

Prüfungsamt Fachbereich Wirtschaftswissenschaften

Transfer of credits from a semester abroad for Master's students



Agenda

1. Organisational matters
2. Course selection
3. Return



1. Organisational matters - contact

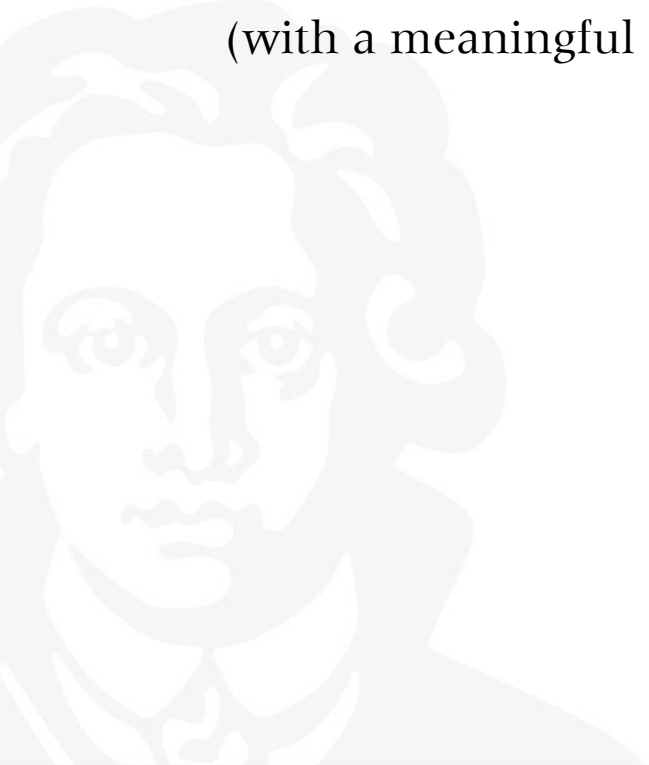
Contact person for recognition in the Examinations Office:

Ms Silvia Benzel

e-mail:

pruefungsamt@wiwi.uni-frankfurt.de

(with a meaningful subject line and matriculation number)



1. Organisational matters

Online Erasmus+ Learning Agreement (OLA) or PDF-Learning Agreement (PDF-LA)



please fill out the Learning Agreement (OLA)
once before your stay abroad.

at latest 3 weeks before the deadline for OLA
submission, contact us!

or



if you do not fill out an OLA (not an Erasmus student),
please fill out a PDF-Learning Agreement **once**.



OLA infos are available here (also to activate the OLA).

[https://www.uni-frankfurt.de/38298604/Allgemeine Informationen f%C3%BCr Outgoings](https://www.uni-frankfurt.de/38298604/Allgemeine%20Informationen%20f%C3%BCr%20Outgoings)

PDF-Learning Agreement download is here:

<https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungsorganisation/anerkennungen.html>

1. Organisational matters- overview

START

bevor going abroad

we agree only **1 OLA/PDF LA**
before

(several make
no sense in advance,
you do not know the courses yet)

during your stay abroad

we agree **only 1 Changes-OLA/ PDF LA**
meanwhile,
if you want to change something

(for capacity reasons it is
not possible to check multiple OLAs)



OLA
online learning agreement

1. Organisational matters- BEFORE



OLA Learning Agreeemt (OLA)	PDF-Learning Agreement (PDF-LA)
select your courses 1 time	select your courses 1 time
send us an Email with <ul style="list-style-type: none"> - your course selection - the course syllabi - the weblink to the masters programm - information if you would like to take a seminar. - the date on which your semester abroad starts 	fill in your course selection in PDF-LA (Purple areas, explained on the next slides)
we email you the possible recognition	we email you the PDF-LA with the recognition and signature
you fill in the OLA (responsible persons and table A)	
you fill in the recognition from us in table B of your OLA	
we will receive an automatically email from OLA	
we sign the OLA and the guest university as well	

