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**Statutes of the University of Rostock
on the Recognition of Coursework, Examinations and Degrees and on the Crediting of
Qualifications Obtained Outside the Higher Education System
(*Anerkennungssatzung* (Recognition Statutes))**

of 13 March 2018

Pursuant to § 2 (1) in conjunction with § 38 (1) of the *Landeshochschulgesetz* (hereinafter State Higher Education Act) in the version announced on 25 January 2011 (Law and Ordinance Gazette of Mecklenburg-Vorpommern, p. 18), as last amended by Article 3 of the Act of 11 July 2016 (Law and Ordinance Gazette of Mecklenburg-Vorpommern, pp. 550, 557), the University of Rostock has approved the following Statutes on the Recognition of Coursework, Examinations and Degrees and on the Crediting of Qualifications Obtained Outside the Higher Education System:

Amendments:

- § 3 (9) amended by the First Amending Statutes on the Recognition of Coursework, Examinations and Degrees and on the Crediting of Qualifications Obtained Outside the Higher Education System (Recognition Statutes) of the University of Rostock, dated 14 November 2018

**§ 1
Scope and objectives**

(1) These regulations provide the framework for a standardised, transparent process for recognition and crediting at the University of Rostock. They govern the recognition of coursework, examinations and degrees and the crediting of competences obtained outside the university in degree courses offered by the University of Rostock. In this respect, the regulations supplement the General Examination Regulations for Bachelor's and Master's Degree Courses at the University of Rostock and the General Examination Regulations for the Teaching Degree Courses at the University of Rostock, and take precedence over these General Examination Regulations in the event of any conflict.

(2) Assessments for the recognition of coursework, examinations and degrees are performed on the basis of the "significant difference" criterion pursuant to §§ 3 and 4. Assessments for the crediting of qualifications obtained outside the higher education system are performed on the basis of the "equivalence" criterion pursuant to § 5. Recognition and crediting can provide the basis for the commencement or continuation of a course of study, the sitting of exams or admission to a doctorate.

(3) The responsible bodies pursuant to § 2 ensure that the recognition or crediting procedure is appropriately communicated in their area of responsibility and document their decisions.

§ 2

Responsibilities

(1) The decision regarding the recognition of coursework and examinations pursuant to § 3, the crediting of competences obtained outside the higher education system pursuant to § 5, and the recognition of degrees pursuant to § 4 from a subject-specific perspective is made by the responsible examination board for the degree course for which recognition or crediting is being sought.

The examination board may delegate the execution of tasks to the chair or another person with the appropriate subject-specific knowledge. The Central Examination and Study Office for Teacher-Training Degrees is responsible for teaching degree courses.

(2) The decision about the recognition of degrees from a formal perspective is made by the responsible body belonging to the Central Administration of the University of Rostock, currently the Students' Registration Office.

§ 3

Recognition of coursework and examinations

(1) Coursework and examinations completed at a university in Germany or abroad are recognised unless the responsible body pursuant to § 2 establishes that there is a significant difference from the coursework and examinations being replaced in terms of the acquired knowledge and skills (competences). This also applies to coursework and examinations that were completed in state-recognised distance study courses and at other educational institutions, particularly at state or state-recognised vocational colleges.

(2) The quality, level, learning and qualification objectives, workload and profile of the coursework and examinations are used as criteria to assess whether they will be recognised.

(3) Any assessment for the recognition of coursework and examinations that were completed outside Germany must take into account the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference. This also applies to university cooperation agreements, particularly if two separate degrees are acquired at the foreign university and at the University of Rostock (double degree) or a joint degree is awarded.

(4) It is inadmissible to

- a) recognise coursework or examinations if registration has already been completed for the module examination that will be replaced by the study achievement to be recognised,
- b) recognise coursework or examinations for a Master's degree course at the University, if coursework or examinations for these study achievements had already been submitted for the successfully completed undergraduate degree and they had contributed to the passing of the degree course.

(5) An application must be submitted for performance of the recognition procedure. This must be submitted to the responsible examination board no later than at the end of the fourth week of lectures after the commencement of studies. In the event of a change of university or degree course, it is compulsory to provide the University with details of any previously completed coursework and examinations, including any failed examinations, along with the application. Otherwise, the assessment for recognition will be performed ex officio, if the responsible body pursuant to § 2 becomes aware of the study achievement in another way.

(6) The applicant must submit the modules for which they believe recognition should be considered. They must submit the documents required for the recognition process to the responsible body, as originals or certified copies, in either German or English; the responsible

body may permit the submission of documents in other languages. If no transcript of records can be submitted, the documents must provide the following information relating to the study achievements for which recognition is being sought:

1. University
2. Degree course
3. Date
4. Assessment, including failed components and the number of resit attempts
5. Learning and qualification objectives
6. Workload

If a Teaching and Learning Agreement or other relevant individual binding agreement is available, this must be submitted. If it is not possible to submit a module handbook for the assessment of the learning and qualification objectives pursuant to No. 5, or a workload pursuant to No. 6 is not shown, appropriate documents containing the required information must be provided as evidence.

