

## How to Apply for Credit Transfer as a BBA- or IMIS-Student

If you have records about passed modules from previous bachelor and/ or master study programs, you can apply for having them transferred into your actual program. The transfer will work quite like an exemption, but if the transfer is approved, you are still allowed to participate the lectures, but not the exams in the respective modules (general rule: once passed exams cannot be repeated). These modules will be indicated as “transferred from other university” on our records.

Your grades will be transferred with the so called [“modified Bavarian formula”](#), which is a standard to harmonize different grading systems towards German grading, but only, if the grading system of your previous university provides sufficient information (e.g. in form of a percentage scale). Otherwise, only the credits will be transferred and the subject will be booked as “done” without grade. This will not have any positive or negative effect on your GPA, because this module is then taken out of the overall GPA calculation.

### How to prepare for the transfer:

- 1) check whether you would like to transfer **comparable academic qualifications**: Only modules from reputed universities, earned in accredited programs of the same academic level can be considered for transfer. In rare exceptions, also other qualifications – like from vocational training – could be considered, but it will be your obligation to deliver evidences that they are comparable to academic ones. Same appears if you would like to transfer from a bachelor program to the IMIS-master.
- 2) (for BBA-transfer only): check whether your achieved modules were used to earn admission in our university. You can check that by yourself using the database for the country-specific admission rules [anabin](#) (choose your country and look for the admission rule). E.g.: if you are from Nigeria and if you have earned there the West African Senior School Certificate, and if you have not taken part in a German preparatory course, then you need minimum one year of successful additional studies to be admitted at a German university.  
If you have not more than this one year of additional studies, a transfer is not possible, because it is seen as a **prerequisite** for admission. If you have finished a 4-year bachelor degree, theoretically 3 years are transferrable. If you have more credits, than admission requires, please go on with the next step.
- 3) please make up your mind, which of your previously passed modules would fit by **content** with the modules in the BBA / IMIS program (see the attachments for the module overviews. Only if the modules to be transferred will cover the BBA / IMIS modules completely, the transfer can be done.
- 4) if you have found comparable modules by content, check whether the **workload** is also fitting. In Germany, a module’s workload is indicated with [ECTS-credits](#). One ECTS credit is equal to 30 hours of work. In many other countries, the workload is indicated by credit hours, which show the weekly lecture time. 4 credit hours are roughly comparable

to 5 ECTS credits. If the modules in your previous university are small (in credit hours), often two modules (both fitting the content!) can be combined for the transfer. E.g.: From previous university: Financial Accounting I / Financial Accounting II. Both modules are passed with 3 credit hours each. Then both can be transferred for BBA "Financial Accounting" (5 ECTS credits). The grade will then be calculated on the basis of a weighted average.

5) after you have checked the first 4 steps successfully (**comparable** level, not **prerequisite**, **content** and **workload** fitting), it's time to start the application process:

Please get the necessary form (attached), it is called "Antrag auf Anerkennung von Prüfungsleistungen" (application for the recognition of exams).

Start with filling out the header:

Name, Vorname: .....	Fachhochschule Südwestfalen University of Applied Sciences
Straße: .....	
Wohnort / PLZ: .....	Studiengang: .....
Telefon (tagsüber): .....	sofern eingeschrieben, Mat.-Nr.: .....
E-Mail-Adresse: .....	

Name, first name, study program and matriculation number (from your student ID) are the necessary minimum. If you do not have the student ID so far, please fill out **all** other fields.

Next step:

### Antrag auf Anerkennung von Prüfungsleistungen

Erbrachte Prüfungsleistung im Studiengang _____ an der _____	Anerkennung erwünscht als Modul an der FH SWF im Studiengang _____ der BPO vom _____
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On the left side, please fill out the name of your previous study program and the abbreviation of the degree (above) and the name and location of your previous university (below). If you have modules from different universities and / or different programs, please use separate forms for each university **and** program.

On the right side, just name the study program, for which you would like to have it transferred (BBA or IMIS). Keep the lower line free.

In the next section, you have to list the previous modules on the left side (plus the grade you have received for it) and the modules, to which the credits should be transferred in the middle column. The right column is needed for the transfer decision.

The next picture shows two examples. The first one was mentioned in step 4. Please keep always an eye on the previously explained criteria: you will have to provide evidences that contents and workload do fit!