Max. one OLA/LA-PDF before

1. Organisational matters-

1.1 The Erasmus+ Learning Agreement (OLA)

Table A1: to be completed by you

Sending responsible person:

Silvia Benzel

Recognitions/ Exam Office

pruefungsamt@wiwi.uni-frankfurt.de

Sending Admin:

Bianka Jäckel

Head of Intern. Office

jaeckel@wiwi.uni-frankfurt.de

OLA
online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person at the Sending Institution: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

Address and Erasmus Code werden - gemäß Ihrer Eingaben - automatisch

11 von

1. Organisational matters-

1.1 The Erasmus+ Learning Agreement (OLA)

Table A:

Table A - Study programme at the Receiving institution *

Component to Table A

Remove

Component title at the Receiving Institution (as indicated in the course catalogue) *

Course name of the host university you would like to take there

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code *

Course Code abroad

Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *

The ECTS credits of the course there

Semester *

Semester selection

- Select a value -

Detaillierte Infos:

[https://www.uni-frankfurt.de/38298604/Allgemeine Informationen f%C3%BCr Outgoings](https://www.uni-frankfurt.de/38298604/Allgemeine_Informationen_f%C3%BCr_Outgoings)

1. Organisational matters-

1.1 The Erasmus+ Learning Agreement (OLA)

Table B:

Table B - Recognition at the Sending institution *

Component to Table B Remove

Component title at the Sending Institution (as indicated in the course catalogue) *

Course name in Frankfurt, as Prüfungsamt (PA) wrote you in the email

An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

Component Code * Course Code 1234

Number of ECTS credits (or equivalent) to be recognised by the Sending Institution *

The ECTS credits in Frankfurt

Semester * - Select a value -

ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

☒ Automatically recognised towards student degree

Automatic recognition comment

Add Component to Table B

1. Organisational matters-

1.2 The PDF- Learning Agreement (PDF-LA)

Non Erasmus+ students can download an LA version

<http://goethe.link/LearningAgreementdocx>

Purple areas under points 1 to 3: to be filled in by you

Learning Agreement						UNIVERSITÄT FRANKFURT AM MAIN	
1... Persönliche Angaben des Studierenden							
Vorname	Name	Matrikelnr.	E-Mail-Adresse	Studiengang	ggf. Kernbereich/-Schwerpunkt		
2... Angaben zum Auslandsstudium							
Name der Gastuniversität, Land			Weblink zum Masterprogramm der Gastuniversität		Volle Workload pro Semester an der Gastuniversität (Angabe in den dortigen Credit Points)		Austausch im QTEM-Programm [JA/-/NEIN]
3... Angaben zu den Kursen							
vom Studierenden auszufüllen					vom Studiendekan auszufüllen		vom Programmkoordinator auszufüllen
Module-Code/-Kürzel	Modultitel	Credits (Ausland)	SWS	Weblink zur Modulbeschreibung	ECTS-Credit Points	Fachliche Zuordnung	
Ort, Datum und Unterschrift des Studierenden							

signature from
you

1. Organisational matters-

1.2 The PDF- Learning Agreement (PDF-LA)

Green and yellow areas under points 1 to 4: to be filled in by the examination office and programme coordinator

3... Angaben zu den Kursen					vom Studiendekan auszufüllen		vom Programmkoordinator auszufüllen	
Module-Code/-Kürzel	Modultitel	Credits (Ausland)	SWS	Weblink zur Modulbeschreibung	ECTS-Credit-Points	Fachliche Zuordnung		

4... Mögliche Anrechnung		
vom Studiendekan auszufüllen		
Folgende Module könnten unter Anwendung des vereinfachten Anrechnungsverfahrens mit der Durchschnittsnote aller bestandenen anrechenbaren Module angerechnet werden:		
Anzahl	Modul	ECTS-Credit-Points

Ort, Datum, Stempel und Unterschrift des Studiendekans

→ Course title: In Frankfurt's certificate, recognised achievements appear with the title "Recognition (name university)".

