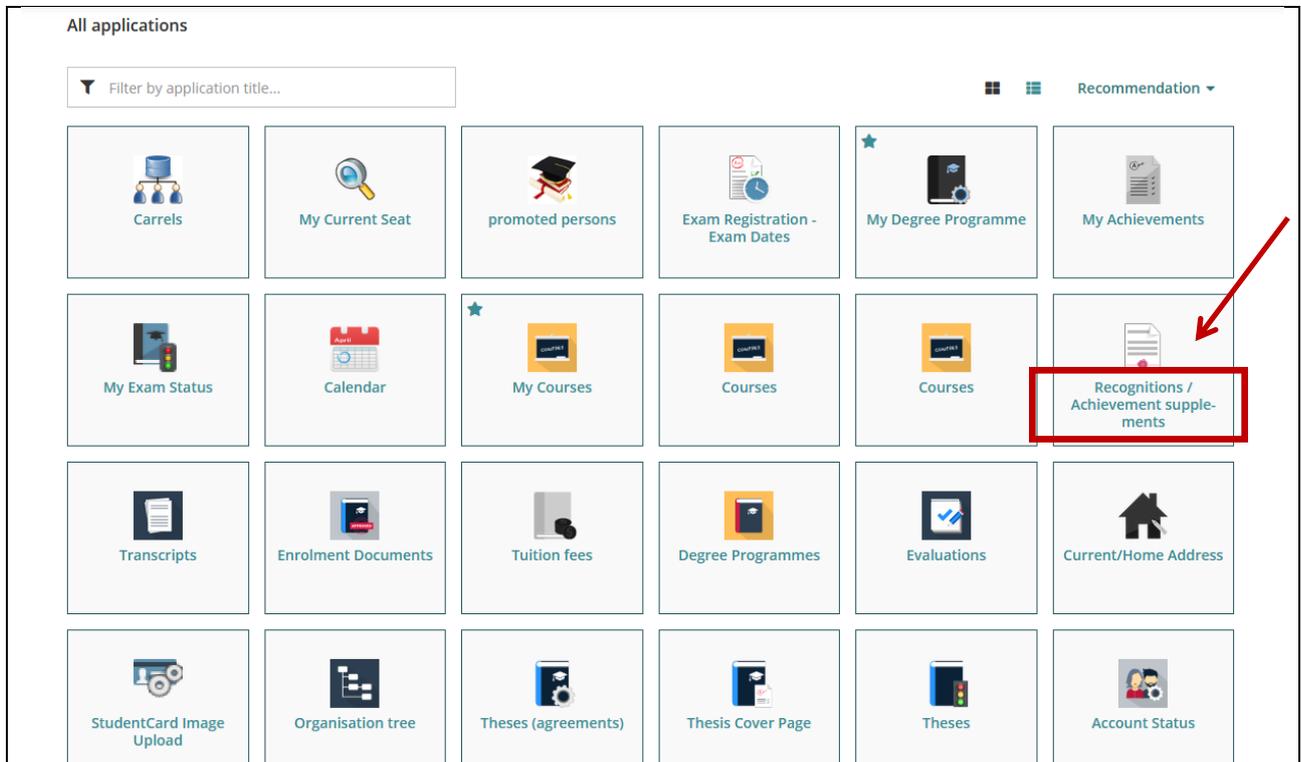


- **A1** Examinations (credits) completed in a different program at another post-secondary educational institution **prior to admission** to MUL.
- **A3** Examinations (credits) completed at another university as a "co-registered student" **during the ongoing studies** at MUL, and approved in advance.
- **A4** Examinations (credits) completed at a foreign partner university as part of a mobility program **during the course of studies**.
- **A5** Examinations (credits) completed at MUL that are to be recognized for a course for which no published equivalency exists.

1. Step

On your personal profile page in MU-Online, click on "Recognitions / Credit Additions."



2. Step

Select 'New Recognition' under 'Actions'.

The screenshot shows the MU ONLINE interface. At the top, there is a navigation bar with 'ONLINE' and a home icon. Below it, the breadcrumb trail reads 'Recognitions / Achievement Supplements / Monthi Bertl' with the user ID 'Monthi, Bertl (09999991)'. A sidebar menu on the left has 'Operations' expanded, and 'New recognition' is highlighted. The main content area displays a table of recognitions.

