Exam recognition through PLUSonline | Student guidelines for curricula introduced in the winter semester of 2016
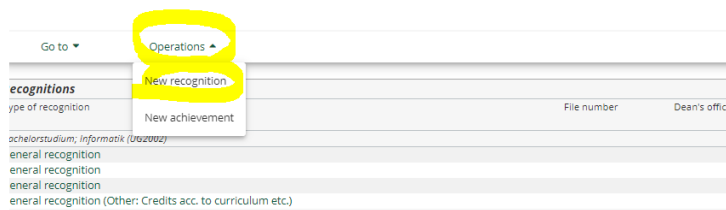
(Last updated: March 2023)

The following procedure is necessary for the recognition of exams or achievements from previous/other studies at accredited educational institutions for the current study programme and to get them entered into the PLUSonline system:

1) Registration (Login) in PLUSonline
2) After successful registration, click on "Recognitions/Achievement supplements":

ACHIEVEMENTS AND EXAMINATIONS

| (De)Registration for Exams | My grades | Recognitions / Achievement supplements | Final Thesis (PAAV) |

3) In the "Operations" menu (upper left corner) click on "New recognition".

Go to ▾   Operations ▴
New recognition
recognitions   New achievement
ype of recognition   File number   Dean's offic
achelorstudium; Informatik (UG2002)
eneral recognition
eneral recognition
eneral recognition
eneral recognition (Other: Credits acc. to curriculum etc.)

4) This opens another window with more fields to fill out.

Select (Parameters) ▾   Abbrechen/Schließen

General

Studies	UD 033 612 2019W Bachelorstudium; Anglistik und Amerikanistik (UG2002) ▾
Type of recognition	General recognition ▾
File number	
Dean's office number	
Note	
Educational institution	Please select... ▾

Date

| Date of recognition | |
| | Format: DD.MM.YYYY |

Save   Cancel/Close

a) Select your **Salzburg degree programme** – the one to which you would like your courses to be accredited!
b) Next, select "General recognition" only!
c) For "Educational institution" you must select the educational institution at which the examination(s) was/were successfully completed, i.e. the **foreign/original educational institution** (e.g. University of Oxford, GBR) or **your own university** (University of Salzburg), depending on which examination is to

Example 1: recognising a course successfully completed at a foreign educational institution

Example 2: Home university (i.e. University of Salzburg)

d)

Now enter the current date and then click on Save.

5) After you have clicked on "Save", you can close/minimise the window.

You will now see your "==General recognition==" in the overview page, under the selected degree programme and the current date.

Example of a „General recognition" for a foreign educational institution:

Doktoratsstudium; Naturwissenschaften an der NAWI-Fak.; Ecology and Evolution (MEE) (UG2002)				
General recognition	20.04.2016	1 / 0 / 0	Body and Health Academy Haslach	
General recognition	13.01.2017	1 / 1 / 1	Universität Salzburg	
Masterstudium; Data Science (UG2002)				
General recognition	04.05.2017	1 / 1 / 0	Praxiseinrichtung	
Bachelorstudium; Digitalisierung-Innovation-Gesellschaft (UG2002)				
General recognition	08.01.2021	0 / 0 / 0	Fachhochschule Wien	test
General recognition	08.01.2021	0 / 0 / 0	Fachhochschule Wien	
Masterstudium; Copernicus Master in Digital Earth (UG2002)				
General recognition	23.09.2020	1 / 1 / 0	European University of Tirana	
General recognition	23.09.2020	3 / 3 / 2	École d'Architecture de Paris Belleville	
Bachelorstudium; Medizinische Biologie (UG2002)				
General recognition	17.09.2020	0 / 0 / 0	Universität Salzburg	
General recognition	17.09.2020	0 / 0 / 0	Universität Salzburg	
Bachelorstudium; Anglistik und Amerikanistik (UG2002)				
General recognition	==29.11.2022==	0 / 0 / 0	==Universität Salzburg==	
==General recognition==	==29.11.2022==	0 / 0 / 0	==University of Oxford==	

a) To submit this ==position notification== – the "==General Recognition==" you have just entered – click on „==0/0/0==" in the correct row.

