

# European University Viadrina Frankfurt (Oder) Faculty of Business Administration and Economics – Examination board –



## Information sheet for the official form

### Approval of credits earned from exams and other course achievements and placement into a semester due to a change of the university and/or program of study

#### Who needs this form?

Students, who

- wish to change their degree and/or program of study within the European University Viadrina,
- come from a different university and wish to keep their degree and/ or program of study,
- come from a different university and wish to change their degree and/or program of study.

#### What do you have to take into account?

The approval committee in charge is, without any exceptions, responsible for the approval of credits earned from exams and other course achievements as well as the placement into a semester. The application consisting of the filled-in forms I and II has to be addressed to the head of the approval committee<sup>1</sup>. Incomplete and incompletely filled-in forms will not be considered!

**European University Viadrina Frankfurt (Oder)**  
**Examination board of the Faculty of Business Administration and Economics**  
**Große Scharrnstraße 59**  
**D-15230 Frankfurt (Oder)**  
**Germany**

All copies of transcripts as well as their corresponding module descriptions (including information about qualifications, contents, literature and ECTS-credits) need to be attached to the application. Additionally, a self-addressed and sufficiently stamped envelope has to be attached, so that all processed forms may be sent back to the applicant.

The form and its attachments should be filed at least six weeks before the application deadline. That way the forms may be submitted on time at the matriculation office along with the application-/ matriculation documents.

In the special case that more study programs need to be approved a separate application form needs to be submitted for each program of study.

Before changing the university the applicant should contact the **faculty's advisory office** in order to inform oneself about the actual study progress in terms of the newly applied exam regulations.

#### Where do the forms processed by the approval committee need to be submitted?

The original document of *form I* processed by the approval committee needs to be submitted without any transcripts to the *matriculation office*.

The original document of *form II* processed by the approval committee has to be submitted instantaneously after the official matriculation/ confirmation to the *examination office*. If credits were approved, the applicant should include the corresponding verification documents.

ATTENTION!!! Please make copies for your personal records before submitting original documents!

#### Further Hints:

Admission for the second or higher semester that is restricted (due to a numerous clausus) will generally be granted by the European University Viadrina Frankfurt (Oder) based on the regulations of the "Hochschulvergabeordnung" (Ordinance on the Award of University Places) of the state of Brandenburg. For all programs of study that have unrestricted access in higher semesters the application needs to be addressed to the matriculation office of the European University Viadrina Frankfurt (Oder). Thereby, the deadline needs to be met.

**Please note that your application can only be considered when submitted according to form and within the deadline!**

<sup>1</sup> Not to be mistaken for the examination office!

**European University Viadrina Frankfurt (Oder)  
Faculty of Business Administration and Economics  
– Examination board –**



**Form I**  
**(copy for the matriculation office)**

**Approval of credits earned from exams and other course achievements and  
placement into a semester due to a change of the university and/or program of study  
for the study program International Business Administration (Bachelor)**

Last name, first name: ..... Matriculation No.: .....

Street, no: .....

Zip code: ..... City: .....

Email address: .....

I have studied from ..... to ..... at the  
.....  
(university, college, etc.)

aiming at the following degree (please check the corresponding box )

one-subject bachelor    two-subject bachelor    diploma (Diplom)    Master of Arts (Magister Artium)

state examination (Staatsexamen)    others: .....

in the field of study .....

as a  major /  minor /  subject with ..... ECTS-Credits in the .... semester.

I have decided to study **International Business Administration (Bachelor)** starting in the winter semester of 20.... / .... / summer semester of 20.... zu studieren.

I, hereby, file an application for the approval of credits which I've previously earned from exams and other course achievements as well as a placement into a semester of the new study program. I will attach all relevant confirmation documents as copies to the application forms.

.....  
Date/Signature

----- Do not remove! -----  
**Processing remarks of the examination board**

**Due to an approval of already earned credits from previous exams and other course achievements  
the student is placed**

for the winter semester of 20.... / .... / summer semester of 20....

in the study program **International Business Administration (Bachelor)**

**into the ... Fachsemester.<sup>1</sup>**

.....  
Date/Signature of the head of the examination board

**stamp**

<sup>1</sup> The examination board's placement into a semester does not simultaneously imply an official acceptance to the study program. Where necessary, an application is required.

**European University Viadrina Frankfurt (Oder)**  
**Faculty of Business Administration and Economics**  
**– Examination board –**



**Form II**

(page 1 of 3)

(copy for the examination office)

**Approval of credits earned from exams and other course achievements and placement into a semester due to a change of the university and/or program of study for the study program International Business Administration (Bachelor)**

Last name, first name: ..... Matriculation No.: .....

