Prüfungsamt Fachbereich Wirtschaftswissenschaften

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

We will email the presentation-link to you next week as well: https://goethe.link/AuslandMaster
1. Organisational matters
2. Course selection
3. Return
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)
Organisational matters - Contact

**BEFORE**

1. complete the Learning Agreement (LA).
2. email LA to the Examinations Office (PA)
3. send links to courses or to the Master's programme
4. course recognition from the PA by email to you
Erasmus+ Learning Agreement – Information from you

Table A1: to be completed by you

Sending responsible person: Silvia Benzel
Recognitions/ Exam Office
pruefungsamt@wiwi.uni-frankfurt.de

Sending Admin: Melanie Voigtländer
Coordinator Intern. Office
voigtlaender@wiwi.uni-frankfurt.de

<table>
<thead>
<tr>
<th>Sending Responsible Person</th>
<th>Sending Administrative Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s) *</td>
<td>First name(s)</td>
</tr>
<tr>
<td>Last name(s) *</td>
<td>Last name(s)</td>
</tr>
<tr>
<td>Position *</td>
<td>Position</td>
</tr>
<tr>
<td>Email *</td>
<td>Email</td>
</tr>
<tr>
<td>Phone number</td>
<td>Phone number</td>
</tr>
</tbody>
</table>

*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 each 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.*
Erasmus+ Learning Agreement – Information from you

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

signature from you
Learning Agreement Erasmus+—Information from the examination office

Table B1:

<table>
<thead>
<tr>
<th>Component Code</th>
<th>Number of ECTS credits (or equivalent) to be recognised by the Sending Institution</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>ECTS Credits</td>
<td></td>
</tr>
</tbody>
</table>

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 valid link to an explanation to the system should be added.

Automatic recognition towards student degree

Here you may see my comments, but please watch out, they are deleted if you push the button "remove" (above right).

Note: the same semester as your semester abroad.
Learning Agreement – Information from the Examinations Office & Programme Coordinator

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

<table>
<thead>
<tr>
<th>1. Angaben zu den Kursen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modul-Code / -Kürzel</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Mögliche Anrechnung</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anzahl</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
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<tr>
<td>□</td>
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<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
<tr>
<td>□</td>
</tr>
</tbody>
</table>

\(\Rightarrow\) Course title: In Frankfurt's certificate, recognised achievements appear with the title "Recognition (name university)".
Learning Agreement overall – Procedure

- Choose a course
- Complete the Learning Agreement (LA)
- email it to pruefungsamt@wiwi.uni-frankfurt.de as a word file
- include the follow informations:
  
  ➔ Your name, your matriculation number
  ➔ Weblinks to the Master's programme of the host university
  ➔ Weblinks to the course descriptions in the LA
  ➔ Information if you would like to take a seminar.
  ➔ We check the courses and forward the LA to the programme coordinator.
  ➔ The programme coordinator assigns the courses to the areas of your degree programme.
  ➔ We then fill out Table B1, sign it and send it back to you approved by e-mail.

The courses listed on the transcript of records/transcript from the host university at the end of your stay are decisive for your recognition.

It does not matter whether these were agreed upon in the Learning Agreement. If necessary, a new decision on recognition must be made.
Organisational matters – procedure

DURING your stay

1. Change course selection
2. Changes LA with all the courses you like to sit, to the Examinations Office (PA) via email
3. send links to new courses
4. course recognition from the PA by e-mail
Learning Agreement Erasmus+ Course Change Procedure

Table A2: to be completed by you

<table>
<thead>
<tr>
<th>Component code (if any) at the receiving institution</th>
<th>Component title (as indicated in the course catalogue) at the receiving institution</th>
<th>Deleted component</th>
<th>Added component</th>
<th>Reason for change (refer to end notes)</th>
<th>Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET0080</td>
<td>Value creation and entrepreneurship</td>
<td>X</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LT9012</td>
<td>International relations</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>EM1306</td>
<td>Food business management and marketing (SEM)</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>ET4006</td>
<td>Business economics and management</td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>LT9010</td>
<td>Sociology and politics</td>
<td></td>
<td>X</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Total: 30

deprecated courses

and please add the unchanged courses without a cross

added courses
Organisational matters – procedure

AFTER your stay

1. apply for recognition
2. submit/email original documents
3. course recognition from the PA by official letter (by email)
1. Organisational matters
2. Course selection
3. Return
Course selection - Special features

• Courses with an area assignment of "Elective" or "Free Area" cannot be credited as a recognised 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 and shown as a passed course with grade on your certificate of achievement

• You may only take modules that are exclusively open to Master's students!

• Recognition with the average grade from abroad
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 recognised 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).
Course Selection –Seminar

- the seminar must be an **economics course**

- A passed course with a **grade on your transcript**

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

- 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.

- 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.

