

IPU Guide for Recognition of Study and Examination Work Acquired Abroad

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1 Introduction

The International Psychoanalytic University Berlin (IPU) actively supports its students in completing part of their studies abroad. A stay abroad is seen as an opportunity for students to develop professionally, linguistically, and personally, and thus acquire additional skills for their further education and career. Students have the opportunity to spend one or more academic semester/s abroad for study and/or internship purposes, and to have the associated achievements credited for their studies at the IPU. The recognition of study and examination achievements gained abroad is subject to a structured and transparent procedure that applies equally to all students. It is based on the applicable legal regulations; notably, the Lisbon Convention, and the supplementary requirements and recommendations of the European Union (EU), the German Rectors' Conference (HRK) and the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK). The IPU orients itself particularly on the "Criteria for good recognition and good recognition procedures" published by the HRK¹.

We recommend all students to start preparing and organizing their stay abroad at an early stage, whereby "early" is to be understood as one year before the beginning of the stay abroad. In addition to the application at both the International Office of the IPU and at the host university or internship institution, financial security and further organizational preparation, the recognition of the achievements achieved abroad in terms of "international credit mobility" is one of the central points of the stay abroad. The following guidelines describe the procedure applicable at the IPU.

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¹ https://www.hrk-nexus.de/fileadmin/redaktion/hrk-nexus/07-Downloads/07-02-Publikationen/Handreichung_Kriterien_fuer_gute_Anerkennung_FAQ.pdf

2 Conditions for Recognition

2.1 General

First and foremost, the essential prerequisite for the recognition of examination and study achievements abroad is to provide evidence of the work performed. This includes the obligation of providing correct and truthful information, and refrain from intentionally withholding (relevant) information. In the case of academic achievements, this usually takes the form of a Transcript of Records issued by the host university, on which the achievements made abroad are documented. For internships, a certificate issued by the internship institution can, for instance, serve as a record of achievement. In addition to this, all students must fill out a Learning Agreement (in the case of a study visit) or, alternatively, a Training Agreement (in the case of an internship), and have it signed by the relevant bodies before the commencing of their stay abroad (see “3. Recognition procedure”).

2.2 Study and Examination Achievements Acquired Abroad

In accordance with the Lisbon Convention, achievements are principally always recognised if there is no “substantial difference” to the corresponding module or examination at the IPU. A significant difference that leads to non-recognition of the academic achievements obtained abroad is always present when recognition is likely to jeopardise further academic success. This is particularly the case if the necessary competences described in the study regulations were not acquired through the achievements to be recognised. Competences that build on each other are given special consideration.

The decision as to whether there is a significant difference shall be based on the following criteria:

1. Quality of the institution or programme of study
2. Level of skills acquired and to be acquired
3. Workload/ECTS credit points
4. Learning outcomes

2.2.1 Quality of the University or Study Programme

Principally, only study and examination achievements from state-recognized universities can be recognized at the IPU. It should be noted that a significant difference in the quality of the university or course of study may lead to non-recognition of the work performed.

No significant difference in quality exists if the study and examination achievements were achieved in one of the following study programmes:

- a. a course of study at a higher education institution abroad for which a cooperation agreement for the exchange of students in the relevant course or subject exists, or
- b. a joint degree programme with a foreign university (e.g. double or joint degree), or
- c. a course of study or accredited subject at a university abroad according to the information provided by the Central Office for Foreign Education (ZAB). Information on this can be found in the [anabin](#) database of the ZAB/KMK.

2.2.2 Level of competences acquired and to be acquired

Only those credits can be recognized for study at the IPU which correspond in level of study to the respective module at the IPU. This means, amongst other things, that, with a few exceptions, no credits from bachelor's programs can be credited to a master's program at the IPU, and that no introductory courses can be credited for advanced courses.

2.2.3 Workload

Further, the workload of the academic performance abroad plays an important role for the recognition. This is usually expressed in the form of ECTS points or a comparable credit point system. For ECTS points, one ECTS point corresponds to a workload of 25-30 working hours.

Since it is not always possible to clearly evaluate the workload of a study achievement, deviations at different universities regarding the allocation of credit points for a study achievement exists. In view of this, the IPU fully recognizes achievements with a deviating workload of up to 25%. If the deviation is >25%, merely partial recognition is possible (e.g., a module at the IPU consists of 8 ECTS points, acquiring 6 ECTS for an equivalent course abroad might suffice; however, with 5 ECTS, only partial recognition would be possible).

