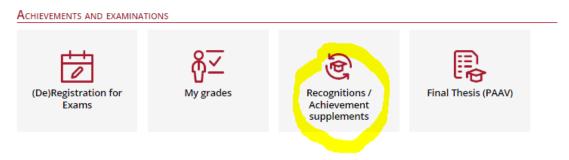
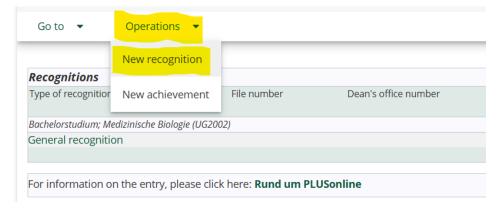
Exam recognition through PLUSonline | Student guideline

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":

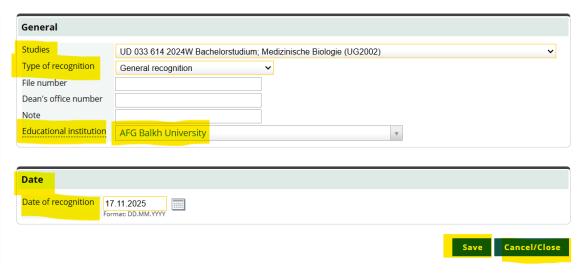


3) In the "Operations" menu (upper left corner) click on "New recognition".

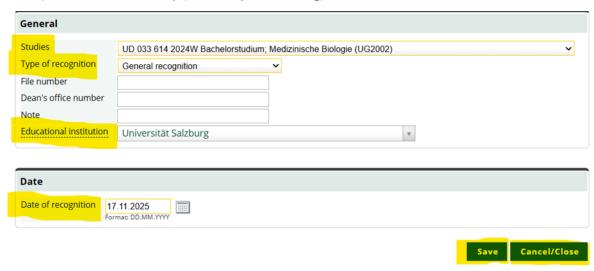


- 4) This opens another window with more fields to fill out.
 - a) Select your Salzburg degree programme the one to which you would like your courses to be accredited!
 - b) Next, select "General recognition" only!
 - c) For "Educational institution" you must select the educational institution at which 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:

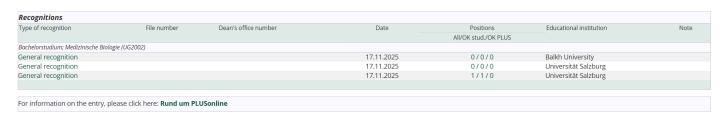


Example 2: Home university (University of Salzburg):

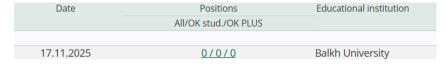


e) After you have clicked on "Save", you can close the window.

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



- 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)

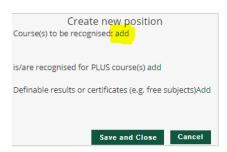


a) This will open a window to create the first position notification (position 1). Click on "Operations" and then on "New position".

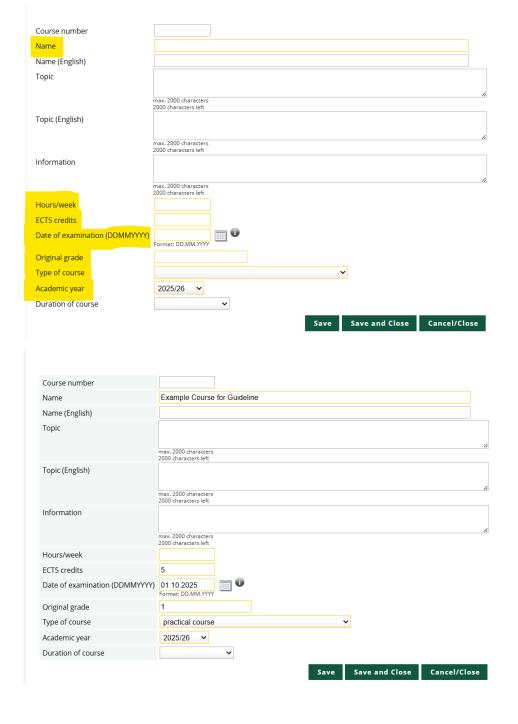


IMPORTANT! This must be repeated for each course/examination you wish to be recognised. Click on "**New position**" each time to create a **separate position notification** for **each course/examination!**

