Recognition of Examinations

Hello and welcome to this video. On behalf of the Dean of Studies of the Faculty of Arts and Humanities, I would like to welcome you to the Georg-August University.

In this video, you will learn how recognizing examination results from Germany and abroad works. In the following, we look at the different recognition options offered by Georg-August University, the reasons and circumstances for recognition, and how they proceed.

General Information

There are four different types of recognition, which we will present to you in the following. Module-based recognition is the recognition of achievement as a complete module within the respective partial or complete degree program or professionalisation area. The credit can be booked as a module or sub-module in Flexnow.

In the case of free recognition, the achievement cannot be recognised as a partial or full module of the respective partial or full degree programme or the professionalisation area. In this case, the coursework can be freely recognised in the corresponding number of credits and recorded in FlexNow in this way.

Internal recognition describes the recognition of an achievement completed at the University of Göttingen. External recognition, on the other hand, is the recognition of a qualification obtained at another German university or a foreign university. These two types of recognition can be either module-based or free.

There are various reasons or circumstances in which you may have to or can apply for your achievements to be recognised. For example, if you are changing your subject or degree programme and have achievements from your previous subject or degree programme that you may still be able to use.

Some achievements can be attributed to the core curriculum of the new subject. Some achievements can be recognised within the professionalisation area.

Another possibility arises if you change universities. In this case, credits from the degree programme at the old university may be recognised at the new university. Of course, these two events can also take place at the same time.

Other circumstances in which you may need to have credits recognised are, for example, credits you have earned during a semester abroad. Here, credits from the host university can be recognised for your studies at the University of Göttingen. However, in most cases, this recognition must be agreed upon before the stay abroad in the form of a Learning Agreement in consultation with the respective subject at the home and host university.

If, for example, courses or modules are not offered at the host university or are only offered in a different form, the learning agreement may have to be adapted again.

The fourth reason for recognising achievements relates to other achievements. These are, for example, practical experiences that may be recognised within a work placement module or freely.

The procedure for recognising examinations

Let us now turn to the procedure for recognising examination results.

Firstly: Find out more about the recognition of performance on these university and faculty websites.

Secondly, contact the relevant contact points. When it comes to changing subject and/or university, you can contact the faculty's student advisory service and/or the student advisory service for the subject you are changing to and, if necessary, the Examinations Office. On the subject of semesters abroad, they can contact the departmental student advisory service or the person responsible for staying abroad in the subject or subjects. In the case of free recognition, they can contact the Dean of Studies of the Faculty of Arts and Humanities.

Thirdly: Discuss with the contact persons whether and which benefits can be recognised and how. Recognition is always an application process. You cannot therefore assume that all benefits can always be recognised.

Fourthly: To apply, complete the form in eCampus for the recognition of examinations. To do this, you will need proof of the achievements that are to be recognised.

Fifthly: After submitting the form, you will receive a confirmation of receipt and information about the person processing your application. After processing, the recognised achievements will be posted to your FlexNow account by the Examinations Office.

Explanation of the Online Form

For a better understanding, we will now show you how to fill in the online form.

You can use the electronic form "Recognition of examination achievements" to apply to your responsible faculty to have achievements already completed recognised for a current degree programme.

How to find the form: You log in to eCampus with your student login details. Click on "Forms" in the top left-hand corner of the browser menu.

Now you have to click on "Forms of the examination offices" and select the first "Recognition of examination results".

When you log in to eCampus with your login details, your personal information will be entered automatically. In the first step, you must then select the type of credits you have completed. This can be an externally completed course at a German or foreign university or an internally completed course at Georg-August University.

Recognise Credits from an external university in Germany

Depending on the type of service selected, different input fields will open. If your service comes from an external university, i.e. a university other than the University of Göttingen, within Germany, you can select the corresponding university from a list.

Click on the magnifying glass symbol on the right. You have the option of searching for the university. You can do this by entering a search term that contains the location or the name of the university you are looking for. To do this, enter the search term in the search bar and then click on "search".

If you cannot find the university you are looking for in the list or by searching, select the "Other University" tab. Now you can enter the country, city, name of the university, type of university and the university's internet address. You can then select the achievements that are to be recognised.

You have the option of completing the application using the existing benefit template by selecting a suitable benefit template from the drop-down menu. This selection pre-fills some fields in the area of the service provided and in the area of the recognition of these services. If these fields or the selection in the existing benefit templates do not match in terms of content, please select "None of the listed benefits" and fill in the other fields in the form yourself.

You must state the module name or designation, if available, the module number and the English translation, the credits earned (ECTS), the grade or the field "ungraded", the type of examinations and the scope of the examinations measured in semester hours per week.

Then upload the required documents. To ensure that your responsible faculty can check the recognition without any problems, you must enclose the relevant evidence with your application. Please note the information on which documents are mandatory, i.e. which documents you must upload. You can then enter comments on the achievement.

If you would like to have several credits recognised, click on the button "I would like to recognise further credits for the same module". It is no longer necessary to enter the module description and certificates of achievement again if this information is already included in the first achievement entered.

Make sure that your certificates cover all the services provided.

