**Faculty of Management, Economics and Society**

**Form for the recognition of academic achievements abroad**

Please send the completed and signed form with your UW/H-approved Learning Agreement (LA Before the Mobility & During the Mobility, if applicable) and the Transcript of Records (ToR) from the host institution to [pruefung.wige@uni-wh.de](mailto:pruefung.wige@uni-wh.de).

You can find the grade conversion table on the intranet under "[Studies abroad](https://intranet.uni-wh.de/en/study/studying-abroad-international/studying-abroad/studies-abroad#c4786)".

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| **Name** | **First Name** | **Student Number** | **Study Programme** |
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| **Host Institution** | **Period of Stay (TT.MM.JJJJ- TT.MM.JJJJ)** | **Funding Programme: ERASMUS+, SEMP, PROMOS, Freemover** | **Studies abroad or summer/winter school** |
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| **Host Institution** | | | **UW/H** | | | |
| **Course Title at Host Institution  (according to LA/ToR)** | **Credit Points (according to LA/ToR)** | **Local Grade**  **(according to ToR)** | **Module Number** | **Course Title at UW/H**  **(according to LA)** | **ECTS (according to LA)** | **German grade  (according to grade conversion table)** |
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The courses listed here are to be transferred from the transcript of records of the above-mentioned host university, issued on DD/MM/YYYY, to my transcript of records at Witten/Herdecke University. With my signature, I confirm the accuracy of the information provided.

Further courses from the transcript of records of the host university will not be recognised, and it is not possible to change the allocation at a later date.

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| **Signature of Student** | **Place, Date** | **Signature Vice Dean for Teaching** | **Place, Date** |