Information Sheet: Recognition Applications

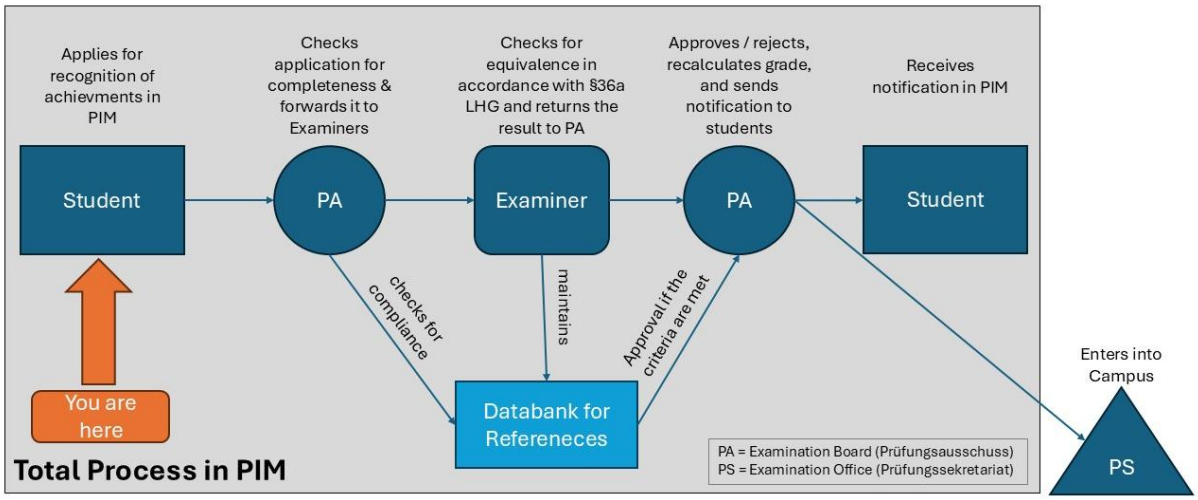
Please submit all applications for recognition over the digital platform PIM:

https://app.pim-plattform.de/

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  - Instructions for a subsequent recognition application
  - Instructions for changing university or study programme

Application process



Which application should I submit?

Important information:

Regardless of which type of application you submit, you must submit a separate application for each module you wish to have recognised. This is because applications can only be “Accepted” or “Rejected”. An application covering several modules would therefore be rejected as soon as any one module was rejected.

There are currently three types of applications to choose from:

1. Pre Recognition:
   You can submit a Pre Recognition (formerly a recognition agreement) before your planned stay abroad. This allows you to apply in advance for the recognition of academic achievements you intend to complete later.

2. Subsequent recognition:
   If you have earned credits at another university, for example during a semester abroad, submit this application to have your academic achievements recognised.

3. Change university or study programme:
   If you are transferring from another university or study programme and are starting a degree programme in Mechanical Engineering, MEI, or Materials Science at KIT, submit this application to have your previous academic achievements recognised.

   Please note: You can only apply for recognition of academic achievements from previous studies during your first semester of study.

Instructions for a Pre Recognition:

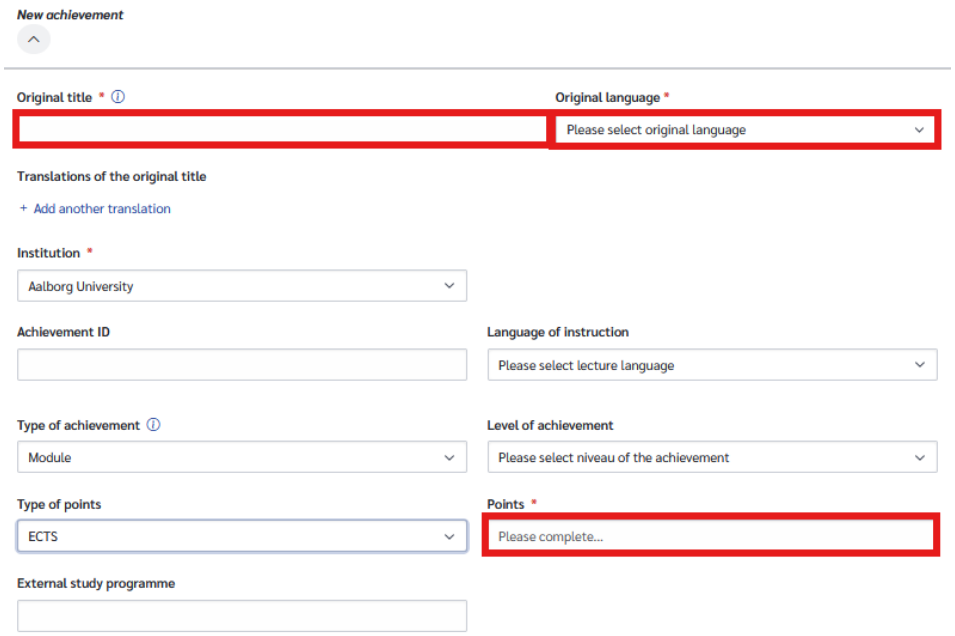
1. Step: Enter the country, home university, degree programmeme and study and examination regulations (SPO).
   Note: After logging into Campus, you can find the SPO under which you are studying at the top of the page.



2. Step: Enter the country and university you will be attending.
   Note: If the university is not listed, please contact support.

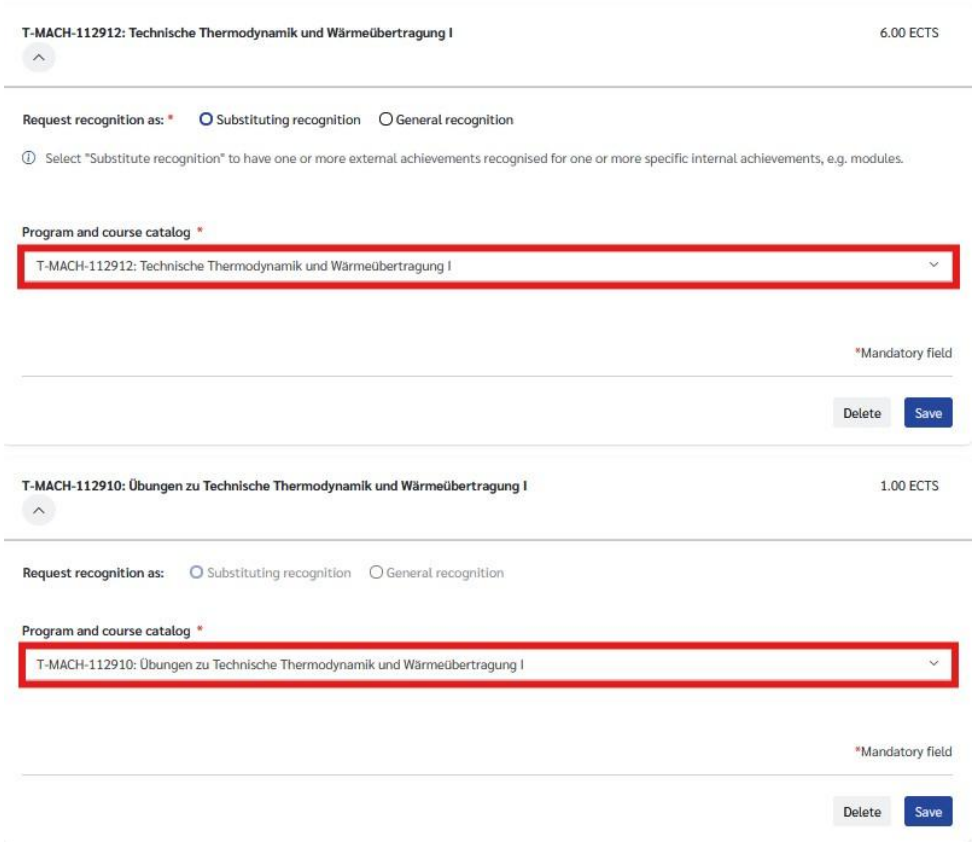


3. Step: Add an achievment set.
   a. Details of the new achievement
      i. Enter the original title, original language, English title (if the original title is not in English), and credits.



