



## **Recognitions in BOKUonline**

### **Documentation how to enter recognitions and achievement supplements in BOKUonline**

**Target group of the documentation:** Students

**Please send inquiries to:** BOKU-IT Hotline (technical inquiries)  
[boku-it@boku.ac.at](mailto:boku-it@boku.ac.at)

Study Services/ Examinations and Graduation - Recognition section  
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# BOKU-IT, Study Services/Examinations and Graduation

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## BOKU-IT, Study Services/Examinations and Graduation

### 1 General information

This documentation serves as a guide for students for the online registration of an application for recognition of achievements or entry of examination achievements from other educational institutions (achievement supplements).

**Important:** Please note that the degree program for which a recognition is being applied for or for which a new achievement is being recorded must be officially registered.

#### 1.1 Legal basis for recognitions

In accordance with § 78 of the Universities Act 2002, **examinations, other academic achievements, activities and qualifications** can be recognized by the Dean of Studies upon application by the student for a regular or non-degree programme if there are **no significant differences with regard to the acquired competences (learning outcomes)**.

The following types of achievements can be recognized for **compulsory and elective courses**:

- achievements from recognized post-secondary educational institutions
- achievements from vocational secondary schools (BHS) in the vocationally qualifying subjects required for future employment
- scientific activities or scientific or training-related internships in companies or research institutions outside the university and in jointly established studies outside the participating educational institutions that can provide scientific professional training
- professional or non-professional competences after validation of the learning outcomes

The recognition of credits completed at BHS as well as professional or non-professional competences is limited to a maximum of 60 ECTS credits each, up to a maximum total of 90 ECTS credits.

Only positively completed achievements can be recognized.

For **free elective courses**, credits from all recognized domestic and foreign universities or colleges can be taken into account to the extent of the maximum number of ECTS credits provided for in the respective curriculum.

## BOKU-IT, Study Services/Examinations and Graduation

### 1.2 Recognitions without procedure

The following courses do not require a recognition procedure - these achievements are not submitted to the Recognition Department, but are checked and validated by Study Services after **submission of the degree certificate** (to [studienervices@boku.ac.at](mailto:studienervices@boku.ac.at)).

- **Free elective courses** are confirmed upon graduation.
- **Equivalent courses** according to the equivalence list of your degree program will be transferred by Study Services without notification upon graduation. The equivalence lists can be found on the website of your degree program.
- **Master's courses** that were completed in the BOKU Bachelor's degree program (before starting the Master's degree) will be transferred by Study Services without notification upon graduation, provided they are identical courses (i.e. same course number, title, type and ECTS). If, in urgent cases, the credits must be validated earlier, an application for recognition must be submitted in BOKUonline.
- **Identical courses** (i.e. same course number, title, type and ECTS) that have been completed in another BOKU degree program and are required for another BOKU degree program will be transferred by Study Services without notification ("1:1 recognition"). If the credits need to be validated earlier in urgent cases, an application for recognition must be entered in BOKUonline.

*Exceptions: If these courses were originally taken at BOKU as part of an **non-degree study programme** or a **co-registration** or are to be recognized by a study programme for an **individual study programme**, they must be recognized with a recognition notification and an application for recognition must be entered in BOKUonline and then submitted via [anerkennungen@boku.ac.at](mailto:anerkennungen@boku.ac.at).*

## BOKU-IT, Study Services/Examinations and Graduation

### 1.3 Input options in BOKUonline

This application allows the recording of

- Recognition applications for achievements completed **at University of Natural Resources and Life Sciences, Vienna (BOKU)** (**2 Applications for recognition / compulsory and elective courses**).
- **Recognition applications for achievements completed at other educational institutions** (**2 Applications for recognition / compulsory and elective courses**).
- New achievements (achievement supplements) for **free elective courses at other educational institutions** (**3 Achievement supplements / free elective courses**).
- New achievements (achievement supplements) for **compulsory and elective courses** to be completed **at other educational institutions** in accordance with the curriculum, e.g. Medical University of Vienna, University of Veterinary Medicine Vienna, International Master's Studies, Individual Studies (**3 Achievement supplements / free elective courses**).

You can save the data you enter and change it as you wish until you confirm it.

**Important:** Please note that the Study Services do not receive an automatic notification of entries and that you must contact the Study Services via e-mail ([anerkennungen@boku.ac.at](mailto:anerkennungen@boku.ac.at)) using your official [@students.boku.ac.at](mailto:@students.boku.ac.at) e-mail address and inform them of your entry so that it is considered submitted.

## BOKU-IT, Study Services/Examinations and Graduation

### 1.4 Procedure Recognition of compulsory and elective courses

Steps	Students	Study services
1.	<b>Recording</b> an application for recognition in BOKUonline and entering the courses to be recognized (examinations)	
2.	<b>Inform</b> Study Services/Examinations (Recognition Department) about the submission via e-mail ( <a href="mailto:anerkennungen@boku.ac.at">anerkennungen@boku.ac.at</a> ) including the <b>transmission of the relevant performance records</b> (e.g. course certificates, transcript of records) by uploading the documents to <b>BOKUdrive</b> and inserting the BOKUdrive link in the e-mail. Instructions can be found <a href="#">here</a> , DO NOT send attachments.	
3.		<b>Formal examination</b> of the application
4.		<b>Feedback</b> to students on further steps via e-mail (improvements, requests for necessary assessment/statement papers)
5.	<b>Collecting assessment/statement papers</b> after verification and approval by Study Services: <b>Printout of the application for recognition</b> incl. verification note from Study Services = form(s) for assessment/statement paper(s) <b>Transmission to the current course instructor</b> including performance records and other documents with the request for content assessment and statement	

## BOKU-IT, Study Services/Examinations and Graduation

6.	<p><b>Transmission of</b> all collected statements including performance records via e-mail (<a href="mailto:anerkennungen@boku.ac.at">anerkennungen@boku.ac.at</a>) by uploading the <b>collected</b> documents to <b>BOKUdrive</b> and inserting the BOKUdrive link into the e-mail. Instructions can be found <a href="#">here</a>, <b>DO NOT</b> send attachments.</p>	<p><b>Acceptance of the statements</b> for the respective application</p>
7.		<p><b>Decision of the Dean of Studies</b> on the entire application when all necessary statements have been received</p>
8.		<p><b>Preparation of the notification of recognition</b></p>
9.		<p><b>Transmission of the recognition notification</b> by e-mail to the BOKU e-mail address.</p>
10.	<p>Verification of the notification and, if necessary, <b>waiver of appeal</b> by e-mail (<a href="mailto:anerkennungen@boku.ac.at">anerkennungen@boku.ac.at</a>)</p>	<p><b>Legal validity</b> after expiry of the appeal period of four weeks or immediately if the appeal is waived</p>
11.	<p><b>Valid recognitions can be found in the Transcript of records.</b></p> <p>You can find the original achievements and examination dates in in your Academic record.</p>	<p><b>Validation</b> of examinations after expiry of the four-week appeal period or immediately after waiver of appeal</p> <p>Changes to legally recognized examinations are <b>no</b> longer permitted.</p>

## BOKU-IT, Study Services/Examinations and Graduation

### 1.5 Procedure for Achievement supplements / free elective courses

Steps	Students	Study services
1.	<p>Entry of externally completed achievements (examinations) from other universities under "<b>New achievement</b>"</p> <p>For free elective courses completed at BOKU, NO entries are to be made in BOKUonline.</p>	
2.	<p>Submission of final documents including performance records (e.g. course certificates, transcript of records) via e-mail (<a href="mailto:studienervices@boku.ac.at">studienervices@boku.ac.at</a>) by uploading the documents to <b>BOKUdrive</b> and inserting the BOKUdrive link in the e-mail. Instructions can be found <a href="#">here</a>, DO NOT send attachments.</p>	<p><b>Verification</b> and <b>validation</b> of achievements at graduation</p> <p>If there are important reasons that make a validation before graduation absolutely necessary, this can also be done earlier.</p>
3	<p><b>Valid entries can be found in the transcript of records.</b></p>	

## BOKU-IT, Study Services/Examinations and Graduation

### 2 Applications for recognition / compulsory and elective courses

Please log in to BOKUonline at <https://online.boku.ac.at/> first.

#### 2.1 Start an application for recognition

In BOKUonline, call up the application **'Recognitions / Achievement supplements'**.

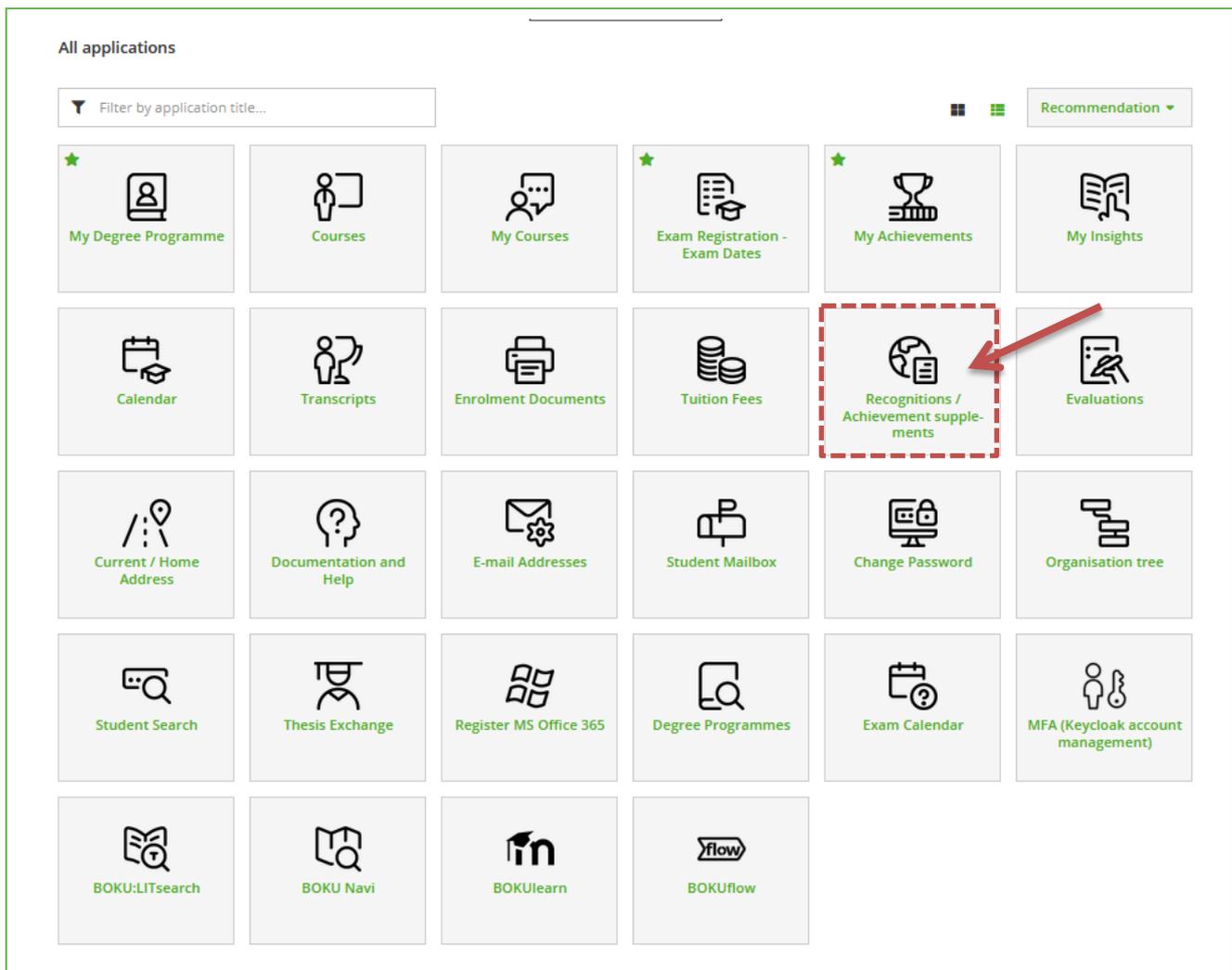


Illustration 1 Calling up the application

## BOKU-IT, Study Services/Examinations and Graduation

To enter a recognition, select the menu item "**Operations**" and click on "**New recognition**" to create a new recognition request.

