Recognition Entry

Guidelines for BOKUonline

This documentation serves as a guideline for students requesting online recognition of examination credits or the entry of individual examination results from other educational institutions (retroactive certificate entry).

What types of recognition are there?

Recognition (of compulsory or elective courses)

Recognition can be applied for if a passed examination is of equivalent value to an obligatory examination in the curriculum. This means that an examination passed as part of one academic programme can be applied as credit to another course or another subject. Please note that any study for which recognition is requested must be considered valid at this particular time. Recognition is always issued in the form of a written decision.

New achievement – retroactive certificate entry (for free elective courses)

Certificates are retroactively entered when examinations taken at another university – such as free electives – are incorporated entirely into a BOKU academic programme. For this, no notification will be issued; confirmation will only follow on BOKUonline directly via student services.

Where can you see your valid recognition and new achievement/retroactive certificate entries?

These are displayed at BOKUonline under "Business card > Accreditation/Recognition" rather than under "Business card > Exam results".

Valid recognitions are displayed under the following performance records:

- Transcript of records
- Transcript/Certificate (only for SPO curriculum versions)

Retroactive certificate entries are shown under the following performance records:

- Transcript of records

Recognition of compulsory or elective courses

Please log in to BOKUonline and click on "Accreditation/Recognition" (Business card).
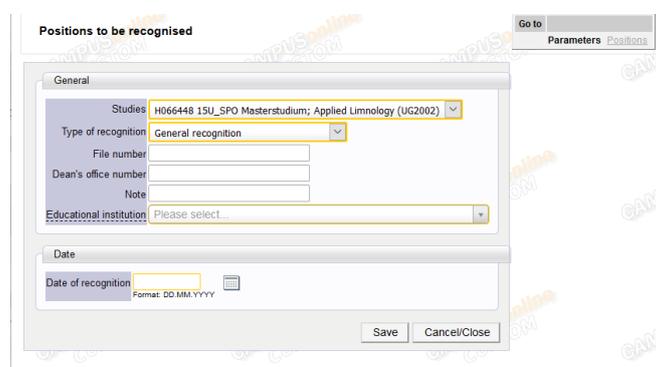

A field will appear in the upper right-hand corner in which you can select the appropriate action: "Recognition" or "New achievement" (= retroactive certificate entry) – click on "Recognition".

Entering the necessary information

After you have selected the action "New recognition," you can begin entering your information: The fields bordered in yellow are to be filled in.

Recognition/decision items – parameters

Studies

Here the study programme for which an examination/credit is to be recognised can be selected.

Type of recognition (please choose only one of the following types)

- General recognition → for compulsory and elective courses
- Preliminary approval → for completion of compulsory and elective courses at a different university

Date
Please enter the current date.

Educational institution
This refers to the institution at which the examination (for which credit is to be transferred) was taken. Please select the appropriate choice from the drop-down menu. If your educational institution does not appear, please select "foreign educational institution".

Save
After saving, your information will be saved.

NOTE:
Do **not** fill in the fields "file number," "Dean's office number" or "Note."

Entering examination information
Please click on 0/0/0 in the recognitions table in order to enter individual recognition items (items = comparison of which credit already passed is to be recognised for which desired credit).

Selection of recognition/decision items
Please select the option "New position" in the top right window.

NOTE:
A new position must be created every time equivalent accreditations are compared; However multiple courses can be entered, both those which have already been recognised and those which have yet to be recognised.

Creating a new position
Please select the option "Course(s) to be recognised add".

Various additional options will appear depending on the educational institution selected.

1. In cases where "University of Natural Resources and Life Sciences, Vienna" is selected as the educational institution:
(= one BOKU course should be recognised as equivalent to another BOKU course)

A list of all available courses appears. Simply click on the attained credit(s) that are to be used for this recognition item (in the 'Title' column, click on the course title). The examination appears as selected (green check-mark) and then the window should be closed.

2. In cases where an educational institution other than the University of Natural Resources and Life Sciences, Vienna is selected:
(= a course completed at another educational institution is to be recognised as equivalent to a course at BOKU)

The data must be entered and saved in the input field according to the certificate of the other educational institution. The fields bordered in yellow are to be filled in.

NOTE:

If the educational institution in question is a vocational secondary school, each school year in which the subject was successfully completed must be entered as a separate item. The year and grade of each respective school report and the number of hours according to the course schedule of the final certificate should also be specified.

After saving, select the option "is/are recognised for BOKU course(s) add"

A selection menu should appear that **corresponds to your curriculum version**.

How do you recognise the curriculum version you are in?

Click on the "Study status" that corresponds to your business card. In the column "Study plan" of your study overview you can see whether you are in a SPO version (suffix SPO).

1. Your curriculum version IS NOT a SPO version:

Select the option "is/are recognised for BOKU courses add" in the selection window, then the course search field will appear.

NOTE:

Please make sure that the option "restrict view and search function to courses/subjects related to student's studies " is selected (check-mark). This makes it easier for you to search

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Search for the course to be recognised

Please enter the complete title or the number (after the asterisk) and click "Search" or confirm with "Enter". If the exact title is not known, the entry can be made in an abbreviated form in front of the asterisk (e.g. Fachsp* or 77*). When the correct course is visible, select it and close the selection window by clicking "Done."

