

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).



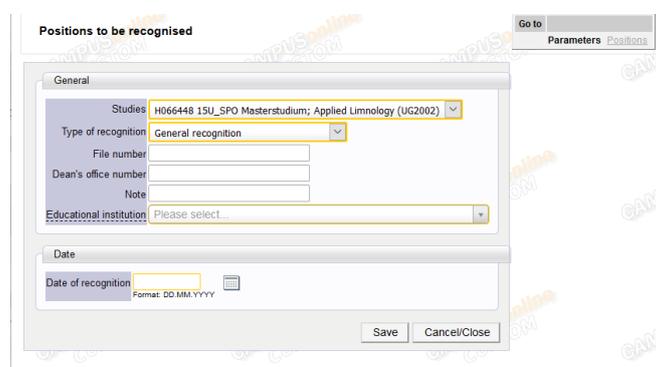
A field will appear in the upper right-hand corner in which you can select the appropriate action: "Recognition" or "New achievement" (= retroactive certificate entry) – click on "Recognition".



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



Positions to be recognised

Go to: Parameters Positions

General

Studies: H066448 15U_SPO Masterstudium; Applied Limnology (UG2002)

Type of recognition: General recognition

File number: []

Dean's office number: []

Note: []

Educational institution: Please select...

Date

Date of recognition: []

Format: DD.MM.YYYY

Save Cancel/Close

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).

Recognitions				
Type of recognition	File number	Dean's office number	Date	Positions
All/OK stud./OK BOKU				
Masterstudium; Applied Limnology (UG2002)				
General recognition			26.09.2017	0 / 0 / 0

Selection of recognition/decision items

Please select the option “New position” in the top right window.

Positions to be recognised
 Recognition as of 26.09.2017
 Type: General recognition
 Studies: H 066 448 Masterstudium; Applied Limnology (UG2002)
 Educational institution: Universität für Bodenkultur Wien

Operation [New position](#)
 Select [Parameters](#) [Positions](#)

There are currently no positions for the selected notification. Cancel

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".

Positions to be recognised
 Recognition as of: 26.09.2017
 Type: General recognition
 Studies: H 066 448 Masterstudium; Applied Limnology (UG2002)
 Note: Test 2
 Educational institution: Universität für Bodenkultur Wien

Create new position
 Course(s) to be recognised: [add](#)

is/are recognised for BOKU course(s) [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.

Create new position
 Course(s) to be recognised: [add](#)

is/are recognised for BOKU course(s) [add](#)

©2017 University of Natural Resources and Life Sciences

Results of examination at the BOKU

Study ID	No.	Sem.	Title	Type	SH	ECTS credits
A						
H033219	951100	12S	Agricultural production	L	2	2
H033219	831106	11W	Anatomy and morphology of plants	L	2	2
H066448	812350	15W	Applications in river landscape management	L	2	2

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year
A							
H033219	951100	12S	<input checked="" type="checkbox"/> selected for item Agricultural production	L	2	2	2011/12

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.

Create new position

Course(s) to be recognised: [add](#)

is/are recognised for BOKU course(s) [add](#)

Course number	<input type="text"/>
Name	<input type="text"/>
Name (English)	<input type="text"/>
Topic	<input type="text"/>
Topic (English)	<input type="text"/>
Hours/week	<input type="text"/>
ECTS credits	<input type="text"/>
Date of examination (DDMMYYYY)	<input type="text"/>
Original grade	<input type="text"/>
Type of course	<input type="text"/>
Academic year	2016/17
Duration of course	<input type="text"/>

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"

Edit position 1

Course(s) to be recognised: [add](#)

Course of foreign educational institution. Duration of course Foreign evaluation ECTS credits Delete

cc_Test_CO 5 hours/week 2016/17	1	5	
---------------------------------	---	---	--

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).

ID of study programme	Name of study programme	Tuition fees Semesters (required/allowed)	Legal basis	Curriculum	Status (17W)
H 066 448	Master's programme: Applied Limnology	(5/6)		15U_SPO	registered

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.

Create new position

Course(s) to be recognised: [add](#)

is/are recognised for BOKU course(s) [add](#)

Search for BOKU subject

Recognition as of: 26.09.2017

Type: General recognition

Studies: H 033 255 Bachelorstudium; Agrarwissenschaften (UG2002)

Note: Test

Educational institution: Universität für Bodenkultur Wien

Search courses for recognition

Academic year: 2016/17

Course/subject title:

Course/subject number:

Restrict view and search function to courses/subjects related to student's studies

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

for the courses which are to be recognised, since you do not have to search through all the courses on offer but can instead choose from the courses in your curriculum.

