

Recognition of Study Records

Process schedule for students of the Department of Geosciences, University of Bremen

The application for recognition should be downloaded from www.geo.uni-bremen.de/examinations Get the recognition application Requests about the form, the attachments or the form recognition process should be addressed to the Examination Office or the Student Advice Office. Questions concerning your recognition possibilities are answered by the student counsellors at the Student Advice Office as well as the recognition representatives If applicable, take advice of your study program (Examination Board Chair, International Students/Erasmus Repr.). Complete the form on your PC. Submit together with the study-course certificates (original + copy) to the Submit the filled form to the recognition representative recognition representative. International exchange: outgoing returnees should include the learning agreement. After evaluation you will receive an e-mail. Collect the application for recognition, including the attachments, from the representative. In a next step, you keep the originals of your study course certificates and leave only the copies with the Submit the processed application at recognition request (the copies are now labeled "Original the examination office has been shown"). Make a copy of your recognition results for your documents. Hand in the original recognition application with attached documents to the examination office.* The application for recognition is checked for formal completeness and further processed. You will receive a notification on the recognition at the examination office. Recognition results visible in PABO? For technical reasons, it is not always possible to display recognized records on PABO, your results may only appear in the degree certificate.



Application for Recognition of Study Records

То	E	Eingang/ Unterschrift :	
University of Bremen Dept. Geosciences, Examir	nation Poord / Poocs	unition Officer	
Dept. Geosciences, Examin	iation board / Recog	inition Officer	
Post box 33 04 40			
28334 Bremen			
Personal information			
Children ID.		Talanhana	
Student ID:		Telephone:	
Family Name:			
First Name:			
Street:			
Zipcode / City / State:			
e-mail:			
Information on previous s	studies / studies ab	road, professional / vocat	ional training:
University / Company / Inst	itution:		
Degree Details, e.g. BSc/M	Sc etc.		
_			
Information on current st	udies:		
Degree:	Bachelor	Master	
Study Program / Degree De	etails:		
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I am applying for recognition of my study records.

I assure the correctness of the information and that I have not applied or in case of successful recognition I won't apply for recognition of the following courses/modules in another course of study/study program.

I hereby certify that I am currently enrolled in the course of study in which the recognition should be effected.



I have attached the following documents:

Domestic study records

filled recognition course table (= 3rd page of this formsheet)

numbered proofs of achievement of the following courses/modules (e.g. transcript of records, grade- or ECTS-certificates), which are confirmed by the previous University or work-/internship-certificates, which are confirmed by the previous employer. **

as certified copies or as original + certified copy

International study records according to a Learning Agreement

filled recognition course table (= 3rd page of this formsheet)

numbered proofs of achievement of the following courses/modules (e.g. transcript of records, grade- or ECTS-certificates), which are confirmed by the Host-University or work-/internship-certificates, which are confirmed by the international employer. **

documents in German or English language or a translation approved by the Department

Learning Agreement

if available: Learning Agreement - Changes

International study records without a Learning Agreement

filled recognition course table (= 3rd page of this formsheet)

numbered proofs of achievement of the following courses/modules (e.g. transcript of records, grade- or ECTS-certificates), which are confirmed by the previous University or work-/internship-certificates, which are confirmed by the previous employer. **

documents in German or English language or a translation approved by the Department

other documents:		



Recognition Course Table

Please complete all white fields and number them according to the enclosed proofs. Areas marked in grey are only to be filled in by the representatives for recognition.

Г	study record				recognition							
N	Course- ID	Title of the course/module or training/work experience	Grade	СР	Exam type	Exam date**	VAK-No., Univ. HB	associated course/module	associated part of the curriculum***	Grade	СР	recognized
		z.B. Mathematik für Chemiker	3.0	4	written exam	03 Feb.15		Mathematische Grundlagen der Geowissenschaften I	e.g. compulsory			Yes No****

^{*} needs confirmation of the Head of Examination Board/recognition representative, that copy and original are identical

^{****} rejection of recognition of study records needs a written statement of the Head of the Examination Board/recognition representative to be added here

Date	Seal	Name of the Recognition Represenative	Signature of the Recognition Representative or Head of the Examination Board

Information on legal remedies

Appeal to this decision is possible in writing or for transcript at the University of Bremen, Bibliothekstraße 1, 28359 Bremen, within one month after delivery.

Hints:

Before submitting the completed form with the attached documents to the Examination Office, copies for the own documentation should be made by the student.

After recognition is completed or in case of non-recognition, the student receives a written notification from the examination office.

^{**} if no examination date is shown on the certificate, the last day of the correspondent semester has to be filled in

^{***} compulsory, compulsory-elective, elective, general studies/key skills or voluntary amenities