

Course recognition process – step by step

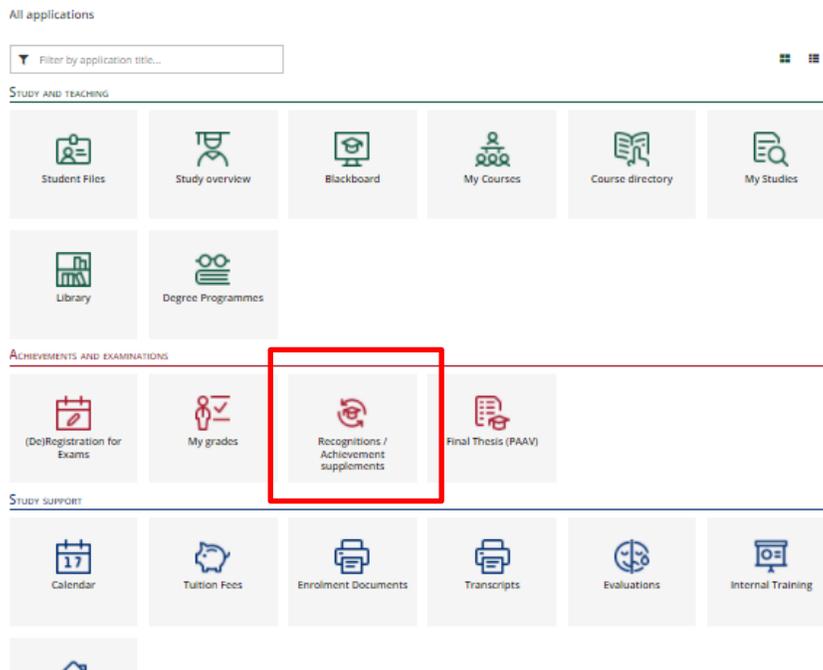
If you have done courses while enrolled in an other study programme or at an other University, you may have them recognized for EUS, substituting EUS courses, under certain preconditions.

Firstly you have to check if the recognition is complying with the EUS Curriculum – for that purpose you need to contact the SCEUS (Prof. Doris Wydra) regarding the subjects/courses that you wish to have recognized. She will decide whether the recognition is possible. For internships she will decide whether they are applicable as Free Electives and with how many ECTS (based on the number of working hours).

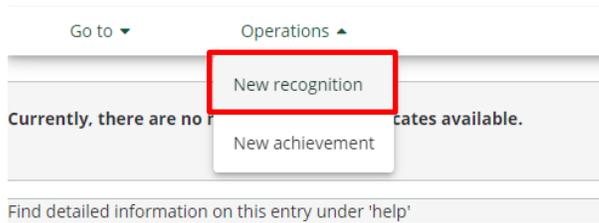
- Note: If you have done a Double-Degree Programme, you have received a list of recognizable courses and just have to check there, you do not have to ask.

Having confirmed that the recognition is possible, you have to follow a procedure in Plusonline, following several steps:

- Log into Plusonline with your account.
- Select “**Recognitions/Achievement supplements**”.



- Click “New recognition” in the field “Operations”.



- When the new tab opens, select “Masterstudium EUS” in the field “Studies” and “General Recognition” in the field “Type of recognition”. Select the University from which you want your grades to be transferred (in case it is not on the list, write an email to Bettina Kalhamer: bettina.kalhamer@sbg.ac.at, beside your request, include your transcript of records in the email).
- Important: if you want an **internship** to be recognized, you need to select “AUT Praxiseinrichtung”!
- Also, fill in the **date of recognition**. (You may leave the rest blank.) At the end click save and close that tab.

The screenshot shows a form titled 'General' with the following fields:

- Studies:** A dropdown menu with the selected value 'UD 066 809 809_2018W Masterstudium; European Union Studies (UG2002)'.
- Type of recognition:** A dropdown menu with the selected value 'General recognition'.
- File number:** An empty text input field.
- Dean's office number:** An empty text input field.
- Note:** An empty text input field.
- Educational institution:** A dropdown menu with the selected value 'Universität Salzburg'. A search dropdown is open, showing a list of universities: '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', and 'ALB Universum University College Prishtina'.
- Date:** A section with a 'Date of recognition' field and a 'Form' label.

At the bottom right of the form, there is a green 'Close' button.

- Click the link “Positions” in “Select (Parameters)”.

Select (Parameters) ▲ Cancel/Close

Parameters

General

Positions

066 809 809_2018W Masterstudium; European Union Studies (UG2002) ▼

Type of recognition General recognition ▼

File number

Dean's office number

Note

Educational institution AUT Universität Wien ▼

Date

Date of recognition 16.03.2022 
Format: DD.MM.YYYY

Delete Save Cancel/Close

- Open a “New Position” by clicking on the link.

Select (Positions) ▼ Operations ▲ Cancel/Close

New position

There are currently no positions for the selected notification.

