

Course recognition process – step by step





























If you have done courses while enrolled in an other study programme or at an other University, you may have them recognized for EUS, substituting EUS courses, under certain preconditions.

Firstly you have to check if the recognition is complying with the EUS Curriculum – for that purpose you need to contact Prof. Doris Wydra regarding the subjects/courses that you wish to have recognized. She will decide whether the recognition is possible.

- Note: If you have done a Double-Degree Programme, you have received a list of recognizable courses and just have to check there, you do not have to ask Prof. Wydra.

Having confirmed that the recognition is possible, you have to follow a procedure in Plusonline, following several steps:

- log into Plusonline with your account.
- select “**Recognitions/Achievement supplements**”

| Studies | Resources | Services |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|  Student Files |  Documentation |  Blackboard |
|  Tuition Fees |  Calendar |  Inter-university login (Cluster Mitte) |
|  PI US Administration of Final Thesis (PAAV) |  Evaluations |  IT-Support |
|  Tuition Fees |  Personal Settings |  Mail Client Access |
|  My Courses |  Login Log |  StudentCard Image Upload |
|  LV- und Prüfungsan-/abmeldung | |  Students' Union Elections |
|  Exam Results | |  Legal Information Service |
|  Transcripts | |  Interne Weiterbildung |
|  Recognitions / Achievement supplements | |  Webmail for students |
|  Registration Status | |  Library |
|  Registration Documents | |  Change Password |
|  Current/Home Address | | |

Enter data for accreditation/recognition of courses taken at other universities

- click “new recognition” on top of the page (right side)

Recognitions / Achievement Supplements

Go to [Student File](#)
 Operations [New recognition](#) [New achievement](#)

Recognitions

| Type of recognition | File number | Dean's office number | Date | Positions All/OK stud./OK PLUS | Educational institution | Note |
|-------------------------------------------------------|-----------------|----------------------|------------|-----------------------------------|-------------------------|------|
| <i>Masterstudium; European Union Studies (UG2002)</i> | | | | | | |
| General recognition | | | 15.04.2018 | 0 / 0 / 0 | Universität Salzburg | |
| General recognition | S16022/534-2018 | | 18.05.2018 | 3 / 3 / 3 | Universität Wien | |

Find detailed information on this entry under 'help'

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- When the new tab opens, select “Masterstudium EUS” in the field “Studies” and “General Recognition” in the field “Type of recognition”. Select the University from which you want your grades to be transferred (in case it is not on the list, write an email to Bettina Kalhamer: bettina.kalhamer@sbg.ac.at, beside your request, include your transcript of records in the email). Also fill in the date of recognition. (You may leave the rest blank.) At the end click save and close that tab.

Enter Recognition Parameters

Go to [Parameters](#) [Positions](#)

General

Studies

Type of recognition

File number

Dean's office number

Note

Educational institution

Date

Date of recognition

Universität Salzburg

Universität Salzburg

AFG Balkh University

ALB ISPE College Prishtina

ALB Social Research Kosovo Prishtina

ALB Universität Prishtina

ALB Universität Tirana

ALB Universum University College Prishtina

ARE Dubai Higher Colleges of Technology/Dubai Women's College

Close

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- Now in the previous tab under “Recognitions” a column with the name “General recognition” will appear. Click the link “0/0/0” below “Positions” and open a “New Position” by clicking on the link.

Enter Recognition Parameters

Go to
Select Parameters **Positions**

General

Studies UD 066 809 809_2018W Masterstudium; European Union Studies (UG2002)

Type of recognition General recognition

File number

Dean's office number

Note

Educational institution Universität Salzburg

Date

Date of recognition 15.04.2018
Format: DD.MM.YYYY

Delete Save Cancel/Close

- When the new tab opens, click “Course(s) to be recognized: add”, to add the course you want to recognize. After you have filled all the necessary information, save and close the tab.

Enter Recognition Positions

General recognition of 15.04.2018
Studies: UD 066 809 Masterstudium; European Union Studies (UG2002) Educational institution: Universität Salzburg

Create new position

Course(s) to be recognised: [add](#)

is/are recognised for PLUS course(s) [add](#)

Definable results or certificates (e.g. free subjects) [Add](#)

Save and Close Cancel

- Then click “is/are recognized for PLUS course(s): add” to match with the corresponding course from the EUS Curriculum by opening and checking the right module and course. (When searching for a specific subject you can also click on “General Search”.)

