



Guide to Credit Transfer for a Stay at another University – Fifth Semester Bachelor's or Third Semester Master's

The student

- examines which relevant courses the university in question offers (check the university's website).
- contacts his/her [technical coordinator](#) to find out if the courses are relevant for his/her study programme.
- applies to the Study Board for pre-approval of the chosen courses corresponding to 30 ECTS credits by using the form: [Application for Pre-Approval of Credit Transfer](#). The application deadline is 1 April.
- chooses courses of up to a total of 60 ECTS credits and **prioritises** these courses to avoid problems, if the courses are not offered or are overbooked at the other university. In special cases, where not enough relevant courses are available at arrival, the student must immediately update his/her application for credit transfer with new relevant courses and send it to the Study Board.
- must upon return send documentation of passed exams for the agreed upon courses at the other university to the Study Board Secretary.

Specifically for fifth semester Bachelor's

- If the student has not acquired the necessary 30 ECTS credits before return, he/she must contact the Study Board to find out how the missing ECTS credits can be achieved.

Specifically for third semester Master's

- The Study Board can permit one course of maximum 7.5 ECTS credits, which is less technical. It is recommended that the student adds two less technical courses in prioritised order. If the first priority is not available, then the second priority is chosen. Other courses must be relevant regarding the learning objectives of the study programme.
- If the student has not acquired the necessary 30 ECTS credits upon return, he/she must write a mini project to make up for the missing ECTS credits. Writing a mini project must be planned with the Chair of the Study Board and the technical coordinator. The student receives supervision, and the mini project is finalised with an examination.