

*Note: The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version. The English version provided here is intended as a service (guide) for our international staff members and doesn't replace the German version.*

## **Guideline on the recognition of examinations for postgraduate programs at Technische Universität Wien**

### **1) Application**

1.1) The recognition of examinations that have been passed is carried out upon application by the student. It is recommended that students make the application for recognition as early as possible.

1.2) The prerequisite for the application is valid admission to the postgraduate program (ULG) at TU Wien for which examinations are to be recognized.

1.3) The application shall be made in person or by an authorized representative at the Continuing Education Center of TU Wien. With the application, students shall enclose the following documents in the original, together with copies:

- a completed application form, signed personally;
- performance records;
- proof of the semester hours or ECTS credit points completed;
- teaching content (e.g. curriculum, syllabus, confirmation from the educational institution, teaching materials), and
- proof of the name change if the current surname differs from the name on the certificate.

1.4) For examinations taken abroad, the certificates with the required certifications must be submitted. Documents that were not issued in German or English in the original must be submitted with a translation by a sworn translator. In addition, a grading scale of the country in which the examinations were taken may be required.

### **2) Criteria for the recognition**

2.1) Examinations passed by students at a recognized Austrian or foreign university or non-university educational institution shall be recognized provided that there are no significant differences between these examinations and the examinations prescribed in the curriculum of the postgraduate program.

2.2) In order to establish whether there are any significant differences between the examinations, the following criteria shall be used:

- workload of the examinations taken (ECTS credit points);
- teaching content;
- scientific relevance, and
- manner in which the knowledge was tested.

2.3) The grade for the recognized course or module shall correspond to the grade of the course or module to be recognized.

### **3) Tuition fee**

Recognized study programs and parts of study programs, individual courses, etc. shall not reduce the fee to be paid for the postgraduate program.

### **4) Responsible governing bodies**

4.1) The decision regarding the recognition shall be made by the Dean of Studies for Continuing Education of TU Wien on behalf of the Vice Rector for Academic Affairs on a proposal from the relevant program management.

4.2) To assess whether there are any significant differences between the examinations, the Dean of Studies for Continuing Education may obtain a statement by the course director whose course is to be replaced by the recognition. If there are any significant differences, this shall be justified by the course director.

4.3) The appeal authority shall be the Senate of TU Wien (§ 25 para. 1 subpara. 12 Universities Act 2002).

### **5) Procedure**

5.1) The decision on the recognition shall be made by official notice (§ 58 General Administrative Proceedings Act 1991 – AVG).

5.2) A negative decision or the non-recognition of examinations shall be justified (§ 58 AVG).

5.3) A decision shall be made on the application for recognition within two months after the complete application has been received.

### **6) Legal validity**

6.1) This guideline shall come into effect on the first day of the month following the announcement in the University Gazette of TU Wien.

6.2) The previously valid recognition regulations shall be applied to applications for recognition of examinations that were made before this guideline came into effect.

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