

# Information Sheet

## for the recognition of examination performances and study periods

Status: 28.5.2019

### 1 GENERAL INFORMATION

The recognition of examination performances and study periods is done by the chairs of the examinations board (CEB) at the request of the student. For the English-instructed courses, this is Prof. Dr. Mahltig, for the German-instructed courses it is Prof. Dr. Weide.

### 2 PROCEDURE

In the case of a change of **core study areas or the major** within the same study course at the Niederrhein University of Applied Sciences, the **transfer** of the previous examination results, including the failed attempts, is automatically initiated as soon as the request for change is received by the examinations office. A separate application is not necessary.

In case the **degree programme** is changed at the Hochschule Niederrhein, a corresponding request for a change is to be made online. After that, a request for the recognition of study periods and examination performances, accompanied by a copy of the change-request-form, has to be submitted. A change is not possible before the recognition procedures have been carried out.

In all other cases, the application for the recognition of examination performances should be filed **in good time after the enrolment at or transfer to** our faculty. A late recognition is only possible in exceptional cases.

Prior to submitting the application, a consultation appointment should be arranged with the respective CEB. This helps to clarify which performances are generally creditable and which documents have to be provided. It is recommended to inquire in advance about the study contents and competences to be acquired during the studies in the module guides of the programmes offered at our faculty. See also:

<http://www.hs-niederrhein.de/textil-bekleidungstechnik/studium/studienangebot/unterlagen-akkreditierung-2010/>

The application must include the previous performances and the (module-) examinations requested for recognition (see template application for recognition). The previous performances must be verified by original documents. If possible, these should already be presented to the CEB during the consultation appointment.

A recognition of examination performances is no longer possible if the examination procedure at the Hochschule Niederrhein has already started for the examination in question. The examination procedure is initiated by the first **registration** for an examination.

Module examinations can only be recognized as a whole. The recognition of partial performances is not possible.

*Example: in the BA degree course the recognition of the module "TCM-60 Information Technology" is only possible if previously the exams in both "computer applications" and "Internet and eBusiness" have been passed.*

As soon as a performance is recognized, it is deemed delivered. If the performance to be recognized was graded, the mark will be transferred. The exam cannot be retaken. If the performance was not graded, the recognition will be without a grade. This means that the recognized exam is not included in the calculation of the final grade.

### 3 SPECIFICATIONS

In the English-taught Bachelor's programme "Textile and Clothing Management", performances which have not been delivered in English are only accepted for the following elements:

- All tests; as e.g. TCM-22 Practical Training Textile Materials or TCM-52 Physics
- TCM-40 Mathematics
- TCM-103 Construction of Garments
- TCM-130 Law

In the English-taught Bachelor's degree programme "Textile and Clothing Technology", generally the following performances are recognized:

- the subject "TCM-312 Clothing Production Practical Training" is recognized, when the apprenticeship as a "clothing technology assistant" including an examination before the Chamber of Industry and Commerce (often referred to as a fashion seamstress/tailor) has been completed; Degrees as custom tailors in handicrafts cannot be recognized

### 4 APPLICATION FOR A HIGHER STUDY SEMESTER

Students who have studied at another university or followed another degree programme at the Hochschule Niederrhein and who wish to change the study course can, when applicable, be admitted to a higher semester. If and how many study semesters can be accredited is determined by dividing the sum of the recognized credits from examination performances by 30 and rounding the result.

*Example 1: examination performances amounting to 40 CP are recognized. This results in:*

*Study semesters =  $40/30 = 1,3 \rightarrow 1$  study semester can be accredited*

*Example 2: examination performances amounting to 78 CP are recognized. This results in:*

*Study semesters =  $78/30 = 2,6 \rightarrow 3$  study semesters can be accredited*

This also means, of course, that admission to a higher semester is only possible if at least 15 credits can be recognized.

The student office is in charge of the applications for a higher study semester (application process see:

<http://www.hs-niederrhein.de/services/studieninteressierte/bewerbung/hoeheres-semester/>)

Recognition of study periods and examination performances are independent of each other. This implies that even if one or more semesters have been accredited, the completion of examinations from the first semester might still be necessary.