1. Organisational matters- The Change-Learning Agreement- DURING



OLA Learning Agreeemt (OLA)	PDF-Learning Agreement (PDF-LA)
change course selection (once) please list all courses – also the unchanged ones without putting a cross (see next slide).	change course selection (once)
email your courses to Pruefungsamt (PA) pruefungsamt@wiwi.uni-frankfurt.de	fill out a new Learning Agreement PDF
send links to new courses	email your new PDF LA to Pruefungsamt (PA) pruefungsamt@wiwi.uni-frankfurt.de
course recognition from the PA by e-mail to you	course recognition from the PA by e-mail to you
enter everything in OLA (also table B)	

Max. one OLA/LA-PDF during

1. Organisational matters-OLA Change

Table A2: to be completed by you

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change (refer to end notes)	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
ET0080	Value creation and entrepreneurship	X	<input type="checkbox"/>		6
LT9012	International relations	<input type="checkbox"/>	<input type="checkbox"/>		12
EM1306	Food business management and marketing (SEM)	<input type="checkbox"/>	<input type="checkbox"/>		6
ET4006	Business economics and management	<input type="checkbox"/>	<input type="checkbox"/>		6
LT9010	Sociology and politics	<input type="checkbox"/>	X		6
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total: 30

deleted courses

and please add the unchanged courses without a cross

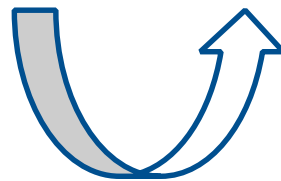
added courses

1. Organisational matters- AFTER

1. apply for recognition
2. e-mail documents or have them e-mailed from guest university or Prof.
3. course recognition from PA by official letter
4. recognition letter replaces table F
(Confirmation of recognition for Erasmus portal)

Find detailed informations here:

<https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungsorganisation/anerkennungen.html>



Agenda

1. Organisational matters
2. Course selection
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2. Course selection - Special features

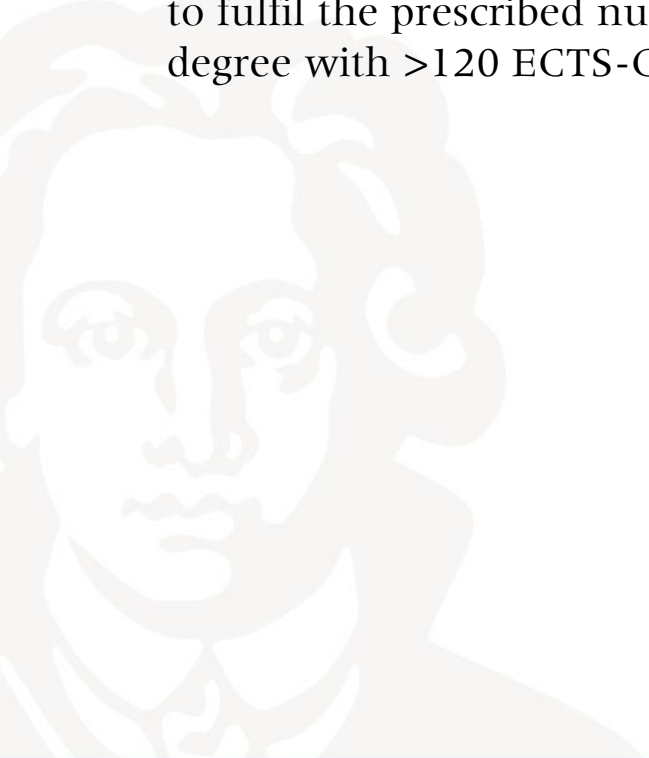
- Courses with an area assignment of "Elective" or "Free Area" cannot be credited as a recognized seminar.
- The following applies to Business Administration / International Management:
 - Students may only take 2 seminars as part of their degree programme.
- For Money and Finance:
 - Students may take a maximum of 18 ECTS-CP in the elective area.
- For the recognition of the seminar: Seminar confirmation (<http://goethe.link/Seminarbestaetigung>)
 - The issuing professor should email the seminar confirmation to pruefungsamt@wiwi.uni-frankfurt.de; the seminar should also shown as a passed course with grade on your transcript from your guest university
- You may only take modules that are exclusively open to Master's students!
- Recognition from all courses with the average grade from abroad



