

Exam recognition through PLUSonline | Student guideline

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
 - d) In the end enter the **current date** and then click on **Save**.

Example 1: recognising a course successfully completed at a foreign educational institution (f.e. AFG Balkh University):

Example 2: Home university (University of Salzburg):

General

Studies

UD 033 614 2024W Bachelorstudium; Medizinische Biologie (UG2002)

Type of recognition

General recognition

File number

Dean's office number

Note

Educational institution

Universität Salzburg

Date

Date of recognition

17.11.2025

Format: DD.MM.YYYY

Save

Cancel/Close

e) After you have clicked on "Save", you can close the window.

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

Recognitions						
Type of recognition	File number	Dean's office number	Date	Positions	Educational institution	Note
				All/OK stud./OK PLUS		
Bachelorstudium; Medizinische Biologie (UG2002)						
General recognition			17.11.2025	0 / 0 / 0	Balkh University	
General recognition			17.11.2025	0 / 0 / 0	Universität Salzburg	
General recognition			17.11.2025	1 / 1 / 0	Universität Salzburg	

For information on the entry, please click here: [Rund um PLUSonline](#)

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

5) Starting with the recognition of the foreign educational institution: (BALKH UNIVERSITY)

Date	Positions	Educational institution
All/OK stud./OK PLUS		
17.11.2025	0 / 0 / 0	Balkh University

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

Select (Positions)

Operations

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 position" each time to create a separate position notification for each course/examination!

b) 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"

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"

Course number

Name

Name (English)

Topic

Topic (English)

Information

Hours/week

ECTS credits

Date of examination (DDMMYYYY)

Original grade

Type of course

Academic year

Duration of course

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

Format: DD.MM.YYYY

Save Save and Close Cancel/Close

Course number

Name

Name (English)

Topic

Topic (English)

Information

Hours/week

ECTS credits

Date of examination (DDMMYYYY)

Original grade

Type of course

Academic year

Duration of course

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

max. 2000 characters
2000 characters left

Format: DD.MM.YYYY

Save Save and Close Cancel/Close

6) Next, indicate for which course 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 course(s)".

Course(s) to be recognised: add

Course of foreign educational institution. Duration of course Foreign evaluation ECTS credits Delete

► [Example Course for Guideline; P 2025/26](#) 1 5

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 which is equivalent 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 (My Studies)** by clicking on the **orange hexagon symbol** and select the checkbox next to the **turquoise circle** (= examination node) for the corresponding examination.
- e) Click on "Select" to choose the desired Salzburg examination.

General search Done

Select...

Name	rec. sem.	Credits
<input type="checkbox"/> [2024W] Medical Biology		180
<input type="checkbox"/> [614_BMB] Pflichtmodule		144
<input type="checkbox"/> [614_BMB.01] Einführung		12
<input type="checkbox"/> [614_BMB.02] Allgemeine biologische Fächer		12
<input type="checkbox"/> [614_BMB.03] Chemie		12
<input checked="" type="radio"/> [614_03.1] Allgemeine Chemie für Biowissenschaften [Can be taken in advance within STEOP]		4,5
<input type="radio"/> [614_03.2] Laborsicherheit [Can be taken in advance within STEOP]		1,5
<input type="radio"/> [614_03.3] Organische Chemie [Can be taken in advance within STEOP]		3
<input type="radio"/> [614_03.4] Übungen Allgemeine Chemie [Can be taken in advance within STEOP]		3
<input type="checkbox"/> [614_BMB.04] Mathematik und Physik		12
<input type="checkbox"/> [614_BMB.05] Vertiefende biologisch-medizinische Fächer		6
<input type="checkbox"/> [614_BMB.06] Biowissenschaftliche Methoden und Techniken 1		12
<input type="checkbox"/> [614_BMB.07] Biomedizinische Daten- und Informationsverarbeitung		12
<input type="checkbox"/> [614_BMB.08] Biowissenschaftliche Methoden und Techniken 2		18
<input type="checkbox"/> [614_BMB.09] Biowissenschaftliche Methoden und Techniken 3		12
<input type="checkbox"/> [VK] [QSM_24_Q] Cross-Sectional Module on social-ecological Crises		6
<input type="checkbox"/> [614_BMB.11] Klinisch relevante Forschung		12
<input type="checkbox"/> [614_BMB.12] Spezialisierte Fächer in der Medizinischen Biologie		18
<input type="checkbox"/> [614_FWF] Freie Wahlfächer		24
<input type="checkbox"/> [614_BMB.BA] Bachelorarbeit inkl. Begleitseminar		12

Select...

- f) The following window will open automatically after you have clicked on "Select":

- ➔ Select the current "Semester"
- ➔ Select the "assessment" – according to the PLUS assessment
- ➔ Finish the process by clicking on "Add"!

to be added 614.008 General chemistry for biosciences (35H L, WS 2025/...

Semester 2025/26 W

Assessment 1 sehr gut

Choose others Add Close

- ➔ After you have clicked on "Add", close the examination selection window.

