TH Aschaffenburg
university of applied sciences

Portfolio for the application for recognition of study and examination achievements

Study programme at Aschaffenburg University of Applied Sciences
Study programme attended
Surname, First name
Module No.　　Module name (see recognition form)
Name of the module completed in the previous degree programme

This cover sheet must be submitted for <u>each individual</u> (sub)module applied for. I have enclosed the documents listed below:

☐　Copy of the transcript of records (please mark the requested module/grade in colour!)

☐　Extracts from the module **handbook**
　　(only if not available: content descriptions, lecture outline)

☐　If this information is not contained in the transcript of records or module handbook:
　　Document stating the scope of the subject applied for
　　(ECTS points and weekly semester hours)

☐　For the **internship semester additionally**: The internship certificate from the apprenticeship
　　and, if applicable, the internship report

☐　Other:

To be completed by the Student Services:

Documents in original/certified copy ☐ checked.　☐ must still be submitted to the Student Services.

To be completed by the module coordinator / examination board:

Recognition can be granted as requested:

　☐ Yes, with the grade: _____ (do not fill in for grade conversions from abroad)

　☐ No, with the reasons for rejection:

　　　☐　It is not possible to process the application on the basis of the documents submitted

　　　☐　Significant deviation in ECTS credits and substantial differences in learning outcomes as
　　　　　a result

　　　☐　Other causes of significant differences in learning outcomes, namely:

　　　_____

_____
Place, Date

_____
Signature of module coordinator/ examination board