Dear students,

**Please read this explanatory text carefully** as it will make it easier for you and the study advisors/responsible person for recognition in your degree programme to come to an agreement regarding your request and thus speed up the feedback. **Please delete this text page before sending your request(s). Our staff members do not need to read this explanatory note. Thank you.**

Below you will find the tables that need to be filled out for a "Request for Recognition" and sent to the responsible person in your field of study. The aim of these enquiries is to clarify in a binding manner whether achievements from abroad can be recognised for (partial) modules of your degree programme in Konstanz. In this way, you have clarity about recognition in Konstanz before completing your study period abroad and may plan ahead for the time after your return (e. g. when to complete your degree).

*As this is a word template,* ***you can and should format the document before sending it so that it remains legible and clear.******If you enquire for more than one course addressing a single person,*** *please copy and duplicate the tables "Request for recognition" and "Evaluation of request" as often as necessary, fill them in accordingly and* ***send them to the respective person in one email****.*

*If you are only sending recognition requests to one person, you will not need to complete the section on yourself and the host institution for each course-request.* ***We expect you to delete surplus lines in the "Overview of courses to be taken and requested recognition" if you are taking less than 10 courses, etc.***

**The information asked for in the table for recognition requests must be complete.** If information is missing, responsible persons for recognition cannot make any definitive commitments regarding the creditability of achievements.

In order to give you and the responsible persons an overview of your seminar planning abroad, **you have to complete the table "Overview of courses to be taken and desired recognition" (see top of next page)**. This table serves as an overview for everyone (including you). Titles, credit values etc. must of course be identical to the information provided in the recognition request tables. Fill in this table after completing the other tables, and, naturally, fill it in following the order of courses you listed the requests in.

Once you are done, please send the completed requests and the overview to the responsible person(s) by email. Make sure that you contact the correct colleague of your discipline, double-checking on the [list of responsible persons](https://www.uni-konstanz.de/en/international-participation/studies/erasmus-studies/outgoings/grade-recognition/) in the faculty (right hand side menu). **Send requests in one batch (do not keep sending new requests in separate emails) and think carefully in advance about the areas in which you would like to have achievements recognised.**

Responsible persons for recognition will either sign the request form (electronically) and send it back to you if they evaluate your request positively, or confirm the possible recognition by email. Either way is acceptable, provided that the e-mail text clearly states which course in Konstanz could be recognised as which module unit (and with how many ETCS-credit points) in which degree programme.

Keep the confirmation(s) safe, as they will be needed both for signing your Learning Agreement. **Once you have received feedback for all requests, forwarded them to erasmus.humanitiesATuni-konstanz.de in one email so the Erasmus+ team can check and sign your Learning Agreement in Mobility Online.**

Kind regards,

Anja Christ and Melanie Hochstätter

**Information on the student handing in the request**

|  |  |
| --- | --- |
| Last name, first name |  |
| Student ID number (Matrikelnummer) | 01/ |
| Degree in Konstanz, current semester(e.g. M.A. Multilingualism, 2) |  |
| University name and country of the receiving institution |  |
| Faculty and Department/Institute, where course is offered |  |

**Overview of courses to be taken and their requested recognition**

|  |
| --- |
| **This section is to be completed by students and is intended to bundle all requests that have been made (to get an idea of the overall study load)** |
| No. | Course code | Course title (host institution)  | Credit points to be awarded | Requested recognition | Amount of ECTS points in KN |
| E.g. | ICO 68438 | Introduction to Critical Thinking | 15 Essex credits | B.Ed. Englisch, Module 6,Study Abroad | 7 |
| E.g. | 20522046 | Dialectologìa y Hispánica | 6 ECTS | B.Ed. Spanisch, Module 4,Varietäten | 6 |
| E.g. | 20522070 | Español como L2 | 6 ECTS | B.Ed. Spanisch, Modul Fachdidaktische Grundlagen | 5 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

|  |
| --- |
| **Request for recognition 1 of X****(This section has to be filled in entirely by the student)** |
| Course title at host institution |
|  |
| Course Code at host institution |  |
| **Degree programme**, in which the course is offered, (B.A./B.Ed./M.A./PhD);**Language level** **for language courses** according to the CEFR (A 1/2, B 1/2, C 1/2) |
|  |
| **Course description**(Please include the weblink to the page where you copied the description from) |
|  |
| **Literature** |
|  |
| **Assessments**(e.g. Oral presentation (20 min.) andWritten in class exam (90 min.)) |  |
| Number of **weekly contact hours**(e. g. 2) and **duration of the semester/term teaching period** (e.g.14 weeks) |  |
| \***ECTS points** to be awarded by host institution |  |
| **Recognition requested in subject/module**(e. g. Module 5, Study Abroad, Linguistics class) |  |
| Requested **amount of ECTS** points to be recognised(e. g. **6** **ECTS**) |  |

\* Please note that the credit point and grading system abroad may differ from the systems used at the University of Konstanz. The responsible person will approve credit transfer for equivalent achievements according to the requirements of the examination regulations in Konstanz.

|  |
| --- |
| **Evaluation of the request (to be filled in by the responsible person for credit transfer)**  |
| Request approved (Yes/No) |  |
| **Upon successful completion the course may be recognised in module (part) with the following allocation number** |
| Recognition in module (title) |  |
| Allocation number (*Modulteilnummer*) |  |
| ECTS-Credit points |  |
| Name of the responsible person |  |
| Date and signature (stamp if available) |  |