IMPORTANT: If the desired exam does not appear as a real exam in the system, please change the semester (previous or next) and then select the **real course** with its **number**. Please do not select an **A00/AXX number!**

This is how the recognition should look like:

Edit position 1

Course(s) to be recognised: add

Course of foreign educational institution.	Duration of course	Foreign evaluation	ECTS credits	Delete
▶ Example Course for Guideline; P 2025/26		1	5	

is/are recognised for PLUS course(s) add

Course/subject	PLUS assessment	Delete
▶ 614008 General chemistry for biosciences; L 3SH W 2025/26	1 sehr gut	

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

Save and Close Cancel

Then you click “**Save and Close**”

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. (My Studies)

7) Let's continue with the recognition for the Home university (University of Salzburg):

The window for creating the first notification position (1) opens again. (Click on 0/0/0)

Then click on “**Action**” and then on “**New position**”

Select (Positions)

Operations

New position

There are currently no positions for the selected notification.

- a) Now you can enter the first course/examination (completed at the home university) that is to be recognised at the University of Salzburg.

➔ Click on “**add**” next to “**course(s) to be recognised**”

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) The previous window will now appear, with the addition of the selected Salzburg exam/course which has now to be selected:

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	PLUS assessment	Recognised as per
UD 033 614	614.002	25W	General biology	L	1	1,5	2025/26	01.10.2025	1	

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	PLUS assessment	Recognised as per
UD 033 614	614.002	25W	✓ selected for item General biology	L	1	1,5	2025/26	01.10.2025	1	

- c) After clicking on the exam, close the exam selection.
d) Click on **"add"** next to **"is/are recognised for PLUS course(s)"**

Create new position

Course(s) to be recognised: add

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
▶ 614002 General biology; L 1SH W 2025/26	01.10.25	1		1,5 ⓘ	

is/are recognised for PLUS course(s) **add**

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

Save and Close Cancel

- e) This will open the window in which you can select the Salzburg examination which is equivalent to the exam/course you wish to have recognised.
f) Search for and select the **"desired"** examination to be recognised.
g) Open the **study programme you have enrolled in (My Studies)** by clicking on the **orange hexagon symbol** and select the checkbox next to the **turquoise circle** (= examination node) for the corresponding examination.
h) Click on **"Select"** to choose the desired Salzburg examination.

Select...

Name	rec. sem.	Credits
<input type="checkbox"/> [2024W] Medical Biology		180
<input type="checkbox"/> [614_BMB] Pflichtmodule		144
<input type="checkbox"/> [614_BMB.01] Einführung		12
<input type="radio"/> [614_01.1] Medizinische Biologie [Can be taken in advance within STEOP]		1,5
<input checked="" type="radio"/> [614_01.2] Allgemeine Biologie [Can be taken in advance within STEOP]		1,5
<input type="radio"/> [614_01.3] Humanbiologie [STEOP]		3
<input type="radio"/> [614_01.4] Genetik [STEOP]		3
<input type="radio"/> [614_01.5] Mikrobiologie [STEOP]		3
<input type="checkbox"/> [614_BMB.02] Allgemeine biologische Fächer		12
<input type="checkbox"/> [614_BMB.03] Chemie		12
<input type="checkbox"/> [614_BMB.04] Mathematik und Physik		12
<input type="checkbox"/> [614_BMB.05] Vertiefende biologisch-medizinische Fächer		6
<input type="checkbox"/> [614_BMB.06] Biowissenschaftliche Methoden und Techniken 1		12
<input type="checkbox"/> [614_BMB.07] Biomedizinische Daten- und Informationsverarbeitung		12
<input type="checkbox"/> [614_BMB.08] Biowissenschaftliche Methoden und Techniken 2		18
<input type="checkbox"/> [614_BMB.09] Biowissenschaftliche Methoden und Techniken 3		12
<input type="checkbox"/> [VK] [Q5M_24_Q] Cross-Sectional Module on social-ecological Crises		6
<input type="checkbox"/> [614_BMB.11] Klinisch relevante Forschung		12
<input type="checkbox"/> [614_BMB.12] Spezialisierte Fächer in der Medizinischen Biologie		18
<input type="checkbox"/> [614_FWF] Freie Wahlfächer		24
<input type="checkbox"/> [614_BMB.BA] Bachelorarbeit inkl. Begleitseminar		12

Select...

- i) The following window will open automatically after you have clicked on **"Select"**:
- ➔ Select the current **"Semester"**
 - ➔ Select the **"assessment"** – according to the PLUS assessment
 - ➔ Finish the process by clicking on **"Add"** and **"close"**

to be added 614.002 General biology (1SH L, WS 2025/26)

Semester 2025/26 W

Assessment 1 sehr gut

Choose others

Add **Close**

This is how the recognition should look like:

Order	PLUS assessment	ECTS credits	Confirmation	
			Stud.	PLUS
Position 1				
614002 General biology; L 1SH W 2025/26; (UD 033 614, 01.10.2025, G. Lepperdingner)	1	1.5 total: 1.5		
is recognised as				
614002 General biology; L 1SH W 2025/26 🚩 ⓘ	1	1.5 total: 1.5		

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.

