



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

Approval of credits earned from exams and other course achievements for the study programme International Business Administration (Master) – **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 in the study programme International Business Administration (Master)	Track ¹	ECTS-Credits	Grade ²	Internal remark (PA)
Track-specific modules <i>to the extent of at least 60 ECTS-Credits and at most 96 ECTS-credits³</i>				
non-business/economics modules⁴ <i>to the extent of a maximum of 18 ECTS-Credits</i>				
	./.			
	./.			
	./.			
Master thesis with concluding colloquium <i>amounting to 24 ECTS-Credits</i>				
	./.			

.....
Date/Signature student

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

¹ There are five tracks to choose from for function-oriented subject-specific education: Accounting, Taxation & Law (ATL), Finance, Accounting, Controlling & Taxation (FACT), Finance & International Economics (FINE), Data Science & Decision Support (DSDS), Management & Marketing (M & M).

² The approval of credits requires a graded record.

³ In the function-oriented subject-specific study education, track-specific modules amounting to at least 60 ECTS-Credits (in the tracks ATL and DSDS at least 72 ECTS-Credits) and a maximum of 96 ECTS-Credits must be taken in one track. In the cross-functional study option, modules from at least two of the four tracks offered must be taken for a minimum of 78 ECTS-Credits and a maximum of 96 ECTS-Credits.

⁴ Foreign students who cannot provide proof of German language skills at Council of Europe level B1 prior to commencing this programme must successfully complete the module 'German (level B1 of the Council of Europe)' worth 18 credits as part of their studies and include it in the non-business/economics modules.