Enter Recognition Positions

General recognition of 15.04.2018

Studies: UD 066 809 Masterstudium; European Union Studies (UG2002) Educational institution: Universität Salzburg

Create new position

Course(s) to be recognised: [add](#)

is/are recognised for PLUS course(s) [add](#)

Definable results or certificates (e.g. free subjects) [Add](#)

Save and Close

Cancel

Select Achievement to be Recognised

Choose the position in the curriculum

General search

Done

Select...

| Name | rec. sem. | Credits |
|------------------------------------------------------------------------------------------------------------|-----------|---------|
| <input type="checkbox"/> [809_2018W] European Union Studies | | 120 |
| <input type="checkbox"/> [VK] [809_18_EUS] European Union Studies | | 120 |
| <input type="checkbox"/> [VK] [809_16_1] Introduction to the Politics of the EU | | 9 |
| <input type="radio"/> [VK] [809_16_1.1] Introduction to the Politics of the European Union (VO) | | 3 |
| <input checked="" type="radio"/> [VK] [809_16_1.2] Introduction to the Politics of the European Union (PS) | | 6 |
| <input type="checkbox"/> [VK] [809_16_2] European Law | | 6 |
| <input type="checkbox"/> [VK] [809_16_3] Economics and History of European Integration | | 9 |
| <input type="checkbox"/> [VK] [809_16_4] Terminology and Basics | | 6 |
| <input type="checkbox"/> [VK] [809_18_5] Interdisciplinary Consolidation | | 24 |
| <input type="checkbox"/> [VK] [809_18_6] Practical Seminars | | 12 |
| <input type="checkbox"/> [VK] [809_18_7] Methods, Research Design and Thesis | | 6 |
| <input type="checkbox"/> [VK] [809_18_8] Case Studies on EU Law and Politics | | 12 |
| <input type="checkbox"/> [VK] [809_18_9] Methodology advanced | | 6 |
| <input type="checkbox"/> [VK] [809_16_FEC] Free Elective Courses | | 6 |
| <input type="checkbox"/> [VK] [809_16_MT] Master Thesis | | 20 |
| <input type="checkbox"/> [VK] [809_18_ME] Master Examination | | 4 |

Select...

- Do not forget to include ECTS and grades. If you are recognizing courses for a Double Degree, you have to convert the grades you got abroad into the Austrian system according to the conversion table you received.

The Document will then look like this

| Order | PLUS assessment | ECTS credits | Foreign evaluation |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------------------------|
| Position 1 | | | |
| European Government: Institutions, Decision-making Processes and Politics in the EU; VA 2 hours/week 2011/12; is recognised as A00002518 Introduction to the Politics of the European Union (VO); L OSH S 2017/18 Fach-/Modulprüfung; | n/a | 3 | sehr gut |
| Note from the accrediting department: 0/2000 | 1 | 3 | Expertise: 0/2000 |
| Position 2 | | | |
| Europäische Integrationspolitik seit 1945; VA 3 hours/week 2011/12; is recognised as A00001167 History of European Integration; L OSH S 2017/18 Fach-/Modulprüfung; | n/a | 3 | sehr gut |
| Note from the accrediting department: 0/2000 | 1 | 3 | Expertise: 0/2000 |

- After you have added all courses, you have to confirm and print the document and present/send it to Miriam Krög for checking. She will then forward it Prof. Doris Wydra in order for her to confirm it.

| Order | PLUS assessment | ECTS credits | Confirmation Stud. | PLUS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|--------------------|------|
| Recognition Positions | | | | |
| General recognition of 23.02.2019 Studies: UD 066 809 Masterstudium; European Union Studies (UG2002) Educational institution: Universität Salzburg | | | | |
| Select Parameters Positions Operations New position Print Request Confirm all positions | | | | |
| Position 1 | | | | |

- Lastly, the signed document will be sent to the legal department and after a short period of time you will receive an official document with all the recognized subjects (“Bescheid”), and a request to sign and return a confirmation document – do not forget to do that!

Important info:

- At the end of your studies programme you will have to fill in a “Prüfungspass”, listing all the courses you did to fulfil the Curriculum. You have to list all your recognized courses there (with the remark “recognition” in the column “examiner”).
- It is impossible to recognize courses for specific slots in the curriculum more than once. So if you already have recognized a subject for a certain course in your curriculum, you can not recognize another subject for the same course.
- You can only receive ECTS for recognitions corresponding to the number of ECTS in the EUS Curriculum. That number might differ from the original ECTS the course had. So, like in the example below, the course Transdisciplinary Methodology has 6 ECTS. If you want to recognize a course (or courses) with more ECTS for this slot, it will still only be counted as 6 ECTS. (This is also true for recognizing courses with less ECTS.)
- Sometimes, especially for the Double Degree-recognitions, one Curriculum slot is filled by more than one course. In that case you have to list them as the same position, like this:

| Position 3 | ▲ | ▼ | |
|----------------------------------------------------------------------------------------------|---------------------|----------|---|
| Legal Theory; L (Duration of course: Summer semester) 2019/20; | n/a | 5 | A |
| Privat International Law; L (Duration of course: Summer semester) 2019/20; | n/a | 5 | B |
| are recognised for | | | |
| 809M54 Transdisciplinary Methodology (recognition); L 2SH S 2019/20 Fach-/Modulprüfung; ⓘ | 1 | 6 | |

Extra info for Double Degree-students: you do not have to have all the classes recognized, which are listed in the course-table you received (and in the learning agreement). You can choose which ones you would like to recognize. However, make sure to recognize enough ECTS to comply with the statutes of Erasmus!

If you are facing troubles following this guide, please contact Miriam Krög.

(a German guide to recognitions can be found on the website of the KGW Prüfungsreferat:
<https://www.uni-salzburg.at/index.php?id=62865&MP=200409-200745%2C67-200723>)