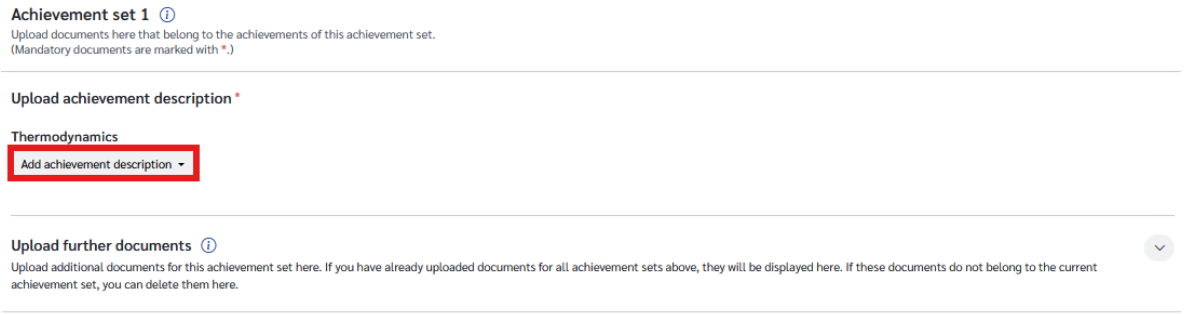
b. Details of the internal achievement (will an existing module be replaced, or is this an general recognition?)
    i. Replace ➔ Select the modules to be replaced (if no KIT module is to be replaced, enter “Freie Anerkennung”).

    Important: If the KIT module includes a prerequisite component (e.g. an exercise class), this must also be included in the achievement set. The achievement set in the “Internal Achievement” section should therefore look as follows.



    ii. Free recognition ➔ The only selectable module is “Zusatzleistungen”.

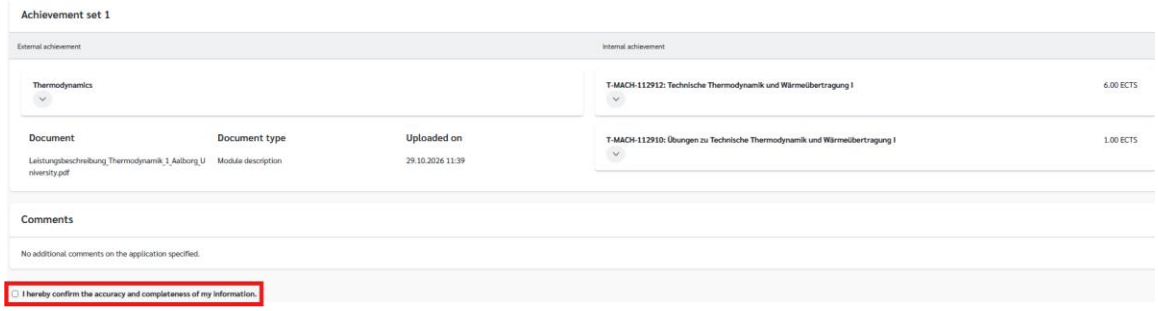
4. Step: Upload the course descriptions for the respective achievement sets as PDF files.



5. Step: Enter the duration of your stay abroad, the mobility programmeme and the type of stay.



6. Step: Review and confirm your information.
Important: Once submitted, the application cannot be changed.



Instructions for a subsequent recognition application:

1. Step: Enter your degree programmeme and SPO.
   Note: After logging into Campus, you can find the SPO under which you are studying at the top of the page.