General recognition	29.11.2022	0 / 0 / 0	Universität Salzburg
General recognition	29.11.2022	==0 / 0 / 0==	University of Oxford

b) This will open a window to create the first ==position notification (position 1)==. Click on "==Operations==" and then on "==New position==".

Select (Positions) ▼   Operations ▲   Abbrechen/Schließen

New position

There are currently no positions for the selected notification.

==IMPORTANT!== This must be repeated for each course/examination you wish to be recognised. Click on "**New item**" each time to create a **separate position notification** for **each course/examination**!

==EXCEPTION:== If the whole elective or compulsory module has to be recognised. Please enter **all** (PLUS!) courses in one position notification and then select "**Free electives**" under "is/are recognised for PLUS course(s)"!

c) Now you can enter the first course/examination (completed at the foreign university) that is to be recognised at the University of Salzburg.
➔ Click on "==add==" next to "course(s) to be recognised"

Abbrechen/Schließen

Create new position
Course(s) to be recognised: ==add==

is/are recognised for PLUS course(s) add

Definable results or certificates (e.g. free subjects)Add

Save and Close   **Cancel**

➔ Enter "==Name==" (title/name of the exam/course)

➔ Enter hours/week or **ECTS credits**
➔ Enter the **original grade** received for the exam/course
➔ Select **type of course** for the examination
➔ Select the **academic year** in which the examination was taken/course was completed
➔ Click on "**Save and close**"

Abbrechen/Schließen

Course number	
Name	
Name (English)	
Topic	
	max. 2000 characters
Topic (English)	
	max. 2000 characters
Hours/week	
ECTS credits	
Date of examination (DDMMYYYY)	
	Format: DD.MM.YYYY
Original grade	
Type of course	
Academic year	2022/23
Duration of course	

Save   Save and Close   Cancel/Close

TIP: If you want to get **several exams** or **partial exams from other countries** recognised for your Salzburg study programme, then simply add another exam under the same position notification item using "Course(s) to be recognised: **add**". This step can be repeated as often as needed, as long as it makes sense to do so.

A list of all examinations **completed at your own university** will appear here.

6) Next, indicate why the foreign examination should be recognised at the University of Salzburg.
   Recognition for a compulsory or elective course or also for free electives:
   a) Click on "**add**" next to "is/are recognised for PLUS event(s)".

Abbrechen/Schließen

Edit position 1

Course(s) to be recognised: add

Course of foreign educational institution.	Duration of course	Foreign evaluation	ECTS credits	Delete
▸ 630 BB12 English Course 2 Hours/week 2021/22; SE 2 hours/week 2021/22		1	3	🗑

is/are recognised for PLUS course(s) add

Definable results or certificates (e.g. free subjects)Add

Save and Close   Cancel

   b) This will open the window in which you can select the Salzburg examination. Select the equivalent Salzburg exam to the exam/course you wish to have recognised.
   c) Search for and select the **"desired" examination** to be recognised.
   d) Open the **study programme you have enrolled in by clicking on the + symbol** and select the checkbox next to the green circle (= examination node) for the corresponding examination.
   e) Click on "**Select**" to choose the desired Salzburg examination.

General search **Done**

Select...

Name
☐ 🟧 [2019W] English and American Studies
☐ 🟩 [VK] [612_16_Angl] English and American Studies
⊞ ✦ [VK] [612_16_1] STEOP
⊞ ✦ [VK] [612_16_2] Approaching C1
⊞ ✦ [VK] [612_16_3] Consolidating C1
⊞ ✦ [VK] [612_16_4] Approaching C2
☐ ✦ [VK] [612_16_5] Linguistics I
◉   🟢 [VK] [612_16_5_Ling1.1] Introduction to English Linguistics [Can be taken in advance within STEOP]
◯   🟢 [VK] [612_16_5_Ling1.2] Systemic Linguistics
⊞ ✦ [VK] [612_16_6] Linguistics II
⊞ ✦ [VK] [612_16_7] Linguistics III
⊞ ✦ [VK] [612_16_8] Literary Studies I
⊞ ✦ [VK] [612_16_9] Literary Studies II
⊞ ✦ [VK] [612_16_10] Literary Studies III
⊞ ✦ [VK] [612_16_11] Anglophone Cultures I
⊞ ✦ [VK] [612_16_12] Anglophone Cultures II
⊞ ✦ [VK] [612_16_13] Anglophone Cultures III
⊞ ✦ [VK] [612_16_14] Fachprüfung Sprachbeherrschung C1
⊞ ✦ [VK] [612_16_15] Fachprüfung Linguistics and Cultures
⊞ ✦ [VK] [612_16_16] Fachprüfung Literary Studies and Culture
⊞ ✦ [VK] [612_16_BA] Bachelorarbeiten
⊞ ✦ [VK] [612_16_FWF] Freie Wahlfächer

