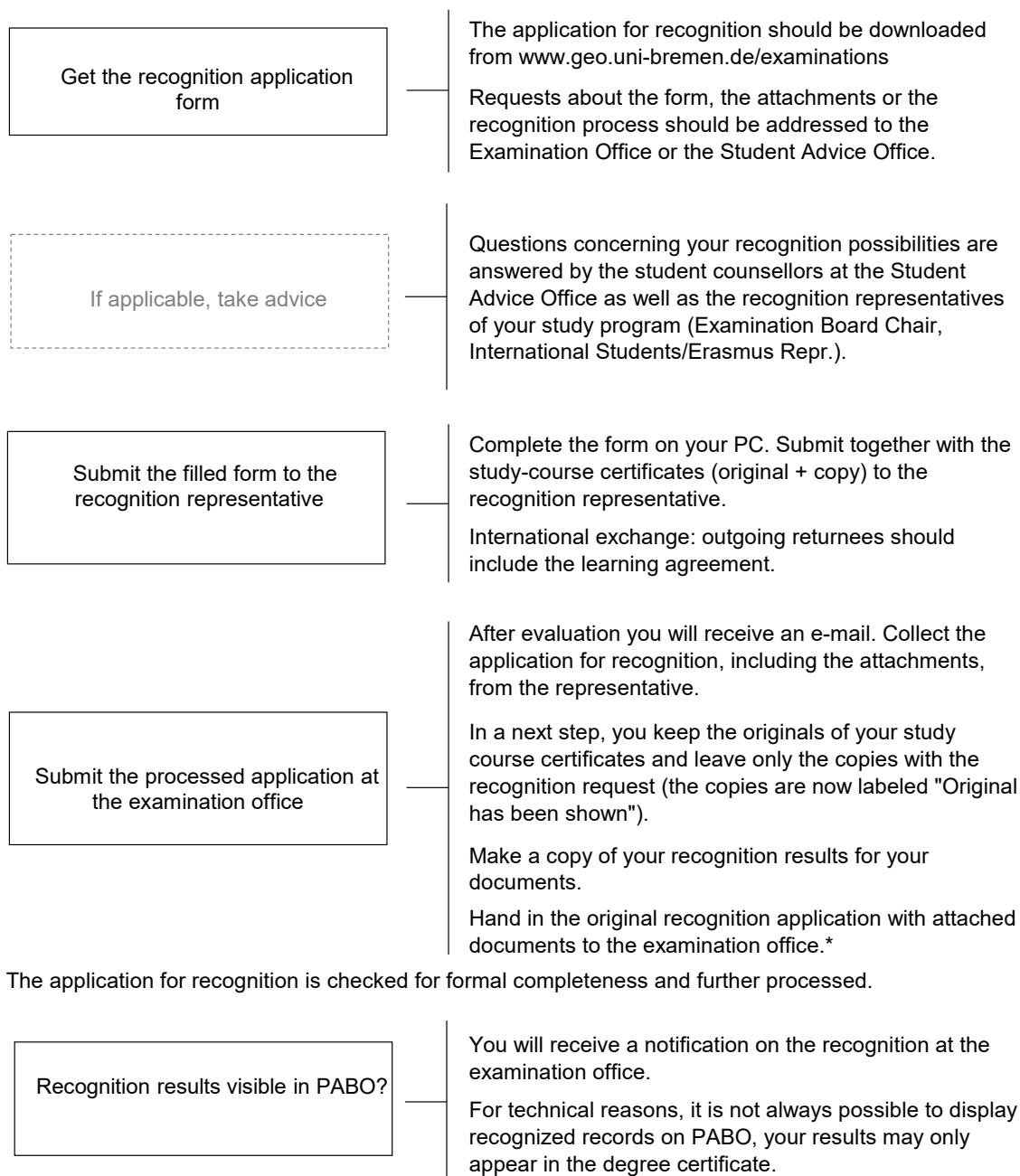


Recognition of Study Records

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





University
of Bremen

Application for Recognition of Study Records

To
University of Bremen
Dept. Geosciences, Examination Board / Recognition Officer

Eingang/ Unterschrift :



Post box 33 04 40
28334 Bremen

Personal information

Student ID: _____ Telephone: _____

Family Name: _____

First Name: _____

Street: _____

Zipcode / City / State: _____

e-mail: _____

Information on previous studies / studies abroad, professional / vocational training:

University / Company / Institution: _____

Degree Details, e.g. BSc/MSc etc. _____

Program: _____

Information on current studies:

Degree: Bachelor Master

Study Program / Degree Details: _____

Major: _____

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: _____

Date

Signature Candidate

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.

study record							recognition					
No.	Course-ID	Title of the course/module or training/work experience ...	Grade	CP	Exam type	Exam date**	VAK-No., Univ. HB	associated course/module	associated part of the curriculum***	Grade	CP	recognized
		z.B. Mathematik für Chemiker	3.0	4	written exam	03 Feb. 15	05-BA-1-N1-1	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

** 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

**** 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 Representative	Signature of the Recognition Representative or Head of the Examination Board
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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.