

To the coordinator

of the **partner university** ..... Mrs/ Ms / Mr Prof:.....



**S T A T E M E N T**  
FOR RECOGNITION OF COURSES TAKEN AT THE PARTNER UNIVERSITY

**Applicant:** Mrs/ Ms/ Mr ..... Name First Name Enrolment No

**Address:** ..... Street Postal Code City Email Telephone

**The applicant requests recognition of the following courses taken at the partner university for the IB module "Semester Abroad":**

To be filled out by the applicant					To be filled out by the coordinator		
Course Title (in original language)	Assessment (exam, paper, assignment, etc.)	ECTS	Grade received	Contact hours* per week	The course is equivalent to and can be recognised as	Grade	The course cannot be recognised due to the following reasons
Course Title (in English)							
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>1 Business Elective Abroad</b> (2 contact hours à 45 min) <input type="checkbox"/> <b>2 Business Electives Abroad</b> (4 contact hours à 45 min)		
				<input type="checkbox"/> h à 45 min <input type="checkbox"/> h à 60 min whole semester: min	<input type="checkbox"/> <b>General Elective Abroad</b> (4 contact hours à 45 min)		

### To be filled out by the applicant

**Enclosed with this request are the following documents:**

(This request cannot be processed if documents are missing or faulty!)

Please mark the appropriate box:

- Content of the course (for each subject)
- Grade report of the partner university
- Contact hours of the course
- Kind of assessment and time (of exam)
- Additional documents

Nuremberg, .....

.....  
Signature of the applicant

### To be filled out by the coordinator

If the course passed at the partner university is equivalent to our course cannot be determined based on the submitted documents. The following **documents still have to be handed in:**

- Content of the course
- Grade report
- Contact hours of the course
- Kind of assessment
- Other:

Nuremberg, .....

.....  
Signature of the coordinator

\* During their "Semester Abroad", students must pass the equivalent of at least **12 weekly contact hours** (equivalent to 21 credit points) in subjects called "*Business Electives Abroad*". Furthermore, students have to pass the equivalent of **4 weekly contact hours** (equivalent to 4 credit points) in **non-business related subjects** called "General Electives Abroad". Here, economics and business-related subjects will not be recognized as general electives, as well as sports and other purely leisure-related activities. However, you may study a third foreign language which must be different from your 1st and 2nd business language at the OHM. Courses with a duration of 60 min. will be recalculated. For example, 3 contact hours à 60 min at the partner university will result in 4 contact hours à 45 min at the OHM. In exceptional cases up to 4 contact hours can be made up at the OHM (e.g. course was failed at partner university).

The recognition of additional courses is only possible, if the 12 weekly contact hours of *Business Electives Abroad* and the 4 weekly contact hours of *General Electives Abroad* have been fulfilled. The request for additional recognition must be submitted to the IB examination board, and the appropriate lecturer has to consent that the course(s) taken abroad is (are) equivalent to his/her course(s) taught at the OHM.