

Procedure for the accreditation of course achievements and examinations achieved during a stay at a foreign university

To ensure that the benefits which you have achieved at a foreign university can be accredited for your studies at TU Dresden you should strictly follow the steps mentioned below:

1. If you intend to take examinations at a foreign university which ought to be considered as replacement for examinations foreseen in your curriculum at TU Dresden, you should clarify the possibilities of an accreditation with the person responsible for the respective module / the examinant prior to the stay abroad. The materials needed therefor have to be inquired for the responsible person at TU Dresden. Advisable is a description of the respective module in German or English language and an internet-link to the respective document at the host university.
2. For a recognition of individual examination marks within a module the clarification of the recognition should be conducted with the respective examinant.
3. If the person responsible for the respective module / the examinant agrees with the accreditation, this has to be confirmed by signature and an official stamp in the enclosed form **“Vorgezogene Anrechnung von im Ausland erbrachten Studien- und Prüfungsleistungen”**.
4. The completed list for the recognition to be undertaken after your stay abroad has to be submitted to the examination office for official confirmation by the examination board.
5. If the grade achieved at the foreign university should be accredited at TU Dresden, a grade in the German grading system is required since a recalculation of foreign grades to the German grading system is in general not possible. To enable a recognition of the grade it is necessary that the examinant at the foreign university awards a German grade together with the grade commonly used at the host university.
6. To enable this you should present the **“Explanation of the German grading system”**, available in various languages on the web pages of the examination office, to the examiners at the host university and ask them to provide the local grade and a corresponding grade using the German grading system on the form **“Rating of an examination”**. It is useful to do this at the beginning of the course to avoid any delays at the end of your stay.
7. In case of any open question the examiners at the host university can directly contact the dean of study affairs for mechanical engineering at TU Dresden.
8. After your stay abroad you should present the form **“Vorgezogene Anrechnung von im Ausland erbrachten Studien- und Prüfungsleistungen”**, the **official list of marks for the examinations taken at the foreign host university** and the **grading following the German system on the “Explanation of the grades in the German grading system”** to the examination office for registration of the course achievements.

Since this procedure is just starting in the winter lecture term 16/17 we would be happy about short experience reports to stefan.odenbach@tu-dresden.de.



Fakultät Maschinenwesen/Dekanat/Prüfungsamt

**VORGEZOGENE ANRECHNUNG VON IM AUSLAND ERBRACHTEN
STUDIEN- UND PRÜFUNGSLEISTUNGEN**



Der Antrag ist am PC auszufüllen! Bitte nutzen Sie zur Bearbeitung der Anträge den Adobe Acrobat Reader DC. Bei Rückfragen werden Sie über Ihre TU Dresden E-Mail-Adresse kontaktiert.

Anrede	Name	Vornamen
Geb.-Datum	Matrikelnummer	IMMA-Jahrgang
Studiengang		
Studienrichtung / Profilempfehlung		

Name der Bildungseinrichtung an der die Leistung erbracht wurde

Module die angerechnet werden sollen:

Module an der Gastuniversität	LP	Module an der TU Dresden	LP	Modulverantwortliche:r (Unterschrift / Stempel)

Prüfungsleistungen, die als Teilleistungen in Modulen angerechnet werden sollen:

Prüfungsleistung an der Gastuniversität	SWS	Prüfungsleistung an der TU Dresden	SWS	Prüfer:in (Unterschrift / Stempel)

Datum _____ (Unterschrift)

Bearbeitungsvermerk des Prüfungsausschusses

Dresden, den _____ (Unterschrift der:des Vorsitzenden des Prüfungsausschusses)

Hinweis zum Datenschutz:
Mit meiner Unterschrift bestätige ich, dass ich die Datenschutzerklärung der Fakultät Maschinenwesen (https://tu-dresden.de/ing/maschinenwesen/ressourcen/dateien/studium/pruefungsamt/formulare_informationen/Datenschutzerklaerung-2.pdf) gelesen und verstanden haben.

Bitte füllen Sie den Antrag vollständig aus.