

## Guideline: Recognition of academic achievements abroad

Please consider the following steps for the recognition of your academic achievements abroad:

- Find out about the courses offered during the exchange semester on the website of the respective exchange university. The courses should be selected in such a way that they can be recognized as credits earned abroad after your return. The academic advisor of your study programme will advise you on this and support you in the selection of courses. You can find a current overview of the academic advisors at the Faculty of Media on page 2 of this guideline.
- The conclusion of an Online Learning Agreement (OLA) between the academic advisor and the student coordinates the thematic focus of the course and the formal conditions for the acquisition of credits before the start of studies abroad and regulates the unproblematic recognition of credits afterwards. The OLA template is available on the following platform: <https://learning-agreement.eu/>
- As soon as you have created your account there and completed the OLA, the academic advisor and the contact person at the host university will receive a link to sign the OLA.
- If there are changes to the course selection after arrival at the host university, these must be noted in the OLA. Please inform the academic advisor immediately and coordinate the changes accordingly. Afterwards, please log in again to the OLA platform (<https://learning-agreement.eu/>) Go to the "Changes to Online Learning Agreement" section and enter the changes accordingly. As soon as you have completed the OLA, the academic advisor and the contact person at the host university will receive a link for you to sign.
- After your return, submit the Transcript of Records (ToR) from the host university to the academic advisor. Based on your OLA, you will receive a letter of recognition of your achievements abroad. This application contains the following points:
  - The exact name of the courses completed at the host university, the credit points and grades obtained there.
  - The desired equivalent of the courses to be recognized and the credit points awarded for them at the Bauhaus-Universität Weimar. The International Counsellor (Annette Reese) of the Faculty of Media will convert the grades obtained at the host university.
- The final step in the recognition procedure is the entry of your grades in the Bauhaus-Universität Weimar's grade database by the Examinations Office.

## Academic Advisors at the Faculty of Media

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Study Programme	Academic Advisor	E-Mail	Phone
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