2. Course selection - Special features

- An odd number of CP is rounded up or down, for example 22.5 ECTS-CP are rounded to 23 ECTS-CP.
- This procedure can result in recognized ECTS-CP that are not equal to 6 ECTS-CP.

Therefore, you may have to complete another module at Goethe University in order to fulfil the prescribed number of ECT-CP for the respective areas or complete your degree with >120 ECTS-CP (cf. § 30 or 31 Master's Regulations).



2. Course Selection –Seminar

1) Area assignment

- The seminar must be an **economics/business course**
- Courses with the area assignment "**Elective**" or "**Free Area**" **cannot be credited as a recognised seminar**. (Exception: Master's programme "International Economics and Economic Policy").

2) Seminar work

- A **scientific paper** ("term paper") of at least 20 pages

3) Passed course with grade

- A passed course with a **grade on your transcript**
- The **grade of the course** on your transcript is **important for the recognition**, therefore no grade is asked for on the seminar confirmation.
- The seminar is recognised with the **same average grade** as all other courses.

4) Confirmation

- The **seminar confirmation** (<http://goethe.link/Seminarbestaetigung>) with the lecturer's stamp and signature must be submitted to the examination office via email directly from the lecturer to us.

2. Course selection – Simplified recognition procedure

Example 1

Host University: Hanken School of Economics

Study programme in Frankfurt: International Management

Course choice abroad	ECTS-CP	Subject area classification by programme coordinator
Advanced Topics in Financial Economics	8	Finance
International Corporate Governance	8	Managerial Economics
Supply Chain Strategy and Theory	8	Managerial Economics
Applied Microeconometrics I	6	Freier Bereich

Total transferable ECTS-CP =
16 from Managerial Economics
+ 8 from Finance
+ 6 from Freier Bereich (Elective)

Recognition:

- Area: Managerial Economics
2 recognized WPM je 6 ECTS-CP 12 ECTS-CP **Rest: 16 – 12 = 4 ECTS-CP**
- Area: Finance
1 recognized WPM 6 ECTS-CP **Rest: 8 – 6 = 2 ECTS-CP**
- Area: Freier Bereich (Elective)
1 recognized WPM 6 ECTS-CP **Rest: 0 ECTS-CP**
1 recognized WPM 6 ECTS-CP (= Total Rest = 4 + 2 + 0)

We try to recognize as many courses from each area as 6 CP-courses, as possible, so they fit in your curriculum in Frankfurt. Remaining ECTS-CP from different areas are summarized as courses “Freier Bereich” or “Elective” (the red ones)!

2. Course selection – Simplified recognition procedure

Example 2

Host University: University of Tokyo (12 CP Tokyo = 30 ECTS-CP)

Study programme in Frankfurt : International Economics and Economic Policy

Course choice abroad	ECTS-CP	Subject area classification by programme coordinator
Labor Market Fluctuations and Wage Dispersion	5	Economic Policy
Labor Economics II	5	Economic Policy
Personnel and Organizational Economics	5	Elective
Search Theory	5	Elective
Institutional Analysis of Japanese Economy I	5	Elective
Institutional Analysis of Japanese Economy II	5	Elective

Total transferable ECTS-CP = 10 from Economic Policy
+ 20 from Elective

Recognition:

- Area: Economic Policy
1 recognized WPM 6 ECTS-CP Rest = $10 - 6 = 4$ ECTS-CP
- Area: Elective
3 recognized WPM je 6 ECTS-CP 18 ECTS-CP Rest = $20 - 18 = 2$ ECTS-CP
1 recognized WPM 6 ECTS-CP (= Total Rest = $4 + 2$)

We try to recognize as many courses from each area as 6 CP-courses, as possible, so they fit in your curriculum in Frankfurt. Remaining ECTS-CP from different areas are summarized as courses “Freier Bereich” or “Elective” (the red ones)!

