

# Information Leaflet

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## *Recognition of Graded and Non-Graded Assessments / Recognition of Professional Skills & Knowledge*

### General

If you have already completed graded assessments at another university, then such assessments may, under certain circumstances, be recognized towards your studies at Furtwangen University (HFU). The same applies for professional experience and skills. Furtwangen University's Study and Examination Regulations govern such recognition in paragraph 14 for the bachelor programmes and in paragraph 13 for the master programmes.

Please note:

- **Neither graded nor non-grades assessments which you have already passed or failed at Furtwangen University or from which you have withdrawn at HFU, cannot be made up by a recognition.**
- **Assessments taken at school cannot normally be recognized.**



This documents does **not** deal with assessments taken during a study semester abroad which was undertaken as part of a Furtwangen University study programme.

### Advice

Please seek advice on the procedure and the possibilities of recognition prior to submitting an application. Normally, the **Head of the Faculty Examination Board (FPA)** is responsible for recognition issues. Some faculties delegate this function to the dean of studies for the study programme in question.

### Application for Recognition: Procedure and Deadlines

An application for the recognition of performance assessments for any given semester (or, in the case of advanced entry students, the previous semester) can only be filed **within the first three weeks of the lecture period.**



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Please ensure that the Head of the FPA / Dean of Studies confirms the date of application on the [application form](#).

Following this, approach the teaching staff / staff responsible for the module(s) in question to get the recognition endorsement. To this end you have to make available all relevant information regarding the work to be recognized. Where certificates or documents are not originally in German or English, we reserve the right to require a certified translation. The documents which need to be submitted are, in particular:

- **Recognition of Graded and Non-Graded Assessments:** an unadjusted transcript of records, module descriptions including learning outcomes, teaching methods, content, workload and prerequisites, as well as the grading system used.
- **Recognition of Professional Skills and Knowledge:** regulations regarding the professional training, general examination regulations, assessment tasks

Your application can only be processed, if you provide all documents necessary for its assessment.

Once you have obtained the assessment from all teaching staff / staff responsible for the module(s) in question, submit the application to the **Head of the FPA / Dean of Studies** who will decide on the recognition.

The Head of the FPA / Dean of Studies will provide you with a written notice on the outcome of your application. The Head of the FPA / dean of studies will forward this notice to the Examination Office.

## Grades, Recognition of Failed Attempts

Where ungraded work is recognized in place of work for which HFU's Study and Examination Regulations require a grade, such grade is assumed as **grade 4,0**.

Grades of recognized work will remain the same. Where recognized graded work has been completed abroad, the computation of grades will take place in accordance with the "Tabelle für die HFU-einheitliche Umrechnung von Auslandsprüfungsleistungen" (table for the HFU-wide uniform conversion of graded work completed abroad).

If you have passed a graded or non-graded assessment following one or more failed attempts, then the resulting **penalty points** (Maluspunkte) will be added to your account.

Recognized graded or non-graded assessments may be marked in the certificate.

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