

Form for Credit Recognition

Name: _____ First name: _____
 Student ID: _____ Study program: _____

Please note that incomplete forms cannot be processed. They will be returned and not be processed until complete!

Please arrange the achievements to be recognized according to the module number at the IPU!

A prior class can only be recognized for one module at the IPU respectively!

! Not to be applied for with this form: Recognition of internships and thesis !

- **Recognition of internships:** send internship certificate and confirmation form to internship coordinator of your study program
 - 1. option: Internship completed outside of a degree program: report has to be written at the IPU (with a supervisor from permanent academic staff of IPU)
 - 2. option: Internship completed within a degree program: Send report additionally → it will be checked whether requirements of the IPU are met

- **Recognition of thesis:** informal application for recognition + PDF of the thesis + Transcript of Records (ToR) to be send to a professor at the IPU

- Documents to be submitted:**
- Application Form
 - Transcript of Records (ToR)
 - Module Descriptions

to send via e-Mail to:
 approval@ipu-berlin.de

Example:

Credit(s) to be recognized				To be recognized for		Recognition? <i>(filled out by the IPU Berlin)</i>
Title of the module or course lecture/seminar/tutorial, university/college	ECTS	Grade	Module Descriptions page	Module number at IPU	ECTS at IPU	Recognition of entire module (MA), partial recognition possible (TA), no recognition (KA)
<i>e.g.: Social Psychology, lecture, University of Sample City</i>	6	1,3	15	6A	6	

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Credit(s) to be recognized				To be recognized for		Recognition? (filled out by the IPU Berlin)
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Credit(s) to be recognized				To be recognized for		Recognition? <i>(filled out by the IPU Berlin)</i>
Title of the module or course lecture/seminar/tutorial, university/college	ECTS	Grade	Module Descriptions page	Module number at IPU	ECTS at IPU	Recognition of entire module (MA), partial recognition possible (TA), no recognition (KA)

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I hereby confirm the accuracy of all information provided.

Date:

Signature of the student:

Advancement to a higher semester on the basis of fully recognized modules (related to the start of studies) (filled out by IPU Berlin)

	Full-time study program	Part-time study program	
Total ECTS from fully recognized modules: _____	<input type="checkbox"/> 30 – 59 ECTS → 2. academic semester	<input type="checkbox"/> 15 – 29 ECTS → 2. academic semester	<input type="checkbox"/> 75 – 89 ECTS → 6. academic semester
	<input type="checkbox"/> 60 – 89 ECTS → 3. academic semester	<input type="checkbox"/> 30 – 44 ECTS → 3. academic semester	<input type="checkbox"/> 90 – 104 ECTS → 7. academic semester
	<input type="checkbox"/> 90 – 119 ECTS → 4. academic semester	<input type="checkbox"/> 45 – 59 ECTS → 4. academic semester	<input type="checkbox"/> 105 – 120 ECTS → 8. academic semester
	<input type="checkbox"/> 120 – 149 ECTS → 5. academic semester	<input type="checkbox"/> 60 – 74 ECTS → 5. academic semester	
	<input type="checkbox"/> 150 – 180 ECTS → 6. academic semester		

To be filled out by the IPU Berlin

Date of processing:

Signature of Chair of the Examination and Admissions
Commission:

In case of note "TA" please contact the module coordinator with the relevant form ([↗ Downloads](#)) and documents to apply for recognition of partial credits (see FAQs).