

**Application for transfer of credits towards   
MSc Biological Sciences**

(Study and examination regulations for MSc Biological Sciences at University of Konstanz as of July, the 22nd, 2022)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **The student** | | | | | | |
| Surname, name | | |  | | | |
| Date of birth | | |  | | | |
| Matriculation number | | |  | | | |
| E-mail address | | |  | | | |
| **Host university and period of stay abroad** | | | | | | |
| University | | |  | | | |
| Country | | |  | | | |
| Exchange program | | | Erasmus+ | | Global | |
| Period abroad | | | from DD MM JJJJ | | till DD MM JJJJ | |
| Academic year | | | 20\_\_-20\_\_ | Autumn term | | Spring term |
| **Funding** | | | | | | | |
| **01** |  | European educational programs, eg Erasmus+, *COMENIUS* | | | | | |
| 02 |  | Other governmental programs, eg Promos, Carlo-Schmid, IAESTE, Studienstiftung, BAföG | | | | | |
| 03 |  | Non governmaental programs, eg Bayer, Hertz, Mercator, Rotary u. A. | | | | | |
| 04 |  | No funding, family based funding or salary from host. | | | | | |

## Fill out the application. For each course, please state both the external grade and credit points according to your transcript of records from the host university. Fill out each course up to bold line.

## Please delete the modules and sub-modules that you do not need or copy additional modules or sub-modules if necessary.

## Obtain meaningful and official course descriptions of the courses for which you are applying for recognition from the course catalog or module handbook of the host university. If necessary, you can create a course description yourself and have the external lecturer confirm its accuracy by email.

## Send the departmental exchange coordinator (Dr. Sascha Beneke) your application form as WORD file (preferred), as additional PDFs the course descriptions and the transcript of records from your host university to convert the grade and credit points.

## The exchange coordinator (or the examination board) recognizes the elective courses.

## Submit the application together with the transcript of records and the course descriptions for the Konstanz lecturers responsible for recognition for signature (if you want to replace compulsory courses 1:1 with a matching course from host university).

## Don't forget to sign your application.

## Submit/bring the complete application together with your transcript of records from the host university and the official course descriptions in English to the attention of the Examination Office of the Biology Department.

## Your earned ECTS will be registered in your UKon ToR.

## Upload the new UKon ToR in MobOn. You might want to upload also as proof the ToR of the host university.

## Internship / Advanced Course practical part / 10 ECTS from study period outside of Germany

|  |  |
| --- | --- |
| Course title at host university |  |
| Course title in English |  |
| Course Code |  |
| Date of examination |  |
| Credits at host university |  |
| Mark at host university |  |
| ECTS at UKon |  |
| Converted mark |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

## Internship

|  |  |
| --- | --- |
| Internship title/subject |  |
| Start and end dates |  |
| Department |  |
| Name of supervisor |  |
| Credits at host university |  |
| or |  |
| Number of contact hours |  |
| Number of self-learning hours |  |
| ECTS at UKon |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |
|  |  |

## Preference module, 4 ECTS

|  |  |
| --- | --- |
| Course title at host university |  |
| Course title in English |  |
| Course Code |  |
| Date of examination |  |
| Credits at host university |  |
| Mark at host university |  |
| ECTS at UKon |  |
| Converted mark |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

## 2.1 Science electives

|  |  |
| --- | --- |
| Course title at host university |  |
| Course title in English |  |
| Course Code |  |
| Date of examination |  |
| Credits at host university |  |
| Mark at host university |  |
| ECTS at UKon |  |
| Converted mark |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

## 2.2 Non-science electives

|  |  |
| --- | --- |
| Course title at host university |  |
| Course title in English |  |
| Course Code |  |
| Date of examination |  |
| Credits at host university |  |
| Mark at host university |  |
| ECTS at UKon |  |
| Converted mark |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

**Extracurricular courses**

|  |  |
| --- | --- |
| Course title at host university |  |
| Course title in English |  |
| Course Code |  |
| Date of examination |  |
| Credits at host university |  |
| Mark at host university |  |
| ECTS at UKon |  |
| Converted mark |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

**Extracurricular internship**

|  |  |
| --- | --- |
| Internship title/subject |  |
| Start and end dates |  |
| Department |  |
| Name of supervisor |  |
| Credits at host university |  |
| or |  |
| Number of contact hours |  |
| Number of self-learning hours |  |
| ECTS at UKon |  |
| Name of responsible person |  |
| Date |  |
| Signature of person responsible for recognition |  |

I kindly ask you to acknowledge the above-mentioned courses as examinations or study achievements counting towards the MSc degree course Biological Sciences at the University of Konstanz and transfer them to my local Transcript of Records.

Konstanz (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the student

To be completed by the Exchange Coordinator, Department of Biology

The conversion of the grades/marks and credits of the host university is factually correct.

Dr. Sascha Beneke,

Konstanz (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

To be completed by the Examination Board

The Department of Biology, University of Konstanz acknowledges the abovementioned courses as counting towards the MSc degree Biological Sciences

Factually correct

Konstanz (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Examination Board