

Information on accreditation of competences

For the Master of Business Administration degree programs

Table of contents

Table of contents	1
1. General Information	2
2. Individual accreditation	2
2.1 Accreditation of university achievements.....	2
2.2 Accreditation of skills not obtained at universities.....	3
3. Blanket accreditation	3
4. Application & procedure.....	4
5. Cost saving & processing fee	4
6. Contact partners	5

1. General Information

In certain circumstances it is possible to credit skills which you have already acquired to a University course. In general, certified achievements or informally-acquired skills can be accredited for a course, if they are equivalent to a course module with regards to the content and level (see the [accreditation regulations of the Darmstadt University of Applied Sciences](#), Section 4, paragraph 1).

If your application for accreditation is successful, this means that you don't have to attend the corresponding module of the degree program, and get it graded with the grade from the original course. Does your further education certificate not have a grade? In this case, please contact us before submitting your application!

There are a range of different forms of accreditation and crediting, which on the one hand depend on the type of skill/achievement, and on the other hand on the application submission and verification process. Two forms are particularly relevant for you, both of which are briefly outlined below.

2. Individual accreditation

With individual accreditation you can have achievement, which you acquired externally before or during your degree program, accredited for the MBA course. Which module or modules you submit the application for is based on your individual skills or certified achievements. The only exception to this is the thesis – it cannot be accredited.

You have to issue a separate application for each module of the MBA course (so-called target modules). There are two different types of application: one for accrediting achievements which you have acquired at a University, i.e. usually as part of a previous course of study; and one for accrediting skills, which you have acquired outside of the University, e.g. in further education.

2.1 Accreditation of university achievements

If you have already completed a course or several modules of a related degree program, then you can have these modules accredited on the MBA course. Here it is possible for you to combine several modules from your original degree program, so that their content corresponds to that of one MBA module.

An initial overview of which content is part of which module can be found in the degree program's module handbook. Here you can also find the respective skills you'd obtain by successfully completing the module. Please compare the content and the competencies from the MBA module handbook with those in your previous degree course, so that you are able to estimate to which module accreditation could apply to.

As a general rule, you can assume that modules which were acquired in a Bachelor's degree program, can also only be credited to a Bachelor's degree program. Achievements obtained in a Master's degree program can be credited accordingly to an MBA. Exceptions are possible, for example for courses of very specialised Bachelor degree programs.

Once you have an initial overview, please feel free to consult the contact person mentioned below before submitting your application.

2.2 Accreditation of skills not obtained at universities

Various formats can be considered for the accreditation of skills not obtained at universities. Normally this concerns the accreditation of certified further education courses. Furthermore, it is in principle possible to accredit skills which you have acquired, for example, within the scope of your professional work.

Here you can also get a good initial overview of whether accreditation is possible, by comparing the content and competencies described in the MBA Module Handbook with those from the further education course, or any other course, you have completed. Please get in touch with the contact person stated below before submitting an application for the accreditation of skills not obtained at universities.

3. Blanket accreditation

For some further education courses, blanket accreditation rules exist. That means that the examination committee has already verified all the content of a particular degree or further education course to ensure it can be accredited. Rules of this kind currently exist for the MBA degree course if you already have PMI certification. This can be credited for the Project Management module.

For you this means that you know in advance which course modules cover the skills you have already acquired and do not have to be taken in the MBA program. In addition, the accreditation process is a lot quicker, because there is no need for an individual test for each module beforehand.

Contrary to the individual accreditation processes, here you only have to submit one application for all the modules in question. For you it is important that you can only submit an application for blanket accreditation before the start of the course. A later accreditation of achievements can only be applied for using individual accreditation applications.

Please be aware that blanket accreditation is only possible if you have successfully completed the further education course in question. This is due to the fact that while final exams are standardized, the further education courses that lead to graduation are designed in very different ways.

4. Application & procedure

How to submit an application and which documents are required can be seen in the process overview of the procedure for individual or blanket accreditation. This can be found in the [Forms Centre on the student page](#) of your degree course.

If your application has been approved, you automatically receive the necessary credit points, the grades are transferred and you do not have to do anything else. After the completion of the process, you will receive an overview showing the accredited modules and the respective grades.

Please note:

- Make sure you consult the Department of Advanced Education!
- The grade for the module is taken from the original course. If you did not receive a grade, please contact us in advance for further information.
- An application for blanket accreditation must be submitted at the latest three weeks before the start of the course. Further applications for accreditation at a later date must be submitted individually, i.e. as an application for individual accreditation, for organisational reasons.
- It is possible to remove individual modules from the blanket accreditation, if for example you want to improve your grade. This should be noted on the application form. Later accreditation is only possible if you have not yet sat the corresponding exam.
- An accreditation of skills not obtained at universities is only possible up to a maximum of 50% of the points available in the course, according to the Hessian University Law (see Hessian University Law [*Hessisches Hochschulgesetz, HHG*], section 18 (6))

5. Cost saving & processing fee

If acquired skills are accredited for the MBA course, you no longer have to enrol for the corresponding module on your course. **Therefore we will waive the participation fee for you, which would be due proportionately for the respective module, in full.**

We charge a one-off processing fee for the processing of your accreditation application. The amount of the fee is based on the credit points of the target module. You can find the amount of the respective fee in the table of charges valid for the course of study you wish to enrol for. This can be found on the student page of the respective degree course homepage.

6. Contact partners

If you have any questions or concerns, please get in contact with us. The MBA team will be happy to help you. You can find all the contact data and consultation hours [here](#).

Contact partners for accreditation questions:

- Ms Natascha Breunig (Administration, Application)
- Mr Philipp Klein (Division Management Advanced Studies, Program Management)

In the event of general questions, you can also contact us by email at mba@h-da.de or by phone at +49 6151 533-68420.