New achievement	File number	Dean's office number	Date	Positions	Educational
	All/OK stud./OK MU Leoben				
<i>Bachelorstudium; Angewandte Geowissenschaften (UG2002)</i>					
General recognition			18.10.2005	2 / 1 / 0	Montanuniv
General recognition			12.10.2017	1 / 1 / 1	Universidad
General recognition			04.12.2019	0 / 0 / 0	Montanuniv
General recognition			19.12.2019	2 / 0 / 0	Technische
Pre-notification (Exchange semesters)			13.01.2020	2 / 0 / 0	Colorado Sc
General recognition			16.09.2020	1 / 0 / 0	Montanuniv
Pre-notification (Exchange semesters)			15.12.2020	0 / 0 / 0	Chalmers U
Pre-notification (Exchange semesters)			15.12.2020	0 / 0 / 0	Chalmers U
Notification (Exchange semesters)			28.06.2021	2 / 2 / 0	Chalmers U
<i>Bachelorstudium; Werkstoffwissenschaft (UG2002)</i>					
General recognition			01.10.2011	1 / 0 / 0	Montanuniv

3. Step A1/A3/A5

All fields marked with a yellow border are mandatory fields -> then save

Please ensure you select the correct program if you are enrolled in more than one program!

Educational institution: The university where the credit was earned.

The screenshot shows the 'Enter Recognition Parameters' form. The 'General' section contains the following fields:

- Studies: UG 066 478 24U/SPO Masterstudium; Advanced Mineral Resources Development (UG2002) (dropdown)
- Type of recognition: General recognition (dropdown)
- File number: (text input)
- Dean's office number: (text input)
- Note: (text input)
- Educational institution: Please select... (dropdown)

The 'Date' section contains:

- Date of recognition: (text input with calendar icon, format DD.MM.YYYY)

At the bottom right, there are 'Save' and 'Cancel/Close' buttons. The 'Save' button is highlighted with a red box.

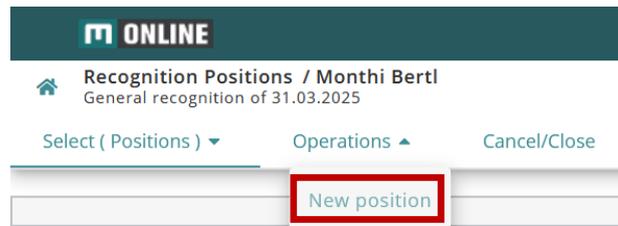
Recognition date
it is the date of your entry.

3a. Step A4

Then, in the same window, under 'Selection (Parameters)', click on 'Items'.

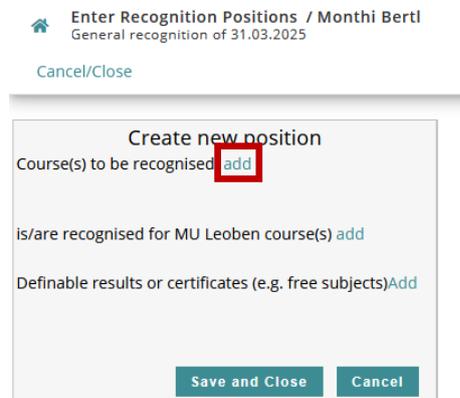
This screenshot shows the 'Enter Recognition Parameters' form with the 'Parameters' dropdown menu open. The menu options are 'Parameters' and 'Items'. A red arrow points to the 'Items' option. The 'General' section of the form is visible in the background, showing the same fields as in the previous screenshot.

and click on 'New Item' under 'Actions'.



4. Step

Add the course to be recognized.



5. Step

Enter the earned credit, and then click on 'Save/Close'.

