquired at the TUHH, the knowledge and skills acquired through the above-mentioned examination are assessed as follows:

☐ **equivalent = no significant differences**

☐ **not equivalent = significant differences exist**

(A detailed explanation is mandatory and must be included in the form of a machine-generated letter.)

Hamburg, _____

(Stamp and signature of the examiner responsible for the module)

Hamburg, _____

(Stamp and signature Examination Office)

Please return to the Examination Office, with attachments if applicable!

Recognition – Information on the procedure

- The legal basis for recognition procedures at TU Hamburg is Section 13 of the ASPO.
- The application for recognition will be decided upon by the board of examiners responsible for your degree programme.
- In order to make a decision, the board of examiners requires an assessment from the examiners responsible for the respective modules as to whether the module contents are equivalent.

You can help enabling a smooth recognition process

- Check the module handbook for your TUHH degree programme to ensure that your previous achievements cover the topics taught in the TUHH module for which you are applying recognition for.
- Prepare the documents to be submitted carefully; if necessary, highlight content in your module descriptions that is relevant for assessing equivalence.

- You will receive notification of the status of your credit transfer process by mail.
Therefore, please ensure that you have entered your current address in TUNE and that your name is clearly visible on your letter box.
If you are a subtenant and your name is not on the letter box, add the abbreviation “c/o” to your address in TUNE, followed by the name of the person whose name is on the letter box.
- The boards of examiners usually meet twice per semester.
 - Winter semester: approximately November and January
 - Summer semester: approximately May and July
 - You can inquire about the exact dates and submission deadlines at your examination office
- Applications received by the Examination Office by November 15 will usually be decided upon at the meetings held during the winter semester
- Applications received by the Examination Office by May 15 will usually be decided upon at the meetings held during the summer semester.
- Applications received after the deadlines will usually be considered at the meeting in the following semester.