

Exam recognition through PLUOnline | Student guidelines

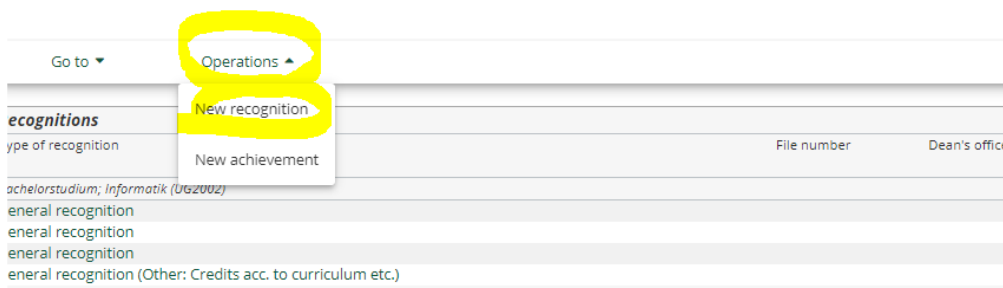
The following procedure is necessary for the recognition of exams or achievements from previous/other studies at accredited educational institutions for the current study programme and to get them entered into the PLUOnline system:

- 1) Registration (Login) in PLUOnline
- 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.

The screenshot shows the 'General' form for recognition. The 'Studies' field is set to 'UD 033 612 2019W Bachelorstudium; Anglistik und Amerikanistik (UG2002)'. The 'Type of recognition' is set to 'General recognition'. The 'Educational institution' field is set to 'Please select...'. The 'Date of recognition' field is empty, with a format of DD.MM.YYYY. The 'Save' button is highlighted with a yellow circle.

- 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 College Prishtina

Date

Date of recognition Format: DD.MM.YYYY

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 Format: DD.MM.YYYY

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.

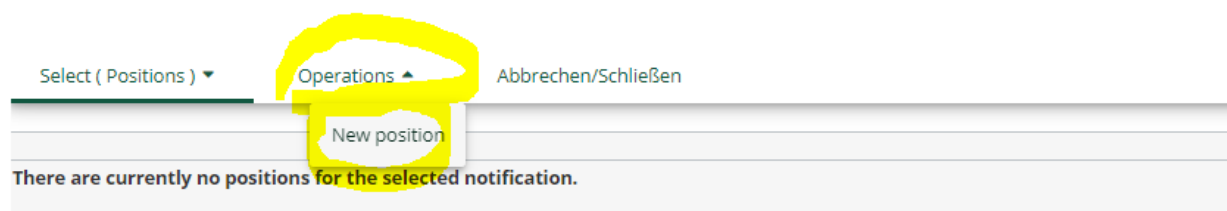
Example of a „General recognition” for a foreign educational institution:

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.

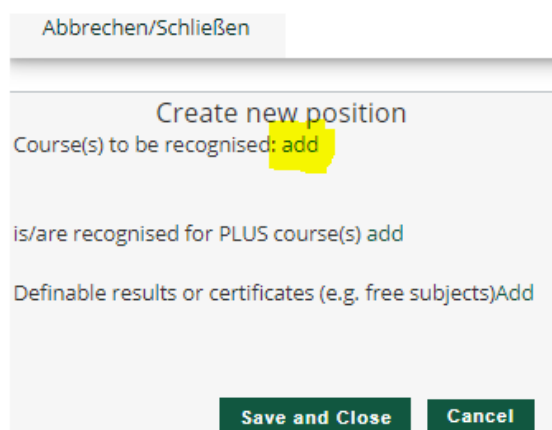
General recognition	29.11.2022	0 / 0 / 0	Universität Salzburg
General recognition	29.11.2022	0 / 0 / 0	University of Oxford

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



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!

- 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"



- ➔ 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:

- 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**

- 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.
- Search for and select the **"desired" examination** to be recognised.
- 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.
- 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 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:

- If you wish to receive credit for examinations for free electives, generate a new recognitions, select Studies, Educational Institution and Date of recognition (as already mentioned above), Save and then click on Cancel/Close.
Then 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**

- Select the course which you want to be recognised and then close the course window