Fachbezeichnung und Note aus bisherigem Studium	→	Modul an der FH SWF	Note + Unterschrift Dozent
Financial Accounting I and			
Financial Accounting II (78 / 82)	→	Financial Accounting	
Business Statistics	→	Statistics	
	→		

The next section allows you, to apply for a registration in a higher study semester.

Please consider, that this only makes sense, if you would like to start BBA in the second semester. For this, ticking “yes” is a necessary condition. If you are already enrolled in BBA or IMIS, I suggest to tick “no” to avoid possible problems later if you have to apply for your visa extension.

Then, please date and sign your application in the last row of this section:

**Auf der Grundlage der Anerkennung beantrage ich die Einstufung in ein höheres als das erste Fachsemester**

ja

nein

Eine Einstufung aufgrund der Anerkennung außerhochschulischer Leistungen ist nicht möglich. Bitte beachten Sie, dass in diesem Studiengang im Sommersemester keine Einschreibung in ein erstes Fachsemester erfolgt.

Hinweis des Studierendenwerks Dortmund: Im Rahmen der BAföG-Beantragung bei Studiengangwechslern ist es von Wichtigkeit, sich Prüfungsleistungen anerkennen zu lassen, insbesondere dann, wenn dies zu einer Semesteranerkennung führen kann.

**Datum, Unterschrift des Studierenden:** .....

### How to execute the transfer:

After filling out the form, please send me the form (and not this complete package) plus your records and other documents only as pdf-files by eMail. I hope for your understanding that I will work only with pdf documents and I will reject eps, office or jpg files.

You can also meet me with your original files during my open office hour. The actual office hour for winter or summer term is published on the universities webpage and on the board beneath my office in building 4, room 125.

For a personal visit, please have all documents available (filled-out form, record originals, for BBA also secondary school certificate and take care that we have information about the workload (e.g. the credit hours) and the grading scheme of the university (e.g. “percentage scale, passing grade 40%”). It might be helpful, to have access to module descriptions (printed or internet based) to check the comparability of the contents.

Attached: Module overviews: - BBA (exam regulation 2018 in version 2021); - IMIS (exam regulation 2019); - Application form

# Business Administration with Informatics - PO 18 (Vers. 2021)

Credits	PNr.	Module	Credits	PNr.	Module
<b>1. Semester</b>			<b>2. Semester</b>		
5	1100	International English Communication and Self-Management	4	1200	Communication in Global Business
5	1110	Business Administration I	5	1210	Business Administration II
5	1120	Business Mathematics	6	1230	Cost Accounting
5	1130	Financial Accounting	5	1240	Microeconomics
5	1140	Management Information Systems	5	1440	Problem Solving Using Spreadsheet Software
5	1150	IT – Introduction	5	1470	Databases
<b>3. Semester</b>			<b>4. Semester</b>		
4	1310	Competence in Business Activities	5	1410	English for Academic Purposes
5	1320	Macroeconomics	5	1420	Business Law
5	1350	Business-to-Consumer Marketing	5	1450	Business-to-Business Marketing
6	1360	Corporate Finance	5	1630	Logistics
5	1370	Entrepreneurship and Innovation	5	3530	E-Business/ Web-Development
5	1380	Enterprise Resource Planning I	5	1480	Enterprise Resource Planning II
<b>5. Semester</b>			<b>6. Semester</b>		
5	1510	Advanced English Language and Academic Competence	5	1610	Advanced Competence in Academic Writing and Presenting
5	1530	Controlling and Auditing	5		BA Elective
5	1550	International Management	5		BA Elective
5		BA Elective	5		BA Elective
5		BA Elective	5		IT Elective
5		IT Elective	5		IT Elective
<b>7. Semester</b>			<b>Rules for choosing electives</b> (from §4 FPO BBA 2018): 55 credits (max. 11 modules) in total, thereof min. 30 credits from BA and min. 15 credits from IT. The credits from BA must include min. 15 credits either from the focus "Markets" or from the focus "Resources". The remaining credits can be chosen freely out of all available offers.		
5		BA Elective			
5		BA / IT Elective			
5		BA / IT Elective			
15	60 / 50	Final Thesis + Colloquium			
<b>Electives BA Focus: Markets</b>			<b>Electives IT: Development</b>		
5	3030	Marketing Research	5	1270	Programming
5	1650	Marketing Communications	5	3600	IS Project
5	3020	Consumer Behaviour	5	3610	Advanced Programming
5	3050	Service Management	<b>Electives IT: SAP/ ERP</b>		
5	3100	Business Model Design	5	3540	ERP Application Programming
5	4010	Empirical Research Seminar	5	3620	ERP Configuration
5	4020	Sales Management	5	1720	ERP Lab Exercises
5	4030	Negotiation Management	<b>Electives IT: E-Business</b>		
5	4040	Current Developments in Markets	5	3550	Net Economy
<b>Electives BA Focus: Resources</b>			5	3630	E-Business Lab Exercises
5	1460	Advanced Corporate Finance	5	4060	Advanced Web Development
5	3120	Operations Management	<b>Electives IT: Analytics</b>		
5	1520	Introduction to Project Management	5	3570	Business Analytics
5	1640	Advanced Project Management	5	3240	Advanced Business Analytics
5	3040	Quality Management	5	4070	Advanced Business Analytics - Data Analysis Lab Exercises
5	1620	Operations Research	<b>Electives IT: Process Management</b>		
5	3130	Human Resources	5	4080	Business Process Analysis
5	4050	Current Developments in Resources	5	4090	Business Process Automation
<b>Electives BA: General Business Electives</b>			5	5010	Digital Process Transformation
5	3220	Foreign Trade	<b>Electives IT: General</b>		
5	3060	International Financial Markets	5	5020	Current Developments in Business IT
5	3230	Quantitative Analyses in International Management			
5	3080	Entrepreneurial Finance			
5	1710	Startup Project			
5	3070	CSR/ Business Ethics			
5	3250	English for Specific Purposes			
5	3260	Current Developments in Business I			
5	3270	Current Developments in Business II			
5	3280	Current Developments in Business III			
5	3090	Challenges in International Management I			
5	3290	Challenges in International Management II			
5/10/15	33XX	Internships (3300/3310/3320)			