(7) The documents may also be submitted prior to the commencement of studies at the University of Rostock or before a change of degree course within the University. Wherever possible, a decision on the recognition of study achievements will be taken in good time before the next enrolment deadline.

(8) If the student intends to complete a period of study abroad or an exchange semester at a German university with subsequent recognition of the coursework and examinations that have been completed there, the responsible examination board must be consulted in order to check whether the work to be completed will be recognised prior to commencement of the study outside the University. A Teaching and Learning Agreement must be concluded in order to ensure recognition. The relevant provisions from the corresponding General Examination Regulations and the course-specific examination and study regulations also apply. If evidence is provided that the coursework and/or examinations have been completed, they will be recognised.

(9) Recognition is at module level. All examinations and coursework can be recognised, except for those from the final module.

(10) If coursework and examinations are recognised, the marks – provided the marking systems are comparable – are carried over and included in the calculation of the overall mark, according to the provisions of the relevant course-specific examination and study regulations. If suitable ECTS grading tables are available for foreign universities, the marks are converted using these tables. If these are not available, the marks are converted using the modified “Bavarian Formula”. If this is not possible or if no mark is shown, it will be noted as “passed”. Re-marking recognised coursework and examinations is inadmissible. The recognition will be indicated on the degree certificate. Credits will be allocated to the recognised coursework and examinations in accordance with the relevant regulations.

(11) If recognition of coursework or an examination is refused or only granted subject to conditions or a time limit, the applicant must be notified of the reasons in writing. The responsible body pursuant to § 2 bears the burden of proof for demonstrating that the conditions for recognition have not been met. Notification must include information about the rights of legal appeal. The applicant has the right to appeal the decision.

§ 4

Recognition of degrees

- (1) Degrees completed at a university are to be recognised, provided that no significant difference from an equivalent degree at the University of Rostock is demonstrated.
- (2) The criteria pursuant to § 3(2) must be applied to the checking for significant differences during the recognition process. If recognition is refused, § 3(11) applies accordingly.
- (3) The University of Rostock determines the form of the application and the type and form of the documents that must be submitted with it.
- (4) If degrees are recognised, marks – provided the marking systems are comparable – are recognised. Marks for degrees that were completed at a university abroad are converted according to the evaluation proposals of the Central Office for Foreign Education, with the differentiated marks being used as the basis, if these are available. If the marking system that has been used is indicated on the certificate, this should be used for the calculation; otherwise the foreign country's customary marking system, as recorded in the database of the Central Office for Foreign Education, applies.
- (5) Recognition does not confer any right of admission to a degree course. The admission requirements for the relevant degree course and any admission restrictions must be observed.

§ 5

Crediting of competences acquired outside the higher education system

- (1) Competences acquired outside the higher education system are to be credited to a university degree course if these competences are equivalent to the coursework and examinations that they are to replace in terms of content and level. Transferred credits cannot comprise more than 50 percent of the credits required for the degree course.
- (2) The applicant must state the modules for which he or she believes crediting should be considered. The applicant must submit suitable documents, as originals or certified copies, so that equivalence can be assessed. Suitable documents could be examination certificates or other learning outcome-focused evidence or the educational institution's competence assessment procedures. In addition, content and level must be demonstrated through the institutions' teaching and training plans and evidence of the training duration. In the case of competences acquired through professional practice, qualified employment references or other practice references must be submitted. The responsible body pursuant to § 2 may request supplementary documents such as written examinations, examination pieces, teaching and learning materials, work samples, reports or documentation in which the applicant shows to what extent they meet the required competences.
- (3) The marks for credited study achievements are carried over and included in the calculation of the overall mark, provided that the marking systems are comparable. If the marking systems are not comparable or if no mark is given, it will be noted as "passed". An indication of the crediting will be added to the degree certificate.
- (4) If the crediting is refused or only granted subject to conditions or a time limit, the applicant must be notified of the reasons in writing. The notification must include information about the rights of legal appeal.

The applicant has the right to appeal the decision.

(5) In place of an individual transfer of credit pursuant to sub-section (2), a blanket transfer of credit may also be granted for homogeneous groups of applicants, if parts of the study programme at the University of Rostock were outsourced to a non-university institution, notably in the vocational training sector, and offered within the framework of a cooperation agreement with the University.

(6) § 20 State Higher Education Act applies to placement in a more advanced subject semester.

§ 6 Entry into force

These Statutes enter into force on the day after their publication in the University of Rostock's official bulletin and apply for the first time in winter semester 2018/2019.

Drawn up following the decision made by the Academic Senate of the University of Rostock of 7 March 2018 and following the Rector's approval.

Rostock, 13 March 2018

The Rector
of the University of Rostock
University Professor Dr. Wolfgang Schareck