Select...

    f) The following window will open automatically after you have clicked on "**Select**":
- ➜ Select the current "**Semester**"
- ➜ Select the **assessment** – corresponding to the PLUS assessment "**course(s) to be recognised**" according to step 7.3 of the guide.
- ➜ Finish the process by clicking on "**Add**"!

Abbrechen/Schließen

to be added 612.FP2 Fachprüfung Linguistics and Cultures (05H L, SS 20... ▾
Semester 2021/22 S ▾
Assessment ▾
Choose others   **Add** **Close**

- ➜ After you have clicked on "**Add**", **close** the examination selection window.
- ➜ If the desired exam is not yet listed as a real exam in the system, a virtual recognition position A.....x is created.

TIP: If the examination should replace several Salzburg examinations, simply repeat the steps under the same position.

IMPORTANT: Please do not under any circumstances use examinations from older academic years that are not assigned to the present curriculum. Otherwise, your credit cannot be assigned in your curriculum support.

  7) The previous window will now appear, with the addition of the selected Salzburg exam/course.
  8) Complete "**Position 1**", i.e. the application for the first examination, by clicking on "**Save**".

Kommentiert [LY1]: Wird sie automatisch angelegt oder müssen Studierende diese selber anlegen?

Abbrechen/Schließen

Edit position 1

Course(s) to be recognised: add

Course of foreign educational institution.	Duration of course	Foreign evaluation	ECTS credits	Delete
▸ 630 BB12 English Course 2 Hours/week 2021/22 Compulsary Module: SE 2 hours/week 2021/22		1	3	🗑

is/are recognised for PLUS course(s) add

Course/subject	PLUS assessment	Delete
▸ 612FP2 Fachprüfung Linguistics and Cultures: L 0SH S 2021/22 Fach-/Modulprüfung ⓘ	1 sehr gut ▾	🗑

Definable results or certificates (e.g. free subjects)Add

Save and Close   **Cancel**

TIP: You can access your position notifications at any time by clicking on the three digits of the desired "General recognition" (e.g. 0/0/0 or 1/0/0) on the "Recognitions / Achievement supplements" page.

9) Recognition of free electives:
   a) If you wish to receive credit for examinations for free electives, click on "add" at "is/are recognised for PLUS course(s)":

Abbrechen/Schließen

Create new position
Course(s) to be recognised: add

is/are recognised for PLUS course(s) add

Definable results or certificates (e.g. free subjects)Add

Save and Close   **Cancel**

   b) Click on the checkbox in front of the **orange cross (= examination node)** next to "Free electives" and then click on "Select":

Abbrechen/Schließen

General search   **Done**

Select...

	Name
○	⊟ 🟧 [2022W] Biology
	⊞ ▬ [630_PWM] Pflicht- und Gebundene Wahlmodule
	⊟ 🔶 [630_FWF] Freie Wahlfächer
◉	🟢 [630_FWF] Freie Wahlfächer
	⊞ 🔶 [630_BA] Bachelorarbeit

Select...

   c) The following window will open:

Abbrechen/Schließen

to be added | AXXXXX Freie Wahlfächer (0SH FA, SS 2015/16) ▾
Semester | 2015/16 S ▾
Assessment | 1 sehr gut ▾