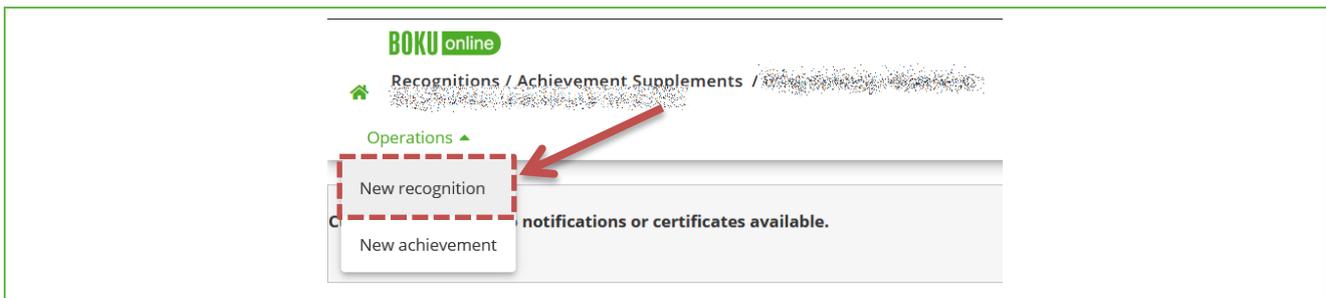
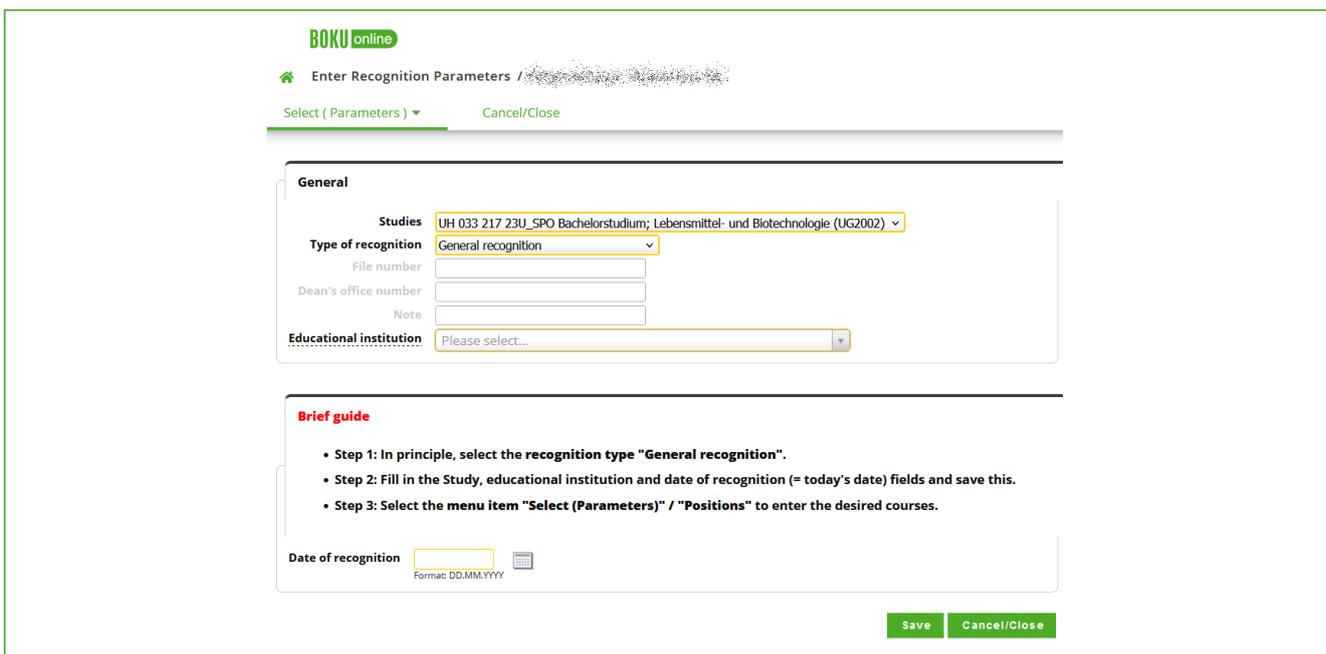


Illustration 2 Creating a new recognition

Enter one application per educational institution. The recognitions of an educational institution should be submitted collectively if possible. Within the application, enter a separate item for each recognition.


 The screenshot displays the "Enter Recognition Parameters" form. At the top, there is a "Select (Parameters)" dropdown menu and a "Cancel/Close" button. The form is divided into two main sections: "General" and "Brief guide".
   
 In the "General" section, the following fields are visible:
 

- Studies:** A dropdown menu with the selected value "UH 033 217 23U\_SPO Bachelorstudium; Lebensmittel- und Biotechnologie (UG2002)".
- Type of recognition:** A dropdown menu with the selected value "General recognition".
- File number:** An empty text input field.
- Dean's office number:** An empty text input field.
- Note:** An empty text input field.
- Educational institution:** A dropdown menu with the value "Please select...".

 In the "Brief guide" section, there are three bullet points:
 

- Step 1: In principle, select the recognition type "General recognition".
- Step 2: Fill in the Study, educational institution and date of recognition (= today's date) fields and save this.
- Step 3: Select the menu item "Select (Parameters)" / "Positions" to enter the desired courses.

 At the bottom of the form, there is a "Date of recognition" field with a calendar icon and the format "DD.MM.YYYY". At the very bottom right, there are two buttons: "Save" and "Cancel/Close".

Illustration 3 The mask for the recognition block

The following mandatory fields must be completed:

- Study
- Type of recognition ("**General recognition**")
- Educational institution
- Recognition date (today's date)

**File number, Dean's office number and Note are NOT to be filled in!**

## BOKU-IT, Study Services/Examinations and Graduation

Under **educational institution** you can select BOKU for internal courses (**first entry "Universität für Bodenkultur Wien"**) or another educational institution for external achievements.

Illustration 4 Selection of the educational institution

The entries are sorted by three-digit ISO country code, e.g. AUT for Austria or DEU for Germany. You can filter the entries by entering a part of the name.

Illustration 5 Select educational institution

## BOKU-IT, Study Services/Examinations and Graduation

If the required educational institution is missing, select "Fremde Bildungseinrichtung - foreign educational institution". The Study Services will add the educational institution.

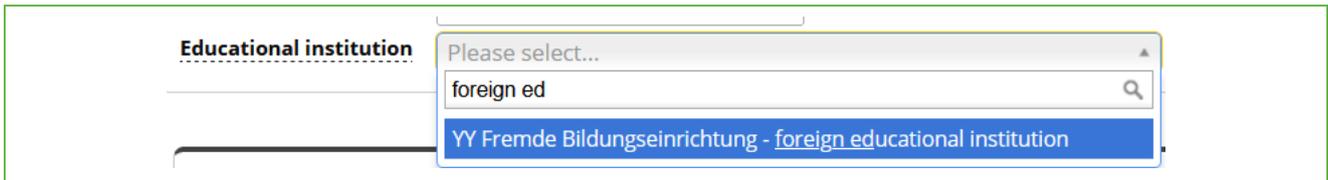
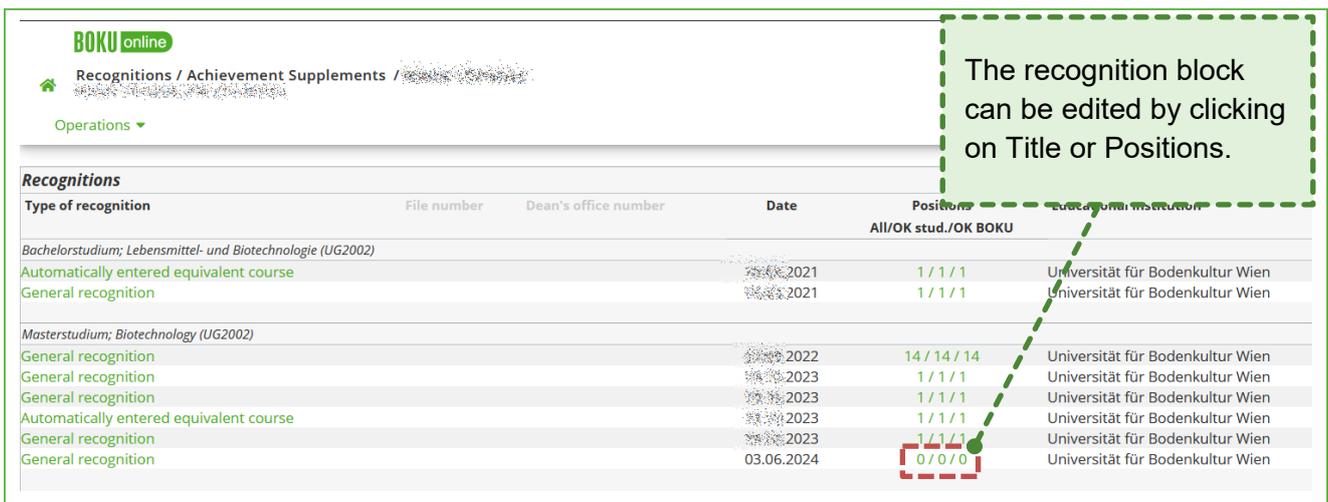


Illustration 6 Select external educational institution

Please enter the current date ("Today") as the **recognition date** (format DD.MM.YYYY) and save.