## IMIS (Exam Regulation 2019)

### Module overview

<i>Modul</i>	<i>A-P</i>	<i>Credits</i>	<i>Semester</i>	<i>Exam-Nr.</i>
<b>Compulsory Modules</b>				
Business Marketing Management		5	1	1010
Corporate Entrepreneurship & Innovation		5	1	1020
Journal Club		5	1	1030
Business Intelligence		5	1	1040
E-Business		5	1	1050
Information Management		5	1	1060
Management Accounting & Finance		7	2	1070
Enterprise Resource Planning		6	2	1080
Virtual / Intercultural Communication		5	2	1090
Management Communication		5	3	1100
Research Methods	X	5	3	1110
<b>Compulsory Modules</b>				
Advanced International Economics		6	2	3010
Product and Process Management		6	2	3020
International Studies I: Global Business		6	2	3030
IS Project		6	2	3040
International Studies II: Information Systems		6	2	3050
Practical Experience		12	2	100

**A-P** = Academic Performance (passing this performance is a necessary requirement to get admission to the module examination in the respective module(s))

Name, Vorname: .....

Straße: .....

Wohnort / PLZ: .....

Telefon (tagsüber): .....

E-Mail-Adresse: .....

Studiengang: .....

sofern eingeschrieben, Mat.-Nr.: .....

## Antrag auf Anerkennung von Prüfungsleistungen

Erbrachte Prüfungsleistung im Studiengang _____ an der _____	Anerkennung erwünscht als Modul an der FH SWF im Studiengang _____ der BPO vom _____
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Fachbezeichnung und Note aus bisherigem Studium	➔	Modul an der FH SWF	Note + Unterschrift Dozent
	➔		
	➔		
	➔		
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	➔		
	➔		
	➔		
	➔		

**Auf der Grundlage der Anerkennung beantrage ich die Einstufung  
in ein höheres als das erste Fachsemester**

ja

nein

Eine Einstufung aufgrund der Anerkennung außerhochschulischer Leistungen ist nicht möglich. Bitte beachten Sie, dass in diesem Studiengang im Sommersemester keine Einschreibung in ein erstes Fachsemester erfolgt.

Hinweis des Studierendenwerks Dortmund: Im Rahmen der BAföG-Beantragung bei Studiengangwechslern ist es von Wichtigkeit, sich Prüfungsleistungen anerkennen zu lassen, insbesondere dann, wenn dies zu einer Semesteranerkennung führen kann.

**Datum, Unterschrift des Studierenden:** .....

Ggf. Stellungnahme (Modulverantwortliche/r) zur fachlichen Gleichwertigkeit:

Die Einstufung erfolgt endgültig in das ..... Fachsemester.

Soest, .....

Unterschrift Prüfungsausschuss zur Anrechnungsentscheidung