Guideline for the recognition of academic achievements

from previous academic studies or professional activity for the Faculty of Computer Science

- The application form must be submitted at the latest by the end of the lecture period of the semester in which the enrolment at Deggendorf Institute of Technology or the change of degree programme takes place (according to Section 4, Paragraph 4, Sentence 2 of the APO). This is usually the first semester. Applications submitted at a later time will be rejected.

- It takes about two months for the faculty to process the application, so we recommend submitting the form within the first eight weeks of the semester.

- Recognition can only be granted if no course work has yet been completed for this module at DIT. This means that once the examination has been taken, recognition is no longer possible.

- Applications for recognition should be completed DIGITALLY and signed digitally in the signature field. Your signature confirms that the information provided is truthful.

- Language skills will be recognised directly by the Language and Electives Centre.

- General communication rules: Use your student e-mail account and reference your current course of study in the subject line.

Procedure:

1. Complete the form „*Anlage zur Anerkennung - Gesamtübersicht*" ("Annex for Recognition - Complete Overview") and send it along with the relevant grade record (transcript, certificate, etc.) of your former institution to the following e-mail address *anerkennungen-fak-ai@th-deg.de*
   If you would like to have academic achievements from different institutions recognised, you need to complete the respective number of annexes.

2. You will then receive a response from the course assistant stating which subjects can be recognised by a valid decision by the examination committee (PK), or which subjects still need to be submitted to the lecturers separately.

3. The application form should preferably be submitted to the lecturers in writing by e-mail:
   Responsibility for recognition lies with the lecturer who teaches the module to be recognised in the semester in which the application is submitted, or the lecturer who last supervised this module. If there are several lecturers, the module coordinator is responsible.
   For each subject to be reviewed by the lecturer for recognition, the following documents are mandatory:

   - „*Antrag auf Anerkennung*" ("Application for Recognition") form (several times, if necessary)
   - „*Anlage zur Anerkennung - Gesamtübersicht*" ("Annex for Recognition - Complete Overview" form -> completed by the course assistant!
   - Overview of the content of the skills and competences to be recognised (e.g. module handbook, description of the degree programme, course catalogue)
   - Proof of the scope (SWS, ECTS) of the work performed
   - Grade record (e.g. transcript of records, diploma, certificate, confirmation of participation)
   - If applicable, document for the conversion of grades

   Only proof documents available in German or English can be taken into consideration!

4. The lecturer forwards the signed application form to the course assistant (*anerkennungen-fak-ai@th-deg.de, s.o.*) and a copy to you.

5. The course then assistant forwards the entire application to the examination committee for signature.