Street, no: .....

Zip code: ..... City: .....

Email address: .....

**Hint:** The multiple approval of one course achievement for more than one module is not permitted. The approval of credits earned from exams and other course achievements requires that they do not significantly differ from those obtained in the study program International Business Administration. The results of examinations that have already been taken, including not been passed, be taken into account.

Title of the module / Group of compulsory modules in the study program International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade <sup>1</sup>	Internal remark (PA)
<b>Wirtschaftswissenschaftliche Grundlagenausbildung</b>					
International Management	6				
Marketing	6				
Financial Accounting	6				
Management Accounting	6				
Finance & Investments	6				
Business Taxation	6				
Production & Logistics	6				
Business Informatics	6				
Mathematics	6				
Statistics	6				
Microeconomics	6				
Macroeconomics	6				

.....  
Date/Signature student

.....  
Date/Signature/Stamp examination board

The original document of *form II* processed by the approval committee has to be submitted instantaneously after the official matriculation/ confirmation to the *examination office*. If credits were approved, the applicant should include the corresponding verification documents.

<sup>1</sup> For all modules assigned to the „Wirtschaftswissenschaftliche Grundlagenausbildung“ a written exam comprising 120 minutes needs to be passed, which means that the approval of credits requires a graded record for the module requested.

**European University Viadrina Frankfurt (Oder)**  
**Faculty of Business Administration and Economics**  
**– Examination board –**



**Form II**

(page 2 of 3)

(copy for the examination office)

**Approval of credits earned from exams and other course achievements and placement into a semester due to a change of the university and/or program of study for the study program International Business Administration (Bachelor)**

Last name, first name: ..... Matriculation No.: .....

Street, no: .....

Zip code: ..... City: .....

Email address: .....

Title of the module / Group of compulsory modules in the study program International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade <sup>2</sup>	Internal remark (PA)
<b>Schwerpunktbildung<sup>3</sup></b>					
<i>Major (Modulgruppe) 1:</i> .....					
Module 1	6				
Module 2	6				
Module 3	6				
<i>Major (Modulgruppe) 2:</i> .....					
Module 1	6				
Module 2	6				
Module 3	6				
<i>Major (Modulgruppe) 3:</i> .....					
Module 1	6				
Module 2	6				
Module 3	6				

.....  
Date/Signature student

.....  
Date/Signature/Stamp examination board

The original document of *form II* processed by the approval committee has to be submitted instantaneously after the official matriculation/ confirmation to the *examination office*. If credits were approved, the applicant should include the corresponding verification documents.

<sup>2</sup> The approval of credits requires a graded record.

<sup>3</sup> Nine majors offered in the „Schwerpunktbildung“: „The Management Process“, „Innovation & Marketing“, „Information & Operations Management“, „European Taxation“, „Domestic Taxation“, „Accounting“, „Finance“, „Quantitative Methods“, „European Economics“



**Form II**

(page 3 of 3)

(copy for the examination office)

**Approval of credits earned from exams and other course achievements and placement into a semester due to a change of the university and/or program of study for the study program International Business Administration (Bachelor)**

Last name, first name: ..... Matriculation No.: .....

Street, no: .....

Zip code: ..... City: .....

Email address: .....

Title of the module / Group of compulsory modules in the study program International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade <sup>4</sup>	Internal remark (PA)
<b>Außerfachliche und überfachliche Qualifikationen</b>					
<i>Foreign language (Fremdsprache)<sup>5</sup></i>					
Foreign language (CEFR level A2)	12				
Foreign language (CEFR level B2)	12				
<b>Softskills (18 ECTS-Credits)</b>					
.....					
.....					
.....					
<b>Bachelor thesis (Bachelorarbeit)</b>					
Bachelor thesis	12				

.....  
Date/Signature student

.....  
Date/Signature/Stamp examination board

The original document of *form II* processed by the approval committee has to be submitted instantaneously after the official matriculation/ confirmation to the *examination office*. If credits were approved, the applicant should include the corresponding verification documents.

<sup>4</sup> The approval of credits requires a graded record. Credits in the area „Außerfachliche und überfachliche Qualifikationen“ can be proved as an ungraded record.

<sup>5</sup> Students holding the German higher education entrance qualification can choose any language except German and English. Foreign students who have not proved their ability to study in German Language are required to take German as a foreign language. In this case, the classification for a higher semester requires that German knowledge must be proved as follows: for the 2nd semester = CEFR Level A1, for the 3rd semester = CEFR Level A2, for the 4th semester = CEFR Level B1, from the 5th semester = CEFR Level B2.