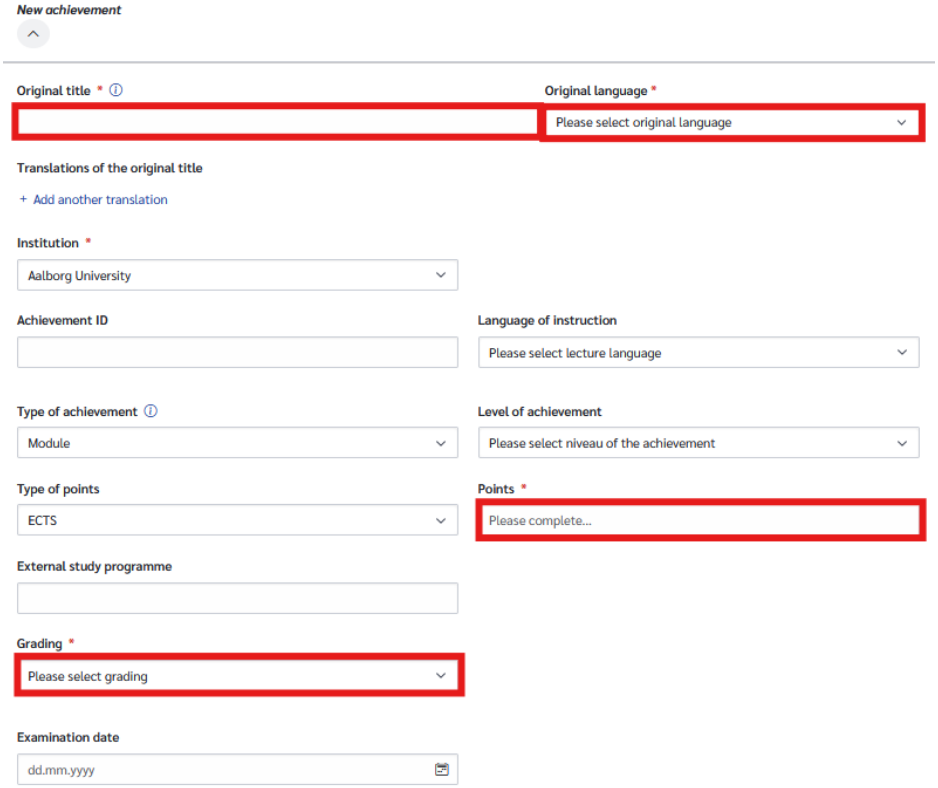


2. Step: Enter the country and university you attended.
   Note: If the university is not listed, please contact support.



3. Step: Add an achievment set.
   a. Details of the new achievement

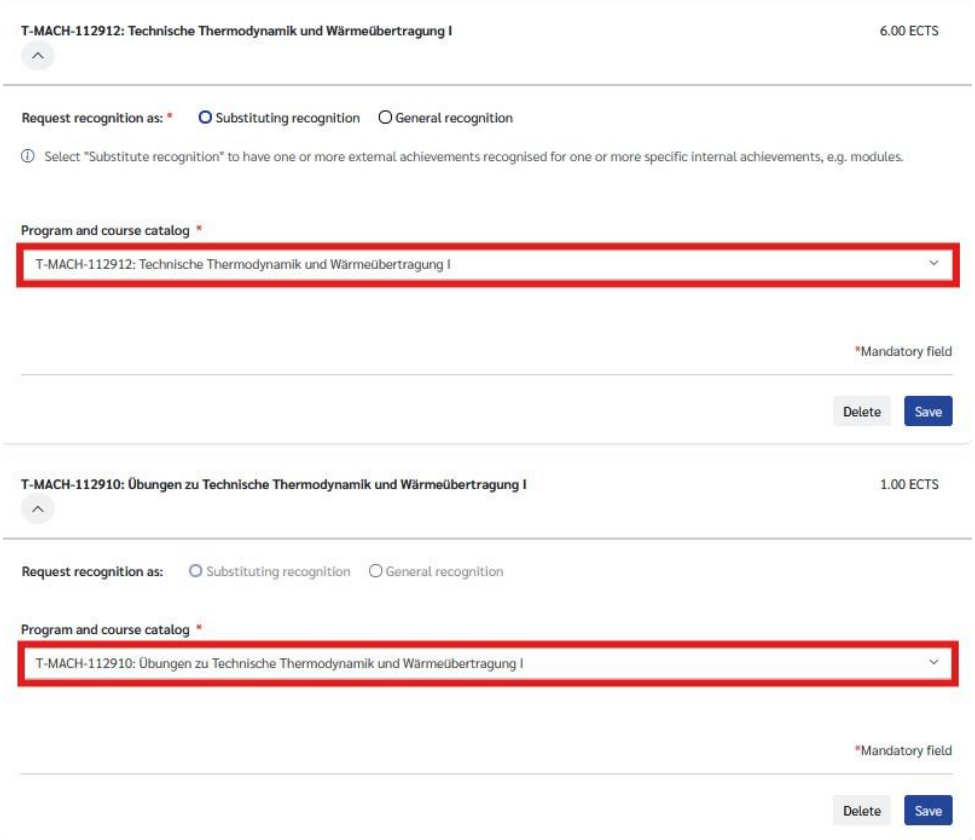
i. Enter the original title, original language, English title (if the original title is not in English), credits and grade received (if graded).