Recognise External Achievements from a Foreign University

Now we come to the case where you have selected the item external achievements at a foreign university at the beginning. A stay abroad must already exist in FlexNow to be able to complete this form.

Here, too, you must select the university at which you completed the course. To do this, click on the magnifying glass symbol on the right and either select your university from the list or enter the name or location of the university in the search bar at the top.

If the university cannot be found, select the option 'Other university' and then enter the master data of your university. These consist of the country, the city, the name of the university, the type of university and the university's internet address.

Some universities offer the option of selecting the "Existing service template" button. If the work you have completed appears in the drop-down menu and you select it, some fields in the following form will be filled in automatically. However, if this does not match the content of your achievement, you must complete the following fields yourself.

Your faculty also requires further information about your stay abroad. This includes the period of your stay abroad. You will also be asked questions about the type of stay and the type of funding, which must be recorded for the official university statistics. If you have already recorded your stay in FlexNow, this data may have already been recorded automatically. In this case, you do not need to add anything else at this point.

The next step is the external module. In addition to the information about the university and the data regarding the stay, your faculty also needs information about the work completed.

This includes the name of the module, the module number and, if available, the English translation and the credits earned.

Data on the grade achieved and the details of the best and worst possible grades required to pass the examination are required for the crediting of examination results.

If you have taken an ungraded module, click on the "Ungraded" button.

The required documents must now be uploaded. To ensure that your faculty can check the recognition without any problems, you must enclose the relevant evidence with the application. Please note which documents are mandatory, i.e. which you must upload in any case for recognition. You can then add comments on this achievement.

If you would like to have several credits recognised, click on the field "I would like to recognise further credits for the same module". A module description and transcripts of records are no longer mandatory if this information is already contained in the previous transcripts of records for the first completed course.

Make sure that your certificates cover all the services you have provided.

Recognise internal achievements at the Georg-August University

If you have selected the field "internal services" at the Georg-August University at the beginning, the step to enter the data of the university is omitted.

Instead, your faculty requires information on your current subject, your stage of study and the module you have taken. If you cannot find the module in the module selection provided, select the "Module not included in module selection" checkbox.

Now you should enter the module name or the name of the module, if available, the module number, the credits achieved and the grade.

If the module you took was ungraded, click on the "ungraded" button.

To ensure that your faculty can check the recognition without any problems, you must enclose the relevant supporting documents. Please note which certificates must be uploaded. If your module was included in the module selection, you only need to provide the general transcript of records. As already mentioned, you can find this in FlexNow. If you have specified your module separately, you must add proof of achievement.

This is, for example, a certificate of achievement issued by another university. You can then add comments on the work you have completed.

If you would like to have several credits recognised, click on the field "I would like to recognise further credits for the same module". A further module description and the corresponding transcripts of records are then no longer mandatory if the information is already contained in the transcripts of records for the first specified achievements.

Make sure that your certificates cover all the work you have completed. Once you have completed the appropriate section for the service you have completed, you can now specify the service for which the service already completed should be recognised.

You select the subject, the study section and a specific module. If you do not know the specific module to which the coursework you have completed could match, select the field "unknown for what can be recognised/recognition without equivalence".

In this case, you can facilitate further processing by formulating your recognition request as specifically as possible. The fields 'Study section' and 'Module selection' are no longer mandatory fields, but it still helps to specify the study section for allocation purposes.

With normal selection, you can fill in the "Partial module selection" field. Here you can enter any number of additional services by clicking on the plus symbol.

However, this is only possible if you have not previously ticked the "multiple benefits provided" option. If this is the case, you must submit another application.

Finally, you can also provide any comments you have for the responsible processing department.

Signing and sending the form

At the end of your application, all you have to do is sign the form and then send it off. The form and the corresponding supporting documents are automatically forwarded to the correct contact person(s).

You will also receive a confirmation email. The application is signed by clicking the button on the right-hand side of the input field. If you have not filled in a mandatory field or have forgotten a mandatory document, you will receive an error message and you can check this again and make up for it.

If you have filled in and uploaded everything correctly, you will receive another confirmation message reminding you to submit the form. You can do this by clicking on the "Send application" button again.

If you still have a change request after signing, you must remove the signature and then insert it again after the change.

How can you have several completed services recognised?

If you would like to have several achievements recognised or if you would like to have several modules recognised, this can be done via a single application.

However, this is only possible if either several completed examinations are to be recognised for one module - see Figure one - or one completed examination is to be recognised for several modules - see Figure two.

If this is not the case, a further application must be submitted. The reason for this restriction is the complexity that arises if you wish to have several examinations credited to several modules.

This means that as soon as you enter several completed examinations, you can only enter one module in the "Application for recognition as" section. Conversely, this means that if you have only entered one completed examination, you can enter several modules in the "Application for recognition as" section.

Contact points

On this slide, you will find various contact points that you can visit if you have any questions. These include the Student and Examination Advisory Service, the Subject Advisory Service, the Examination Office and the Dean of Studies of the Faculty of Arts and Humanities.

We hope we have been able to help you with this video and wish you every success with your recognition procedure.