

## A5 Examinations (Achievements) Completed at MUL and to be Recognized for a Course Without a Published Equivalency.

If you have completed courses at MUL that are not listed in the curriculum or in an equivalency regulation, you can submit an individual application for recognition as a mandatory or elective course.

### What to do:

- 1) Check if an equivalency exists. You can find the regulation in the Download Center. If a previously approved equivalency exists, no individual application is necessary (it is regulated by the recognition regulation).

*Examples: Study change, exams from the Master's pre-qualification, curriculum change*

→ In this case, please contact [graduation@unileoben.ac.at](mailto:graduation@unileoben.ac.at)

If no equivalency exists, follow these steps:

- 2) Contact the responsible program coordinator to clarify whether and for which course the completed examination (achievement) can be recognized.
- 3) Submit the application in MU-Online.

### Next steps:

1. Send the application and any required documents to the SSC.
2. The application will be reviewed by the SSC and, if everything is complete, forwarded to the responsible program coordinator for approval or rejection. If anything is missing, the SSC will inform you.
3. Once the application has been approved, the official decision will be prepared and sent to the Dean of Studies for final approval.
4. After receiving the signed decision, it will be validated, and the recognition will be visible in MU-Online.
5. You can pick up the decision at the SSC reception during office hours.