2.2.4 Learning Outcomes

The recognition is determined on the basis of the learning outcomes defined in the module description, and these are reviewed in particular with respects to the requirements of further studies. Recognition is only possible if there is a sufficient correspondence of learning outcomes between the achievements acquired abroad and the respective module at the IPU, so that the acquisition of the competences required for further studies is ensured.

2.3 For Internships Abroad

Generally, the same criteria apply to internships abroad as for the recognition of domestic internships, as set out in the internship regulations of the respective degree programs.

The internship must be reviewed and validated in advance by an internship supervisor at the IPU. It must be completed at an institution under the supervision of a psychologist. Whether an institution is suitable for an internship is decided by the internship coordinator.

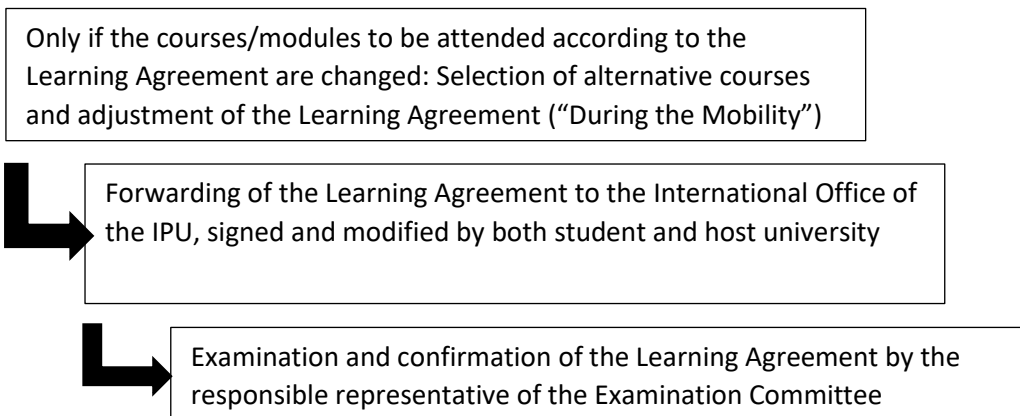
3 Recognition Procedure

3.1 Overview Studying Abroad

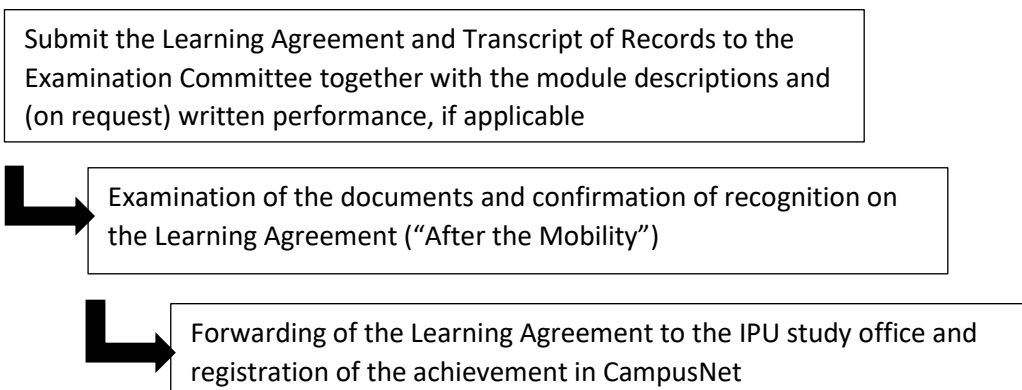
Before Studying Abroad



During Your Studies Abroad

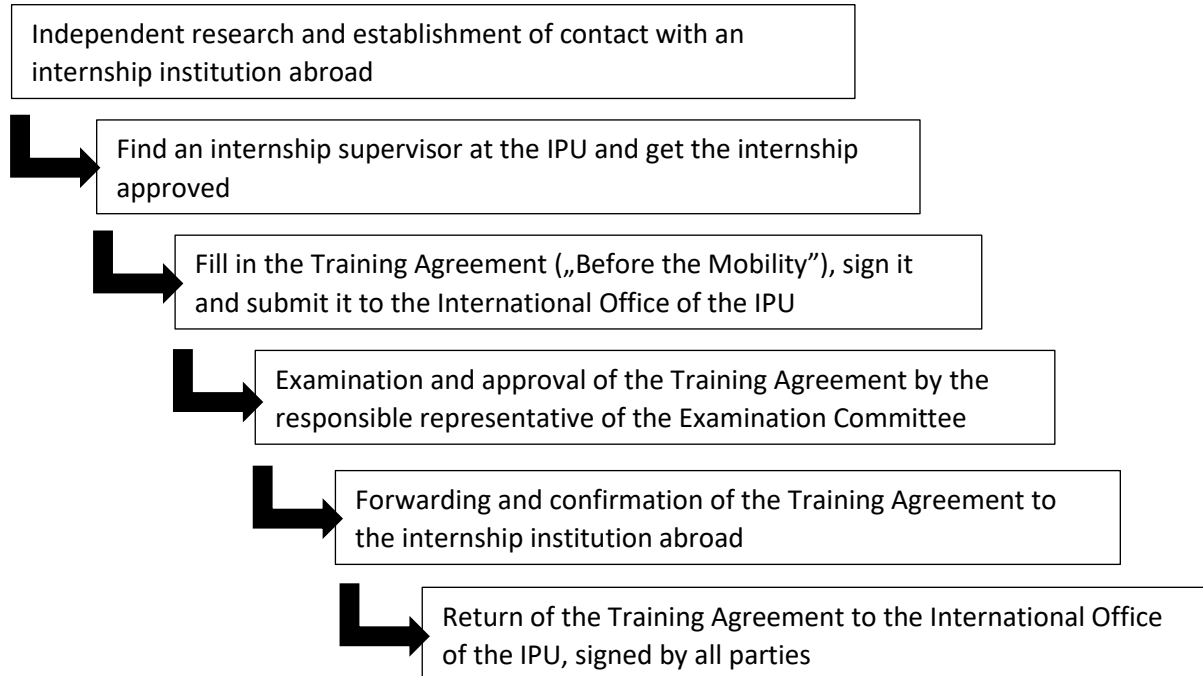


After Studying Abroad

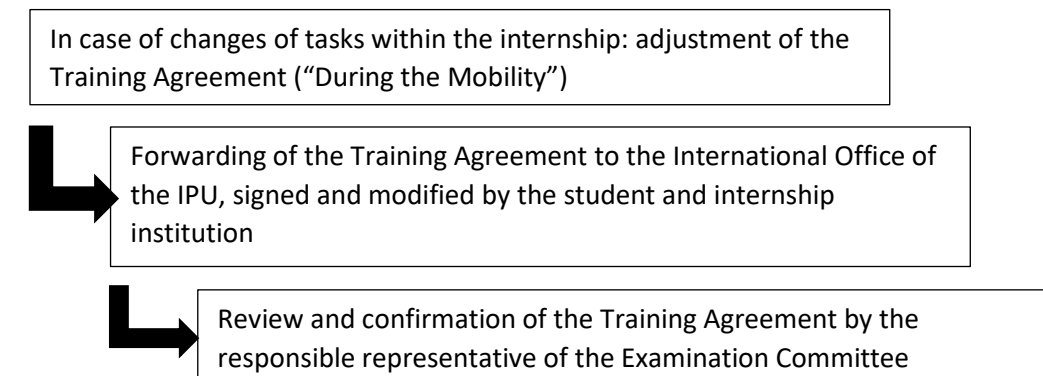


3.2 Overview Internship Abroad

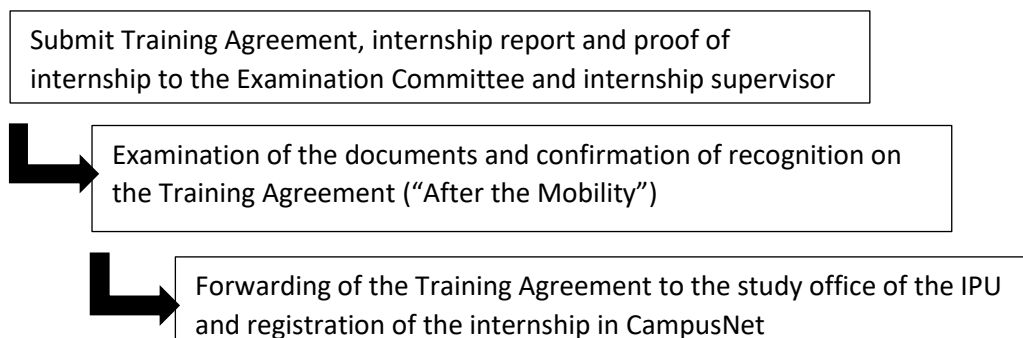
Before the Internship Abroad



During the Internship Abroad



After the Internship Abroad



3.3 Steps Towards Recognition

If all conditions listed under “2. Conditions for Recognitions “ are met, the confirmation of achievements at the IPU is largely automated. The signature of the representative of the Examination Committee on the Learning/Training Agreement is equivalent to a recognition of the achievements. Since the IPU must be notified of any changes in the choice of courses/modules during the study abroad, or in the fields of activity during the internship abroad – and these changes must be recorded on the Learning/Training Agreement – the transcript of records or internship certificate to be submitted after the stay abroad should, as a rule, reflect the achievements as agreed upon in the Learning/Training Agreement with the IPU. In this