

## A2 exams (credits) that were completed at a vocational school prior to admission to MUL

This is to be done:

- Fill out the application (pages 1 – 4)  
[A2 Application Recognition of External Credits](#)
- Sign the completed application with the comparison of the required learning objectives of the MUL course and your corresponding competencies, and send it along with the required documents (certificates, curriculum, course descriptions, possibly seminar papers, presentations, etc.) via email to [ssc@unileoben.ac.at](mailto:ssc@unileoben.ac.at).

### **Information:**

The high school diploma alone is not sufficient as proof of the acquired competencies. At least the corresponding curricula/subjects from the school education at the time must also be provided.

In each attachment to the application, a clear comparison of the learning objectives and acquired competencies through the MUL course with the learning objectives and competencies achieved in school must be provided.

The more detailed you can be in the column 'Where and through which activities were the skills acquired' (e.g., specific school assignments, tasks, project work, school year, etc.), the faster your application can be processed.

### Further procedure:

After reviewing the application, it will be forwarded to the responsible program coordinator. The result (statements from the subject professors and the program coordinator) will be communicated to you via RSb.

You have two weeks to respond to this letter and/or submit additional documents. The responses and/or supplementary documents will be forwarded to the program coordinator for re-evaluation of the application.

If no response and/or additional documents are received within two weeks, the decision will be issued and sent via RSb.

You can file an appeal within 4 weeks of receiving the decision (in writing to the office of the dean of studies). After the appeal period has expired, the recognition will be "validated" by the SSC in MU-Online.