b. Details of the internal achievement (will an existing module be replaced, or is this an elective recognition?)
   i. Replace ➔ Select the modules to be replaced (if no KIT module is to be replaced, enter “Freie Anerkennung”).

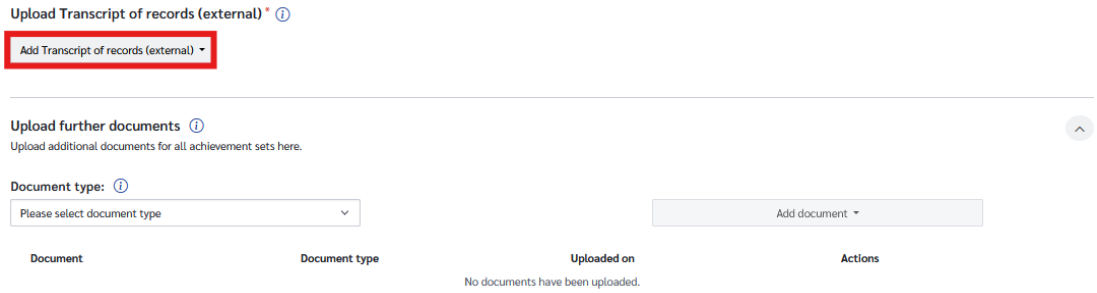
      Important: If the KIT module includes a prerequisite component (e.g. an exercise class), this must also be included in the application. The achievement set in the “Internal Achievement” section should therefore look

as follows.

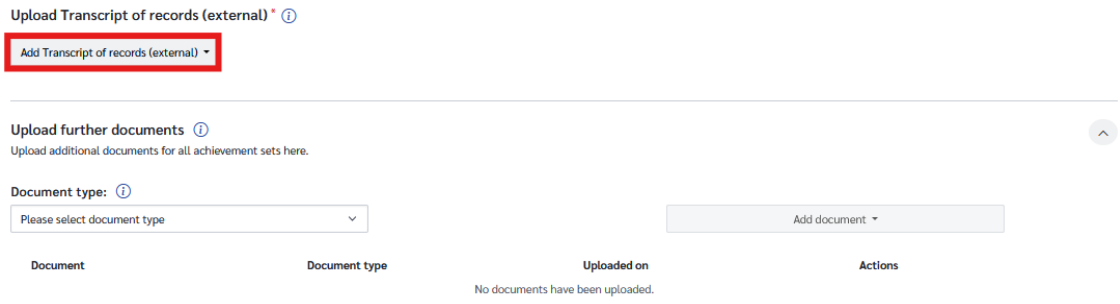


ii. Free recognition ➔ The only selectable module is “Zusatzleistungen”.

