

from previous academic studies or professional activity for the Faculty of Computer Science

**The application must be submitted once, complete with all documents, by the second semester (according to § 27, para. 4, sentence 4 of the APO). Later applications will be rejected.**

- The processing of the application in the faculty takes about two months, so we recommend submitting the application within the first 8 weeks of the semester.
- Recognition is generally only possible if no credits have been earned for this module at THD. That means after the exam has been taken, no recognition can occur.
- The application for recognition must be filled out DIGITALLY and signed digitally in the signature field. By signing, you confirm the accuracy of the information provided.
- The recognition of languages is handled directly through the Language and Elective Centre.
- General communication rules: Use your student email account and reference your current study program in the subject line.

### **Procedure:**

1. Complete the form "Annex for Recognition – Complete Overview" and send it, along with the relevant grade record (grade sheet, certificate, etc.) from the previous educational institution, to the following email address: [anerkennungen-fak-ai@th-deg.de](mailto:anerkennungen-fak-ai@th-deg.de)

If you want to have credits recognized from different institutions, you must fill out multiple attachments accordingly.

2. You will then receive feedback from the course assistance regarding which subjects can be recognized by a valid decision of the examination committee (PK) or which subjects need to be submitted separately to the professors.
3. Submitting the application to the professors is preferably done in writing via email.

The professor responsible for the subject in the semester of the application or the professor who last taught the module is in charge of the recognition. If there are multiple professors, the module coordinator is responsible.

For each subject that needs to be reviewed for recognition by the professor, the following documents are required:

- "Application for Recognition" form (possibly multiple)
- "Annex for Recognition – Complete Overview" form -> completed by course assistance!
- Overview of the content of the competencies to be recognized (e.g., module handbook, program description, course catalog)
- Proof of the scope (SWS, ECTS) of the completed work
- Proof of grades (e.g., grade sheet, certificate, transcript, participation confirmation) and, if applicable, documents for grade conversion

Only documents in German or English can be considered!

**The submission of the documents must also be completed by the second semester.**

4. The professor forwards the signed application to the course assistance ([anerkennungen-fak-ai@th-deg.de](mailto:anerkennungen-fak-ai@th-deg.de)) and copies you for information.
5. The course assistance forwards the entire application to the PK for signature.