

INFORMATION SHEET INTERNATIONAL ACADEMIC CREDIT TRANSFER

1. How do I submit the application "Before studying Abroad"?

The application "Vor Antritt des Auslandsaufenthaltes/Before studying Abroad" is only done electronically in the recognition tool AUWEA NG under Application - Abroad.

<https://anerkennung.jku.at/anerkennung/>

2. The following documents (German or English) are required for the decision on recognition:

- Examination description/ course contents
- Mode of examination
- ECTS points/credit points etc. from the host university
- Documents indicating the level / classification in the respective curriculum of the host university.
- For the subject area of Business Informatics/Informatics: form "Bestätigung des*der Fachprofessors*in" (see also recognition subject area of Business Informatics)

Please add the above mentioned documents as external documents and links to the electronic application.

The person responsible for credit transfer (recognition president) can be found on the website at <https://www.jku.at/en/degree-programs/students/credit-transfer-and-examination-recognition/austria/> and in the respective studies.

As processing can take up to 2 months, the application for advance recognition should be submitted by the end of April (for stays starting in summer/fall) or by mid-October (for stays starting in spring).

If the bachelor's degree program is completed between the application and the start of the stay abroad, a new application for the master's degree program must be submitted immediately!

If no course content is available, only free electives can be provisionally applied for.

- **Bachelor's degree program WIWI (2018W) – Major Field of Studies International Business Administration**
 - **Foreign Minor 1 (18 ECTS or 24 ECTS)**

The subject is established in the foreign curriculum. The subject is recognized in Linz with the designation valid in the foreign curriculum as the 1st subject completed abroad. If there are no specializations at the foreign university, it must be proven that the courses abroad impart a learning outcome that is comparable to a subject established at JKU.
 - **Courses in Business Administration passed at foreign universities (only recognizable in the Major field of studies IBWL)**

Courses from the field of business administration at the level of a minor to the extent of 18 or 24 ECTS points.

ATTENTION:

The subject "Business Sciences Courses abroad" cannot be used in the Major field of studies IBWL.

- **Bachelor's degree program WIWI (2021W):**
 - **Area of Specialization Abroad (18 ECTS)**

A subject from the fields of business administration, economics or business psychology can be recognized as a whole (to the extent of 18 ECTS points) within the scope of the area of specialization, even if this is not offered in the current curriculum. If no subjects are established at a host university, combinations of courses in economics and business psychology can also be recognized.

- **Bachelor's degree program in Business Administration:**
 - **Minor Abroad (12 ECTS)**

Courses in Business Sciences with predominantly business content can be chosen. If no subjects are established at a host university, combinations of courses that do not count towards chosen major or minor can also be recognized.
 - **Subject "Managerial Practice - Finance & Accounting" (6 ECTS) or Subject "Managerial Practice - Management" (6 ECTS)**

Courses in Business Sciences with predominantly business administration content can be chosen.

ADDITIONAL INFORMATION:

If courses in the amount of at least 12 ECTS points are positively completed in English at the host university, the Business language English can be recognized in the amount of 12 ECTS points according to § 4 para. 5.

3.2. Recognition of the subject area Law

- **Diploma degree program Law (2022)**
 - **Major field of studies "Foreign Law" (21 ECTS)**
[§ 9 Curriculum Diploma Degree Program in Law 2022](#)
 - **European Law, Public International Law**
In addition, courses can be recognized if the acquired competences (learning outcomes) are equivalent.

3.3. Recognition of the subject area Human Medicine

In addition to applying for pre-recognition in the AUWEA, medical students must also contact the Center for Medical Education (zml@jku.at) to discuss pre-approval. This has to be done in good time before the start of the semester abroad.

4. WHAT to do if course selection changes?

If the course selection changes, a new application must be submitted in AUWEA NG.

For study programs of **TN** shall apply that If the course selection changes, the change must be discussed in advance with the recognition president before a new application (for the new courses) "Before studying Abroad" is submitted via AUWEA.

- **Erasmus student**
An amended Learning Agreement must be sent to the International Office (katharina.muellner@jku.at).

5. WHAT to do after the completion of the stay abroad?

An application for AFTER completion of the stay abroad must be submitted in AUWEA NG.

Note that digitally signed certificates must be uploaded directly to AUWEA when applying. If you have an original certificate with stamp and signature, it should be sent by mail or submitted in person as soon as possible. A copy of the transcript must be uploaded in AUWEA.

- **Field of study: TN**

If there are deviations from the “advance” notice prior advice must be obtained by the recognition president and then an application for AFTER completion of the stay abroad must be submitted in AUWEA NG.