

INFORMATION SHEET INTERNATIONAL ACADEMIC CREDIT TRANSFER

1. How do I submit the application?

- **Fields of study: SOWI/WIWI/RE/MED**

The application "Vor Antritt des Auslandsaufenthaltes/Before studying Abroad" is only done electronically in the recognition tool AUWEA NG under Application - Abroad.

<https://anerkennung.jku.at/anerkennung/>

- **Field of study: TN**

The form " Vor Antritt des Auslandsaufenthaltes/Before studying Abroad " can be downloaded at [https://www.jku.at/en/degree-programs/students/credit-transfer-and-examination-recognition/ international/](https://www.jku.at/en/degree-programs/students/credit-transfer-and-examination-recognition/international/). After consultation the person responsible for credit transfer, the form is to be sent by mail to the Examination and Recognition Service (anerkennung-tn@jku.at), if it does not concern free electives. In addition, attach the examination description (not required when applying for free electives).

2. The following documents (German or English) are required for the decision on recognition:

- Examination description/ course contents
- Mode of examination
- ECTS points/credit points etc. from the host university
- Documents indicating the level / classification in the respective curriculum of the host university.
- For the subject area of Business Informatics/Informatics: form "Bestätigung des*der Fachprofessors*in" (see also recognition subject area of Business Informatics)

Please add the above mentioned documents as external documents and links to the electronic application.

The person responsible for credit transfer can be found on the website at

<https://www.jku.at/en/degree-programs/students/credit-transfer-and-examination-recognition/austria/> and in the respective studies.

As processing can take up to 2 months, the application for advance recognition should be submitted by the end of April (for stays starting in summer/fall) or by mid-October (for stays starting in spring).

If the bachelor's degree program is completed between the application and the start of the stay abroad, a new application for the master's degree program must be submitted immediately!

If no course content is available, only free electives can be provisionally applied for.

The approved notification will be automatically forwarded to the International Office by the Examination and Recognition Service. As a student receiving study grants, the preliminary notification is required for the application for a study grant abroad (the preliminary notification replaces the 2nd page of the form).

3. Application Instructions

- **Free electives**

There is no upper limit of ECTS points for the application for free courses. If there is a difference in the ECTS points for individual courses, this can be used for the free electives (**Note:** Apply the free electives **in the same application**, a subsequent application for the ECTS points surplus for free electives is not possible!)

E.g: Finance Research 6 ECTS > KS Unternehmensfinanzierung 3 ECTS
 > Free electives 3 ECTS

- **How is the conversion of foreign course units outside of ECTS done?**

The full workload is 30 ECTS points per semester in Austria. If, for example, the foreign study program lasts 3 years and a total of 130 credit points are required, the conversion factor is calculated as follows:

3 years = 130 credit points > 1 year = 43.3 credit points = 60 ECTS points
 1 Credit Point = 1,3846 ECTS points, rounded therefore the factor 1,4

3.1. Recognition subject area of Business Administration

- **Bachelor's degree program WIWI (2018W):**

- **Minor subject completed abroad:**

The subject is established in the foreign study. The subject is recognized in Linz with the designation valid in the foreign curriculum as the 1st subject completed abroad. If there is no specializations at the foreign university, it has to be proven that the courses abroad impart a learning outcome that is comparable to a subject established at JKU.

- **Business Sciences Courses abroad with 18 ECTS points**

Courses do not have to be assigned to a subject. A mixture of courses in business administration or economics is possible.