[Choose others]

d) For "**Semester**", select the current academic year.
e) Select one of the existing recognition courses under "**To be added**" (identifiable by the additional text, e.g. "Recognition 1").
f) Select the assessment according to the PLUS assessment of the **"examination to be recognised"**
g) Then click on "**Add**" on the righthand side.
h) Finish the process by clicking on "**Save and close"**

Abbrechen/Schließen

Create new position

Course(s) to be recognised: add

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
▸ 511104 Information Technology, Society and Law; SE 2SH W 2015/16 ⓘ	19.04.16	1	General recognition	2	

is/are recognised for PLUS course(s) add

Course/subject		PLUS assessment	Delete
▸ A00185489 Freie Wahlfächer; L 0SH S 2015/16 Fach-/Modulprüfung ⓘ		1 sehr gut ▾	🗑

Definable results or certificates (e.g. free subjects)Add

[**Save and Close**] [Cancel]

The application for recognition of this examination has been completed by saving position 1. If you wish to have further examinations recognised, continue with position 2 (then position 3, etc.) by repeating the previous steps.
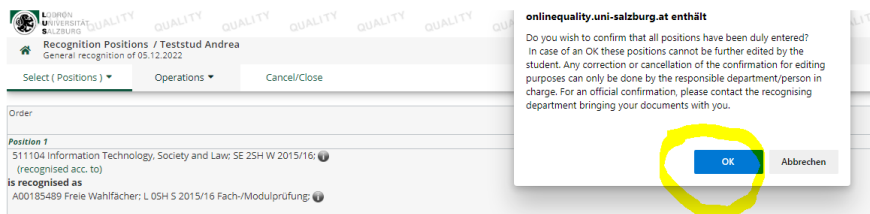
When you have entered all examinations that are to be recognised, the process must be completed by clicking on "**Confirm all positions**".

IMPORTANT! Changes are no longer possible after you have confirmed all positions.

Select (Positions) ▾   Operations ▴   Cancel/Close

New position

Print Request

Confirm all positions

Order

Position 1
511104 Information Techn... ...E 2SH W 2015/16; ⓘ
(recognised acc. to)
s recognised as
A00185489 Freie Wahlfächer; L 0SH S 2015/16 Fach-/Modulprüfung; ⓘ

10) As the last step of the recognition procedure: please click on "**Print request**" in the upper left corner under "**Operations**"
The PDF document "List of Requested Recognitions" will open. This document is regarded as an application and must be signed and submitted to the chairperson of the respective curricular commission with the corresponding performance records.
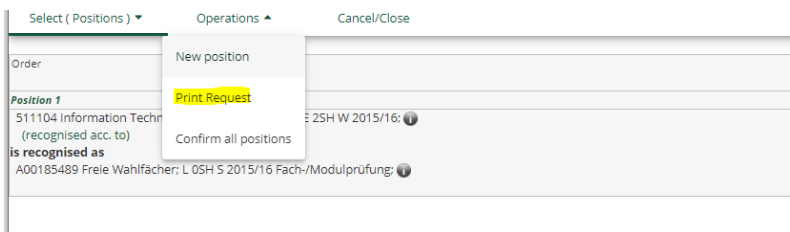
If approved by the respective chairperson of the Curricular Commission, the application will be forwarded to the Legal Department, where the final notification of recognition will be issued.

Your notification of recognition will then only be sent electronically to your student e-mail address (firstname.lastname@stud.sbg.ac.at).

If you wish to have the decision entered in PLUSonline as soon as possible (usually within two working days at the latest), you can submit an appeal in writing to bescheid@plus.ac.at after the notification has been delivered (for more information, please refer to the e-mail sent to you with the notification). The notification of recognition is available for you in PLUSonline under "**Studienerfolgsnachweis mit Anerkennungen**" (other names include: Leistungsnachweis, Prüfungsnachweis, Prüfungsnachweis).

Kommentiert [LY2]: Bitte mit der in PLUSonline angegebenen Bezeichnung ergänzen!

Kommentiert [LY3]: Bitte ebenso mit den richtigen Bezeichnungen ergänzen, danke!