

## Checklist

### **“Required documents to apply for the recognition of credits and examinations according to § 5 of the examination regulations (Prüfungsordnung) of the Master program in Environmental Sciences / Ecotoxicology”**

If you already passed – in whole or in part – a study program, the credits and examinations can be recognized under certain circumstances.

To allow the evaluation of requests for recognition of study times, credits or examinations, handing in the following documents – if applicable – is required:

**Certificates, de-registration certificates, proofs of attendance, other confirmations etc. that indicate the following:**

- **name and content of the attended course**
- **achieved credits**
- **achieved time credits (SWS or ECTS credits)**

**Additionally, it is necessary that the documents indicate,**

- **which module examinations were already taken**
- **which course achievements relevant to the examination were already accomplished**

and the received **grades**.

**Moreover, you have to document all examinations, credits etc. that**

- were **not** passed
- were **repeated**

as also these may be recognized.

**It may under certain circumstances also be necessary** to hand in a detailed list of courses/modules of your previous study program including details of the courses' contents, duration, and hours per week. This description can be either a study guide issued by your former university or written by yourself. By signing the description, you confirm that the information you provide is complete and accurate. We reserve the right to verify the provided information.

**Please note that external applicants need to hand in all documents as certified copies.**

**Please also take care about the completeness of the provided documents as otherwise no evaluation is possible.**

After the evaluations concerning the individual subjects are retrieved from the respective examiner, all documents are to be handed in at the examination office of the respective M.Sc programs (Building Westring 2).

You will be informed in writing about the final decision of the board of examiners. If you have any questions, please contact the staff of the examination office at the Landau Campus.