- **Supplementary subject abroad:**

The supplementary subject abroad can be recognized with 6 or 12 ECTS points. If the supplementary subject abroad is recognized with 12 ECTS points, no subject has to be chosen from the following offer:

- Economic History
- Cultural History of Economic Reasoning
- Economic Philosophy and Advanced Studies in Social- and Economic Sciences

- **Bachelor's degree program WIWI (2018W) – Major Field of Studies International Business Administration**
 - **Foreign Minor 1 (18 ECTS or 24 ECTS)**
The subject is established in the foreign curriculum. The subject is recognized in Linz with the designation valid in the foreign curriculum as the 1st subject completed abroad. If there are no specializations at the foreign university, it must be proven that the courses abroad impart a learning outcome that is comparable to a subject established at JKU.
 - **Courses in Business Administration passed at foreign universities (only recognizable in the Major field of studies IBWL)**
Courses from the field of business administration at the level of a minor to the extent of 18 or 24 ECTS points.
ATTENTION:
The subject "Business Sciences Courses abroad" cannot be used in the Major field of studies IBWL.

- **Bachelor's degree program WIWI (2021W):**
 - **Area of Specialization Abroad (18 ECTS)**
A subject from the fields of business administration, economics or business psychology can be recognized as a whole (to the extent of 18 ECTS points) within the scope of the area of specialization, even if this is not offered in the current curriculum. If no subjects are established at a host university, combinations of courses in economics and business psychology can also be recognized.

- **Bachelor's degree program in Business Administration:**
 - **Minor Abroad (12 ECTS)**
Courses in Business Sciences with predominantly business content can be chosen. If no subjects are established at a host university, combinations of courses that do not count towards chosen major or minor can also be recognized.
 - **Subject "Managerial Practice - Finance & Accounting" (6 ECTS) or Subject "Managerial Practice - Management" (6 ECTS)**
Courses in Business Sciences with predominantly business administration content can be chosen.

ADDITIONAL INFORMATION:
If courses in the amount of at least 12 ECTS points are positively completed in English at the host university, the Business language English can be recognized in the amount of 12 ECTS points according to § 4 para. 5.

3.2. Recognition of the subject area Law

- **Diploma degree program Law (2022)**
 - **Major field of studies "Foreign Law" (21 ECTS)**
[§ 9 Curriculum Diploma Degree Program in Law 2022](#)
 - **European Law, Public International Law**
In addition, courses can be recognized if the acquired competences (learning outcomes) are equivalent.

3.3. Recognition of the subject area Human Medicine

In addition to applying for pre-recognition in the AUWEA, medical students must also contact the Center for Medical Education (zml@jku.at) to discuss pre-approval. This has to be done in good time before the start of the semester abroad.

4. WHAT to do if course selection changes?

- **Fields of study: SOWI/WIWI/RE/MED**
If the course selection changes, a new application must be submitted in AUWEA NG.
- **Fields of study: TN**
If the course selection changes, a new application (for the new courses) must be submitted. The change must be discussed in advance with the subject professor and the responsible person for credit transfer. The form must be submitted with the required documents by mail to the Examination and Recognition Service.
- **Erasmus student**
An amended Learning Agreement must be sent to the International Office (katharina.muellner@jku.at).

5. WHAT to do after the completion of the stay abroad?

- **Fields of study: SOWI/WIWI/RE/MED**

An application for AFTER completion of the stay abroad must be submitted in AUWEA NG.

Note that digitally signed certificates must be uploaded directly to AUWEA when applying. If you have an original certificate with stamp and signature, it should be sent by mail or submitted in person as soon as possible. A copy of the transcript must be uploaded in AUWEA.

- **Field of study: TN**

The form "After your stay abroad" is available at

<https://www.jku.at/en/degree-programs/students/credit-transfer-and-examination-recognition/international/>

If a positive decision on the planned examinations was already made before the start of the stay abroad and there were no changes during the stay abroad, then the form " After your stay abroad " must be submitted by mail or in person to the Examination and Recognition Service. Otherwise, the advice of the responsible person for credit transfer in your subject area (recognition president) is to be obtained first.

The following documents must be submitted AFTER your stay abroad

- Transcript of Records from the host university in original with digital signature or seal/ signature
- Information about the grading system used.
- Advance notification(s) (only for fields of study of TN)