case, after submission of the complete Learning/Training Agreement, together with the corresponding proof of performance, an automatic recognition by signature directly on the Learning/Training Agreement takes place. Once recognition has taken place and been confirmed by the signature of the Examination Committee on the learning/training agreement, this is forwarded to the study office, where the respective achievement is registered on CampusNet.

3.4 Conversion of Grades

If the grading system of the host university is directly equivalent to that of the IPU, grades for recognized achievements are directly transferred according to the obtained grade. If the grading system of the host university differs from that of the IPU, grades will be converted in accordance with the HRK recommendation using the Modified Bavarian Formula.

3.5 ECTS Credit Points

Where possible, students should acquire the number of ECTS credit points awarded for the equivalent achievements provided at the IPU.

According to the principle of substantial difference (see 2.2) the number of ECTS credit points or the workload does not have to be identical. If students have obtained more ECTS points than the number of credits assigned to the course at the IPU, only the number of ECTS points designated for the IPU course will be recognized; the remaining ECTS points will be forfeited or may be (partially) recognized for other modules.

Should the students have obtained significantly (>25%) fewer ECTS credits than the number of credits assigned to the module at the IPU, the module will only be partially recognized.

3.6 Processing Time

The processing of the recognition will occur within a maximum of four weeks after complete submission of all documents.

4 Rejection and Opposition Proceedings

An application for recognition can only be rejected if the IPU proves that the learning outcomes of the achievements are substantially different or is lacking in equivalency. In such a scenario, the Examination Committee must state the reasons in writing and send the decision to the student together with instructions on the right to appeal. The reasons for non-recognition must be formulated in such a manner that a layperson, unfamiliar with the field of subject, is able to understand the considerations and recognize them as conclusive. The rejection notice must be accompanied by corresponding instructions on how and under what conditions an appeal can be submitted.

