

# Application for Credit Transfer

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## Procedure:

1. Advice session with the dean of studies / head of FPA (faculty examination board) regarding the procedure and credit options available. The applicant is to enter the transferrable credits as discussed with the dean of studies / head of FPA on the overleaf.
2. The dean of studies / head of FPA will sign the application form to confirm the date of application and that stated credits are capable of being transferred (e. g. initial attempt).  
**Deadline: Confirming signature has to be obtained no later than within the first three weeks of lectures.**
3. The applicant obtains „Anerkennungsempfehlungen“ (transfer recommendations) from the lecturers concerned („Modulverantwortlichen“ = module coordinator).
4. The applicant hands in the form and the copies of the grade sheets for the relevant subjects to the dean of studies / head of FPA. They will make the decision on the transfer.  
**Deadline: no later than the end of course / module registration period (“Belegungszeit”).**
5. The dean of studies / head of FPA will submit these documents to the „Prüfungsamt“ (Examinations Office).  
**Transfers can only be completed if complete documents are submitted.**

<b>Applicant: family name, given name</b>	<b>Matriculation no.</b>	<b>Email address</b>	
<b>Receiving study programme at HFU / applicable SPO version</b>			<b>Semester</b>
<p>I herewith apply for a credit transfer for graded and non-graded assessments <b>as listed in the table enclosed</b> in accordance with §14 section 1 / 2 of Furtwangen University's study and examinations regulations for bachelor / §13 section 1 / 2 of Furtwangen University's study and examinations regulations for master programmes respectively</p> <p style="background-color: #e0e0e0;">Those parts of the form marked in grey, will be completed by HFU's dean of studies / head of FPA.</p> <p>Transferable are all such credits as listed in the SPO in a separate line with separate credits attached.</p>			
<b>University/Study Programme where credits earned / vocational training / job experience during which creditable skills were gained:</b>			
<p>I herewith <b>declare under oath</b> that all statements herein are true and complete (this includes that I have stated any failed attempts) and that the documents / copies submitted are true copies of the original documents.</p> <p><b>Declaration on Data Protection</b> I agree that any data which I have submitted as part of the application process may be forwarded to and processed by persons responsible as part of the application process. Such data may, in anonymised form, be further processed in order to improve the transfer system..</p> <p><b>Date, applicant's signature:</b></p>			

Applicant: family name, given name / Matriculation no.												
Application to transfer to the following HFU credit requirements (graded / non-graded). (to be completed by the applicant as discussed with dean of studies / head of FPA).					Achievements from previous studies / vocational training / job experience to be credited				Transfer recommendation by lecturer/ module coordinator. In ambiguous cases, the dean of studies ( head of FPA will make the decision			
No.	Name of course / module as per SPO (HFU) („Lehrveranstaltungsliste“/“Fachnummer“) (=list of lectures / subject number)	5-digit subject no.	subject in sem.	ECTS-LP	Name of subject / exam / module	LP (ECTS) if applic.	Grade	Failed attempts 0,1,2,....	Transfer recommended	Grade	Lecturer's name	datum, lecturer's signature
1.									<input type="checkbox"/> yes <input type="checkbox"/> no			
2.									<input type="checkbox"/> yes <input type="checkbox"/> no			
3.									<input type="checkbox"/> yes <input type="checkbox"/> no			
4.									<input type="checkbox"/> yes <input type="checkbox"/> no			
5.									<input type="checkbox"/> yes <input type="checkbox"/> no			

<b>Application:</b>	I herewith confirm that the above application was made within the deadline.	Date of application, dean of study's / head of FPA's signature
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<b>Decision:</b>	I withdraw my application with respect to line(s) _____ and thus agree for them to be crossed out.	Date / applicant's signature
	<input type="checkbox"/> The transfers applied for in line(s) _____ are <u>not</u> . Grounds for this decision in writing are enclosed. <input type="checkbox"/> I ensured that the transfer application is complete and approve the (remaining) transfers.	Date / dean of study's / head of FPA's signature