### 2.2 Calling up and filling in the application for recognition

You will now find the new created recognition application on the overview page.



Type of recognition	File number	Dean's office number	Date	Positions		Educational institution
				All/OK stud./OK BOKU		
<i>Bachelorstudium; Lebensmittel- und Biotechnologie (UG2002)</i>						
Automatically entered equivalent course			2021	1 / 1 / 1		Universität für Bodenkultur Wien
General recognition			2021	1 / 1 / 1		Universität für Bodenkultur Wien
<i>Masterstudium; Biotechnology (UG2002)</i>						
General recognition			2022	14 / 14 / 14		Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1		Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1		Universität für Bodenkultur Wien
Automatically entered equivalent course			2023	1 / 1 / 1		Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1		Universität für Bodenkultur Wien
General recognition			03.06.2024	0 / 0 / 0		Universität für Bodenkultur Wien

Illustration 7 Overview with new created entry

Click on the link "0 / 0 / 0" (means: 0 positions deposited, 0 confirmed by the student, 0 confirmed by Study Services) in the column **'Positions'** of the previously created recognition application.

**Depending on the selected educational institution**, different further options will appear.

**a) If "Universität für Bodenkultur Wien" was selected as the educational institution** (if a course completed at BOKU is to be recognized for another course at BOKU): A list of all selectable achievements appears. Simply click on the completed course(s) that will be used for this recognition position (click on the course title in the "Title" column). The verification will then appear as selected (green tick) and then close the window.

## BOKU-IT, Study Services/Examinations and Graduation

**b) If another institution was selected as the educational institution** (if a course completed at another educational institution to be recognized for a course at the BOKU University): The data must be entered and saved in the input window according to the transcript of the other educational institution.

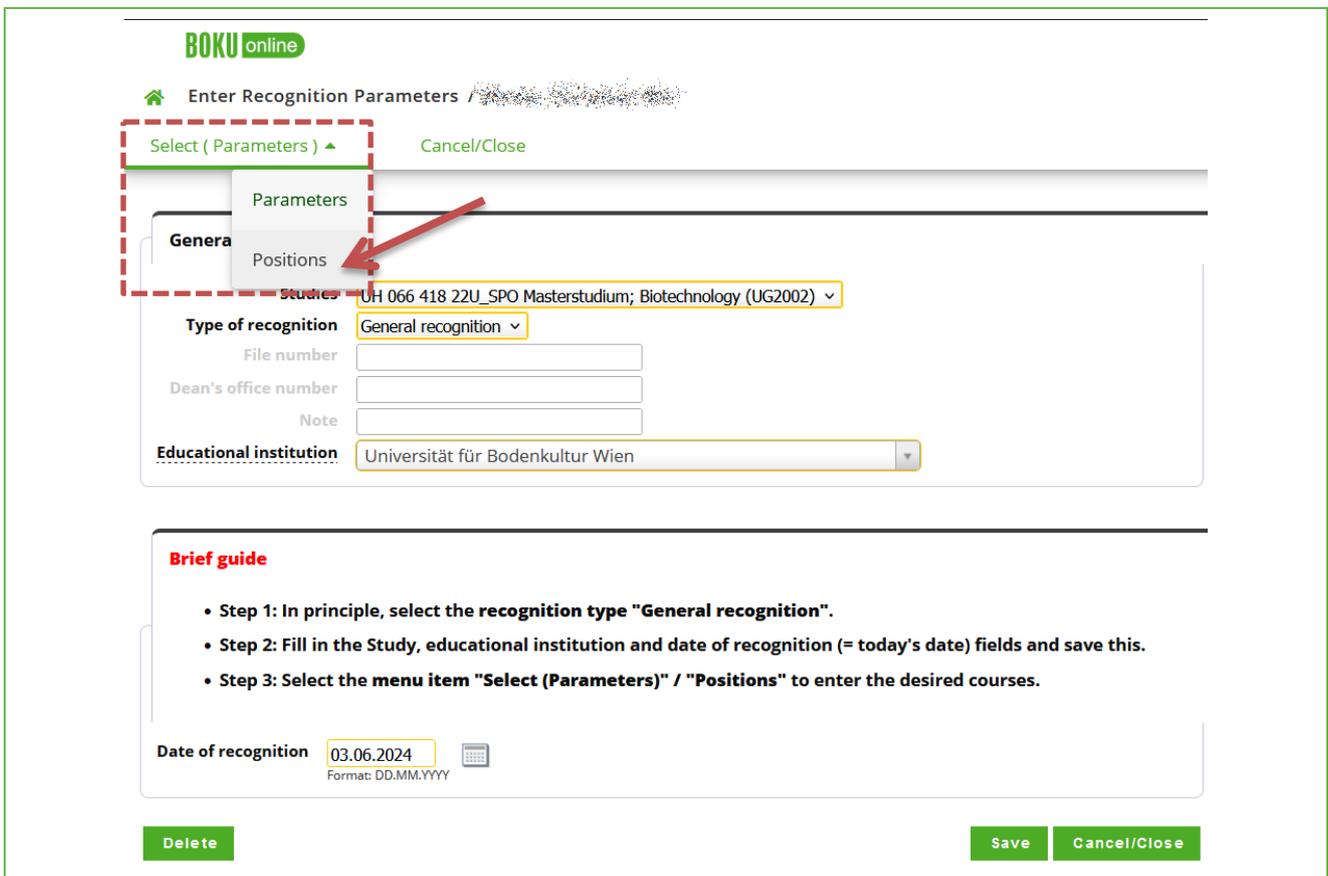
**Important:** A separate, new item must be created within the application for each recognition resp. comparison of achievements.

Note: In the same position, several achievements/courses can be listed both for the completed achievements and for the BOKU courses to be recognized, provided that they belong together in terms of content and scope. Several courses for several courses in the same position are therefore only to be entered if they cannot be separated thematically.

### 2.2.1 Recognition of course examinations completed at the BOKU University

#### 2.2.1.1 New position - Recording of completed BOKU course(s)

First choose **"Select (Parameters)"** and then **"Positions"**.



**BOKU online**

Enter Recognition Parameters / ~~XXXXXXXXXX~~

Select ( Parameters ) ▲ Cancel/Close

Parameters

General recognition

Positions

Study UH 066 418 22U\_SPO Masterstudium; Biotechnology (UG2002) ▼

Type of recognition General recognition ▼

File number

Dean's office number

Note

Educational institution Universität für Bodenkultur Wien ▼

**Brief guide**

- Step 1: In principle, select the recognition type "General recognition".
- Step 2: Fill in the Study, educational institution and date of recognition (= today's date) fields and save this.
- Step 3: Select the menu item "Select (Parameters)" / "Positions" to enter the desired courses.

Date of recognition 03.06.2024

Format: DD.MM.YYYY

Delete Save Cancel/Close

Illustration 8 Creation of the positions

## BOKU-IT, Study Services/Examinations and Graduation

You can now create a "New position" under "Operations".

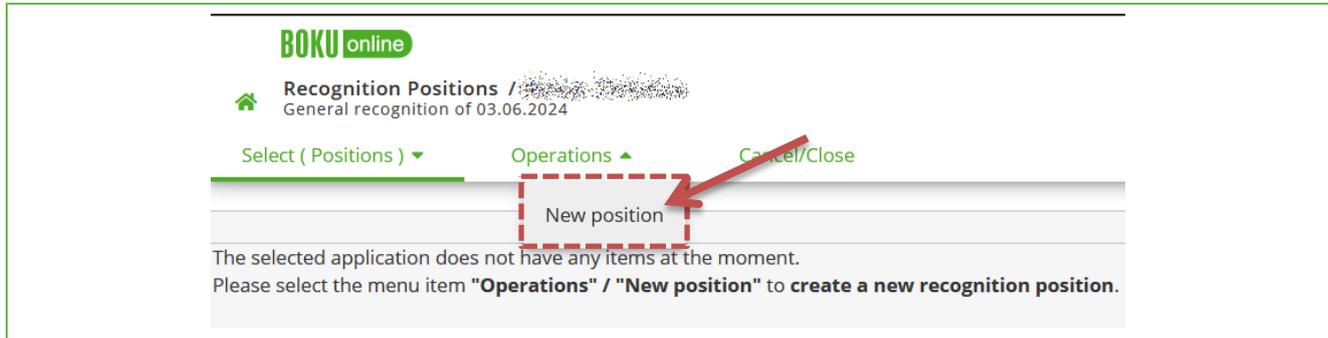


Illustration 9 Create new position

Start by **adding** the courses you have already completed.

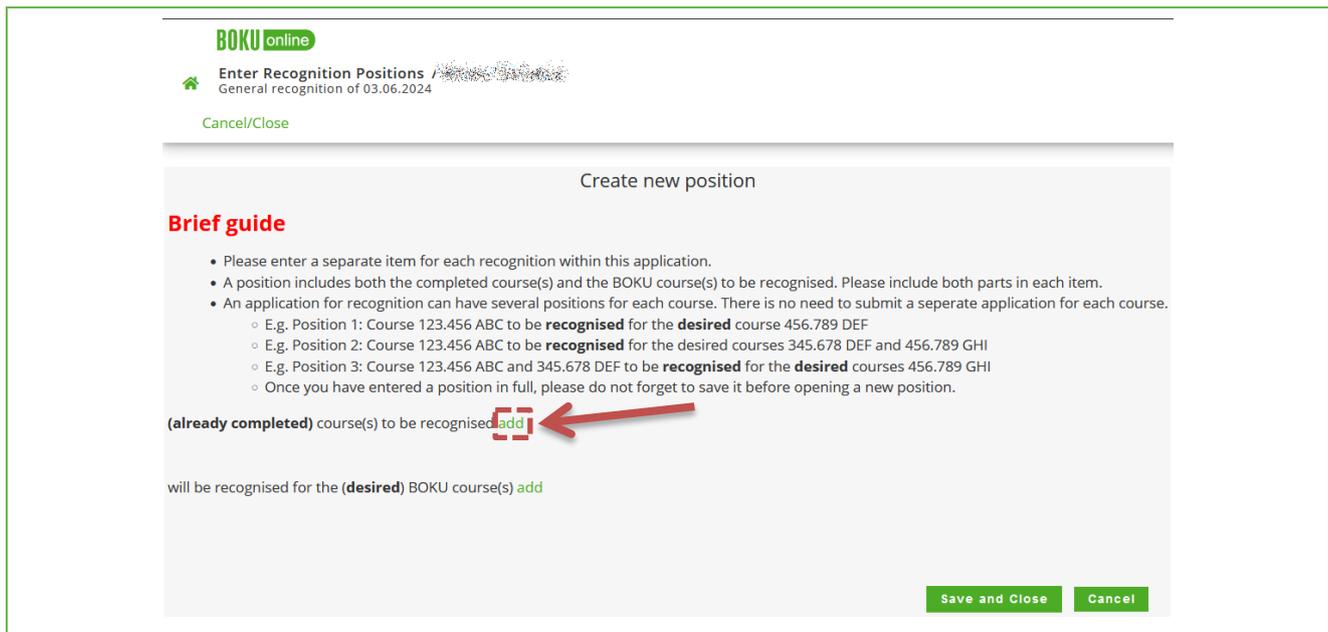


Illustration 10 Add already completed course / already completed performance

Click on the title of the desired achievement to choose the course.

