



HOCHSCHULE MAINZ POSTFACH 1967 55009 MAINZ

Students/applicants with previous periods of study

Recognition and transfer of credits

Dear Students, dear Applicants,

We are pleased that you have applied/decided to study at our university.

In your application documents, you indicated that you already have previous academic achievements.

Under the General Examination Regulations and Section 25 of the Higher Education Act of Rhineland-Palatinate, any achievements you have completed will be recognized, provided there are no significant differences.

To ensure a smooth and pleasant start at our university and to discuss at an early stage which achievements can be recognized, we recommend that you contact the office responsible for recognition at the School of Engineering after successful enrollment and after/at the orientation event. If necessary, a meeting can be arranged to discuss it.

For applications to higher semesters, we recommend that you contact us immediately before or during the application phase.

There will also be information for “students with previous studies” as part of the orientation event.

Who to contact:

Office responsible for recognition at the School of Engineering:

- Katja Reinhardt (Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1025 | katja.reinhardt@hs-mainz.de)
- Simon Hermann (Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1026 | simon.hermann@hs-mainz.de)

Important information on completing the application:

Please complete the application PDF digitally and save it in a way that retains the editable fields of the form.

Information for applicants for the first semester and already enrolled students who are only seeking recognition of individual modules:

- The application for recognition can only be submitted after you have enrolled in a degree program at Mainz University of Applied Sciences.
- Credit recognition can only be granted if you have not yet begun the examination process for the respective module at Mainz University of Applied Sciences.
- Recognition requires that you complete at least one examination in the respective degree program of the incoming university after enrollment (Section 25 para. 3 of the Higher Education Act of Rhineland-Palatinate).
- The processing period for your application is three weeks from the date of receipt.
- Please register for all scheduled examinations, including those that you wish to have recognized. After successful recognition, the Examination Office will then overwrite your examination registration with the recognized grade.
- Please upload the application with all documents to the following **Seafile server**:
<https://seafile.rlp.net/u/d/e7e6da54470e4a6cb141>

Recommended deadline for submission of the application: **by 4 weeks after the start of classes**

Winter semester: at the latest by the end of the last week of October

Summer semester: at the latest by the end of the second week of April

- Supporting documents as verification required for recognition:
- (not mandatory if you are switching to another degree program within the School of Engineering)

a) Transcript (including ECTS, grade, number of attempts)

b) Module guide (or a link to it)

- If documents are missing, the office performing the recognition will inform you about subsequent submission.
- Incomplete or incorrect documents cannot be reviewed.

Information for applicants to a higher semester of a degree program:

- If you have already completed previous academic achievements that would enable you to be placed in a higher semester, you must submit an application for recognition together with the generally required documents [clearance certificate/UB, (proof of deregistration/EX)] on the application portal by the application deadline at the latest.
Please keep in mind that the School of Engineering needs time to process applications. Early submission of the application for recognition together with your university application is therefore recommended
- Recognition requires that you complete at least one examination in the respective degree program of the incoming university after enrollment (Section 25 para. 3 of the Higher Education Act of Rhineland-Palatinate).
- If at the time of application there are any registered examination processes in progress for which the grade is to be subsequently recognized, mark them with (AN) after the module name. The review will take place after enrollment. No further application is necessary. Registered exams are generally not included in the placement. There is no reclassification after enrollment.



Application for recognition
and transfer of credits
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Last name, first name: _____

Applicant number: _____

Student number: _____

E-mail: _____

Postal address: _____

I am enrolled in the _____ at Mainz University of Applied Sciences

I am applying for the _____

I hereby apply for the recognition of academic achievements in the following degree program:

The following supporting
documents are included:

ⓘ Not mandatory if switching programs within the School of
Engineering

Transcript (LN)

Module guide (MHB)

Clearance certificate (UB) and de-registration certificate (EX) will be/have been
submitted during the application/enrollment process.

ⓘ Please name your files using the following format for uploading: UB_lastname_firstname,
LN_lastname_firstname, MHB_lastname_firstname, EX_lastname_firstname

ⓘ Please save the application PDF in a way that retains the editable fields of the form (do not print it out)

ⓘ Please only complete this section if you are switching to another degree program within the bachelor's programs in Construction

**I request the transfer of all my academic achievements by the Examination
Office in accordance with the equivalency list.**

ⓘ If you select the transfer by the Examination Office, we do not need the following pages. If you only want to have specific
module achievements recognized, leave this field blank and list your desired modules below.

Date: _____

Last name, first name: _____

Applicant/
student number: _____

Achievements were completed at
the university/universities _____

In the degree program/in the degree programs: _____

I confirm that I have completed all the academic achievements and that all the information I have provided is correct.
I consent to the forwarding of my data to the persons responsible for processing

Completed academic achievements				Recognition at HS Mainz			To be recognized		Reason for denial
Module name	University	Grade	CP	Recognition requested as	Grade	CP			
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	
							yes	no	

ⓘ Gray fields are to be completed by the university.

[illegible]