

## **Recognition of prior learning toward the Master's degree course in IT Management**

Dear Ladies and Gentlemen,

You are interested in our **Master's degree course in IT Management** - or have already started studying with us, and have academic achievements from a previous degree course. You can submit an application form for recognition of your prior learning to our office of examinations. If your claim is approved, you can shorten your study time.

Examination results (Bachelor, Diplom, Master or individual final grades from oral or written examinations) from a previous degree course can be credited partially or in full. Grades – if they correspond to our marking scale – can be accepted so that your previous exam results count toward your degree course with us.

Please be aware that 300 ECTS credit points (CP) are required for the Master's degree. With this course you can achieve 120 CP.

**Hence recognition of prior learning is only possible if your prior academic achievements exceed 180 CP.**

Our Board of Examiners will be happy to examine your credit transfer possibilities and to provide you with a qualified assessment.

This service is free of charge for you.

The enclosed application form explains the process and the formalities.

Please read the application form carefully and send us **all required documents in hard copy**. This helps our examination committee to assess your application as quickly as possible.

Please send your documents to us by regular mail:

Wilhelm Büchner University  
Admissions and Records Office  
Hilpertstraße 31  
64295 Darmstadt  
Germany

If you have any questions about the process or the required documents, you can contact our team at any time.

Sincerely,

Wilhelm Büchner University



Module	Prior academic achievement(s) (exact title)	Acquired at the following institute	Semester hours per week / Credit Points (CP)	Grade	Accreditation toward	Grades
<b>Fundamentals: Compulsory Modules</b>						
<b>Quantitative Methods and Financial Mathematics</b>					Quantitative Methods and Financial Mathematics B exam (6 CP)	
<b>International Project Management and Management Techniques</b>					International Project Management and Management Techniques written examination (6 CP)	
<b>Organizational Development</b>					Organizational Development written examination (6 CP)	

Module	Prior academic achievement(s) (exact title)	Acquired at the following institute	Semester hours per week / Credit Points (CP)	Grade	Accreditation toward	Grades
<b>Fundamentals: Elective Modules (choose 1 of the following 2 modules)</b>						
<b>Corporate Management</b>					Corporate Management written examination (6 CP)	
<b>Distributed Information Systems</b>					Distributed Information Systems written examination (6 CP)	

Module	Prior academic achievement(s) (exact title)	Acquired at the following institute	Semester hours per week / Credit Points (CP)	Grade	Accreditation toward	Grades
<b>Core Area</b>						
<b>International Management and Intercultural Communication</b>					International Management and Intercultural Communication B exam (6 CP)	
<b>Management of IT Projects and Quality</b>					Management of IT Projects and Quality written examination (6 CP)	
<b>Collaboration Engineering</b>					Collaboration Engineering written examination (6 CP)	
<b>Strategic Information Management</b>					Strategic Information Management written examination (6 CP)	
<b>IT Innovation Management</b>					IT Innovation Management written examination (6 CP)	
<b>IT Service Management</b>					IT Service Management B exam (6 CP)	

Module	Prior academic achievement(s) (exact title)	Acquired at the following institute	Semester hours per week / Credit Points (CP)	Grade	Accreditation toward	Grades
<b>Specialization (choose 2 of the following 4 modules)</b>						
<b>IT Security Management</b>					IT Security Management B exam (6 CP)	
<b>E-Business Management</b>					E-Business Management B exam (6 CP)	
<b>Software Architecture and Concepts</b>					Software Architecture and Concepts B exam (6 CP)	
<b>IT-Controlling</b>					IT-Controlling written examination (6 CP)	

Module	Prior academic achievement(s) (exact title)	Acquired at the following institute	Semester hours per week / Credit Points (CP)	Grade	Accreditation toward	Grades
<b>Scientific Application and Project Studies</b>						
<b>Business Research Methods</b>					Business Research Methods B exam (6 CP)	
<b>Specialization Compulsory Elective</b>					Specialization Compulsory Elective B exam (6 CP)	
<b>Project Work</b>					Project Work project work and oral examination (6 CP)	

I hereby request to transfer the following academic achievements from one or more previous degree courses toward the relevant modules at Wilhelm Büchner University (as far as possible and appropriate). I will receive a written confirmation of the outcome of my application.

**The following documents are to be submitted for the assessment of the application for recognition of prior learning:**

**Application form of Wilhelm Büchner University**  
(Only to be filled out for the subjects for which credit transfer is requested.)

**All university documents must be officially authenticated copies**

**Evidence of detailed course contents**  
(Admissible forms of evidence are e.g. course regulations, university catalog, in part: annotated list of lectures, if necessary also tables of contents of lecture notes. To simplify the procedure, please provide a list of the pages where the relevant information is to be found or mark these clearly. Not all the required information is found on a degree certificate.)

**Information on the semester hours per week and/or Credit Points**  
(in extracts: University calendar, examination regulations)

I declare that, to the best of my knowledge and belief, all of the information that I have given in support of this application is full and correct in every respect.

**I declare that I have not yet made an examination attempt at Wilhelm Büchner University in the subjects applied for.**

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Place, Date

Signature



## Information on the application processing

### A) General information

In principle there is the possibility to transfer credits from individual subjects completed at other universities toward the **Master's degree course in IT Management** at the Wilhelm Büchner University. We don't want to put unnecessarily extensive bureaucratic hurdles in your way but please be aware that we can process your application faster if you provide complete and detailed documents. This also means that you will receive the appropriate credits for your previous achievements.

The following regulations apply to the process:

1. Only subjects that confirm equivalent knowledge and skills can be taken into account.
2. The grades must be final grades that originate from written or oral examinations. Grades from lectures and exercises cannot be accepted.
3. In addition the extent of the subject must be provided. The extent is based on the semester hours per week (SWS) or the achieved Credit Points (CP) per semester.
4. Finally, the certificate must show the name of the course and the name of the university.

### B) Processing notes

#### - Prior academic achievement(s) (exact title)

Please indicate the type and name of the lecture that led to the academic achievement. Example: *Lecture Corporate Management*. It is possible to name one lecture more than once. If this is the case, please add a clear reference to the line in which you mention the lecture to be credited for the first time (example: "\*\*1"). A copy of the transcript (certificate or tabular certificate of grades) must be attached. Please also attach appropriate proof of the contents of the lecture. This can be either a copied excerpt from the list of lectures (if possible annotated) or a study plan, in each case relevant to the examination regulation of the indicated institute.

#### - Acquired at the following institute

Please name the university (of applied sciences) or academy (e.g. vocational academy) that confirms the previous academic achievement. If the same name is used in directly following lines of this form, please use ditto marks (*do.* or *"*).

#### - Semester hours per week / Credit Points (CP)

Please write in this column in each case the semester hours per week of the entire lecture, even if you name the same lecture more than once.