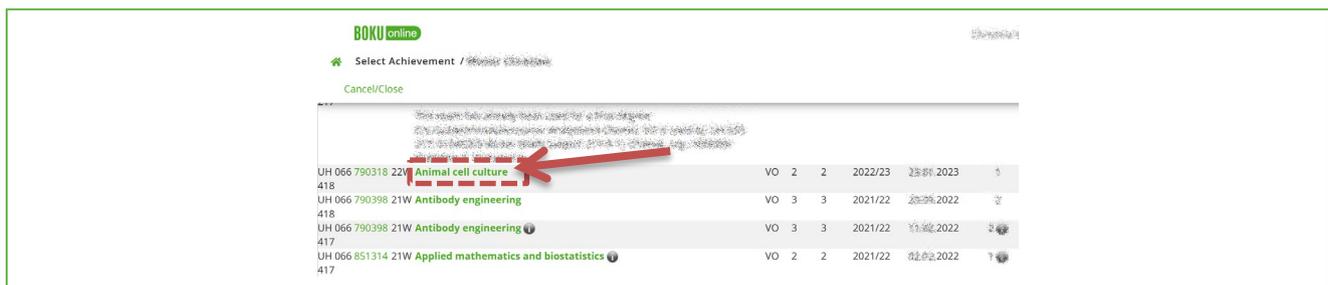


Illustration 11 Select completed course

## BOKU-IT, Study Services/Examinations and Graduation

You can then close the window to continue.

**BOKU online**

Select Achievement / [blurred]

Cancel/Close

UH 066 790318 22W  selected for item  
418 **Animal cell culture**

UH 066 790398 21W   
418 **Antibody engineering**

VO	2	2	2022/23	2023
VO	3	3	2021/22	2022

Illustration 12 course selected, close

The selected courses now appear in the overview. Now you can select the BOKU courses for which the completed courses are to be recognized.

**BOKU online**

Enter Recognition Positions / [blurred]  
General recognition of 03.06.2024

Cancel/Close

Create new position

**Brief guide**

- Please enter a separate item for each recognition within this application.
- A position includes both the completed course(s) and the BOKU course(s) to be recognised. Please include both parts in each item.
- An application for recognition can have several positions for each course. There is no need to submit a separate application for each course.
  - E.g. Position 1: Course 123.456 ABC to be **recognised** for the **desired** course 456.789 DEF
  - E.g. Position 2: Course 123.456 ABC to be **recognised** for the **desired** courses 345.678 DEF and 456.789 GHI
  - E.g. Position 3: Course 123.456 ABC and 345.678 DEF to be **recognised** for the **desired** courses 456.789 GHI
  - Once you have entered a position in full, please do not forget to save it before opening a new position.

(already completed) course(s) to be recognised **add**

Course/subject	Date of examination	BOKU assessment	Recognised as per	ECTS credits	Delete
790318 Animal cell culture; VO 2SH W 2022/23	2023			2	

will be recognised for the (**desired**) BOKU course(s) **add**

Illustration 13 Add BOKU-course to be recognized

### 2.2.1.2 Assignment of the BOKU-course to be recognized

Click on "**add**" to assign the BOKU course to be recognized from your studies. You get straight to the structure of your degree program (in the respective curriculum version).

## BOKU-IT, Study Services/Examinations and Graduation

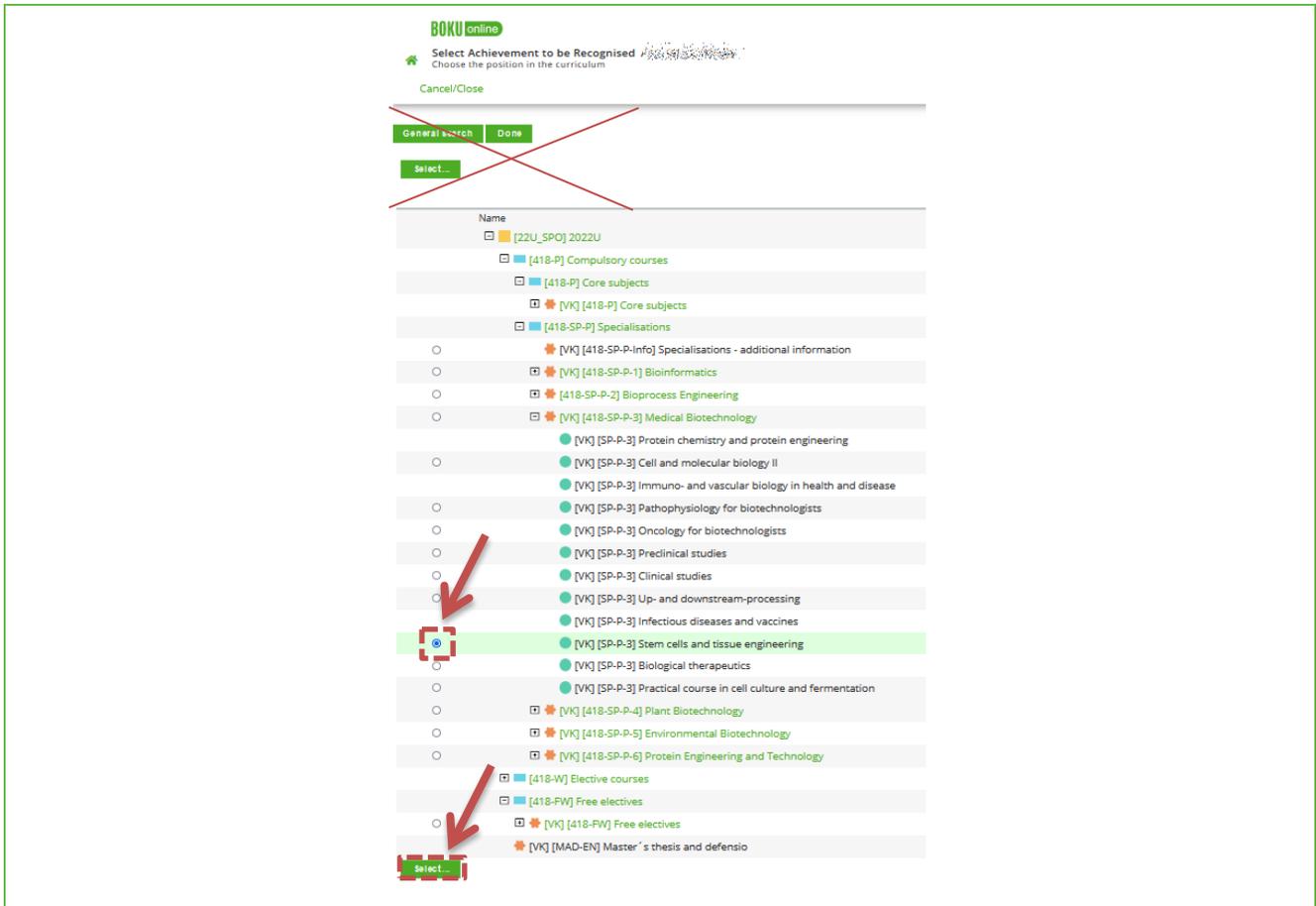


Illustration 14 Selection of BOKU-course to be recognized in the curriculum

To do this, select the desired course under the respective node in your curriculum. Finally, click on **"Select"** at the bottom. Now select the course from the respective semester.

**Important:** Please make sure that you select the course from the semester (winter or summer semester) of the **current** academic year in which it is actually held. Otherwise, an incorrect course number beginning with "A" will be displayed.

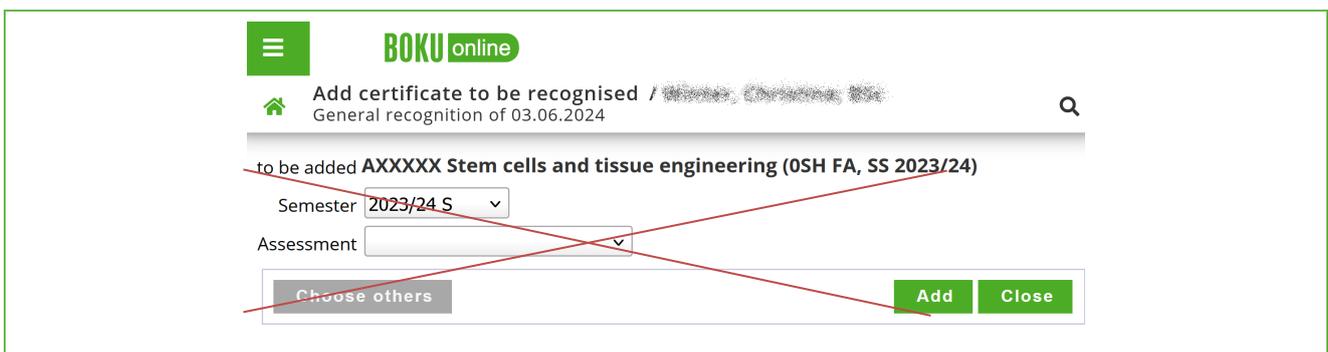


Illustration 15 Do not dial A numbers

## BOKU-IT, Study Services/Examinations and Graduation

By selecting the correct semester (in the academic year of your application), the **correct course number** will appear.

