

**European University Viadrina Frankfurt (Oder)**  
**Faculty of Business Administration and Economics**  
**– Examination board –**



**Information sheet for the official form**  
**Approval of in country credits earned from exams and other course achievements**

**Who needs this form?**

Students wish to approval of in country 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 committee<sup>1</sup>. 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.

<sup>1</sup> Not to be mistaken for the examination office!

**European University Viadrina Frankfurt (Oder)**  
**Faculty of Business Administration and Economics**  
**– Examination board –**



**Form**

**Approval of in country credits earned from exams and other course achievements  
for the study program International Business Administration (Master) – **SSO 2017****

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 program 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 program International Business Administration (Master)	Track <sup>1</sup> & type (T/R)	ECTS-Credits	Grade <sup>2</sup>	Internal remark (PA)
<b>Track modules and research modules</b> <i>amounting to 78 credits, including research modules amounting to at least 18 credits and 36 credits at the most<sup>3</sup></i>				
<b>Support modules</b> <i>amounting to 18 credits</i>				
	./.			
	./.			
	./.			
<b>Master thesis with concluding colloquium</b> <i>amounting to 24 credits</i>				
	./.			

.....  
Date/Signature student

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

<sup>1</sup> There are four tracks to choose from for function-oriented subject-specific education: Finance, Accounting, Controlling & Taxation (FACT), Finance & International Economics (FINE), Information & Operations Management (IOM), Management & Marketing (M & M).  
<sup>2</sup> The approval of credits requires a graded record.  
<sup>3</sup> A function oriented subject-specific education prevails if track and research modules of at least 60 credits from the same track have been successfully completed, including research modules amounting to at least 12 credits.