Accreditation process for course and examination achievements obtained abroad

step by step process, necessary documents and further information

26.10.2016
Process

1. Learning Agreement
   • Get the module handbook of your university abroad
   • Consult the respective chairs about Learning Agreements

2. Stay abroad
   • Complete your stay abroad
   • Acquire a Transcript of Records

3. Apply for accreditation
   • Fill out the Application Form for Accreditation

4. Application getting approved
   • Submit the application
   • The grades are transferred and approved

5. Signed by International Office
   • Copy the application and have it signed by the International Office

6. Recording achievements
   • Submit the application to the Examination Office
   • Acknowledged achievements are recorded
1. Get the module handbook of your university abroad and inform yourself thoroughly about the courses offered

2. Compare the courses to those in the IIS Module Handbook to see if courses match

3. Prepare Applications for Learning Agreements

4. Consult the respective chairs about Learning Agreements by handing in the Application for a Learning Agreement

5. Fill in the Learning Agreement Form (one for each chair, each 2 pages) → Module numbers etc. can be found here

6. Have the Learning Agreement Forms signed by the respective chairs
1. Start your stay abroad

2. If there are any changes regarding your courses, discuss any possible changes in Learning Agreements with the respective chairs and update the Learning Agreements Form

3. Complete the courses

4. Acquire a Transcript of Records from the university abroad
1. Fill in the **Application Form for Accreditation** (2 pages)
   - Statements in the application for accreditation must be consistent with the date in the Learning Agreements and the Transcript of Records
   - You must fill in one table row for each achievement to be accredited (If the course at the FAU consists of a lecture and a seminar, fill in one row for each!)
   - All achievements to be accredited must be listed in this one form

2. Collect
   - The Application Form for Accreditation
   - The original Transcript of Records
   - The Learning Agreements
1. Hand in
   - The Application Form for Accreditation
   - The original Transcript of Records
   - The Learning Agreements
   to the Accreditation Commissioner

2. Pick up all documents after the application has been approved
5. Signed by International Office

- Copy the application and have it signed by the International Office

1. Copy the application (for the International Office)

2. Have the (original) application signed by the International Office
1) Submit the (original!) application and the (original!) Transcript of records to the Examination Office

2) The Examination Office records the acknowledged achievements

3) Recorded achievements appear in meinCampus

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## Contact for Learning Agreements at each chair

<table>
<thead>
<tr>
<th>Chair</th>
<th>Homepage</th>
<th>Contact</th>
<th>Email</th>
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<tbody>
<tr>
<td>Information Systems I (Prof. Möslein)</td>
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