IMPORTANT: The recognition can only be changed while it is still open, i.e., before you have confirmed it!

8) Recognition of free electives:

Depending on whether the degree was obtained from a **foreign educational institution** or from the **University of Salzburg**, repeat the steps above for the recognition of free electives.

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**

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

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	PLUS assessment	Recognised as per
UD 193 041 049	445.008	13W	Biology: The science of life	L	3	3	2013/14	12.11.2014	1	

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	PLUS assessment	Recognised as per
UD 193 041 049	445.008	13W	👍 selected for item Biology: The science of life	L	3	3	2013/14	12.11.2014	1	

b) Then click on "**add**" next to "**is/are recognised for PLUS course(s)**"

Create new position

Course(s) to be recognised: **add**

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
▶ 445008 Biology: The science of life; L 3SH W 2013/14	12.11.14	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 which is equivalent 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 (My Studies)** by clicking on the **orange hexagon symbol** and select the checkbox next to the **turquoise circle** (= examination node) for the corresponding examination of the **free elective courses**
- Click on **"Select"**

General search Done

Select...

Name	rec. sem.	Credits
<input type="checkbox"/> [2024W] Medical Biology		180
<input type="checkbox"/> [614_BMB] Pflichtmodule		144
<input checked="" type="checkbox"/> [614_FWF] Freie Wahlfächer		24
<input checked="" type="checkbox"/> [614_FWF] Freie Wahlfächer		
<input type="checkbox"/> [614_BMB.BA] Bachelorarbeit inkl. Begleitseminar		12

Select...

- The following window will open:

to be added 614.FW1 Elective Coures Recognition 1 (OSH L, WS 2025/26)

Semester 2025/26 W

Assessment 1 sehr gut

Choose others

Add Close

- For **"Semester"**, select the current academic year.
- Select one of the existing recognition courses under **"To be added"** (identifiable by the additional text, e.g. **"FWF 1,2,3..."**, **"Recognition 1,2,3"**).
- Select the **"assessment"** – according to the PLUS assessment
- Then click on **"Add"** on the righthand side.
- Finish the process by clicking on **"Save and close"**

Create new position

Course(s) to be recognised: add

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
▶ 445008 Biology: The science of life; L 3SH W 2013/14	12.11.14	1		3	

is/are recognised for PLUS course(s) add

Course/subject	PLUS assessment	Delete
▶ 614FW1 Elective Coures Recognition 1; L OSH W 2025/26 Fach-/Modulprüfung	1 sehr gut	

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

Save and Close Cancel

Please use predefined courses, e.g., **"FW"** = **"Free Elective Recognition"** courses, such as **"FW1, FWF2,..."** etc. Or select the same course.

ATTENTION: PLEASE **USE** EACH PRE-DEFINED "Free Elective Recognition" COURSE ONLY **ONCE!** Otherwise, the courses will be overwritten!

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

The screenshot shows the PLUS online interface. At the top, there are two dropdown menus: 'Select (Positions)' and 'Operations'. The 'Operations' menu is open, showing options: 'New position', 'Print Request', and 'Confirm all positions'. The 'Confirm all positions' option is highlighted in yellow. Below the menu, there is a table with columns: 'Order', 'PLUS assessment', 'ECTS credits', and 'Confirmation' (subdivided into 'Stud.' and 'PLUS').

Order	PLUS assessment	ECTS credits	Confirmation	
			Stud.	PLUS
Position 1				
445008 Biology: The science of life; L 3SH W 2013/14; (UD 193 041 049, 12.11.2014, U. Berninger)	1	3 total: 3		
is recognised as				
614PW1 Elective Courses Recognition 1; L 0SH W 2025/26 Fach-/Modulprüfung: ⓘ	1	0		

- ➔ 0 ECTS because the pre-defined courses have no ECTS. The ECTS have to be put in by the curricular commission or examination office
- ➔ **IMPORTANT!** Changes are no longer possible after you have confirmed all positions.

A small pop-up window will then appear – click on “OK” once the recognition process is complete:

The screenshot shows a pop-up window from online.uni-salzburg.at. The text inside the window reads: '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.' At the bottom of the window, there are two buttons: 'OK' (blue) and 'Abbrechen' (white).

ATTENTION: You must confirm each recognition individually!

- 9) 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 the PLUS online interface. At the top, there are two dropdown menus: 'Select (Positions)' and 'Operations'. The 'Operations' menu is open, showing options: 'New position', 'Print Request', and 'Confirm all positions'. The 'Print Request' option is highlighted in yellow. Below the menu, there is a table with columns: 'Order', 'PLUS assessment', 'ECTS credits', and 'Confirmation' (subdivided into 'Stud.' and 'PLUS').

Order	PLUS assessment	ECTS credits	Confirmation	
			Stud.	PLUS
Position 1				
445008 Biology: The science of life; L 3SH W 2013/14; (UD 193 041 049, 12.11.2014, U. Berninger)	1	3 total: 3		
is recognised as				
614PW1 Elective Courses Recognition 1; L 0SH W 2025/26 Fach-/Modulprüfung: ⓘ	1	0		

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.plus.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"**