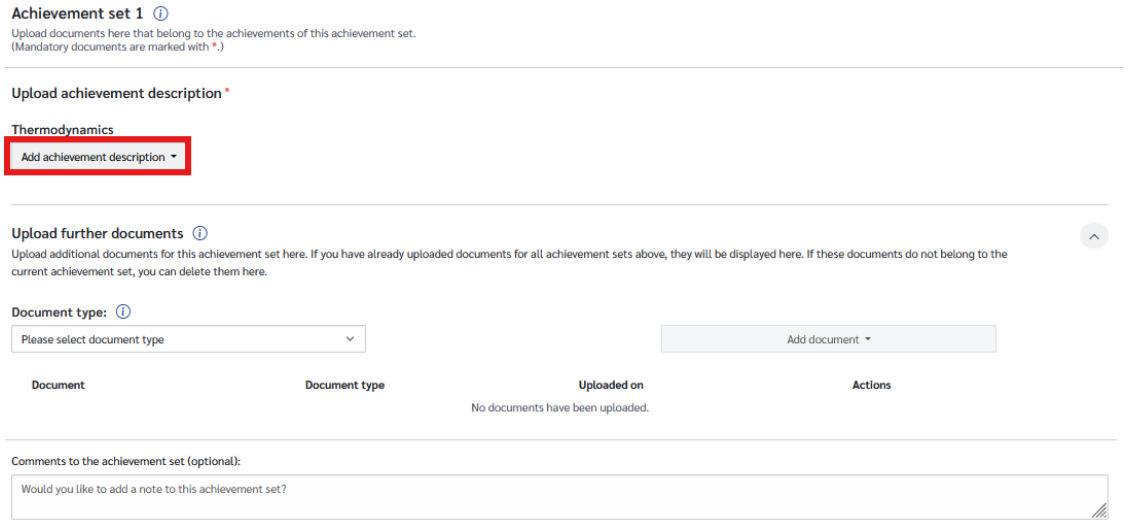
4. Step: Upload your transcript of records as a PDF file (at least one proof of academic achievement must be uploaded for each achievement set).



5. Step: If you submitted a preliminary application, upload the decision letter in the “Upload further Documents” field.



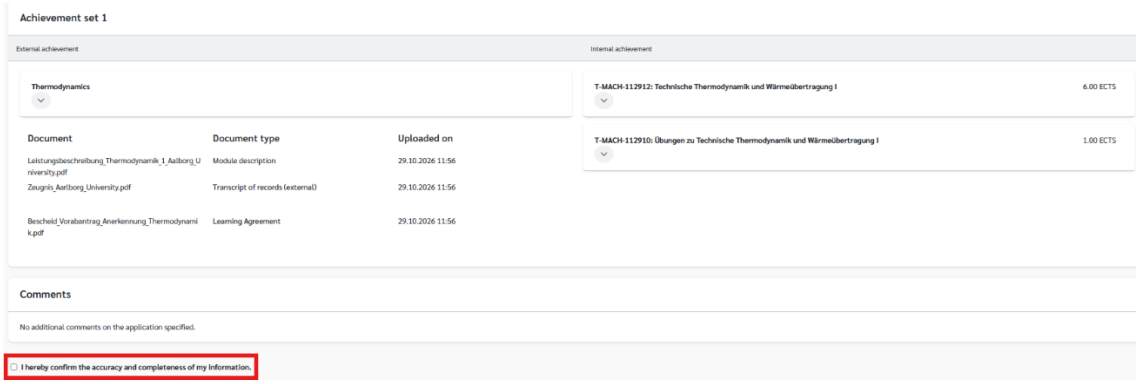
6. Step: Upload the course descriptions for the respective achievement sets as PDF files.



7. Step: Enter the duration of your stay abroad, the mobility programmeme and the type of stay.

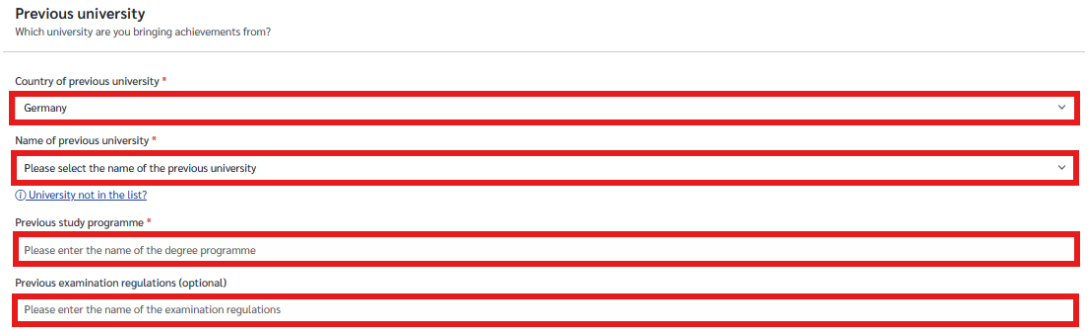


8. Step: Review and confirm your information.
Important: Once submitted, the application cannot be changed.



Instructions for changing university or study programme:

1. Step: Enter the details of your previous university (country, university name, study programmeme name, examination regulation[optional]).