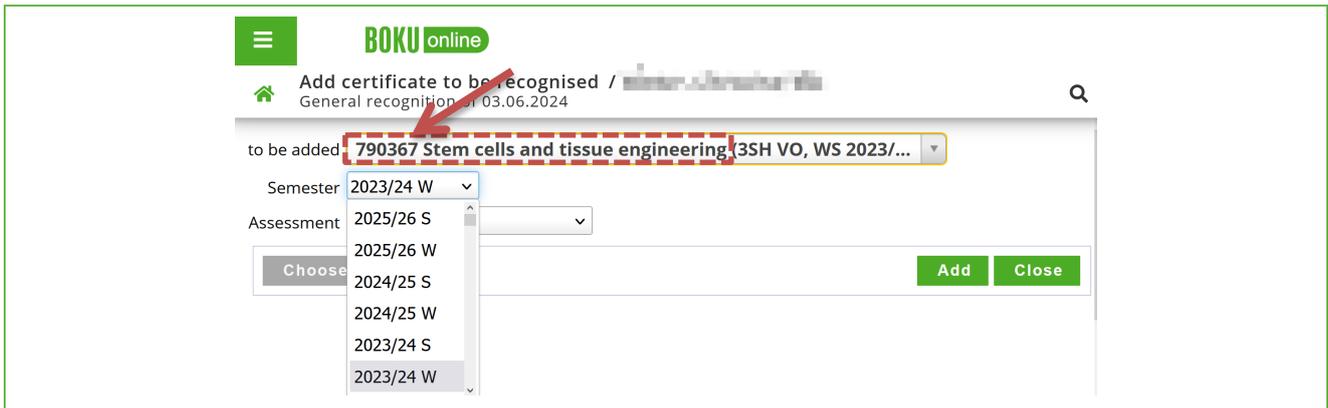


Illustration 16 Semester selection - correct course number appears

Click on **"Add"**.

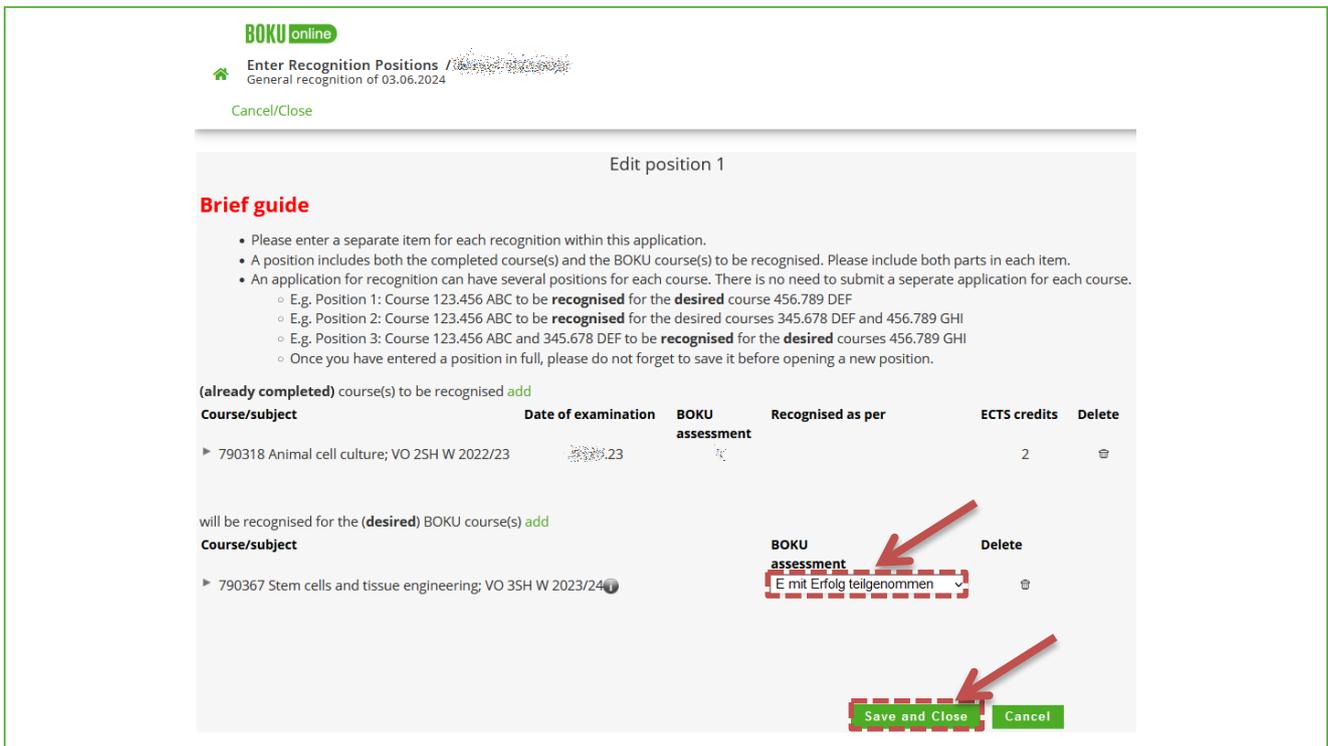


Illustration 17 Select assessment

The ECTS-weighted average grade is entered for the course to be recognized. You can also enter "Q Keine Beurteilung" (no assessment) or "E mit Erfolg teilgenommen" (successfully completed); the average grade will be determined by Study Services.

**Important:** Please check your entries again.

## BOKU-IT, Study Services/Examinations and Graduation

Incorrect entries can be removed using the trash can symbol in the "Delete" column. If everything is correct, save and you will see an overview of the position again.

The next steps can be found further below at point **2.2.3 Verification and confirmation of positions**.

### 2.2.2 Recognition of achievements of other educational institutions

#### 2.2.2.1 New position - Recording of completed services

To create a new **application for recognition**, please see **2.1 Start an application for recognition**

Click on the link under the **"Positions"** column of the previously created new application.

Type of recognition	File number	Dean's office number	Date	Positions	Educational institution
				All/OK stud./OK BOKU	
<i>Bachelorstudium: Lebensmittel- und Biotechnologie (UG2002)</i>					
General recognition			2021	1 / 1 / 1	Universität für Bodenkultur Wien
Automatically entered equivalent course			2021	1 / 1 / 1	Universität für Bodenkultur Wien
<i>Masterstudium: Biotechnologie (UG2002)</i>					
General recognition			2022	14 / 14 / 14	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
Automatically entered equivalent course			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			03.06.2024	0 / 0 / 0	Technische Universität München

Illustration 18 Selection of recognition block

You can now enter a **"New position"** under **"Operations"**.

**BOKU online**

Recognition Positions / General recognition of 03.06.2024

Select ( Positions ) ▾    Operations ▲    Cancel/Close

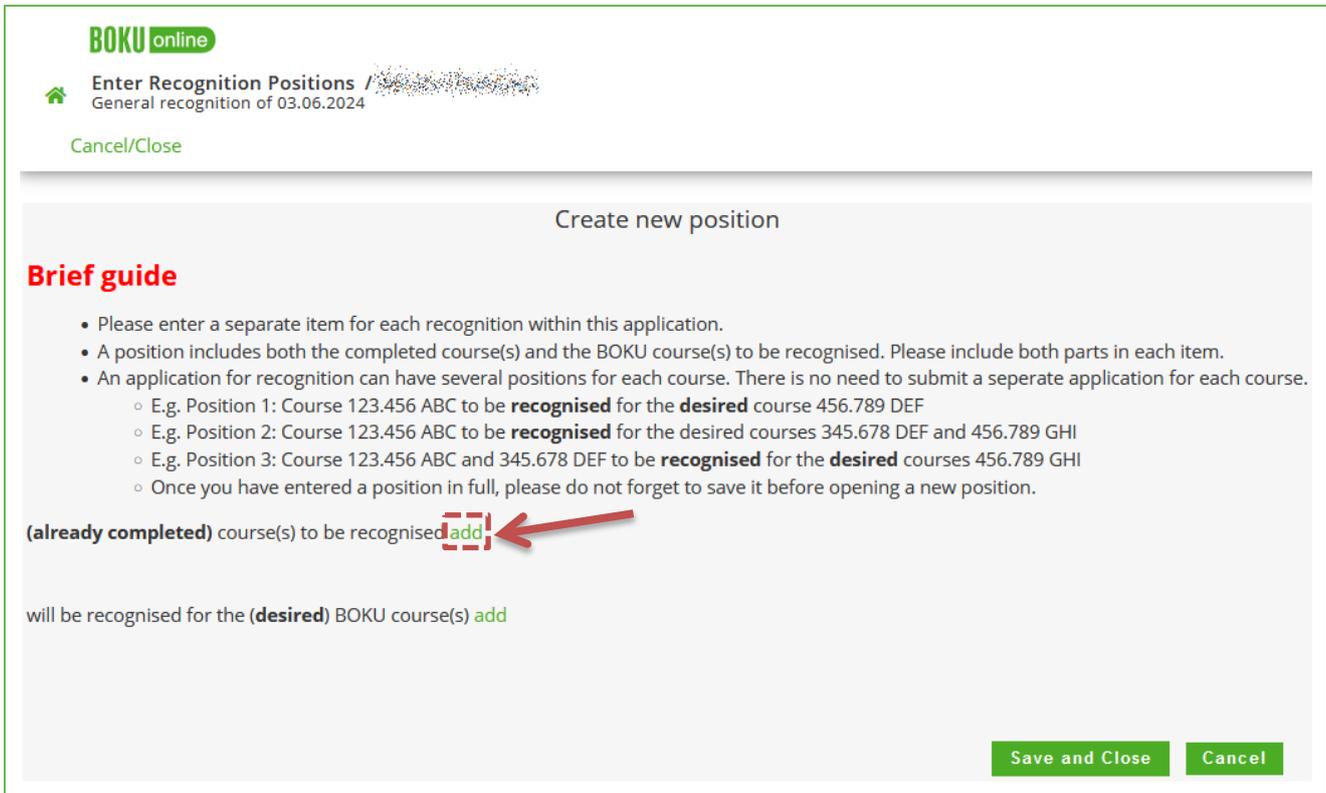
**New position**

The selected application does not have any items at the moment.  
Please select the menu item "Operations" / "New position" to create a new recognition position.

Illustration 19 Insert New position

## BOKU-IT, Study Services/Examinations and Graduation

Start with the completed achievement.



**BOKU**online

Enter Recognition Positions / General recognition of 03.06.2024

Cancel/Close

### Create new position

#### Brief guide

- Please enter a separate item for each recognition within this application.
- A position includes both the completed course(s) and the BOKU course(s) to be recognised. Please include both parts in each item.
- An application for recognition can have several positions for each course. There is no need to submit a separate application for each course.
  - E.g. Position 1: Course 123.456 ABC to be **recognised** for the **desired** course 456.789 DEF
  - E.g. Position 2: Course 123.456 ABC to be **recognised** for the desired courses 345.678 DEF and 456.789 GHI
  - E.g. Position 3: Course 123.456 ABC and 345.678 DEF to be **recognised** for the **desired** courses 456.789 GHI
  - Once you have entered a position in full, please do not forget to save it before opening a new position.

(already completed) course(s) to be recognised **add**

will be recognised for the (desired) BOKU course(s) **add**

Save and Close Cancel

Illustration 20 Adding the completed achievement

Enter your externally completed achievement.

