

**The Chairman
of the Examination Committee**

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Information Sheet

**for the Recognition of Examinations
and Certificates of Achievement**

Consultation hour:
By appointment only !!!

1.	<p>The new Higher Education Act (§ 63a HG) leads to changes in the procedure for the recognition of examination results. This has been implemented accordingly in the new <i>"Recognition Regulations for all Bachelor's and Master's Degree Courses at TU Dortmund University"</i>. The latest Recognition Regulations can be found in section "Examination Regulations and Other Regulations / Recognition Regulations".</p> <p>The new regulation means that you - as a student - decide on your own for which courses you apply for recognition.</p> <p>Benefits will no longer be credited without prior application!</p>
2.	Recognition is only possible for enrolled students - prior to this, only non-binding information may be provided.
3.	Find out about the examinations and certificates required in your degree program.
4.	Only university-equivalent courses may be recognized.
5.	Examinations can only be recognized in full or not at all. Only examinations can be recognized (no certificates!).
6.	<p>If you believe that any courses you have passed could be recognized, please contact the Chairman of the Examination Committee by e-mail with the following documents:</p> <ul style="list-style-type: none"> - by completing the form <i>"Application for Recognition of Academic Qualifications"</i> in advance. You can find the form (only German) on the internet at: https://www.tu-dortmund.de/storages/tu_website/Dezernat_4/Dez. 4.3/Allgemeine_Vordrucke/Antrag-auf-Anerkennung-von-Pruefungsleistungen_Formular.pdf - an original certificate, a certified copy or a certified translation (you can take these documents back with you after submitting them). - and two copies thereof (uncertified). <p>The chairman will discuss the next steps with you. The examination process usually takes two months.</p>
7.	If it is necessary to contact other persons in order to process your application, you will be informed of this by the chairman during the interview. You should then contact the persons named as soon as possible to ensure that your request is processed quickly.