2. Course selection – Simplified recognition procedure

Example 3

Host University: Erasmus University Rotterdam

Study programme in Frankfurt: Money and Finance

Course choice abroad	ECTS-CP	Subject area classification by programme coordinator
International Trade and Trade Policy	4	Money
Poverty and Inequality	4	Money
Institutional Asset Management (with seminar confirmation)	12	Finance as Seminar

Total transferable ECTS-CP =

8 from Money
+ 12 from Finance

Recognition :

- Area: Money

1 recognized WPM

8 ECTS-CP

Rest = 8 – 8 = 0 ECTS-CP

- Area: Finance

1 recognized Seminar

6 ECTS-CP

1 recognized WPM

6 ECTS-CP

Rest = 12 – 6 – 6 = 0 ECTS-CP

Here are only 2 Credits which do not fit in the 6er CP row. So then we do not recognize them as an extra module as “Freier Bereich” or “Elective”. The course will be recognized a 8 CP module then.

2. Course selection - grade conversion

The modified Bavarian formula for grade conversion:

Nmax	=	highest foreign pass mark
Nmin	=	lowest foreign pass mark
Nd	=	weighted average grade of the foreign passing grades achieved
X	=	converted final grade

$$x = 1 + 3 \frac{N_{\max} - Nd}{N_{\max} - N_{\min}}$$

The 2nd decimal place of the converted final grade X is deleted and the result is taken over. Example: $X = 1.27 = 1.2$ as the grade with which all recognised modules are entered in QIS.

2. Course selection - grade conversion Example

SINGAPORE MANAGEMENT UNIVERSITY

OFFICIAL TRANSCRIPT

Name: Milton der Teststudent
Date of Birth: 11 November 1966
Programme: Int'l Exchange Programme (15 Aug 2008 to 01 Dec 2008)

Student ID No: XYZ
Date of Issue: 30 Feb 2009

Course Description	Units Taken/Earned	Grade	Grade Points Per Unit
2011-12 Term 1			
Analysis of Fixed-Income Investments	1.0 / 1.0	B	3.0
Consumer Banking	1.0 / 1.0	B	3.0
Economic Development in Asia	1.0 / 1.0	A-	3.7
Financial Accounting	1.0 / 1.0	B-	2.7
Term Total: Course Units Attempted = 4.0; Earned = 4.0; Term Grade Point Average = 3.10			
Cumulative Total			
Course Units Earned at SMU = 4.0			
Cumulative Grade Point Average = 3.10			

Page 1 of 1

End of Transcript

$$Nd = ((1.0 \cdot 3.0) + (1.0 \cdot 3.0) + (1.0 \cdot 3.7) + (1.0 \cdot 2.7)) / 4 = 3.1$$

$$X = ((4 - 3.1) / (4 - 1)) \cdot 3 + 1 = 1.9$$

We calculate the weighted average grade: 3.1 (Singapore Mgmt Univ. Grade).

In the next step we calculate the German grade by substituting the average grade into the formula.

4 is the highest passing grade at Singapore Mgmt Univ. and 1 the lowest passing grade.

We calculate 1.9 as the German grade. All recognizable courses are recognized with this grade.

1. Organisational matters
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3. Return-Documents for Recognition

Please eMail us the original documents or have them mailed to us:

1. the **completed application for recognition**
(<http://goethe.link/AntragaufAnerkennung>)
2. the transcript from **host university emailed directly** to us/the International Office.

