

## Course Recognition – Guideline for Doctoral Students

### 1.) Recognition of Special Achievements / Extra Credit Projects:

To recognize special achievements / extra credit projects for your doctoral study submit a letter of request addressed to the Dean of the Faculty in person, or by postal service, or by Email at the Examination Office. Enclose certificates of participation, letters of confirmation, weblinks, copies out of programmes, etc.. Note that your main supervisor and you have to sign this letter before submission (digital signature or Email-confirmation is also acceptable).

It's possible to apply after participation and for more or all activities at once.

You are going to be informed about the recognition process by the Examination Office. Afterwards, check your PLUSonline account → Transcript of Records and Curriculum Support (CS).

### 2.) Recognition of Doctoral Courses:

To recognize doctoral courses for your doctoral study submit a letter of request addressed to the Head of the Curricular Committee of the Doctoral Studies in person, or by postal service, or by email at the Examination Office. Enclose certificates, etc..... Usually, this letter of request states the relevance of the recognition of the various courses for your dissertation project. Note that your main supervisor and you have to sign this letter before submission (digital signature or Email-confirmation is also acceptable).

After all documents have been checked and approved you are going to receive an e-mail with a list of recognitions (Anerkennungsdruckliste). Please sign this document and return it directly to the Examination Office by e-mail.

You are going to be informed about the recognition process by the Legal Department (Kapitelgasse 4-6, 5020 Salzburg).

### 3.) Mind that recognition for dissertation seminars or extra credits is not allowed!