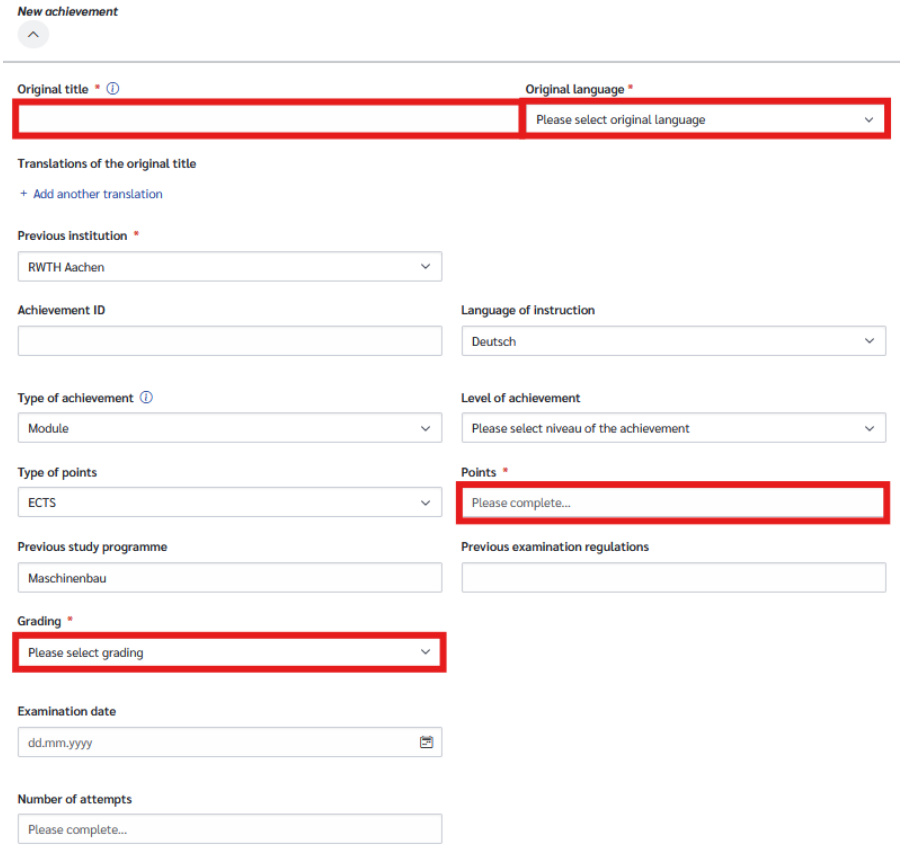


2. Step: Enter the details of your new university (country, university name, study programmeme name, examination regulation).



