

**REQUIRED DOCUMENTS FOR THE RECOGNITION OF COURSES COMPLETED ABROAD/EXTERNALLY
(UNOFFICIAL TRANSLATION OF THE FILE “ERFORDERLICHE UNTERLAGEN FÜR DIE ANERKENNUNG
EXTERN ERBRACHTER LEISTUNGEN”)**

APPLICATION

The application form can be obtained at the StudienServiceCenter/StudienServiceStelle or it can be downloaded on the [following link](#). The form must be completed and submitted with additional proof (see below).

REQUIRED PROOF

Examination certificate:

- must include: date of issuance, date of examination, the full title of the course, type of the course (e.g. courses with continuous assessment or non-continuous assessment), number of credits, number of SWS (contact hours per week; 1 SWS equals 45 min.), name of the examiner, grade, semester in which the course is taken within the study program offered at another post-secondary educational institution, stamp and signature
- foreign documents must be submitted in the original or as a certified copy

ADDITIONAL INFORMATION MIGHT BE REQUESTED

- Description of completed courses
 - Submission of official information about course contents from the post-secondary educational institution, in order to enable the SPL to verify the equivalence of the teaching content/competencies taught and the examination methods applied
 - Language in which the course/examination was held
 - Study plan/curriculum in the version in which the course for that recognition is sought was completed
 - Information from the internet with an indication of the current link is sufficient if there exists an English translation of the webpages
- Information about the grading scale/conversion of grades
- Certification of submitted documents
 - Explanation: The certification regulations of the Hague Convention (also called Apostille Convention) must be complied with¹, i.e. the documents are to be certified accordingly before submission (full certification or in the form of an apostille). If translations have been done abroad, they must be attached to the document and must be submitted in the same certified form. If the translation is made in Austria by a

¹ Link to the Austrian Federal Ministry of Education, Science and Research's website on the recognition of qualifications: <https://www.bmbwf.gv.at/en/Topics/Higher-education---universities/Studying/Recognition-of-qualifications/SpToReCg.html> → please see “Legalization of Foreign Documents in Higher Education” for more information

recognized translation agency, it is sufficient to attach the original translation to the original document.

- If a course for which recognition is requested requires a written paper for completion, proof of an (equivalent) written paper must be submitted.
Note: If the paper is not written in German, English, or in the target language of the curriculum, a translation of the paper may be required.
- If the above-mentioned information is not sufficiently available or if the equivalence of the teaching content/competencies taught and the examination methods applied cannot be determined on the basis of these documents, it is permissible to determine the equivalency by means of sampling tests².

PLEASE NOTE:

For applications that are missing the above-mentioned documents in part or in full, the applicant is required to submit these documents within a non-extendable period of up to 4 weeks. If the documents are not submitted before the deadline, the application will be rejected. Renewed application is permitted, provided the application includes all required documents. It is the applicant's responsibility to obtain any document or proof required for the review and to attach them to the application.

² This refers to scrutinizing the content of completed courses, not retaking the exam