

Recognition of coursework and examinations

As from now the procedure for the recognition of coursework and examinations changes.

1. Please activate the link and fill in the input fields
2. Print out both document „application form“ and „coversheets for attachments“.
If you can't print out the documents correctly, please save the PDF and open it with Adobe Reader once again. Check the data and sign the form. Please don't forget to fill in the date of your signature.
3. The documents have to be sorted in the following order:
 - I. Application form
 - II. Coversheet A0 and the enclosures
 - III. Coversheet A1 and the enclosures, and so on
4. Please confirm on all coversheets for attachments in the second field that you enclosed the attachments.
5. Submit the documents to the examination office of the Faculty of Business, Economics and Social Science during the office hours.

The further validation process is as follows:

1. You will be informed where and when you can pick up your documents.
2. You submit one by one the following documents to the professors who are in charge: The application form, the coversheet A0 with the attachments and the coversheets with the attachments of the courses, that the Professor has to examine.
3. Please submit the entire documents back to the examination office, after the professors have checked the courses.