



Recognition Examinations

Guide for Students

Universität des Saarlandes | Wirtschaftswissenschaftliches Prüfungssekretariat

Recognition Examinations

Students can have academic achievements recognized as part of their degree programs and Saarland University (UdS) following a successful recognition examination. This includes the following cases:

- A) External achievements: Academic work completed at other universities prior to starting studies at UdS (see page 2)
- B) Internal achievements: Academic work completed before changing degree programs within UdS (see page 4)
- C) Planned achievements abroad: Academic work planned as part of a stay abroad (see page 6)

The following sections guide students on these options. If you have any questions, don't hesitate to get in touch with the responsible recognition examiner. Contact details can be found on the website of the Prüfungssekretariat¹.

¹ See [Wirtschaftswissenschaftliches Prüfungssekretariat | Universität des Saarlandes](#)

A) Instructions for the Recognition Process of External Achievements

1) Submission of Documents by the Student

Please send the following information via email to the responsible recognition examiner:

- Your degree program at UdS
- Your student ID number (Matrikelnummer)
 - If you do not yet have a student ID and only require an assessment or placement, this must be explicitly mentioned
- A list of the modules to be recognized, including the following module descriptions:
 - Title of the module
 - Content
 - Learning objectives
 - Scope (CP / ECTS)
 - Type of examination (e.g. written exam, term paper, oral exam)
 - Failed attempts (if applicable)

Please note that a description in the email alone is not sufficient. Official documents (module handbook or a link to the website of the originating university) are required.

Additionally required:

- Current transcript of records with the following information:
 - Grade
 - Date or semester of completion
 - Personal data: last name, first name, (student ID of the originating university is optional)
- Current transcript of records of the UdS, including failed attempts (if applicable)

2) Conduction of the Recognition Examination

The submitted documents will be reviewed for formal criteria. If additional documents are required, students will be informed accordingly. Otherwise, the recognition examination will be carried out. This process may take some time, as consultation with the chairs responsible for the UdS modules may be necessary. After the examination, students will receive the results. Note that any failed attempts will generally be carried over.

3) Clarification of Open Questions

If there are any uncertainties, they can be discussed with the examiner via email.

4) Creation of the Cover Sheet (Deckblatt)

After the final review and confirmation of the student's consent, a cover sheet listing the recognized modules will be created. This must be signed by the student.

Since a student ID number is required for this step, it can only be completed once enrollment at UdS has taken place. Already completed achievements remain valid, so a waiting period does not pose a problem.

5) Finalization of the Cover Sheet and Entry of Modules

After final confirmation by the student (signature), the recognized achievements will be entered into the student's account. Depending on the workload, this process may take some time.

B) Instructions for the Recognition Process of Internal Achievements

1) Submission of Documents by the Student

Please send the following information via email to the responsible recognition examiner:

- Your previous degree program and your intended degree program at Uds
- Your student ID number (Matrikelnummer)
- A list of the modules to be recognized, including the following module descriptions:
 - Title of the module
 - Content
 - Learning objectives
 - Scope (CP / ECTS)
 - Type of examination (e.g. written exam, term paper, oral exam)
 - Failed attempts (if applicable)

Please note that a description in the email alone is not sufficient. Official documents (module handbook or a link to the website of the originating university) are required.

Additionally required:

- Current transcript of records of the Uds, including failed attempts (if applicable)

2) Conduction of the Recognition Examination

The submitted documents will be reviewed for formal criteria. If additional documents are required, students will be informed accordingly. Otherwise, the recognition examination will be carried out. This process may take some time, as consultation with the chairs responsible for the Uds modules

may be necessary. After the examination, students will receive the results. Note that any failed attempts will generally be carried over.

3) Clarification of Open Questions

If there are any uncertainties, they can be discussed with the examiner via email.

4) Creation of the Cover Sheet (Deckblatt)

After the final review and confirmation of the student's consent, a cover sheet listing the recognized modules will be created. This must be signed by the student.

Already completed achievements remain valid, so a waiting period does not pose a problem.

5) Finalization of the Cover Sheet and Entry of Modules

After final confirmation by the student (signature), the recognized achievements will be entered into the student's account. Depending on the workload, this process may take some time.

6) Instructions for the Recognition Process of Planned Achievements Abroad

1) Submission of Documents of the Desired Modules by the Student

Please send the following information via email to the responsible recognition examiner:

- Your previous degree program and your intended degree program at UdS
- Your student ID number (Matrikelnummer)
- A list of the modules to be recognized, including the following module descriptions:
 - Title of the module
 - Content
 - Learning objectives
 - Scope (CP / ECTS)
 - Type of examination (e.g. written exam, term paper, oral exam)

Please note that a description in the email alone is not sufficient. Official documents (module handbook or a link to the website of the originating university) are required.

Additionally required:

- Current transcript of records of the UdS, including failed attempts (if applicable)

By this point, students should have already contacted the International Office regarding their semester abroad. If this has not yet been done, it must be completed immediately.

2) Conduction of the Recognition Examination

The submitted documents will be reviewed for formal criteria. If additional documents are required, students will be informed accordingly. Otherwise, the recognition examination will be carried out. This process may take some time, as consultation with the chairs responsible for the UdS modules

may be necessary. After the examination, students will receive the results. Note that any failed attempts will generally be carried over.

3) Clarification of Open Questions

If there are any uncertainties, these can be discussed with the reviewer via email.

4) Creation of the OLA

After final review and confirmation of the student's consent, the Online Learning Agreement (OLA) can be created. Information on this is provided by the International Office.

5) Confirmation of the OLA

The OLA must first be forwarded by the student. Then, the representative of Saarland University (the recognition reviewer) will check and, if applicable, sign the OLA, after which the host university must also sign it. The process is conducted online.

6) Possible Changes of the OLA

If changes occur in the host university's curriculum (e.g., lecture cancellations, scheduling conflicts), students must update the OLA. Prior consultation with the recognition reviewer is necessary, as they must reassess the new study situation and make any required changes to the recognition. Afterwards, the changes must be signed again by all three parties and submitted to the International Office.

7) Final Entry of Modules

After returning from the semester abroad, students must submit proof of completed coursework to the recognition examiner. The examiner will then issue a cover sheet (Deckblatt), which the student signs digitally and sends back. The achievements will then be entered into the student's account. Depending on the workload, this may take some time. Failed attempts during the semester abroad are not counted; therefore, only passed exams can be listed on the cover sheet.