## BOKU-IT, Study Services/Examinations and Graduation

**BOKU online**

 **Select External Achievement /** XXXXXXXXXX  
General recognition of 03.06.2024

[Cancel/Close](#)

---

Course number

Name

Name (English)

Topic   
max. 2000 characters

Topic (English)   
max. 2000 characters

Hours/week

ECTS credits

Date of examination (DDMMYYYY)     
Format: DD.MM.YYYY

Original grade

Type of course

Academic year

Duration of course

Illustration 21 Recording an externally completed achievement

**Important:** Please only enter details which are specified in your performance records (e.g. course certificates, transcript of records). **The fields framed in yellow are important.** Otherwise, please leave them blank (e.g. if no English designations are given in the transcript).

**Nothing needs to be entered for "Topic".**

If both **weekly hours** and **ECTS** are listed on your transcript, then both fields must be filled in. However, if only one of the two details is available, only the corresponding field must be filled in and the other left blank.

The **examination date** must be filled in. If your transcript only states one semester and no examination date, enter the date of the official end of the semester instead.

Enter the **original grade** according to the transcript.

Select the **course type** according to the transcript. If the course type indicated on the transcript is not available in the list, or if no course type is indicated on the transcript, select **"not available"**.

## BOKU-IT, Study Services/Examinations and Graduation

The **academic year** must match the examination date entered.

Then click on **"Save"** or **"Save and close"**.

Repeat your entries until you have entered all achievements that are to be recognized for a BOKU course.

### Note:

For the recognition of achievements completed at a vocational secondary school (BHS), the following applies: Within the same item, enter **each school year** in which the completed subject took place. If only semester certificates are available, all semesters must be entered here. Do not enter anything under "Topic". Only the weekly hours according to the timetable of the school leaving certificate are to be entered. ECTS credits do not need to be entered. The examination date must be entered according to the respective year/semester certificate. Select "not available" for course type. The academic year must correspond to the year in which the subject was completed.

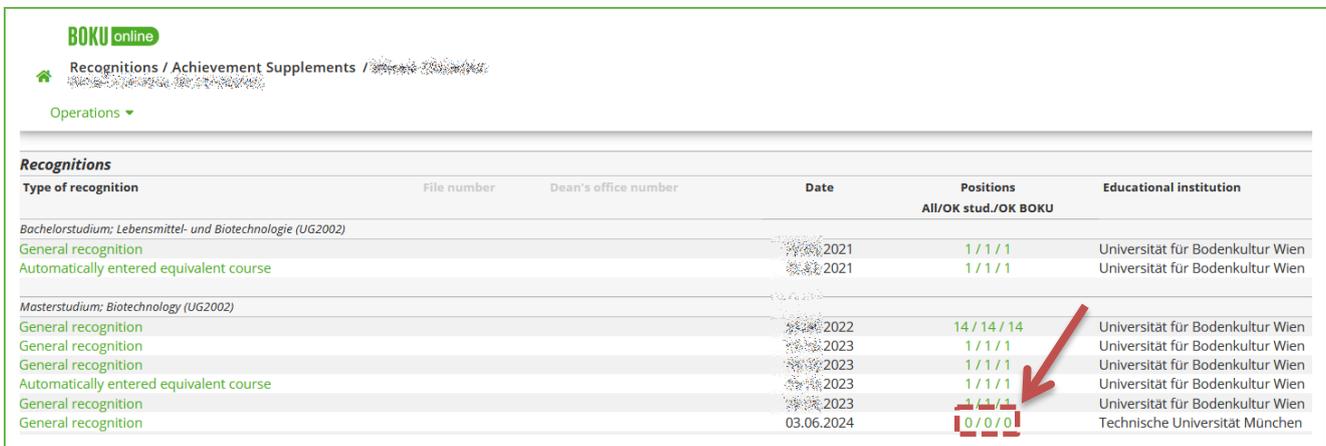
### 2.2.2.2 Assignment of the BOKU-course to be recognized

The assignment of the BOKU course to be recognized is carried out in the same way as for the recognition of BOKU courses and is described in point **2.2.1.2 Assignment of the BOKU-course to be recognized** to be recognized.

### 2.2.3 Verification and confirmation of positions

All items (comparisons) are now visible to you. Please check them for correctness and completeness and confirm the details.

The window should already be open, if not, you can access this view by clicking on the items in the overview.



**BOKUonline**  
 Home / Recognitions / Achievement Supplements / **Recognitions**

Operations ▾

Recognitions					
Type of recognition	File number	Dean's office number	Date	Positions All/OK stud./OK BOKU	Educational institution
<i>Bachelorstudium; Lebensmittel- und Biotechnologie (UG2002)</i>					
General recognition			2021	1 / 1 / 1	Universität für Bodenkultur Wien
Automatically entered equivalent course			2021	1 / 1 / 1	Universität für Bodenkultur Wien
<i>Masterstudium; Biotechnologie (UG2002)</i>					
General recognition			2022	14 / 14 / 14	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
Automatically entered equivalent course			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			2023	1 / 1 / 1	Universität für Bodenkultur Wien
General recognition			03.06.2024	0 / 0 / 0	Technische Universität München

Illustration 22 Click on the detailed view of the items

## BOKU-IT, Study Services/Examinations and Graduation

If the specified items are complete and correct, you can confirm them. Click on **"Confirm all positions"** under **"Operations"**.

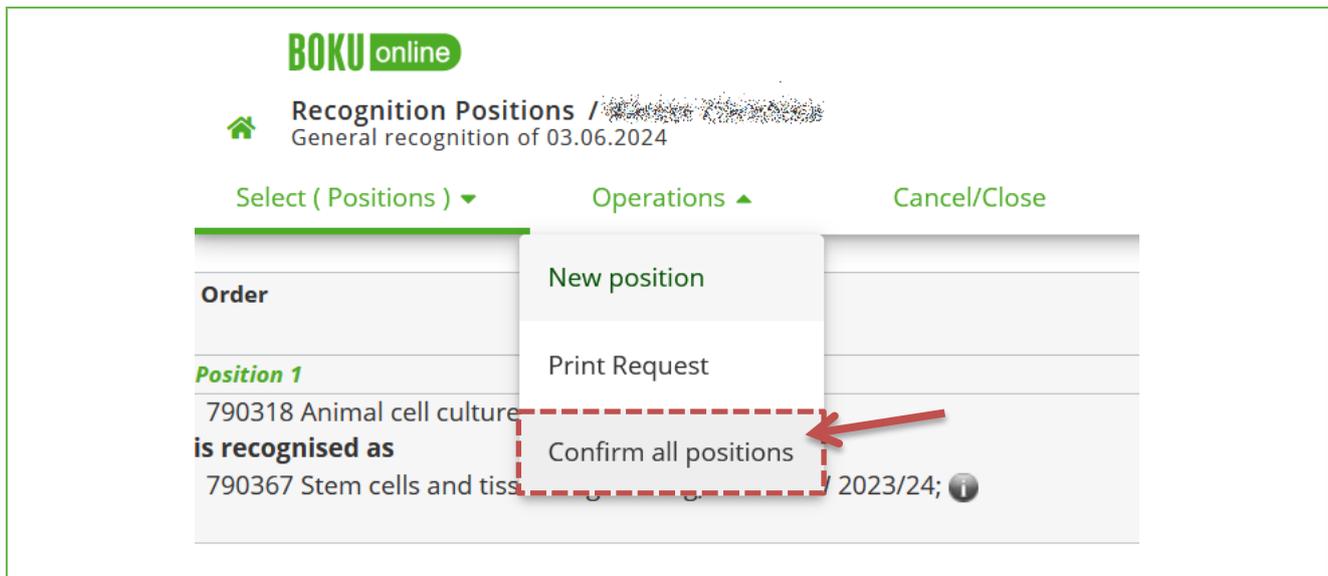


Illustration 23 Confirm all positions

You must now confirm with "OK".

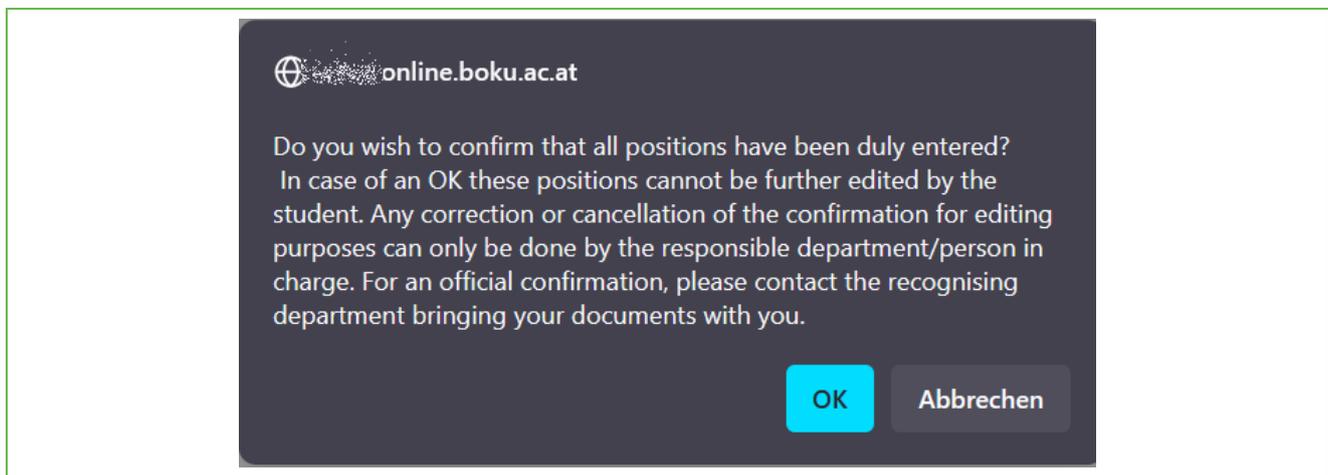


Illustration 24 Security confirmation of the transmission

**Important:** As soon as you click on "OK", processing is complete and you can no longer edit the entries. 1 / 1 / 0 will appear in the recognition request, where the first number is the number of items you have entered. This block can only be revoked by Study Services.



Illustration 25 Confirmation appears in the overview

## BOKU-IT, Study Services/Examinations and Graduation

### 2.2.4 Information from Study Services

Please inform the Study Services about the entry of the recognition by sending an e-mail from your official [@students.boku.ac.at](mailto:@students.boku.ac.at) e-mail address to [anerkennungen@boku.ac.at](mailto:anerkennungen@boku.ac.at).

- Please state your matriculation number and full name in the request.
- BOKU transcripts of records are retrieved by Study Services and do NOT have to be submitted. The recorded application in BOKUonline can be retrieved by Study Services, therefore it does not have to be submitted as an attachment.
- If **external achievements** were listed in the application, the corresponding **performance records** (e.g. course certificates, transcript of records) must be submitted.

