

Application for Advance Approval and Recognition of Examinations during a Short Term Mobility Program (BIP)

1. Purpose of the Form

This form is used to request that courses or examinations taken **at another university or institution** be accepted as equivalent to parts of your current study program at the University of Applied Arts Vienna.

It serves **two functions**:

1. **Advance ruling** — before you attend classes at another institution (for example, during an Erasmus exchange / BIP), you can apply for prior confirmation that these courses will later be recognized as part of your Angewandte program.
2. **Recognition** — once you have completed the approved courses and submitted the official Transcript of Records to the Dean of Studies, the previously approved form will automatically serve as your request for recognition ("Anerkennung") and be processed accordingly.

2. How to Fill in the Form

Top section – Personal data

Enter your personal details:

- Name: Full name (as in your student record)
- Matrikelnummer: Your student registration number at die Angewandte
- Study programme: e.g. Fine Arts – Sculpture and Space, TransArts, Design Investigations, etc.
- Email address: Preferably your university email address

Main section – Courses and equivalences

Column A – Courses/examinations at the external institution	List the courses or examinations you plan to take at another university. Include the exact course title and type as well as ECTS credits.
Column B – Courses/examinations at die Angewandte	Enter the fields in your curriculum that you would like these external courses to count for. Use the titles from your study plan ("Studienplananalyse").

If you are unsure about the exact course correspondence, consult your department's study coordinator or head before submitting the form.

Bottom section – Signatures

- Student's signature: Sign and date the form.
- Head of your department, e.g. the professor who teaches the "ZKF" or similar.
- Dean of Studies: After review, the Dean of Studies confirms equivalence and signs for approval.
- Once the courses have been completed and your Transcript of Records has been received, the Office of Student Services will process the recognition automatically.

3. Submission

Submit the completed and signed form to:

Office of the Dean of Studies (Studiendekanat)

Email: anerkennungen@uni-ak.ac.at and studiendekan@uni-ak.ac.at

University of Applied Arts Vienna

Oskar-Kokoschka-Platz 2, 1010 Vienna

4. After Completion of Courses

When you finish the external courses, submit your official Transcript of Records from the other institution to the Dean of Studies' office. Once received, the recognition process is carried out based on the advance ruling you already obtained with this form.

5. Important Notes

- This procedure ensures that your external studies can be integrated smoothly into your Angewandte curriculum.
- The advance approval prevents uncertainty about later recognition.
- **Recognition is only possible for courses of similar content and workload.**
- Each external course can only be recognized once within your degree program.
- **The recognition of credits cannot be altered afterwards.**