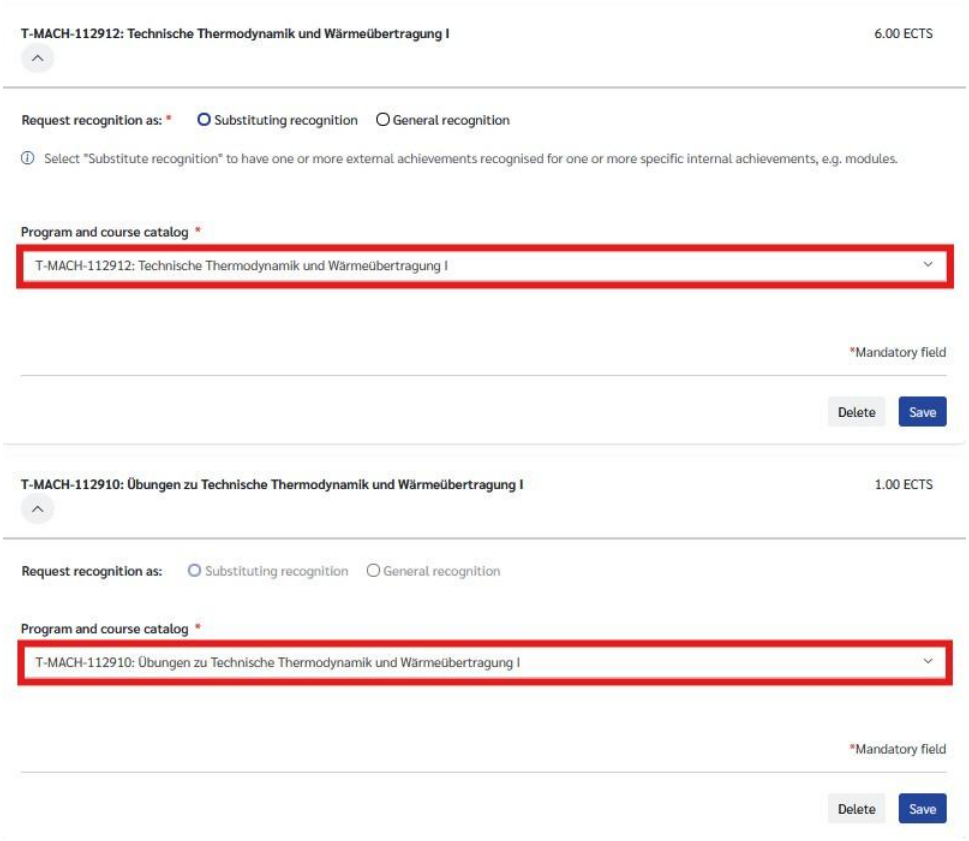
3. Step: Add achievment set.
    a. Details of the new achievement

i. Enter the original title, original language, previous institution, credits earned and grades received (if graded).



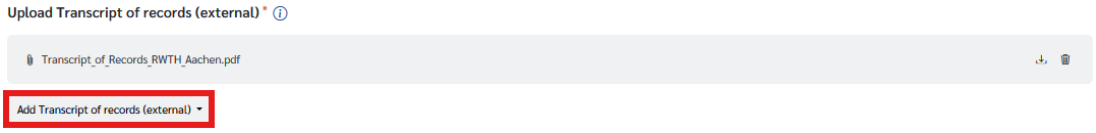
b. Details of the internal achievement (will an existing module be replaced, or is this an general recognition?)
   i. Replace → Select the modules to be replaced (if no KIT module is to be replaced, enter “Freie Anerkennung”).

      Important: If the KIT module includes a prerequisite component (e.g. an exercise class), this must be included in the achievement set. The achievement set in the “Internal Achievement” section should therefore look as follows.

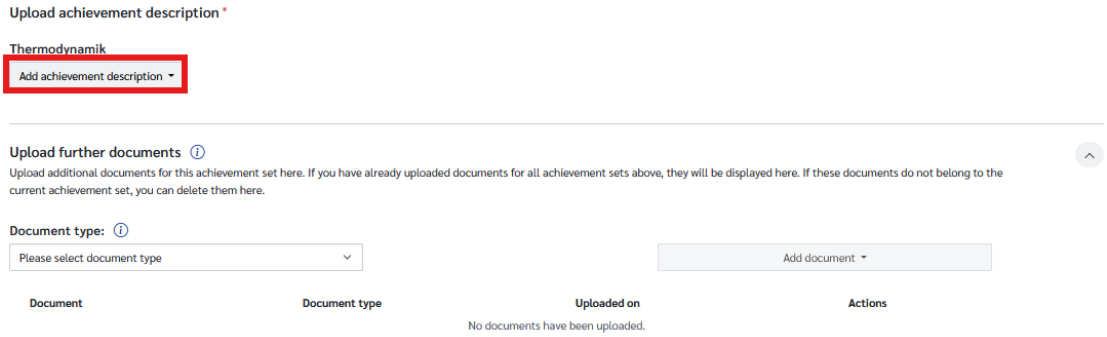


ii. General recognition ➔ The only selectable module is “Zusatzleistungen”.

4. Step: Upload an (external) transcript of records as a PDF file (at least one proof of academic achievement must be uploaded for each achievement set).



5. Step: Upload the course descriptions for the respective achievement sets as PDF files.



6. Step: Review and confirm your information.
   Important: Once submitted, the application cannot be changed.