Select External Achievement
Course parameter

Free subject	<input type="checkbox"/> recognise as free subject (applies to all 'freely definable achievements' of this item)
Course number	<input type="text"/>
Name	<input type="text"/>
Name (English)	<input type="text"/>
Topic	<input type="text"/>
Topic (English)	<input type="text"/>
SH	<input type="text"/>
ECTS credits	<input type="text"/>
Date of examination	<input type="text"/> Format: DD.MM.YYYY
Academic year	<input type="text"/>
Type of certificate	<input type="text"/>
Duration of course	<input type="text"/>

Save Save and Close Cancel/Close

Fields marked with a yellow border are mandatory fields, then click 'Save and Close'.

6. Step

7a. Recognition as a compulsory or elective compulsory subject:

Click on 'Add'

Create new

Course(s) to be recognised: [add](#)

Course/subject	Date of examination
▶ 380120 Mathematics I; L 4SH W 2021/22 	18.01.22

is/are recognised for MU Leoben course(s) [add](#)

Definable results or certificates (e.g. free subjects)[Add](#)

7b. Recognition as an elective subject:

Click on 'Add'

Create new

Course(s) to be recognised: [add](#)

Course/subject	Date of examination
▶ 380120 Mathematics I; L 4SH W 2021/22 	18.01.22

is/are recognised for MU Leoben course(s) [add](#)

Definable results or certificates (e.g. free subjects) [Add](#)

7. Step

8 a. Compulsory or elective compulsory subject:

Select the corresponding course under 'General Search Input' (NOT directly in Curriculum Support) and confirm with 'Select':

Select Achievement to be Recognised

Choose the position in the curriculum

General search Done

	Name
<input type="checkbox"/>	[24/SPO] 033-276SPO/24/03
<input type="checkbox"/>	[VK] [PF] Introduction and Orientation Phase
<input type="checkbox"/>	[VK] [PF] Key Competencies for Engineers
<input type="checkbox"/>	[VK] [PF] Digital Competences & Statistics Fundamentals
<input type="checkbox"/>	[PF] Introduction to Study Program
<input type="checkbox"/>	[PF] Fundamentals of Natural Sciences
<input type="checkbox"/>	[PF] Foundations of Engineer Sciences
<input type="checkbox"/>	[PF] Energy System Technology
<input type="checkbox"/>	[PF] Energy Process Technology
<input type="checkbox"/>	[PF] Economics
<input type="checkbox"/>	[PF] Seminar Bachelor Thesis
<input type="checkbox"/>	[Praxis] Obligatory Practice
<input type="checkbox"/>	[PF 1.-4.] Compulsory Subjects 1.-4. Semester fulfilled
<input type="checkbox"/>	[EWE] Free Elective Subjects

8 b. record the earned credit:

Designation: Title of the original credit in German and English, enter SSt or ECTS, exam date, academic year, type (seminar, exercise, etc.).

Select External Achievement

Course parameter

Free subject	<input type="checkbox"/> recognise as free subject (applies to all 'freely definable achievements' of this item)
Course number	<input type="text"/>
Name	<input type="text"/>
Name (English)	<input type="text"/>
Topic	<input type="text"/>
Topic (English)	<input type="text"/>
SH	<input type="text"/>
ECTS credits	<input type="text"/>
Date of examination	<input type="text"/> Format: DD.MM.YYYY
Academic year	<input type="text"/>
Type of certificate	<input type="text"/>
Duration of course	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Cancel/Close"/>	

8. Step

Optionally, additional courses can be added to this position.

Edit position 1

Course(s) to be recognised

Course/subject	Date of examination	assessment	Recognised as per	ECTS credits	Delete
▶ 380120 Mathematics I; L 4SH W 2021/22	18.01.22	1	Individual achievement	7,5	<input type="button" value="trash"/>

is/are recognised for MU Leoben course(s)

Course/subject	assessment	ECTS credits	Delete
▶ 380210 Mathematics II; L 4SH S 2021/22	3 befriedigend	<input type="text" value="6"/>	<input type="button" value="trash"/>

Definable results or certificates (e.g. free subjects)

9. Step

If additional courses are to be recognized, add more items (repeat steps 4 to 10).

10. Step

If all data has been entered correctly, under Actions.

1. Click on 'Confirm All Items'.
WARNING, after this, NO further changes can be made to the document.
2. Print application.
3. Send the application and required documents via email to ssc@unileoben.ac.at.

