



Information sheet for the official form

Approval of credits earned from exams and other course achievements

Who needs this form?

Students wish to approval of credits earned from exams and other course achievements from outside European University Viadrina.

What do you have to take into account?

The approval committee in charge is, without any exceptions, responsible for the approval of credits earned from exams and other course achievements. The application has to be addressed to the head of the approval committee¹. Incomplete and incompletely filled-in forms will not be considered!

European University Viadrina Frankfurt (Oder)
Examination board of the Faculty of Business Administration and Economics
Große Scharrnstraße 59
D-15230 Frankfurt (Oder)
Germany

All copies of transcripts as well as their corresponding module descriptions (including information about qualifications, contents, literature and ECTS-Credits) need to be attached to the application.

ATTENTION!!! Please make copies for your personal records before submitting original documents!

What happens to the processed application form?

The examination board forwards the processed application form directly to the examination office. The recognized study and examination achievements are then entered accordingly in viaCampus.

¹ Not to be mistaken for the examination office!



Form

(page 1 of 3)

**Approval of credits earned from exams and other course achievements
for the study programme International Business Administration (Bachelor) – SSO 2026**

Last name, first name: Matriculation No.:

Street, no:

Zip code: City:

Email address:

Hint: The multiple approval of one course achievement for more than one module is not permitted. The approval of credits earned from exams and other course achievements requires that they do not significantly differ from those obtained in the study programme International Business Administration. The results of examinations that have already been taken, including not been passed, be taken into account.

Title of the module / Group of compulsory modules in the study programme International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade ¹	Internal remark (PA)
Wirtschaftswissenschaftliche Grundlagenausbildung					
International Management	6				
Marketing	6				
Financial Accounting	6				
Management Accounting	6				
Finance & Investments	6				
Business Taxation	6				
Production & Logistics	6				
Business Informatics	6				
Mathematics	6				
Statistics	6				
Microeconomics	6				
Macroeconomics	6				

.....
Date/Signature student

.....
Date/Signature/Stamp examination board

¹ For all modules assigned to the „Wirtschaftswissenschaftliche Grundlagenausbildung“ a written exam comprising 120 minutes needs to be passed, which means that the approval of credits requires a graded record for the module requested.



Form

(page 2 of 3)

**Approval of credits earned from exams and other course achievements
for the study programme International Business Administration (Bachelor) – SSO 2026**

Last name, first name: Matriculation No.:

Street, no:

Zip code: City:

Email address:

Title of the module / Group of compulsory modules in the study programme International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade ²	Internal remark (PA)
Schwerpunktbildung³					
Major (Modulgruppe) 1:					
Module 1	6				
Module 2	6				
Module 3	6				
Module 4	6				
Module 5	6				
Module 6	6				
Major (Modulgruppe) 2:					
Module 1	6				
Module 2	6				
Module 3	6				
Module 4	6				
Major (Modulgruppe) 3:					
Module 1	6				
Module 2	6				
Module 3	6				

.....
Date/Signature student

.....
Date/Signature/Stamp examination board

² The approval of credits requires a graded record.

³ Eight majors offered in the „Schwerpunktbildung“ (specialization): „Accounting“, „Banking & Finance“, „Business & Economics in Central and Eastern Europe“, „Economics“, „Information & Operations Management“, „Marketing, Management & Entrepreneurship“, „Quantitative Methods“ and „Taxation“. One to three majors are to be selected from the range of majors. The „Schwerpunktbildung“ comprises a minimum of 36 ECTS-Credits and a maximum of 54 ECTS-Credits. In each of the major, between three and six modules of 6 ECTS-Credits each must be taken.



Form

(page 3 of 3)

**Approval of credits earned from exams and other course achievements
for the study programme International Business Administration (Bachelor) – SSO 2026**

Last name, first name: Matriculation No.:

Street, no:

Zip code: City:

Email address:

Title of the module / Group of compulsory modules in the study programme International Business Administration	ECTS-Credits	Title of the module, whose approval is requested	ECTS-Credits	Grade ⁴	Internal remark (PA)
Wahlbereich⁵					
Modul 1					
Modul 2					
Modul 3					
Außerfachliche und überfachliche Qualifikationen					
<i>Foreign language (Fremdsprache)⁶</i>					
Foreign language (CEFR level A2)	12				
Foreign language (CEFR level B2)	12				
<i>Scientific work</i>	6				
<i>Softskills</i> (12 ECTS-Credits)					
.....					
.....					
.....					
Bachelor thesis (Bachelorarbeit)					
Bachelor thesis	12				

.....
Date/Signature student

.....
Date/Signature/Stamp examination board

⁴ The approval of credits requires a graded record. Credits in the area „Außerfachliche und überfachliche Qualifikationen“ can be proved as an ungraded record.

⁵ In „Wahlbereich“ (elective area), further modules in business administration and/or economics that are not attributable to chosen majors in „Schwerpunktbildung“ or non-business/economics modules in the amount of up to 18 ECTS-Credits can be included. „Schwerpunktbildung“ (specialization) and „Wahlbereich“ (elective area) together comprise 54 ECTS-Credits.

⁶ Students holding the German higher education entrance qualification can choose any language except German and English. Foreign students, who did not prove their ability to study in German, are obliged to study German as a foreign language.