

## Going abroad during your studies – Have your achievements from abroad recognised!

### Step 1: How to find information in advance

- Scan your university's website: What information is available on the topic of studying abroad? Get in touch with a contact person and seek advice (e.g. Erasmus Coordinator, International Office, Student Advisory Service).
- Which university abroad or which programme is suitable for you?
- Which modules at your host university can be recognised by your home university after your stay abroad? What documents do you need?
- In case of a semester abroad: Create your learning agreement.
- What deadlines do you have to meet?

**Useful tip:** Stay in touch with your home university & host university during your stay abroad to notify changes, clarify questions and receive information.

### Step 2: After the stay abroad

- Apply for academic recognition of your achievements promptly after your return from abroad.
- Do you have all the necessary documents ready (including the learning agreement, transcript of records, application)?

### Step 3: How the assessment and decision-making works

- Wait for your application to be assessed.
- Possibly submit further information if your home university requests it.
- If your application is rejected, you can lodge an objection.

### Stages of a recognition procedure