A refused application for recognition is to be classified as an administrative act against which an appeal can be lodged. This includes the refusal of the representative of the Examination Committee to sign the Learning/Training Agreement in any of the three mobility phases ("Before the Mobility", "During the Mobility", "After the Mobility"). In such an event, the student has the right to request a written rejection, of which can be appealed against. The deadline for initiating opposition proceedings is four weeks after having received the rejection notice. The appeal should be addressed to the IPU Quality Management, responsible for information and complaint management.

5 Legal Bases

The recognition of study and examination achievements is based on the following regulations:

Federal law

Law on the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region of 16 May 2007 (Lisbon Convention).

Link:

http://www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-07-Internationales/02-07-04-Hochschulzugang/lissabonkonvention-1_01.pdf

National law

Law on Higher Education Institutions in the state of Berlin (Berliner Hochschulgesetz - BerHGG) in the version dated 26 July 2011, in particular § 23a Abs. 1 and § 23a Abs. 2

Link:

<http://gesetze.berlin.de/jportal/?quelle=jlink&query=HSchulG+BE&psml=bsbeprod.psml&max=true>

Extract § 23a Abs. 1 BerHGG: "Comparable study achievements in other courses of study, at other German or foreign universities, at a recognized remote study facility or in a previous course of study are to be credited to the study or examination achievements stipulated in the regulations. Competences specified in the examination regulations that were acquired outside of universities shall be credited for up to half of the credit points provided for the course of study. Achievements and competences according to paragraphs 1 and 2 may only be credited once."