Recognition of Credits

Application Procedure for the MBA Programme

request/ consultation

- individual consultation with Department of Advanced Studies (DAS)
 - recognition of courses /credits for the MBA
 - programme mba@h-da.de, +49.6151.533-68420

application

Submission of Application and Certificates to DAS

- completed and personally signed application form
- certificates and proofs as certified copies
- **please note:** recognition of credits is only possible if not yet registered for examination in the respective module

preliminary check

preliminary check of documents by DAS

- check for completeness and authenticity
- forwarding to examination board
- approx. 1-2 weeks

check of documents/decision

check and review of documents by examination board

- decision upon recognition
- submission of result and statement to DAS.
- approx. 3-4 weeks

notification

notification of applicant by DAS

- upon positive result: notification and crediting via my.h-da.de
- upon denial: notification including written statement
- approx. 2 weeks