Cancel/Close

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	PLUS assessment
UD 033 630	630.305	16W	Behavioural Biology	L	1	2	2016/17	23.01.2017	1
UD 066 651	651.FW1	20W	Elective Courses Recognition 1	L	0	2	2020/21	23.09.2020	1
UD 066 651	651.FW2	20W	Elective Courses Recognition 2	L	0	4	2020/21	23.09.2020	1
UD 066 856	A00.006111	18S	Electives. Short Intensive Programs ('Summer Schools'). Subjects recommended in the orientation interview	L	0		2017/18	09.11.2017	1
UD 033 511	511.104	15W	Information Technology, Society and Law	SE	2	2	2015/16	19.04.2016	1
UD 033 012	012.RPR	20W	Joint Laboratory	P	4	5	2020/21	22.10.2020	3
UD 033 012	A00.109502	18S	Modul IW 19.1 Technische Mechanik I	L	0	3	2017/18	28.06.2018	2
UD 033 665	A00.001163	17S	Organische Chemie für Molekulare Biowissenschaften (PS)	L	0	1,5	2016/17	23.04.2018	2
UD 033 665	A00.001162	16W	Organische Chemie für Molekulare Biowissenschaften (VL)	L	0	6	2016/17	07.11.2016	1
UD 066 856	856.110	18S	Orientation and Introduction	P	1	1	2017/18	09.11.2017	1
UD 033 665	A00.001161	16W	Physik für Molekulare Biowissenschaften (VL)	L	0	3	2016/17	07.11.2016	1
UD 796 600	A00.001463	16W	Special Achievements (max 14)	L	0	3	2016/17	13.01.2017	E
UD 033 655	655.011	18S	STEOP: Introduction to Geographical and Economic Thinking	VU	2	5	2017/18	28.09.2018	1
UD 033 655	A00.004326	18S	Wahlmodule	L	0	18	2017/18	28.09.2018	1
UD 066 485	485.KAP	17W	485 - Master Exam	L	0	2	2017/18	09.11.2017	1
UD 033 690	690.KAP	17W	690 - Bachelor Exam	L	0	5	2017/18	09.11.2017	1
UD 066 911	911.KAP	17W	911 - Master Exam	L	0	2	2017/18	09.11.2017	1

- Then click on "is/are recognised for PLUS course(s) add"

Enter Recognition Positions / Teststud Andrea
General recognition of 29.10.2024

Cancel/Close

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

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

Save and Close Cancel

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

Choose the position in the curriculum

Cancel/Close

General search Done

Select...

Name
<input type="checkbox"/> [2023W] Geography
<input type="checkbox"/> [655_PM] 655 – Compulsory modules
<input type="checkbox"/> [655_wm] Elective modules
<input type="checkbox"/> [655_FwF] Freie Wahlfächer
<input checked="" type="checkbox"/> [655_FwF] Freie Wahlfächer
<input type="checkbox"/> [655_Ba] Bachelor thesis

Select...

- e) The following window will open:

Add certificate to be recognised / Teststud, Andrea
General recognition of 29.10.2024

Cancel/Close

to be added 655.FW2 Elective Courses Recognition 2 (OSH L, WS 2024/25)

Semester 2024/25 W

Assessment 1 sehr gut

Choose others

- f) For "Semester", select the current academic year.

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

Enter Recognition Positions / Teststud Andrea
General recognition of 29.10.2024

Cancel/Close

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
655FW2 Elective Courses Recognition 2; L 0SH W 2024/25 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.

Recognition Positions / Teststud Andrea
General recognition of 29.10.2024

Select (Positions) Operations Cancel/Close

Order

New position

Print Request

Confirm all positions

Position 1

511104 Information Technology, Society and Law; SE 2SH W 2015/16

(recognised acc. to)

is recognised as

655FW2 Elective Courses Recognition 2; L 0SH W 2024/25 Fach-/Modulprüfung

PARIS LODRON UNIVERSITÄT SALZBURG

Recognition Positions / Teststud Andrea
General recognition of 29.10.2024

Select (Positions) Operations Cancel/Close

Order

Position 1

511104 Information Technology, Society and Law; SE 2SH W 2015/16

(recognised acc. to)

is recognised as

655FW2 Elective Courses Recognition 2; L 0SH W 2024/25 Fach-/Modulprüfung

online.uni-salzburg.at enthält

Do you wish to confirm that all positions have been duly entered?
In case of an OK these positions cannot be further edited by the student. Any correction or cancellation of the confirmation for editing purposes can only be done by the responsible department/person in charge. For an official confirmation, please contact the recognising department bringing your documents with you.

OK Abbrechen

- 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.

The screenshot shows a web interface for 'Recognition Positions / Teststud Andrea' with a subtitle 'General recognition of 29.10.2024'. At the top, there are three buttons: 'Select (Positions)', 'Operations', and 'Cancel/Close'. The 'Operations' button is active, and a dropdown menu is visible with the option 'Print Request' highlighted in yellow. Below the buttons, there is a table with one row labeled 'Position 1'. The table content is as follows:

Order
511104 Information Technology, Society and Law; SE 2SH W 2015/16; ⓘ (recognised acc. to)
is recognised as 655FW2 Elective Courses Recognition 2; L OSH W 2024/25 Fach-/Modulprüfung; ⓘ

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 "**Transcript of Records**"