



School of Business and Economics | Examination Board BWL, VWL, MEMS

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Procedure for recognising study and examination achievements

Applicable to the study and examination regulations for the bachelor's degree programmes Business Administration (BWL) and Economics (VWL), and for the master's degree programmes VWL, BWL and Economics and Management Science (MEMS): Study and exam regulations for 2016

General information

1. The Examination Board is responsible for the recognition of study and examination achievements.

As a rule, the chairperson of the Examination Board decides, in special cases the entire Examination Board decides on the recognition.

The recognition of achievements is carried out according to the rules of the applicable examination and study regulations for your course of study at the School of Business and Economics.

You will receive the application for recognition of examination results via e-mail from the Examination Office. Please provide your matriculation number.

If your period of study abroad is organised through **ERASMUS**, you will receive the recognition form together with all other documents from the International Office of the Faculty before your stay abroad.

2. You should include the following information on the application form:

- Your personal details
- The title of the course you would like to be recognised
- The module in which the relevant achievements are to be transferred – module catalogue: <https://www.wiwi.hu-berlin.de/en/study/pa/standard> .

To be submitted to the Examination Office:

- Application for recognition of examination achievements
- Copy of the transcript of records for all examinations taken, including information on the credit points (CP) - the original must be submitted upon request.
- On request: course content, literature list, level of study

In the case of foreign documents, a certified translation may be required.

Grades are usually carried over. The conversion of individual grades or credit points acquired abroad is the duty of the Examination Board.

Only the national (or "local") grades that are indicated on the official transcript of records are considered for conversion. Details besides the "local grade" – such as ECTS grades, grade point averages, grade points, class performance evaluation and the like – are not included in the conversion.

If applicable, the grading scale used at the foreign university must be provided.

3. Only CP from courses that have been successfully completed with an examination or work performance and have been documented in a transcript of records are taken into account.
4. CP awarded only for attendance in courses will not be recognized.
5. CP acquired in the same course cannot be divided among several modules.

6. Coursework, examinations and credits from courses whose contents have already been successfully completed at the School of Business and Economics are not taken into account.
7. In the master's degree programmes of the School of Business and Economics, only courses from a master's or equivalent degree programme (e.g. the main period of study of a Diplom programme, doctoral degree programme) are transferred. An exception is made for some bachelor's degree programs abroad, especially Spain, when four- to five-year undergraduate programs lead to the first degree. In these cases, courses from the fourth year onward can be credited toward the master's degree.
8. Bachelor's or master's theses are not transferred.
9. Recognized achievements are binding and will not be withdrawn.
10. You will either receive a decision from the Examination Board about the completion of the recognition procedure or you will be informed by the Examination Office by e-mail.

Recognition of credits after a period of study abroad

Detailed information about studying abroad and exchange programmes can be obtained from the International Office of the School of Business and Economics: <https://www.wiwi.hu-berlin.de/en/international-office-1>

Before beginning your studies abroad, you will draw up a Learning Agreement, which outlines the curriculum for the host university.

The International Office of the School of Business and Economics advises you and provides the forms for ERASMUS programmes on the homepage as part of the application procedure: <https://www.wiwi.hu-berlin.de/en/international-office-1/study-abroad-1>

a) Transferring equivalent courses

1. Examinations for core modules must be completed at the School of Business and Economics
2. If an examination was not passed at the School of Business and Economics, no recognition of an equivalent examination performance is given. The examination must be repeated at the School of Business and Economics of the HU, counting the number of attempts.

If the examination takes place during your semester abroad and you wish to take it, please enquire at the host university whether supervision by a representative at the host university (not a student assistant) is possible on the examination date (same day, German time).

The contact to the Examination Office of the School of Business and Economics is made via e-mail by the host university or you send the contact address to the Examination Office. The contact person of the host university must confirm the supervision to the Examination Office.

You must register for the examination via AGNES by the registration deadline.

3. In the modules of the **subject elective area (FWB)** of the School of Business and Economics (see module catalogue - <https://www.wiwi.hu-berlin.de/de/studium/pa/studiengaenge/standard>), only courses are credited that are equivalent in content to the courses of the faculty.

This requires a preliminary check by the lecturers responsible for the course at the School of Business and Economics. Before you start studying abroad, ask them to check whether the course is equivalent and have the equivalence confirmed on the Learning Agreement - it is imperative that you observe the rules mentioned under point 2.

