

Credit Transfer Request Form

Surname _____ First name _____ Date of birth _____

Student ID no. _____ Address _____

Phone _____ Email _____

I hereby request the transfer of credits previously earned by me into my degree programme or combination of subjects _____

Required field: e.g. Biology, Political and Social Studies;
if you are studying a combination of subjects: e.g. German/English and combination model: major/major; major/minor;
if you are studying for a teaching degree, also indicate the school type: e.g. *Gymnasium, Realschule*

leading to the degree of _____
e.g. Bachelor's, Master's, state examination

Name of the educational institution at which the credits to be transferred have been earned:

Name of the degree programme in which the credits to be transferred have been earned:

Required field: if you studied a combination of subjects: e.g. German/English and combination model: major/major; major/minor;
if you studied for a teaching degree, also indicate the school type: e.g. *Gymnasium, Realschule*

leading to the degree of _____
e.g. Bachelor's, Master's, state examination

Complete only if the credits to be transferred have been earned in a country other than Germany:

Country in which the credits to be transferred have been earned: _____

Start and end dates of stay: from _____ to _____

Type of stay Study abroad experience
 Work placement abroad

Type of mobility programme European Union programme (EU sponsored, e.g. Erasmus)
 Other international/national programme (non-EU sponsored, e.g. university partner programme, *Auslands-BAföG*)
 None, self-arranged stay

Please also read the information about the transfer of credits and the protection of your data that is provided on page 2 of this form!

(Date, signature)

General information about the transfer of credits:

Your credit transfer request form will have to be filled in completely and approved and then submitted to the Examination Office.

A transfer of credits in accordance with the provisions of the general academic and examination regulations (ASPO) or the general academic and examination regulations for teaching degree programmes (LASPO) can lead to placement into a higher subject semester. The Examination Office always consults the competent examination committee before placing a student into a higher subject semester.

If a student is studying a combination of subjects, it will only be necessary to consult both examination committees if the student is to be placed into a higher subject semester or in the event of a deviation from the standard case (30 ECTS credits = 1 subject semester).

Credit transfer requests cannot be withdrawn after the Examination Office has carried out the transfer.

This transfer of credits does not create an entitlement to a place on a degree programme at the University of Würzburg!

Note on the transfer of credits earned at external institutions:

If you are requesting the transfer of credits earned at another higher education institution or the transfer of credits earned in a country other than Germany, you will, in addition, have to supply a document that proves your achievements (e.g. a transcript of records with details of the grading scheme used) and a module description or summary of module contents issued by the institution at which the credits to be transferred have been earned. Remember that you will have to supply original or certified copies of the relevant documents.

You will have to file your credit transfer request without undue delay and at the latest within the first semester after your return to JMU. After that, no further transfer of credits earned during that stay will be permitted.

Note on the transfer of credits after a change of degree programme:

Credits previously earned in another degree programme or under another examination regulations version will, if they are being transferred into your new programme or combination of subjects, be deleted in your old programme or combination of subjects. You will thus have to print out proof of your achievements before the change occurs and keep it in a safe place.

You will have to file your credit transfer request without undue delay and at the latest within the first semester after your change of degree programme. After that, no further transfer of credits earned before that change occurred will be permitted.

Legal basis for data collection:

The legal basis for the collection of personal data is Art. 42 (4) of the Bavarian higher education act (*Bayerisches Hochschulgesetz*, BayHSchG) as amended from time to time. According to the aforementioned act, every student is obliged to provide all personal data requested in this form unless the form states that the completion of a particular field is voluntary. The data collected in this form will be used by the University of Würzburg for administrative purposes in connection with credit transfer and for the purpose of generating university statistics. All data will be processed in accordance with the provisions of the Bavarian data protection act (*Bayerisches Datenschutzgesetz*, BayDSG) as amended from time to time.

Failure to provide complete information may result in your request being denied.

¹ The amendment to the higher education statistics act (*Hochschulstatistikgesetz*, HStatG) of 2 March 2016 requires the University of Würzburg to collect additional information from you. Please provide the information asked for in this section on a voluntary basis.

Requesting student (surname, first name, student ID no.): _____ To accompany the request dated _____

Assessment(s) taken (To be completed by requesting student)				Equivalent assessment (To be completed by teacher)				
Type of degree/programme/subject (e.g. Bachelor's degree/programme in Physics, Master's degree/programme in Mathematics, teaching degree for <i>Gymnasium</i> schools)	Title of assessment (for assessments taken at JMU: indicate exact abbreviated title or number of the assessment)	Grade (excellent, good etc., exact numerical grade), pass (if applicable)	No. of ECTS credits	In the programme leading to the degree of or in the combination of subjects (e.g. Bachelor's Mathematics, Bachelor's German/English, teaching degree <i>Gymnasium</i>)	Assessment no. (6 digits) or exact abbreviated title of the assessment	With the grade (if applicable: pass)	No. of ECTS credits according to FSB	Signature/stamp of chairperson of examination committee, academic representative or examiner

No. of ECTS credits eligible for transfer:

Degree subject 1: _____ Degree subject 2: _____

Educational science courses (EWS): _____ (only applicable for teaching degrees)

Total: _____

Please note:

As a rule, the two examination committees involved will have to reach an agreement regarding the placement of a student into a higher subject semester. If they fail to reach an agreement, the requesting student will move up one subject semester for each 30 ECTS credits that are being transferred into the student's programme at JMU.

COMPLETE ONLY IF STUDENT WILL BE PLACED INTO A HIGHER SUBJECT SEMESTER or IN THE EVENT OF A DEVIATION FROM THE STANDARD CASE (30 ECTS CREDITS = 1 SUBJECT SEMESTER)!

Statement of the chairpersons of the examination committees involved:

Through the transfer of credits, the student will move up _____ subject semester(s).

We have reached an agreement: Yes No

Degree subject 1: _____
(Please specify degree subject)

Date, signature: _____
Chairperson of the examination committee

Degree subject 2: _____
(Please specify degree subject)

Date, signature: _____
Chairperson of the examination committee