**Important:** Please use **BOKUdrive** for the submission and DO NOT send attachments via e-mail. You can find instructions [here](#). Copy the created BOKUdrive link and paste it into the e-mail to Study Services.

You will be informed of the next steps by e-mail from Study Services.

### 2.2.5 Obtaining assessments/statements of the course instructors

Only after a **formal verification by Study Services** can you obtain content-related assessments/statements from the lecturers. If you are instructed to obtain assessments/statements from the course instructors, print out the application:

Click on the "1 / 0 / 0" link and select the **"Print request"** function under **"Operations"**.

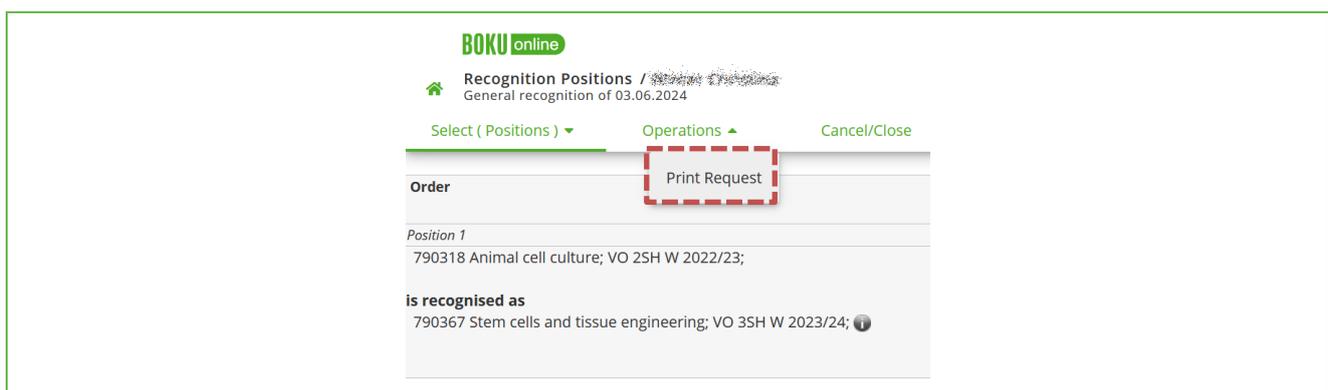


Illustration 26 Print application

## BOKU-IT, Study Services/Examinations and Graduation

The application contains all requested recognition items (one item per page).

**Universität für Bodenkultur Wien**  
University of Natural Resources and Life Sciences, Vienna

Matrikelnummer: [blurred]  
Studienkennzahl: [blurred]  
Studienbezeichnung: Masterstudium; Biotechnology  
Typ: Allgemeine Anerkennung  
Bildungseinrichtung: Technische Universität München

X

**Liste der beantragten Anerkennungen**

Reihenfolge	BOKU Beurteilung	SSt	ECTS Credits	Fremd-Beurteilung
<b>Position 1</b> 123456 Kurs Titel; VO (Kursdauer: Semester) 2023/24 <b>soil anerkannt werden für</b> 790396 Introduction to programming (in Eng.); VU S 2023/24 [21U_SPO] 2022U - [418-W] Elective courses - [418-W-2] Specialisations in the study programme as elective courses - [SP-P-1] Introduction to programming (in Eng.)	1	2,00	2,00	1
Wesentliche Unterschiede: Unterlagen vorgelegt:	<input type="checkbox"/> JA <input type="checkbox"/> NEIN <input type="checkbox"/> JA <input type="checkbox"/> NEIN			

Stellungnahme der LVA-Leiterin oder des LVA-Leiters:

Datum: ..... Name: ..... Unterschrift: .....

### Illustration 27 Application

Please print out the entire application or save it as a PDF. The application, including performance records (e.g. course certificates, transcript of records) and any necessary proof of the content of the course(s), must be submitted to the course instructor.

If you apply for one or more courses for several courses in one position, all involved course instructors must sign the assessment/statement.

**Important:** Please only submit **applications that have been checked by Study Services** to the course instructor and only after being requested to do so by Study Services! Applications that do not contain a verification note from Study Services cannot be accepted.

## BOKU-IT, Study Services/Examinations and Graduation

### 2.2.6 Transmission of the assessments/statements

As **soon** as all assessments/statements are available, please send them **together** with the corresponding performance records (e.g. course certificates, transcript of records) to Study Services ([anerkennungen@boku.ac.at](mailto:anerkennungen@boku.ac.at)).

**Important:** Please use **BOKUdrive** for the submission and DO NOT send attachments via e-mail. You can find instructions [here](#). Copy the created BOKUdrive link and paste it into the e-mail sent to Study Services via your official [@students.boku.ac.at](mailto:@students.boku.ac.at) e-mail address.

### 2.2.7 Issue of the Notification of recognition

Once all the necessary assessment/statement papers have been received, the Dean of Studies decides on the entire application. A **Notification of recognition** will then be generated and sent to your BOKU e-mail address.

**Important:** If you waive your right to appeal, the notification will immediately become legally binding and your achievements will be immediately validated by Study Services. If you do not waive your right to appeal, the notification will become legally binding after the four-week appeal period has expired and your credits will be validated by Study Services. Changes to legally binding recognitions are **no** longer permitted.

Recognitions			
Type of recognition	Date	Positions	Educational institution
All/OK stud./OK BOKU			
<i>Bachelorstudium; Lebensmittel- und Biotechnologie (UG2002)</i>			
General recognition	2021	1 / 1 / 1	Universität für Bodenkultur Wien
Automatically entered equivalent course	2021	1 / 1 / 1	Universität für Bodenkultur Wien

Illustration 28 Recognition confirmed

You will find your **original achievements** and examination dates in your **Academic record**. Valid **recognitions can be** found in the **transcript of records** (available via BOKUonline).

## 3 Achievement supplements / free elective courses

The registration of an achievement supplement must be carried out if an achievement from another university is to be transferred 1:1 to the degree program registered at BOKU.

**No notification** is issued, the confirmation is made by the Study Services **when the degree program is completed**. Therefore, please submit the information about your entries when you graduate (--> to [studienervices@boku.ac.at](mailto:studienervices@boku.ac.at)) in the course of submitting your graduation documents.

## BOKU-IT, Study Services/Examinations and Graduation

Under "New achievement" you enter

- **free elective courses from other educational institutions** (courses from all recognized domestic and foreign universities or colleges to the extent of the maximum number of ECTS credits provided for in the respective curriculum).  
**Please note:** Free elective courses completed **at BOKU** are **not** recorded here. These are transferred by the Study Services upon graduation.
- **compulsory and elective courses that must be completed at other universities in accordance with your curriculum** (e.g. Medical University of Vienna, University of Veterinary Medicine Vienna, International Master's Programs, Individual Studies).

### 3.1 Recording a new "Achievement Supplement"

After logging in to BOKUonline, call up the application "Recognitions / Achievement supplements".

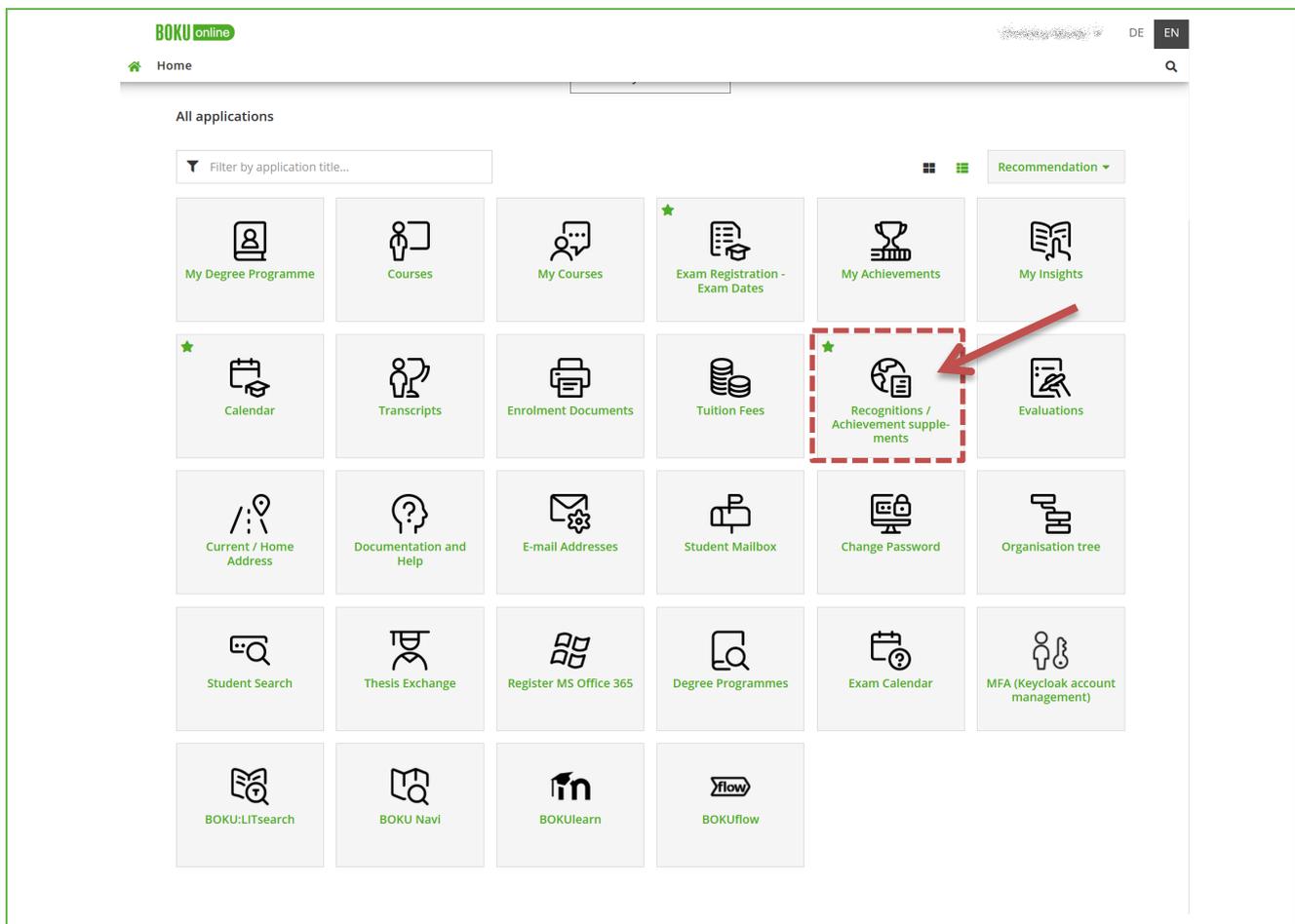


Illustration 29 Calling up the application

## BOKU-IT, Study Services/Examinations and Graduation

Click on **"New achievement"** to enter the data.

