

# Exam recognition through PLUSonline | Student guidelines for curricula introduced in the winter semester of 2016

(Last updated: March 2023)

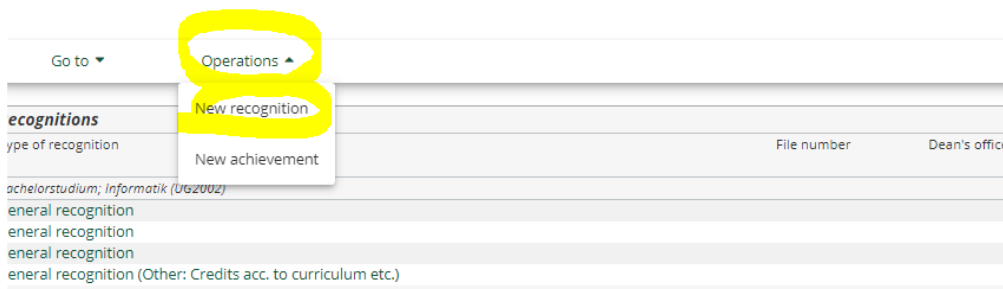
The following procedure is necessary for the recognition of exams or achievements from previous/other studies at accredited educational institutions for the current study programme and to get them entered into the PLUSonline system:

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

## ACHIEVEMENTS AND EXAMINATIONS



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



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

- 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

**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...  
Universität Salzburg  
AFG Balkh University  
ALB European University of Tirana  
ALB ISPE College Prishtina  
ALB Social Research Kosovo Prishtina  
ALB Universität Prishtina  
ALB Universität Tirana  
ALB University of Education Prishtine

**Date**

**Date of recognition**

**Save** **Cancel/Close**

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

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** Universität Salzburg ▼

**Date**

**Date of recognition** 29.11.2022

Format: DD.MM.YYYY

**Save** **Cancel/Close**

Now enter the **current date** and then click on **Save**.

**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** Universität Salzburg ▼

**Date**

**Date of recognition** 29.11.2022

November, 2022  
Today  
wk Mon Tue Wed Thu Fri Sat Sun  
44 31 1 2 3 4 5 6  
45 7 8 9 10 11 12 13  
46 14 15 16 17 18 19 20  
47 21 22 23 24 25 26 27  
48 28 29 30 1 2 3 4  
49 5 6 7 8 9 10 11  
Select date

**Save** **Cancel/Close**

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
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**

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.

- 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"!

- ➔ 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".

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 05H 5 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
<input type="radio"/> [2022W] Biology
<input type="checkbox"/> [630_PWM] Pflicht- und Gebundene Wahlmodule
<input type="checkbox"/> [630_FWF] Freie Wahlfächer
<input checked="" type="checkbox"/> [630_FWF] Freie Wahlfächer
<input type="checkbox"/> [630_BA] Bachelorarbeit

**Select...**

- c) The following window will open:

Abbrechen/Schließen

to be added AXXXXX Freie Wahlfächer (OSH 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 OSH S 2015/16 Fach-/Modulprüfung ⓘ	1 sehr gut ▼	🗑

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

Save and Close Cancel

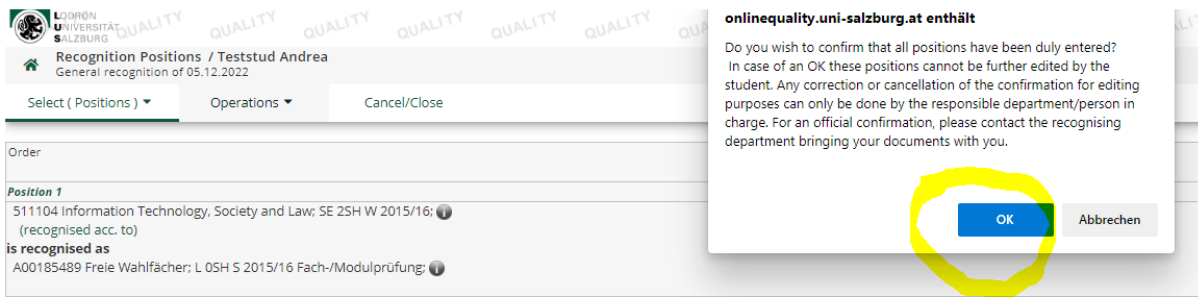
The application for recognition of this examination has been completed by saving position 1. If you wish to have further examinations recognised, continue with position 2 (then position 3, etc.) by repeating the previous steps.

When you have entered all examinations that are to be recognised, the process must be completed by clicking on "Confirm all positions".

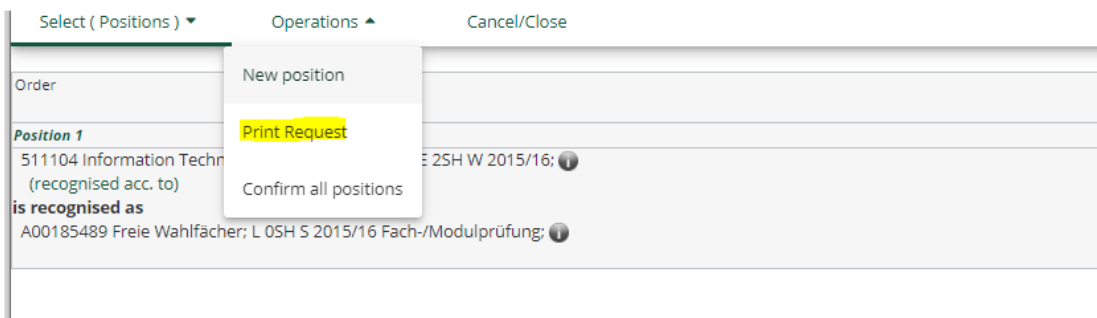
**IMPORTANT!** Changes are no longer possible after you have confirmed all positions.

Select ( Positions ) ▼ Operations ▲ Cancel/Close

Order	New position
Position 1	Print Request
511104 Information Techn...	Confirm all positions
(recognised acc. to)	
s recognised as	
A00185489 Freie Wahlfächer; L OSH 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](mailto:firstname.lastname@stud.sbg.ac.at)).

If you wish to have the decision entered in PLUOnline as soon as possible (usually within two working days at the latest), you can submit an appeal in writing to [bescheid@plus.ac.at](mailto: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 PLUOnline under "**Transcript of Records**"