

Application for Credit Transfer

Name, first name:

Address:

Degree program:

Email:

Matriculation number:

Phone:

To the Chair of the Examination Committee

☐ **Sustainable Mechanical Engineering** – Prof. Dr.-Ing. Volker Schöppner

☐ **Industrial Engineering** – Prof. Dr.-Ing. Iris Gräßler

☐ **Chemical Engineering** – Prof. Dr.-Ing. Hans-Joachim Schmid

☐ **Additive Manufacturing** – Prof. Dr.-Ing. Mirko Schaper

Dear Chair,

I hereby apply for the credit transfer of examination achievements.

The examination(s) were taken at:

(Name of the university or institution, city, country)

In the degree program:

(Name of the degree program)

☐ A transcript of records, which serves as the basis for the recognition and shows the scope of the credits to be recognized (ECTS, credits, etc.), is attached to this application.

Details of the examination results to be recognized and credited

To be completed by the applicant!			To be completed only by the person responsible for recognition!			
Title of the completed examination (according as transcript of records)	ECTS	Recognition for the module (title and number)	Grade (numeric)	Recognition for the module (title and number)	ECTS	Signature and stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the applicant!			To be completed only by the person responsible for recognition!			
Title of the completed examination (according as transcript of records)	ECTS	Recognition for the module (title and number)	Grade (numeric)	Recognition for the module (title and number)	ECTS	Signature and stamp



Recognition of academic achievements from abroad

☐ A recognition form, completed prior to the semester abroad (so-called learning agreement), is attached to this application.

Placement in a higher semester

☐ I hereby apply for placement in the semester of the study program that corresponds to the number of transferred ECTS credits.

☐ I hereby apply for recognition and credit transfer **without** placement in a higher semester of the study program.

Notes

- Submit this application only **after** recognition by the respective module coordinators, instructors, etc.
- Recognition for the basic studies is handled directly by the Examination Committee and does **not** need to be submitted to the respective module coordinators, instructors, etc.
- If you are already enrolled in a higher semester, an up-to-date transcript of records showing completed and registered examinations of your degree program must also be attached.
- An up-to-date transcript of records showing completed and registered examinations can be issued by the Central Examination Office upon request.

_____, _____
Place Date Signature of the applicant

The application for credit transfer is by the Examination Committee

- | | |
|--|---|
| <input type="checkbox"/> Sustainable Mechanical Engineering
<input type="checkbox"/> Industrial Engineering
<input type="checkbox"/> Chemical Engineering
<input type="checkbox"/> Additive Manufacturing | <input type="checkbox"/> approved , the recognized examination achievements will be credited.
<input type="checkbox"/> Based on the credits to be transferred, the applicant will be placed in the following semester of the study program ____
<input type="checkbox"/> The applicant's achievements will be recognized and credited without placement.
<input type="checkbox"/> declined , the examination achievements will not be recognized or credited.
<input type="checkbox"/> The change of study program has been confirmed as unobjectionable . |
|--|---|

_____, _____
Date Stamp, signature Chair of the Examination Committee