

## ***Fact sheet on the recognition of academic achievements abroad*** **(Short Version)**

Dear students from the faculty of business and economics,  
if you plan to study abroad within the ERASMUS+ exchange program, as a Free Mover or within any other exchange program (e.g. Worldwide program) for one or two semesters it is necessary to create a Learning Agreement. Please note the following information:

### **Assessment of Eligibility for Recognition:**

- Send the excel-based application for the recognition test together with the module descriptions to [toni.richter@ovgu.de](mailto:toni.richter@ovgu.de) (Please note the instructions for e-mail correspondence on our website)
- You will receive an answer within 14 days by email from Dr. Richter

### **Learning Agreement:**

- Is to be filled on the basis of this reply and under consideration of the filling instructions and then send to Dr. Richter
- The agreement must be digitally signed by you (e.g. e-signature)
- You will get back the fully signed document within 14 days by e-mail

### **Change in Courses during the Semester Abroad:**

- Renewed assessment of the courses by Dr. Richter (Excel application + module descriptions)
- Upon confirmation, fill in the "During des Mobility" part of the Learning Agreement (for Erasmus+) or the "Change Agreement" (worldwide) [Please note the filling instructions!]
- Must be completed at the **latest 5 weeks** after the beginning of the semester abroad

### **Steps upon Return:**

- Submit the original of your transcript of grades (by e-mail from the foreign university or printout of the original) to the Examination Office
- The examination office will inform you by post about the recognised modules, grades and credits

### **Further materials:**

- Fact sheet on the recognition of academic achievements abroad
- Filling instructions „Before the Mobility“ and „During the Mobility“
- Application for recognition for study abroad
- E-Mail Correspondence