

Accreditation process for course and examination achievements

obtained abroad

NB: The process described below may vary depending on the individual Faculty. Please note the additional information provided by your Faculty.

1. BEFORE the stay abroad

- 1.1 The student plans a stay abroad – independently or with the help of FAU’s Office for International Affairs, the International Office of their faculty, or with their department’s exchange coordinator.
- 1.2 The student informs himself or herself thoroughly about the courses offered at the host university (detailed course descriptions are helpful for the following steps).
- 1.3 The student consults the Accreditation Commissioner for their department (see faculty information sheets) with regard to the courses to be completed at the host university and their accreditation at FAU.
- 1.4 The student consults with the Accreditation Commissioner; a learning agreement is drawn up if necessary (NB: This is different from the ERASMUS learning agreements). Where necessary, further faculty representatives may be involved for better coordination.

2 DURING the stay abroad

- 2.1 The student completes the stay abroad. The student discusses any changes to the planned timetable with the Accreditation Commissioner.
- 2.2 Prior to their return home, the student acquires a certificate documenting the completed courses (transcript of records) as well as detailed certificates of achievement from the host university (regarding projects/papers/presentations, etc.) where applicable.

3 AFTER the stay abroad

- 3.1 After their return, the student submits an application for accreditation (template can be found on the Examination Office’s web pages), the transcript of records and, where applicable, the additional certificates of achievement and/or the learning agreement to the Accreditation Commissioner.
- 3.2 The Accreditation Commissioner verifies the documents and arranges for the accreditation. Further faculty representatives may be involved where necessary.
- 3.3 The Accreditation Commissioner forwards the documents to the Examination Board or the appropriate body according to subject-specific regulations; the Board or this body then notifies the student and sends a copy of this notification to the Examination Office. The notification also contains information on which modules/courses the achievements obtained abroad will be credited to. In case accreditation is denied, the Examination Officer informs the student about the complaints procedure.
- 3.4 The Examination Office records the acknowledged achievements.
- 3.5 The Examination Office records the student’s stay abroad in their diploma supplement.