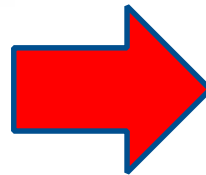
Alternatively; we download it with the help of a password, or it bears a digital signature (this is shown separately in the document).

2.1 Example **digital signature** (see blue border)



3. Return-Documents for Recognition

2.2 Example with a **code for verification**



FACULTY OF ECONOMICS AND BUSINESS
(FEB)
NAAMSESTRAAT 69 - box 3500
3000 LEUVEN

Print: 08.04.2020 19:15



The authenticity of this document can be verified on
www.kuleuven.be/verificatie with
00505694764D1EEA9EB790212428E7A0

Student number: 012345
Barbara Beispiel geb. am 22.6.1989
Programme: Programme for Exchange Students Faculty of Economics and Business (Brussels)
Language of instruction: EN

Course Units

Language Credits
(ECTS) Grade C/T/V
(*)

Academic year 2019-2020

Financial Institutions and Markets	HBA02C	EN	6	10	C
Personnel and Organization	HBA11C	EN	6	10	C
Corporate Finance	HBA18C	EN	6	10	C

3. The **seminar confirmation** with signature and stamp from the issuing Professor (<http://goethe.link/Seminarbestaetigung>) mailed to us (pruefungsamt@wiwi.uni-frankfurt.de).

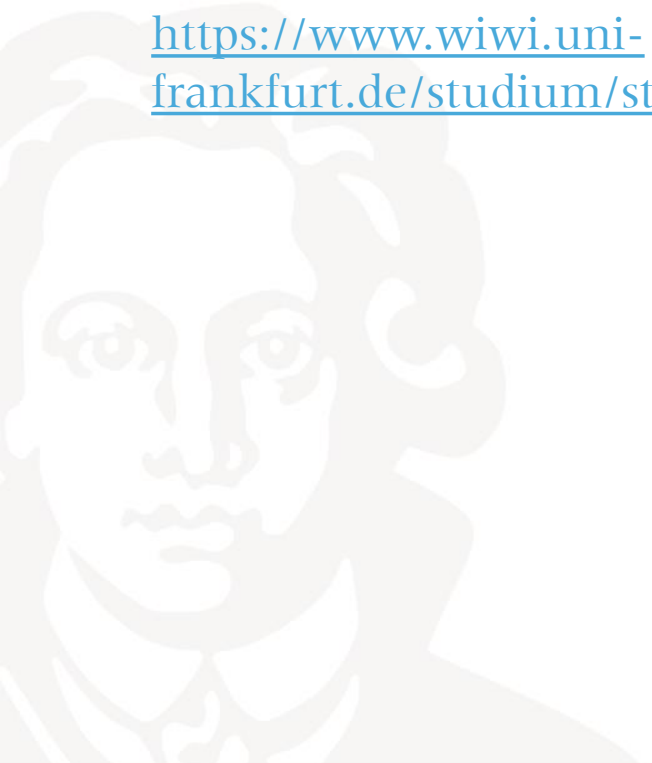
3. Return - Application for recognition

- Either all creditable (passed as well as failed) courses will be recognized, or none!
- The recognized modules will not appear in your transcripts in Frankfurt with the original course title, but with "Anerkennung (Name Hochschule)" or "transfer of credits".
- The official recognition certificate, which you will receive from us by email, completes the recognition procedure. Erasmus+ participants additionally upload a scan of the recognition certificate (instead of Table F) to your Mobility Portal.
- If you did not receive the original transcript from your guest university, please tell us after the recognition procedure

Important Informations

We recommend subscribing to the Examination Office News ([://www.wiwi.uni-frankfurt.de/de/alle-feeds-auf-einen-blick.html](https://www.wiwi.uni-frankfurt.de/de/alle-feeds-auf-einen-blick.html)).

Excursus Recognition website regarding information on the full workload:
<https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungsorganisation/anerkennungen.html>





Good luck abroad!

Your Examinations Office

pruefungsamt@wiwi.uni-frankfurt.de