A new window will appear with an overview of the registered recognition items:

Select the BOKU assessment

Either accept the grade of the passed exam or choose "X – Nicht erschienen (did not appear)" in which case Study Services will determine the grade. Afterwards, don't forget to save the entries so that the data is not lost!

2. Your curriculum version is a SPO version:

In the selection menu you can see the programme structure of your curriculum version.

Unfold it to search for the course to be recognised and choose the course (check-mark the selection circle).

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Your selection will be confirmed and saved finally by clicking the button "Select".

Select the BOKU assessment

Either accept the grade of the passed exam or choose "X - did not appear," in which case Study Services will determine the grade. Afterwards, don't forget to save the entries so that the data is not lost!

You may either choose additional courses as recognition items (button "Choose others") or you close the selection window (button "Close").

A window with an overview of your entered recognition items will appear.

Completing the application

You will now see all the relevant items (equivalent courses). Please check these for correctness and completeness.

You must still confirm your details (option "Confirm all positions".) From this point on you will no longer be able to make changes – a corresponding warning is displayed.

Do you wish to confirm that all positions have been duly entered?
In case of an OK these positions cannot be further edited by the student. Any correction or cancellation of the confirmation for editing purposes can only be done by the responsible department/person in charge. For an official confirmation, please contact the recognising department bringing your documents with you.

OK   Abbrechen

Contact Study Services

Please inform Study Services that you have made an entry for recognition. You can do so by email at anerkennungen@boku.ac.at. Please provide your student registration number and your full name.

NOTE:
If external examination results are listed in the application, it is imperative that you send your certificates to the Study Services (anerkennungen@boku.ac.at) as well.

Study Services' review of the application

After you have successfully submitted your details and/or original certificates, your application will be reviewed by Study Services.

If a statement from a course lecturer is necessary or if there is any ambiguity, you will receive an e-mail from Study Services to your [...]@ students.boku.ac.at-mail address.

Official copy of the decision

After approval of your recognition, you will be asked in an e-mail from Study Services to personally accept the decision. The recognition will only be validated by Study Services in BOKUonline after your acceptance.

Valid recognitions can be found under your personal business card > Accreditation/ Recognition. All recognition items show values greater than 0.

Type of recognition	File number	Dean's office number	Date	Positions All/OK stud./OK BOKU	Educational institution	Note
Recognitions						
Masterstudium; Applied Limnology (UG2002)						
General recognition			26.09.2017	1 / 1 / 1	Fremde Bildungseinrichtung - foreign educational institution	Test 2

Recording a new credit / certificate from another educational institution (retroactive certificate entry) in BOKUonline
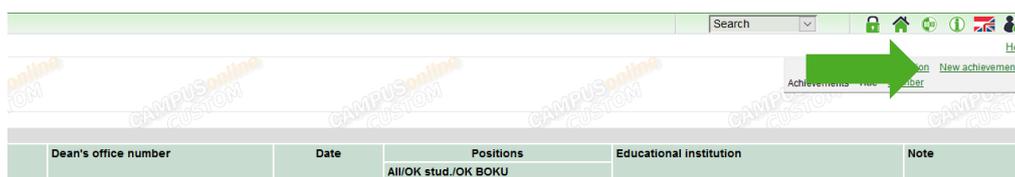
NOTE:
This option is **not** applicable if you want to use BOKU courses as free electives – for this you do not need a retroactive certificate entry.

Please log in to BOKUonline and click on "Accredidation/Recognition" (Business card).

A field will appear in the upper right-hand corner in which you can select the appropriate action: "Recognition" or "New achievement" (= retroactive certificate entry) – click on "New achievement".

After selecting the action "New achievement," click "Certificate for course at an external educational institution":

Then select the curriculum for which the external educational institution's credit is to be recognised:

Select curriculum / academic and examination regulations (SPO)
Type: Individual achievement

Name of study programme
○ H033219 13U Bachelorstudium; Landschaftsplanung u. Landschaftsarch. (UG2002) Ende: 16.07.2014
○ H066448 15U_SPO Masterstudium; Applied Limnology (UG2002)
Cancel/Close

Entering the necessary information

Please select the educational institution at which the examination was completed. If your selected institution does not appear on the list, select "foreign educational institution." Otherwise enter the required information according to the certificate (or Examination confirmation / Transcript of records) and confirm. The fields indicated with a * are to be filled in.

NOTE:
If the course type specified for the certificate is not available in the selection list (*Type) or if no course type is entered on your certificate, then select "Nicht vorhanden (None)".

After entering the examination data, please confirm your entry (check-mark) and save.

The original certificate is to be presented at Study Services along with the documents submitted for graduation. The entry will then be confirmed.

If you urgently need these (external) credits on a BOKU transcript of records, they can also be confirmed beforehand by Study Services. In such cases please contact us.

For further questions please contact anerkennungen@boku.ac.at.