



## Recognition and transfer of credits at the School of Engineering

### At a glance

- Recognition and crediting of previous academic experience take place either as part of the application process for a higher semester or after enrollment.
- Recognition after enrollment is for students in the first semester of the degree program and students in higher degree program semesters who are only seeking recognition of individual modules. The application should be submitted to the office responsible for recognition and transfer of credits no later than four weeks after the start of lectures, taking into account any examination registration and withdrawal deadlines. Please see the document *Checklist* to determine which documents you will need to submit.
- Recognition during the application process applies to students seeking admission to a higher semester. An application for recognition, proof of academic achievements and module descriptions must be submitted on the application portal here in addition to the application documents generally required.
- Recognition of academic achievements completed at a university/university of applied sciences is carried out upon request, as long as there are no significant differences compared to the modules to be replaced (Section 25 para. 3 of the Higher Education Act of Rhineland-Palatinate).
- If we recognize your academic achievements, you cannot repeat them at our university.
- Recognition of academic achievements can only take place if you have not yet begun the examination process at our university for the respective module.
- For previous academic achievements to be credited, you must complete at least one more module in the chosen degree program at our university (Section 25 para. 3 of the Higher Education Act of Rhineland-Palatinate).
- Failed attempts are transferred and credited by the School of Engineering after enrollment. There is no right to choose here.
- Modules that have not been passed are to be credited as failed attempts, insofar as equivalent or lower requirements were set for their passing.
- In the event that failed attempts of the outgoing university are credited, the number of subsequent retakes at our university will be reduced.

If you have any questions regarding the recognition and crediting of prior academic achievements, please do not hesitate to contact the office responsible for the transfer and recognition of credits at the School of Engineering:

Katja Reinhardt

Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1025 |

E [katja.reinhardt@hs-mainz.de](mailto:katja.reinhardt@hs-mainz.de)

Simon Hermann

Holzstraße 36 | 55116 Mainz | Room H2.14 | T +49 6131 628-1026 |

E [simon.hermann@hs-mainz.de](mailto:simon.hermann@hs-mainz.de)