

Hochschule Anhalt  
Fachbereich .....

## Application for Credit Transfer

### 1. Personal Information

Name, First name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Identification  
Number (*Matrikel-Nr*) \_\_\_\_\_

### 2. Information on where credits were earned

No.	Name of university	Degree program	Number of semesters studied

Were you prevented from continuing your studies at the above-mentioned institutions? (Please check as appropriate)

- No  
 Yes - State reason \_\_\_\_\_

### 3. I am applying to have my credits transferred to the

degree program \_\_\_\_\_ at Anhalt University of Applied Sciences based on the degree program contents (courses/examinations) listed on the reverse side.

In accordance with § 6 (1) of the Enrollment Regulations (*Immatrikulationsordnung*), I am applying for enrollment in the ... semester.

For **assessed coursework and credits** awarded as part of a study-abroad stay, attach copies of the learning agreement and transcript of records. Complete the following information:

country of study-abroad stay: \_\_\_\_\_

start date: \_\_\_\_\_ end date: \_\_\_\_\_

purpose of stay:

- study       internship       other (study-related)

mobility program:

- EU-program       other program (funded)       other program (not funded)       no program

I confirm with my signature that all of the information is true and that I have read and understood the information on page 3.

.....

Place/date

.....

Signature of applicant

- continued overleaf -

Name, first name(s): \_\_\_\_\_

**Application for credit transfer for the following credits.**

(Please enclose the following documents: certified copy of the original certificate / original transcript of records, examination and degree program regulations and module/course description)

To be completed by the applicant					Vorschlag des Modulverantwortlichen oder Studienfachberaters					
Name of degree program course/module taken	Credits	Grade	Name of a comparable, closely equivalent course/module offered in your degree program at Anhalt University of Applied Sciences	Exam reference*	Credits	Note	Ja	Nein	Anmerkung:	Datum/Unterschrift

Legal remedies

\* see note # 3

You may file an appeal objecting to the decision of the examinations committee (*Prüfungsausschuss*) within one month of the date you were notified.

This appeal must be submitted to the departments' examinations committee (*Prüfungsausschuss*) in writing or declared for recording.

Ort, Datum Unterschrift Vorsitz Prüfungsausschuss	Bemerkung: Einstufung in Fachsemester: .... ..... ..... ..... .....
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## Notes:

1. Credits will be transferred provided that the knowledge and skills acquired in the course/module/examinations are comparable and do not differ substantially in content, level of qualification and structure from those of the degree program for which credits are being sought.
2. The application must be submitted in the original with the relevant certified documents, module/course descriptions and relevant extracts from examination and degree program regulations.
3. The name of the module/course and the examination number for credits you are requesting to be transferred must be stated in accordance with the relevant Anhalt University examination and degree program regulations. The four-digit examination numbers and module names are listed under the relevant examination and degree program regulations in the Student Portal (HISQIS) → *Prüfungsverwaltung > Prüfungsan- und abmeldungen*.
4. For electives not listed in the examination and degree program regulations, the person in charge of the module (*Modulverantwortliche/r*) or degree program advisor (*Studienfachberater*) must provide the English translation of the module name for the bilingual certificate.
5. As a rule, the application must be submitted to the department's examinations committee (*Prüfungsausschuss*) within the first eight (8) weeks after enrolling in the degree program. For Department 7: the application must be submitted to the dean's office.
6. At the time of application, the applicant must not have sat an examination in the module for which he or she has applied to have credits transferred.
7. Generally, credit transfer applications are processed within one month after the complete application has been submitted.
8. The department's examinations committee records credits that have been awarded and transferred on the applicant's academic record (*Leistungsübersicht*) of the University's Student Portal (HISQIS). Applicants will not be notified individually.
9. Applicants may file an appeal objecting to the examinations committee's decision within one month of the date they were notified. The appeal must be submitted to the department's examinations committee.