- 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"



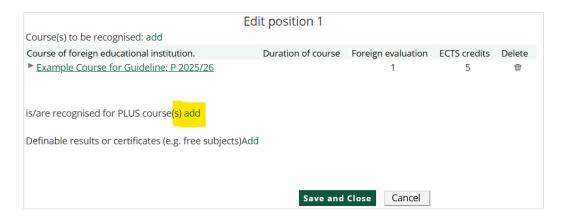
- → Enter "Name" (title/name of the exam/course)
- → Enter hours/week or ECTS credits
- → Enter the original grade received for the exam/course
- → Select type of course for the examination
- → Select the academic year in which the examination was taken/course was completed
- → Click on "Save and close"



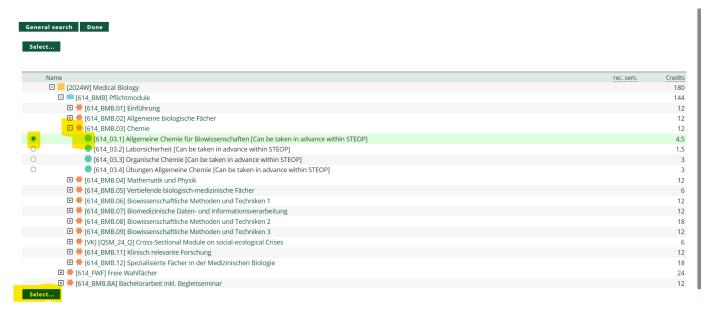
6) Next, indicate <u>for which</u> course the foreign examination should be recognised at the University of Salzburg.

Recognition for a compulsory or elective course or also for free electives:

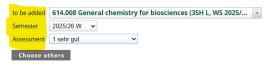
a) Click on "add" next to "is/are recognised for PLUS course(s)".



- 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.



- 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"!

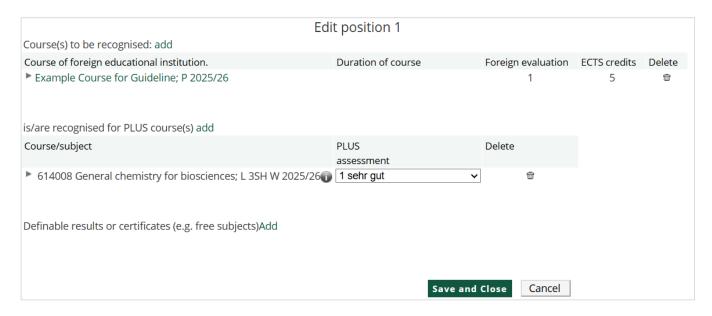


Add Close

→ 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 <u>do not</u> select an **A00/AXX number**!

This is how the recognition should look like:



Then you click "Save and Close"

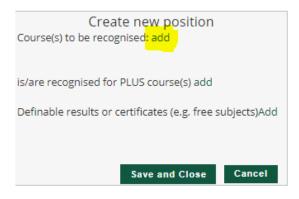
TIP: If the examination should replace several Salzburg examinations, simply repeat the steps under the same position.

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)

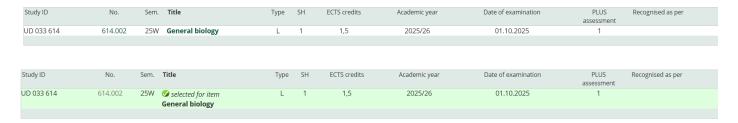
7) Let's continue with the recognition for the Home university (University of Salzburg):
The window for creating the first notification position (1) opens again. (Click on 0/0/0)
Then click on "Action" and then on "New position"



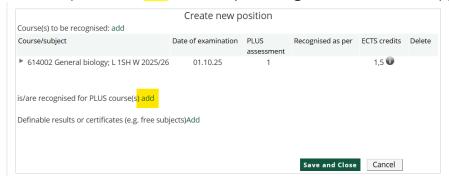
- a) Now you can enter the first course/examination (completed at the home university) that is to be recognised at the University of Salzburg.
 - → Click on "add" next to "course(s) to be recognised"



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



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



- 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.

