

## Checklist for Students

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### Recognition of Courses and Credit Points

If you would like to apply for recognition, please follow the steps below:

- Have the study result and the course/module descriptions ready.
- Print out the application form for recognition.
- Submit the original application form for recognition and the original study result as well as the course/module descriptions to the lecturer responsible for the course/module at HCU for which you would like to apply for recognition.
- The HCU lecturer responsible for the module checks and confirms with his/her signature on the application form that the performance can be recognised in principle. A performance can be recognised in principle if there are no significant differences between the performance to be recognised and the performance required at HCU in terms of content, scope and requirements.
- Sign the application form for recognition yourself.
- Submit the application form for recognition with the signatures of the lecturers as well as your own signature and the study result in the original to the Examination Board member of your study programme for a final decision.
- If the Examination Board approves your application for recognition, submit the signed original application form with a copy of the study result to the Infothek.

Your application for recognition is finally checked in the Examination Office and the recognised achievements are entered in your ahoi account. The achievements will then be shown on the Transcript of Records.