TH Aschaffenburg
university of applied sciences

Portfolio for the application for recognition of competences acquired outside the university sector

Study programme at the Aschaffenburg University of Applied Sciences
Previously attended educational institution
Surname, First name

Module No.	Module name (see recognition form)

Name of the examination taken

This cover sheet must be submitted for <u>each individual</u> (sub)module applied for. I have enclosed the documents listed below:

☐ Copy of the transcript of records/certificate or similar (please mark the requested examination/grade in colour!)

☐ Content descriptions (extracts from module handbooks; if not available: e.g. structure of the course, teaching and training plans of the institution)

☐ Document showing how many hours per week the subject was taught at the educational institution

☐ Document indicating the type and duration of the examination

☐ Other: _____

To be completed by the student services:

Documents in original/certified copy ☐ checked. ☐ must still be submitted to the study office.

To be completed by the module coordinator / examination board:

Recognition can be granted as requested:

☐ Yes, with the grade: _____

☐ No, with the reasons for rejection:

☐ It is not possible to process the application on the basis of the documents submitted

☐ The competences acquired are not equivalent in terms of level and/or content because

_____

_____

Aschaffenburg, _____   _____
Date   Signature of module coordinator/ examination board