- When the new tab opens, click “[Course\(s\) to be recognized: add](#)”, to add the course you want to recognize. After you have filled all the necessary information, save and close the tab.

Cancel/Close

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](#)

- If you want to recognize an [internship](#), you need to indicate that it is a scientific internship, name exactly where the internship took place, in what time frame and how many working hours.
- Then click “[is/are recognized for PLUS course\(s\) add](#)” to match with the corresponding course from the EUS Curriculum by opening and checking the right module and course. (When searching for a specific subject you can also click on “General Search”.)

Cancel/Close

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](#)

Name	rec. sem.	Credits
☐ [809_2018W] European Union Studies		120
☐ [VK] [809_18_EUS] European Union Studies		120
☐ [VK] [809_16_1] Introduction to the Politics of the EU		9
☑ [VK] [809_16_1.1] Introduction to the Politics of the European Union (VO)		3
○ [VK] [809_16_1.2] Introduction to the Politics of the European Union (PS)		6
☐ [VK] [809_16_2] European Law		6
☐ [VK] [809_16_3] Economics and History of European Integration		9
☐ [VK] [809_16_4] Terminology and Basics		6
☐ [VK] [809_18_5] Interdisciplinary Consolidation		24
☐ [VK] [809_18_6] Practical Seminars		12
☐ [VK] [809_18_7] Methods, Research Design and Thesis		6
☐ [VK] [809_18_8] Case Studies on EU Law and Politics		12
☐ [VK] [809_18_9] Methodology advanced		6
☐ [VK] [809_16_FEC] Free Elective Courses		6
☐ [VK] [809_16_MT] Master Thesis		20
☐ [VK] [809_18_ME] Master Examination		4

Select...

- Do not forget to include ECTS and grades. If you are recognizing courses for a Double Degree, you have to convert the grades you got abroad into the Austrian system according to the conversion table you received.

The Document will then look like this

Order	PLUS assessment	ECTS credits	Foreign evaluation	Confirmation Stud. PLUS
Position 1				✗
210062 SpezialVO European Union and Europeanisation; L 2 hours/week (Duration of course: Winter semester) 2021/22;	n/a	3	2	
is recognised as				
A00149386 Introduction to the Politics of the European Union (VO); L 05H 5 2021/22 Fach-/Modulprüfung: ⓘ	2	3		

- After you have added all courses, you have to **confirm and print the document** and **present/send** it to Miriam Krög for checking. She will then forward it in order to have it confirmed.

Select (Positions) ▾ Operations ▲ Cancel/Close

Order	New position	
Position 1	Print Request	
210062 SpezialVO Europe (Duration of course: Win	Confirm all positions	tion; L 2 hours/week
is recognised as		
A00149386 Introduction to the Politics of the European Union (VO); L 05H		

- If you want to recognize an **internship**, make sure to enclose a transcript or confirmation
- Lastly, the signed document will be sent to the legal department and after a short period of time you will receive an official document with all the recognized subjects (“Bescheid”) and a **request to sign and return a confirmation document** – do not forget to do that!

Important info:

- At the end of your studies programme you will have to fill in a “Prüfungspass”, listing all the courses you did to fulfil the Curriculum. You have to list all your recognized courses there (with the remark “recognition” in the column “examiner”).
- It is impossible to recognize courses for specific slots in the curriculum more than once. So if you already have recognized a subject for a certain course in your curriculum, you can not recognize another subject for the same course.
- You can only receive ECTS for recognitions corresponding to the number of ECTS in the EUS Curriculum. That number might differ from the original ECTS the course had. So, like in the example below, the course Transdisciplinary Methodology has 6 ECTS. If you want to recognize a course (or courses) with more ECTS for this slot, it will still only be counted as 6 ECTS. (This is also true for recognizing courses with less ECTS.)
- Sometimes, especially for the Double Degree-recognitions, one Curriculum slot is filled by more than one course. In that case you have to list them as the same position, like this:

Order	PLUS assessment	ECTS credits	Foreign evaluation	Confirmation Stud. PLUS
Position 1				
030601 Free Movement of Persons in European Union Law; P 2 hours/week (Duration of course: Winter semester) 2021/22;	n/a	3	1	X
030536 The System of European Union Law; P 2 hours/week (Duration of course: Winter semester) 2021/22;	n/a	3	1	
are recognised for FA50006en European Law; L 4SH S 2021/22 Fach-/Modulprüfung; ⓘ	1	6		

Extra info for Double Degree-students: you do not have to have all the classes recognized, which are listed in the course-table you received (and in the learning agreement). You can choose which ones you would like to recognize. However, make sure to recognize enough ECTS to comply with the statutes of Erasmus!

If you are facing troubles following this guide, please contact Miriam Krög.

(some info concerning recognitions can also be found on the website of the KGW Prüfungsreferat:
<https://www.plus.ac.at/gesellschaftswissenschaftliche-fakultaet/studium-mehr/>)