

Guidelines for the recognition of study and examination credits

What do we mean by the recognition of academic and examination credits?

Recognition of academic and examination credits means that the HfM Detmold can take into account academic and examination achievements already achieved at other (music) universities or in other study programmes. These could be academic or examination credits obtained at either German or international universities.

The purpose of recognising previous academic achievements is to enable a continuation of studies in a different study programme or at a different university. Academic and examination credits may be recognised for individual courses or for complete modules.

Under what conditions is recognition possible?

- 1) In terms of content, scope and requirements, the academic or examination achievements should correspond as far as possible to the courses of the respective study programme at the HfM Detmold.
- 2) Recognition can be applied for with the help of a form (see p.2) and by presenting evidence of the credits obtained to the Examination Board at studienberatung@hfm-detmold.de

When can I apply for recognition?

A binding assessment of the application for recognition can only be made following successful registration at the HfM Detmold, and the application should preferably be made during the first calendar year after registration.

How do I apply for recognition of academic and examination achievements?

To apply for the recognition of academic and examination achievements please complete the form below. You can receive help with this from your Student Advice Service, which can be contacted at studienberatung@hfm-detmold.de and 05231-975609.

The completed and signed application form should be sent to the Examination Board. This may be done digitally, personally or by post:

- digitally: by e-mail to studienberatung@hfm-detmold.de
- personally: hand in at the CIS
- by post: letter to the Hochschule für Musik Detmold, Prüfungsausschuss, Neustadt 22, 32756 Detmold

What needs to be observed when handing in evidence of credits?

It is important that the documents submitted as evidence include as detailed a description as possible of the contents of the courses/modules as well a description of the scope of the academic and examination modalities. Furthermore, as official evidence the documents must be submitted in an English or German translation (Transcript of Records).

How and when will I receive an answer to my application?

After your application has been examined, you will receive a reply as soon as possible by post.

Is recognition an option for me?

Questions regarding the recognition of academic and examination credits can be addressed in confidence to studienberatung@hfm-detmold.de. For concrete questions, it is advisable to first look at the corresponding module handbook in the examination regulations of the respective study programme.

Hochschule für Musik Detmold
 Prüfungsausschuss
 Neustadt 22
 32756 Detmold

Please complete in full!

First name:
 Family name:
 Matriculation no.:
 E-Mail:

Application for recognition of Academic and Examination Credits

(Please address any questions to studienberatung@hfm-detmold.de.)

Current study programme:

Current main subject: Current study semester:

I apply for the recognition of academic and examination achievements from my studies at

- the Hochschule für Musik Detmold, Study Programme: and / or
- another university, namely:

Name of the University: in (Town/Country):

Study Programme:

Current studies at the HfM Detmold	Previous studies		<i>- for completion by Examination Board -</i>
Name of the subject and module number according to the study plan / study book	Name of the subject according to evidence submitted	If applicable: grade obtained and type of exam (e.g. oral exam, written exam)	Vermerk/ ggf. POS-Nr.

Copies of the relevant evidence documents are enclosed (where applicable in German or English translation).

Signature of applicant

.....
 Place, Date

.....
 Signature of application

<p><i>- for completion by the Examination Board -</i></p> <p>Result</p>	
<p>Approval of the Vice-Rector</p> <p>.....</p> <p>Place, Date</p>	<p>.....</p> <p>Signature of Vice-Rector</p>