The content review is also possible after the study abroad, this is not recommended.

For equivalently credited courses, you will receive the number of CP awarded for the course at the School of Business and Economics, regardless of how many credit points the host university has awarded for the course. Excess credit points from the host university will be forfeited.

b) Transferring of non-equivalent courses

1. You do not have to search for equivalent courses of the School of Business and Economics abroad, but can choose freely from the courses offered at the host university.
2. The **FWB** does not recognise courses that do not have any economic content, that are comparable in content to courses of the Career Centre or for which no grade has been awarded.

Credit is not awarded in the FWB even if these courses are part of the subject-specific study programme of the host university. These courses are only recognised in the **interdisciplinary elective area (ÜWP)**. If this is fulfilled, no credit is awarded.

If you are unsure whether the courses can be credited in the FWB, you can have the contents checked via the examination office. Only send syllabi from the courses you actually want to take.

3. For non-equivalent courses, "recognition modules" are available - so-called "placeholders", these are not part of the module catalogues.
4. You will generally receive the number of CP for the course that are shown on the Transcript of Records, but in total only the maximum number of CP per recognition module. All recognition modules can be completed with one or more examinations.
5. The subject-specific preliminary examination is carried out for the:
 - **Elective Economics** by the study counselling advisor in Economics (VWL)
 - **Elective Quantitative Methods** by the professors of the institutes for statistics or econometrics or information systems
 - **Elective Business Administration** by the Examinations Office in cooperation with the study counselling advisor in Business Administration (BWL)
 - **Further economics electives** by the Examinations Office in cooperation with the Examinations Board

Recognition Modules:

Mono-bachelor's degree programme in Business Administration – FWB Business Administration, Economic Sciences

- Module for recognition in Business Administration (up to 15 CP)
- Module for recognition in Economics (up to 30 CP)

Minor in Business Administration in a combined bachelor's programme – FWB

- Module for recognition in Business Administration (up to 12 CP - only courses from business administration!)

Mono-bachelor's degree programme in Economics – FWB C:

- Module for recognition in Economics Elective (up to 7,5 CP)
- Module for recognition in Business Administration and/or Quantitative Methods (up to 7,5 CP)
- Module for recognition in Economics (up to 36 CP)

Minor in Economics in a combined bachelor's programme – FWB

(This excludes the modules Mathematics II, Statistics I, II, Introduction to Econometrics and the modules of the Economics elective catalogue A. See pt. a) Recognising equivalent courses)

- Module for recognition in Economics and/or Quantitative Methods (up to 12 CP)

Master's degree programme in Business Administration – FWB C, D:

- Module for recognition in Business Administration (up to 15 CP)
- Module for recognition in Economics (up to 24 CP)

Master's degree programme in Economics – FWB C, D:

- Module for recognition in Economics (up to 15 CP)
- Module for recognition in Economics and/or Quantitative Methods (up to 7,5 CP)
- Module for recognition in Economics (up to 18 CP)

Master's degree programme in MEMS – FWB D:

- Module for recognition in Economics (up to 30 CP)

Interdisciplinary elective course (ÜWP)

1. Courses in the ÜWP must be completed in all Bachelor's and Master's degree programmes. The ÜWP is not taken into account in the calculation of the final degree grade.

The ÜWP must be completed to the required extent outside the School of Business and Economics and cannot be replaced by choosing additional modules from the range of courses offered by the School of Business and Economics of the HU.

The current course offerings of the HU are published each semester in the course catalogue in AGNES.

2. If ÜWP modules of other faculties of Humboldt-Universität are chosen, the regulations of the respective subjects apply. The modules must be completed in full, only then can they be credited in the ÜWP. The rules are to be enquired at the provider faculty, as a rule they are published on the home page of the respective faculty.

The credits are booked by the examination office whose faculty offers the ÜWP module. If grades were awarded in ÜWP modules of other faculties, these may not be deleted from the student account, but they do not count towards the final degree grade.