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:

Create new position					
Course(s) to be recognised: add					
Course/subject	Date of examination	BOKU assessment	Recognised as per	ECTS credits	Delete
853319 Angewandte Freizeit- und Erholungsplanung, VS 2SH S 2016/17	30.06.17	3		3	

is/are recognised for BOKU course(s) [add](#)

Course/subject	BOKU assessment	Delete
853319 Angewandte Freizeit- und Erholungsplanung, VS 2SH S 2016/17	<input type="text" value="3"/>	

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.

Search for BOKU subject
Choose the position in the curriculum

Name	rec. sem.	Credits
<input type="checkbox"/> [15U_SPO] 2015U		120
<input type="checkbox"/> Master's programme in Applied Limnology		120
<input checked="" type="checkbox"/> Compulsory courses		39
<input type="checkbox"/> Elective courses		36
<input type="checkbox"/> Free electives		15
<input type="radio"/> [VK] [066-2-MTD] Master's thesis and defensio		30

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

General search		Done
		Select...
Name	rec. sem.	Credits
<input type="checkbox"/> [15U_SPO] 2015U		120
<input type="checkbox"/> Master's programme in Applied Limnology		120
<input type="checkbox"/> Compulsory courses		39
<input type="checkbox"/> Elective courses		36
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-7] Module 7: Ecohydromorphological monitoring		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-8] Module 8: Fish monitoring and assessment		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-9] Module 9: Benthic invertebrate monitoring and assessment		6
<input type="radio"/> <input type="checkbox"/> [VK] Benthic invertebrate sampling and monitoring (in Eng.)		3
<input checked="" type="radio"/> <input type="checkbox"/> [VK] Benthic invertebrate status assessment (in Eng.)		3
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-10] Module 10: Aquatic plants		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-11] Module 11: Environmental impacts on riverine ecosystems		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-12] Module 12: Restoration & conservation of riverine landscapes		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-13] Module 13: Planning and management		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-14] Module 14: Interdisciplinarity and socioeconomics		6
<input type="radio"/> <input type="checkbox"/> [VK] [448-W-15] Module 15: Fisheries management and aquaculture		6

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!

Add certificate to be recognised
 Recognition as of: 26.09.2017
 Type: General recognition
 Studies: H 066 448 Masterstudium; Applied Limnology (UG2002)
 Note: Test 2
 Educational institution: Fremde Bildungseinrichtung - foreign educational institution

to be added: 812358 Benthic invertebrate status assessment (2SH L, SS 2016/17) 

Semester:

Assessment:

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.

Operation [New position](#) [Confirm all positions](#) [Print request](#)

Select [Parameters](#) Positions

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.



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.

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

Recording a new credit / certificate from another educational institution (retroactive certificate entry) in BOKUonline

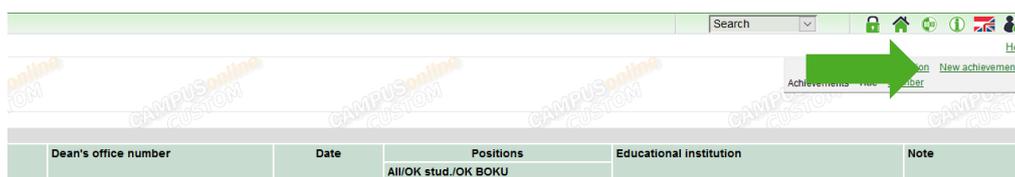
NOTE:

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 “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 "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)".

Course parameter

Educational institution: Fremde Bildungseinrichtung - foreign educational institution

Restrict selection:

(In order to narrow down the list above you can enter the name of the organisation or the country.)

In case you do not find the desired educational institution, please contact the Study services.

Course number:

*Name:

Name (English):

Topic:

Topic (English):

Hours/Week: * Fill in semester hours or ECTS credits

ECTS credits:

*Date of Examination (DDMMYYYY):

*Original grade:

*Type: Anleit. z.Durchf. v.Wiss. Arb.

*Academic Year: 2017/18

Duration of course:

Confirm:

Note: The fields marked with * are mandatory fields.

Save Cancel



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.