- 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").
Course selection – Simplified recognition procedure
Example 1

Host University: Hanken School of Economics
Study programme in Frankfurt: International Management

<table>
<thead>
<tr>
<th>Course choice abroad</th>
<th>ECTS-CP</th>
<th>Subject area classification by programme coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Topics in Financial Economics</td>
<td>8</td>
<td>Finance</td>
</tr>
<tr>
<td>International Corporate Governance</td>
<td>8</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>Supply Chain Strategy and Theory</td>
<td>8</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>Applied Microeconometrics I</td>
<td>6</td>
<td>Freier Bereich</td>
</tr>
</tbody>
</table>

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

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

Remaining ECTS-CP from different areas are credited as WPM Freier Bereich or Elective!
Kurswahl – Vereinfachtes Anerkennungsverfahren
Beispiel 2

Host University: University of Tokyo (12 CP Tokyo = 30 ECTS-CP)
Study programme in Frankfurt : International Economics and Economic Policy

<table>
<thead>
<tr>
<th>Course choice abroad</th>
<th>ECTS-CP</th>
<th>Subject area classification by programme coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Market Fluctuations and Wage Dispersion</td>
<td>5</td>
<td>Economic Policy</td>
</tr>
<tr>
<td>Labor Economics II</td>
<td>5</td>
<td>Economic Policy</td>
</tr>
<tr>
<td>Personnel and Organizational Economics</td>
<td>5</td>
<td>Elective</td>
</tr>
<tr>
<td>Search Theory</td>
<td>5</td>
<td>Elective</td>
</tr>
<tr>
<td>Institutional Analysis of Japanese Economy I</td>
<td>5</td>
<td>Elective</td>
</tr>
<tr>
<td>Institutional Analysis of Japanese Economy II</td>
<td>5</td>
<td>Elective</td>
</tr>
</tbody>
</table>

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

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

Remaining ECTS-CP from different areas are credited as WPM Freier Bereich or Elective!
Kurswahl – Vereinfachtes Anerkennungsverfahren
Beispiel 3

Gasthochschule: Erasmus University Rotterdam
Studiengang in Frankfurt: Money and Finance

<table>
<thead>
<tr>
<th>Course choice abroad</th>
<th>ECTS-CP</th>
<th>Subject area classification by programme coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Trade and Trade Policy</td>
<td>4</td>
<td>Money</td>
</tr>
<tr>
<td>Poverty and Inequality</td>
<td>4</td>
<td>Money</td>
</tr>
<tr>
<td>Institutional Asset Management (mit Seminarbestätigung)</td>
<td>12</td>
<td>Finance</td>
</tr>
</tbody>
</table>

Total transferable ECTS-CP = 8 from Money
+ 12 from Finance

Recognition:
- Area: Money
  - 1 recognised WPM: 8 ECTS-CP
  - Rest = 8 – 8 = 0 ECTS-CP
- Area: Finance
  - 1 recognised Seminar: 6 ECTS-CP
  - 1 recognised WPM: 6 ECTS-CP
  - Rest = 12 – 6 – 6 = 0 ECTS-CP
Course selection - grade conversion

The modified Bavarian formula for grade conversion:

\[ x = 1 + 3 \frac{N_{\text{max}} - Nd}{N_{\text{max}} - N_{\text{min}}} \]

\( N_{\text{max}} = \) highest foreign pass mark
\( N_{\text{min}} = \) lowest foreign pass mark
\( Nd = \) weighted average grade of the foreign passing grades achieved
\( X = \) converted final grade

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.
Course selection - grade conversion

\[
\frac{(1.0 \times 3.0) + (1.0 \times 3.0) + (1.0 \times 3.7) + (1.0 \times 2.7)}{4} = 3.1
\]

\[
\frac{(4 - 3.1)}{(4 - 1)} \times 3 + 1 = 1.9
\]
1. Organisational matters
2. Course selection
3. Return
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)
2.2 Example with a **code for verification**

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

• All or nothing (passed as well as failed courses)

• "Anerkennung (Name Hochschule)" or “transfer of credits (name of host university)".

• The official recognition certificate (instead of Table F) for your Mobility Portal.

• original transcript from abroad as a paper version to SSIX Info Center
Important Informations

Due to the pandemic, please stay tuned to the Examinations Office News. ([https://www.wiwi.uni-frankfurt.de/de/news-pa/news-archiv-pa.html](https://www.wiwi.uni-frankfurt.de/de/news-pa/news-archiv-pa.html))

We prepare the state law corona resolutions for you in this news.

We recommend subscribing to the Examination Office News :([www.wiwi.uni-frankfurt.de/de/alle-feeds-auf-einen-blick.html](http://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](https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungsorganisation/anerkennungen.html)
Good luck abroad!
Your Examinations Office
pruefungsamt@wiwi.uni-frankfurt.de