3. The recognition of achievements by the local examinations board is ungraded in the ÜWP.

Monobachelorstudium BWL / VWL: 25 LP

- ÜWP of other Humboldt-Universität Faculties
- Courses from other universities - completed with an examination or work performance
- Language courses completed at universities (excluding language courses in the mother tongue or official language of the respective home country, German courses for foreigners under C1 level)
- Courses at the Career Center
- Courses successfully completed abroad (with an examination or work performance)
- Full-time internship related to the subject of study (10 CP, 6 weeks) or for at least 12 weeks part-time with at least 50 percent of the weekly full working hours. The internship must have been completed within the course of study. It is not a mandatory internship, so no such certificate is issued.

Masterstudium BWL / VWL: 10 LP

- ÜWP of other Humboldt-Universität Faculties
- Courses from other universities - completed with an examination or work performance
- Language courses completed at universities (excluding language courses in the mother tongue or official language of the respective home country, all German courses for foreigners and English courses under C2 level)
- Courses at the Career Center
- Courses successfully completed abroad (with an examination or work performance)
- Full-time internship related to the subject of study (10 CP, 6 weeks) or for at least 12 weeks part-time with at least 50 percent of the weekly full working hours. The internship must have been completed within the course of study. It is not a mandatory internship, so no such certificate is issued.

Masterstudium MEMS: 10 LP

- ÜWP of other Humboldt-Universität Faculties
- Courses from other universities - completed with an examination or work performance
- Language courses completed at universities (excluding language courses in the mother tongue or official language of the respective home country, and English courses under C2 level)
- Courses at the Career Center
- Courses successfully completed abroad
- Full-time internship related to the subject of study (10 CP, 6 weeks) or for at least 12 weeks part-time with at least 50 percent of the weekly full working hours. The internship must have been completed within the course of study. It is not a mandatory internship, so no such certificate is issued.

Recognition of examination results after change of university or course of study, admission to a higher semester

1. In order to access and be admitted to the programme, the applicant must first meet the entry requirements. Additionally, the applicant must not have definitively failed required credits or examinations in the chosen or a substantially similar course of study at a university within the scope of application of the Higher Education Framework Act (HRG) pursuant to the legal regulations of this university.
2. Equivalent study and examination achievements in the compulsory or subject-related compulsory elective area, which you have taken before enrolment in a degree programme at the HU or at a university or equivalent academic higher education institution in the area of application of the German Basic Law, are credited ex officio and without an equivalence examination with grades. This applies to both passed and failed examinations. If more credit points were awarded for an equivalent course of the School of Business and Economics of the HU at the former university, these will be forfeited.
3. Study and examination achievements that have been completed outside the area of application of the German Basic Law are recognised on application, provided that equivalence is established. A subject-specific preliminary examination by the relevant subject representatives is required beforehand. The transcript of records and the contents of the courses applied for recognition must be submitted. An officially certified translation may be required.

This review will take some time. If the grading systems are not comparable, the examination results will be credited without a grade and marked "passed". The decision on this is the responsibility of the examinations board.

4. If you have been awarded a place in a higher semester, register at the examination office at the latest 2 weeks before the start of the examination registration period of the matriculation semester and submit a current transcript of records for recognition, which must contain all passed and failed performances. If the transcripts are not submitted, you will not be able to register for examinations via AGNES.

If the courses on the transcripts have generally formulated titles (e.g. "BWL A" or "VWL 1", etc.), send the module descriptions or a link to the module handbook of the former university to the examination office via e-mail.

5. Students of the HU who have already achieved credits at the School of Business and Economics do not have to inform us, the credits will be credited ex officio.

Recognition procedure in second/double degree programmes

No credits from a Bachelor's degree programme are recognised for a Master's degree programme.

1. If subjects **equivalent** to those offered by the School of Business and Economics of Humboldt-Universität have already been completed in a first degree programme at a university or equivalent academic institution within the scope of application of German Basic Law, then core module subjects as well as subjects from the catalogue of specialised electives, if applicable, shall be recognised. Core module subjects considered for recognition first.
2. Credits cannot be recognised for the catalogue of interdisciplinary electives.
3. In total, the number of credits recognised is limited to a maximum of one semester (usually up to 30 CP).
4. Successfully completed credits from a first degree programme can only be transferred once. If these credits have already been recognised for an additional course of study, it is not possible for them to be recognised again. In this case, all examinations and study achievements have to be completed again.
5. Bachelor's and Master's theses are not transferred.

If you have any further questions, please contact the Examination and Study Office or the Head of Studies and International Affairs of the School of Business and Economics.