rec. sem. ☐ [2024W] Medical Biology E [614_BMB] Pflichtmodule 144 ☐ # [614_BMB.01] Einführung 12 614 01.11 Medizinische Biologie [Can be taken in advance within STEOP] 1.5 [614_01.2] Allgemeine Biologie [Can be taken in advance within STEOP] 1,5 [614_01.3] Humanbiologie [STEOP] [614_01.4] Genetik [STEOP] [614_01.5] Mikrobiologie [STEOP] ∰ [614_BMB.02] Allgemeine biologische Fächer 12 12 12 ■ # [614_BMB.06] Biowissenschaftliche Methoden und Techniken 1 12 12 18 12 ■ FVK] [QSM_24_Q] Cross-Sectional Module on social-ecological Crises 6

- 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"



🕀 🦊 [614_FWF] Freie Wahlfächer

■ # [614_BMB.12] Spezialisierte Fächer in der Medizinischen Biologie

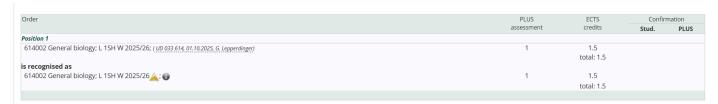
Select...

18

24

12

This is how the recognition should look like:



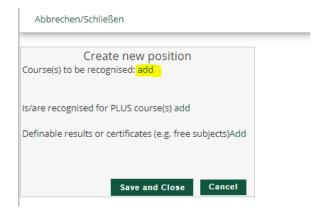
TIP: You can access your position notifications at any time by clicking on the three digits of the desired "General recognition" (e.g. 0/0/0 or 1/0/0) on the "Recognitions / Achievement supplements" page.

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

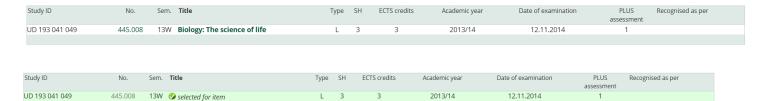
8) Recognition of free electives:

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)":

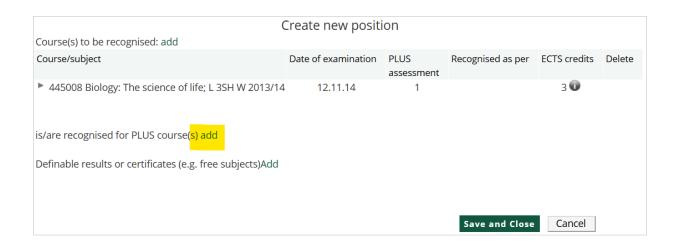


a) Select the course which you want to be recognised and then close the course window



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

Biology: The science of life



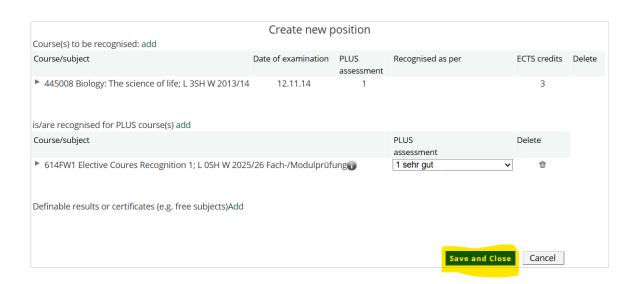
- a) This will open the window in which you can select the Salzburg examination which is equivalent to the exam/course you wish to have recognised.
- b) Search for and select the "desired" examination to be recognised.
- c) Open the study programme you have enrolled in (My Studies) by clicking on the orange hexagon symbol and select the checkbox next to the turquoise circle (= examination node) for the corresponding examination of the free elective courses
- d) Click on "Select"



e) The following window will open:



- 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. "FWF 1,2,3...", "Recognition 1,2,3").
- h) Select the "assessment" according to the PLUS assessment
- i) Then click on "Add" on the righthand side.
- j) Finish the process by clicking on "Save and close"



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

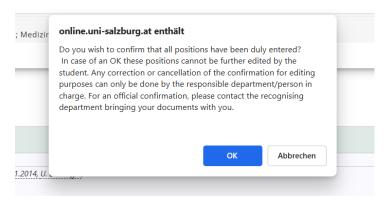
ATTENTION: PLEASE <u>USE</u> EACH PRE-DEFINED "Free Elective Recognition" COURSE ONLY <u>ONCE!</u> Otherwise, the courses will be overwritten!

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



- → 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:



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.



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"