

"Ich möchte Weltbürger sein, überall zu Hause und, was noch entscheidender ist, überall unterwegs."



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## Accreditation of courses taken abroad

🔊 Listen

EUFS would like every student to have a successful semester abroad. Please check out our website for detailed information about how to obtain EUFS credit points for coursework taken abroad, including all forms, deadlines and contact persons. Be sure to note the accreditation requirements for your specific EUFS study program.

### Goals

Europa-Universität Flensburg officially recognizes courses taken abroad in accordance with the principles of the Lisbon Convention. One of the most important points of the Convention is the paradigm shift from "equivalence" to "essential difference." The latter states that the difference between two courses taken at the home and host universities does not, in principle, constitute an obstacle to course accreditation. Rather, learning outcome is the most relevant criterion when determining whether a specific course may be accredited.

### Method and evaluation criteria:

When determining whether significant differences exist between two courses, the following five key elements are considered:

1. Quality: The foreign (host) university and, if applicable, the degree program offered at the foreign country are examined to determine whether the courses in question have been duly accredited in accordance with the legal regulations in force in the host country.
2. Level: The degree level (bachelor, master) of the course taken at the host university is checked.
3. Learning outcomes: The course accreditation focuses on learning outcomes. When comparing courses, those responsible for determining whether or not a specific course can be recognized focus not on the detailed micro level, but rather on how well the course prepares students for further university study.
4. Scope: In general, accreditation may not be denied due to differences of quantitative scope between the two courses under comparison (i.e., differences in the number of ECTS credits of each course).
5. Profile: The learning outcomes of the host university course are checked to ensure that they fit with the goals and focus of the degree program at the home university (e.g. focus of study, qualification goals, skills goals, etc.).

### Before your stay abroad

If you are going to study abroad as part of the Erasmus+ Program, you must sign a Learning Agreement. Studies abroad not covered by the Erasmus+ Program do not need to sign such an agreement. Nevertheless we strongly advise students in this situation to get a learning agreement signed by the coordinators of the home university, given that this makes it easier to obtain the accreditation of courses completed abroad.

- › Fill out a **Learning Agreement**: For this, please select courses from the course catalogue of the university abroad and from the course catalogue of Europa-Universität Flensburg. These courses should be ones that you would normally study at Europa-Universität Flensburg, which you would like to replace with courses taken abroad.
- › Well before you leave for your semester abroad, please check with the EUCS coordinator (Patrícia Barbosa), to ensure that your chosen courses qualify for accreditation.
- › Erasmus Code 0314 (Sociology and cultural studies)

All parties (university abroad, EUCS coordinator, and you) must sign the Learning Agreement before the start of your mobility phase—that is, before you leave for your studies abroad.

#### During your stay abroad

Keep in mind that you may not be able to attend all of your selected courses at the host university (e.g. due to a time overlap). You can report any changes in your coursework (e.g. drop/switch courses) to us within the first five weeks after the start of the semester at your university abroad.

To do this, you must complete the "During the Mobility" table in the Learning Agreement and get it approved/signed by the International Center of your university abroad and the EUCS coordinator. Please send the learning agreement with both signatures in the part "During the Mobility" by e-mail to [outgoing@uni-flensburg.de](mailto:outgoing@uni-flensburg.de)

#### After your stay abroad

You will receive a transcript of records from your university abroad with all the courses that you successfully completed during your stay there. Please submit that transcript of records and the Application for the Accreditation of Coursework taken Abroad (below in Downloads) to the EUCS coordinator as soon as you receive the transcript of records from the university abroad.

##### Tips:

You do not need to register in Studiport in Flensburg for the courses that you are planning to get replaced by the ones completed abroad.

Please apply for course accreditation as soon as the transcript of records from your university abroad is available. If you don't receive it directly, please contact the International Center of Europa-Universität Flensburg to ask if your transcript has been sent to them.

#### Downloads

**Learning Agreement** (document detailing the courses you will take at your host university)

You can download the [Learning Agreement](#) for your semester abroad here. The Learning Agreement must be completed in full and signed by all three parties (student, Europa-Universität Flensburg, and host university) before you depart for the host university. If you wish to change courses at the beginning of your stay abroad, you must notify us by indicating this in the "Changes During Mobility" section of the Learning Agreement. You may also use the Learning Agreement if your study abroad semester is not with the Erasmus+ program. You can find the [Application for Accreditation of Coursework taken Aboard](#) form here.

[Instructions](#) for filling out the Learning Agreement.

## Contact Partner

### Patrícia Barbosa

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#### Before your stay abroad

If you are going to study abroad as part of the Erasmus+ Program, you must sign a Learning Agreement. Students who study abroad independently of the Erasmus+ Program need not sign such an agreement. Nevertheless, since the Learning Agreement makes it easier to obtain accreditation of courses taken abroad, we recommend that all students sign such an agreement.

- » Fill out a **Learning Agreement**: For this, please select courses from the course catalogue of your chosen host university. These courses should be ones that you would normally study at Europa-Universität Flensburg, which you would like to replace with courses taken at the host university.
- » Well before you leave for your semester abroad, please check with the responsible contact person for your study program, to ensure that your chosen courses qualify for accreditation.

All parties (the partner university, your EUS contact person, and you) must sign the Learning Agreement before the start of your mobility phase—that is, before you leave for your studies abroad.

#### During your stay abroad

Keep in mind, that you may not be able to attend your selected courses at the host university (e.g. due to a time overlap). You can report any changes in your coursework to us within the first five weeks after the start of the semester at your host university.

To do this, you must complete the "During the Mobility" table in the Learning Agreement and obtain approval from the International Center of your host university and your EUS contact person with respect to your wish to drop one course and switch to another. Please send your completed "During the Mobility" form, together with both consent forms by e-mail to the EUF International Center.

#### After your stay abroad

You will receive a transcript of records from your host university for all of the courses you took and passed at the host university. Please submit the Transfer Credit Application form and the transcript of records to the responsible contact person for your study program as soon as you receive the grades for these courses.

Make sure, that you have a course description (in English or German) at hand, in case the Recognition Office at Europa-Universität Flensburg has questions about the courses you took at your host university.

#### Tips:

You need not register in Studiport for the courses you wish to have accredited.

Please apply for course accreditation as soon as the transcript of records from your host university is available. Some host universities send the transcript of records to the International Center of Europa-Universität Flensburg, while others send it directly to the student. In the first case, please ask the EUF International Center whether your transcript has arrived.

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[Instructions](#) for filling out the Learning Agreement.

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