

Recognition of credit points Schedule for students of the University of Bremen

Get recognition form	 Download the application for recognition of credit points from the ZPA homepage under Forms. Questions regarding the form, the annexes and the procedure can be answered by the ZPA service office for the degree programs of the faculties 06 - 12 (incl. teaching profession) or the decentralised examination offices of the faculties 01 – 05.
Obtain counseling if necessary	All questions regarding the content of the recognition options will be answered by the person responsible for the degree programs for which the recognition is to take place (own subject). To find out who this person is, please consult the websites of the faculties/ degree programs or contact the Faculty Administration or the Academic Advisory Office.
Submit the completed application with attachments to the recognition officer	 Complete the application for recognition on the PC. Hand it in with the certificates of achievement (original and copy) to the person responsible for recognition of. For credits from international student exchanges (outgoing): Enclose Learning Agreement.
The processed application is submitted to the relevant examination office	- The person responsible for recognition sends the application for recognition including the assessment and all documents to the competent examination office.
Wait for respond	 First, the examination office checks the application for recognition for formal completeness and registers receipt. Subsequently, the matter is processed in the examination office of your degree program/subject.
View recognition in PABO	 You will receive a written notification of the decision on your application for recognition by post (together with the originals, if applicable). Once recognition has been granted, your credit points will be recorded and made visible to you on PABO.

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Application for recognition of credit points

To University of Bremen Central Examination Office	
Box 33 04 40 28334 Bremen	
Student information	
Student ID no. Phone no.	
Surname	
First name	
Street	
Postal Code/Place	
E-Mail	
Information on previous studies / studies abroad, professional experience / vocational training	
University/ Employer	
Form of study	
Subject	
Period of stay abroad from to	
Type of stay abroad	
Mobility program	
Details of your current degree programme	
Degree	
State examination Law	
Programme format	
Degree program	
I apply for recognition of my enclosed achievements, confirm that the information I have provided is correct and affirm that I am enrolled in the degree program for which the submitted achievements are to be recognised at the time of application.	
Date Signature of applicant	

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Student ID no.

Surname

First name

I have enclosed the following documents:

Service	es rendered in Germany
	Completed overview of recognition (= 3rd page of the application)
	numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, grade transcripts or ECTS certificates confirmed by the previous university or work/internship certificates confirmed by the previous employer.
0	as an officially certified copy
	or
0	as original + single copy*
Achiev	rements abroad within the framework of a Learning Agreement
	Completed recognition overview (= 3rd page of the application)
	numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, certificates of examination or ECTS certificates confirmed by the previous university
0	as an officially certified copy
	or
0	as original + single copy*
0	documents in German
	or
0	a German translation approved by the faculty**
	Learning Agreement
	If available: Changes Learning Agreement
Achiev	rements abroad, without Learning Agreement
	Completed recognition overview (= 3rd page of the application)
	numbered certificates of achievement of the above-mentioned achievements in the form of transcripts of records, certificates, certificates of examination or ECTS certificates confirmed by the previous university
0	as an officially certified copy
	or
0	as original + single copy*
0	documents in German
	or
0	a German translation approved by the faculty**
	Other

Application of Recognition Page 3 of 5



Surname	Student ID no.	
First name		

Recognition overview - notes/explanations

- Please fill in all white fields completely and number them according to the enclosed documents
- Fields marked in dark grey are only to be filled in by the person responsible for recognition of achievements
- After recording and activating the recognised achievements in FlexNow, the student will receive an automatic notification by e-mail as well as a written notification
- In case of non-recognition of achievements, the student will receive a written notification

Legend

- * The chairperson of the examination board or the recognition officer must confirm on each certificate that the copy corresponds to the original, unless originals are submitted to the examination office
- ** A German translation is mandatory for General Studies/key qualifications and additional voluntary work
- If no examination date is shown on the certificate of achievement, the last day of the corresponding semester is used as the date
- **** Compulsory field, elective field, general studies/key qualifications and additional voluntary work
- Please enclose written justification for non-recognition of benefits. (This also serves as the basis for the non-recognition notice.)

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Overview of recognition

Student ID no.	
Surname	
First name	

service provided					performance to be recognised					
Nr.	Title of the course and/or module title or training for	Grade	СР	Date of service provision***	Assignment to module	Assignment to study section ****	Grade	СР	recognised *****	
									O yes	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes	
									O yes O no	
									O yes O no	

Date

Name of the person responsible for recognition of*

Signature of the chairperson of the examination board or of the person responsible for recognition

Stamp



Overview of recognition

Student ID no.	
Surname	
First name	

service provided					performance to be recognised					
Nr.	Title of the course and/or module title or training for	Grade	СР	Date of service provision***	Assignment to module	Assignment to study section ****	Grade	СР	recognised *****	
									O yes	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes O no	
									O yes	
									O yes O no	
									O yes O no	

Date

Name of the person responsible for recognition of*

Signature of the chairperson of the examination board or of the person responsible for recognition

Stamp