

Request for the transfer of credit points for the master's program Computational Engineering

Family Name: _____
First Name: _____
Student-ID: _____
E-Mail: _____

Academic achievements:

Country: _____
University: _____
Period of Time: _____

The following documents are attached to this request:

- ☐ A certified copy of the proof of the academic achievements
- ☐ A certified grading key with assignment of the corresponding grades
- ☐ Detailed information about the workload of the course (hours per week, ECTS, etc.)
- ☐ A certified document about the content of the course (syllabus, extract of module handbook etc.)
- ☐ If the documents are not in English or German:
A certified translation of the documents in English or German

I hereby make a request for the transfer of credit points gained/acquired in the subjects listed on the backside of this form. Furthermore, I declare that I have listed all passed and failed subjects in this form.

Date

Signature

Decision of the acceptance of credit points

Family Name, First Name: _____ Student-ID: _____ Date: _____

<i>To be completed by the student</i>						
Enter only one course per line	Equivalent to the following module or optional course	Grade	ECTS	SWS	Date	Signature examiner

Date

Name Examiner

Signature Examiner

Instruction on right to appeal:

An appeal may be filed against this decision within one month after it is announced. The appeal must be made in writing or declared for recording at The Examination Board, Faculty of Civil and Environmental Engineering Sciences, Universitätsstraße 150, 44801 Bochum. If the deadline should be missed by a person authorized by you, his/her neglect would be attributed to you.