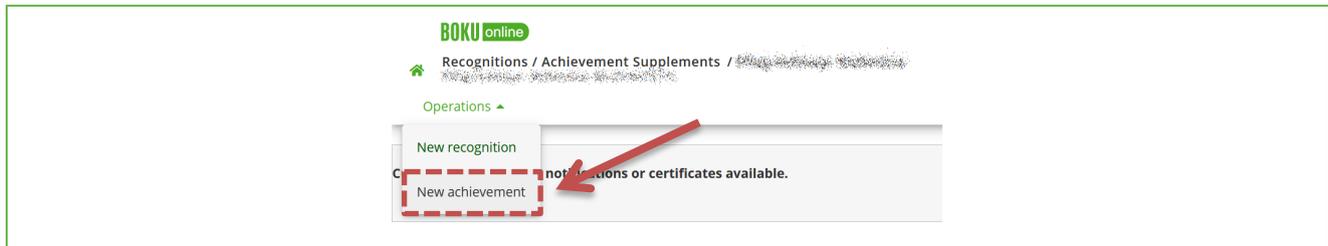


Illustration 30 Creating a new service

Please **only** select **"External course from another educational institution"**.  
BOKU courses are **not** recorded here.

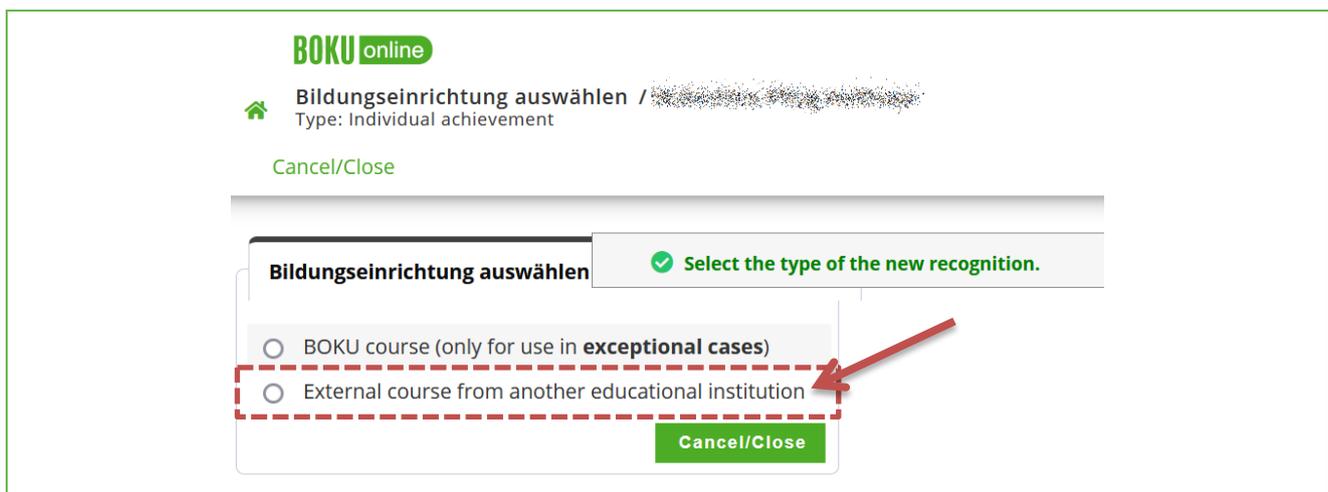


Illustration 31 Selection "External course from another educational institution"

Select the relevant degree program.

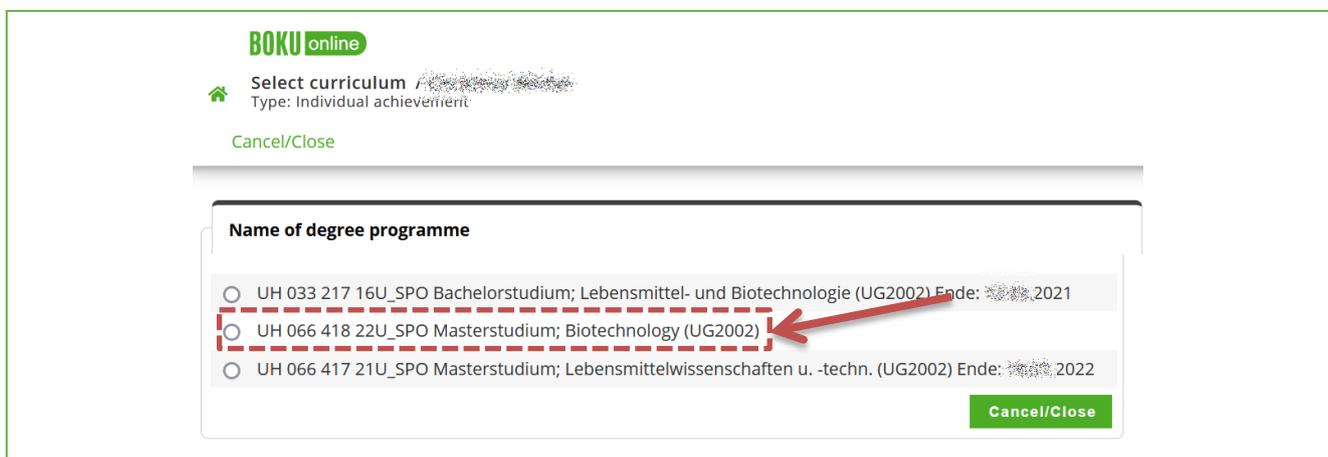


Illustration 32 Select study program

## BOKU-IT, Study Services/Examinations and Graduation

After selecting a course, the input window for entering the data opens.

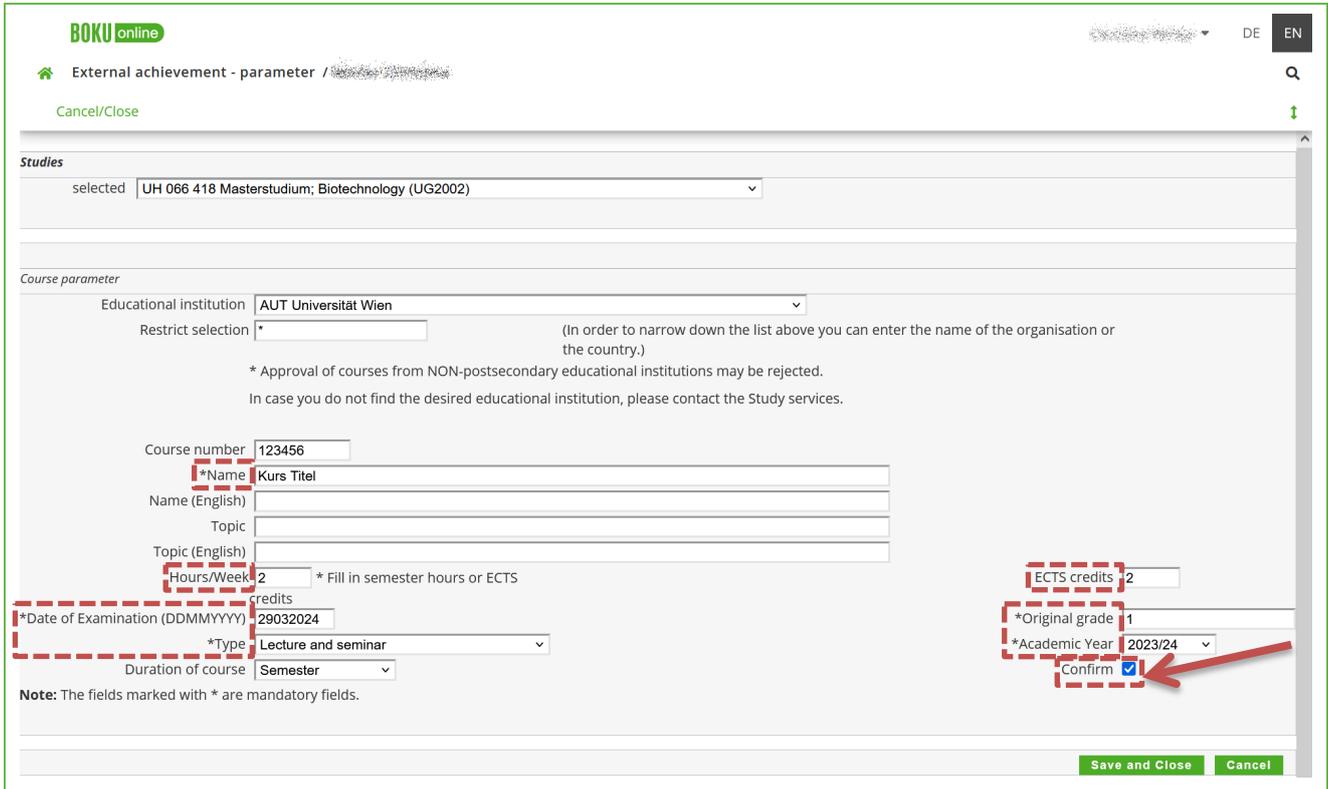


Illustration 33 Recording the achievement

**Important:** Please only enter information that is specified in your performance record performance records (e.g. course certificates, transcript of records). The framed fields are important. Otherwise, please leave them blank (e.g. if no English designations are given in the transcript).

**Nothing needs to be entered for "Topic".**

If both **weekly hours** and **ECTS** are listed on your transcript, then both fields must be filled in. However, if only one of the two details is available, only the corresponding field must be filled in and the other left blank.

The **examination date** must be filled in. If your transcript only states one semester and no examination date, enter the date of the official end of the semester instead.

Enter the **original grade** according to the transcript.

Select the **course type** according to the transcript. If the course type indicated on the transcript is not available in the list, or if no course type is indicated on the transcript, select **"not available"**.

## BOKU-IT, Study Services/Examinations and Graduation

The **academic year** must match the examination date entered.

Check the **"Confirm" box** and click on **"Save and close"**.

The following message appears if you have recorded achievements that you completed **before** being admitted to BOKU. You can simply confirm this with OK.



Illustration 34 Confirm warning

Your recorded achievement now appears in the overview.

Achievements	Title	Type/Hours	No. / semester assessment	Foreign evaluation	BOKU assessment	ECTS credits	Date of examination	Educational institution	Confirmation
	Masterstudium: Biotechnology (UG2002)	VK 2	123456789 1998/99	1	n/a	2	01.01.1999	Wirtschaftsuniversität Wien	OK stud ✓

Illustration 35 Recorded of achievements - overview

Repeat the steps until you have recorded all the checks.

**Attention:** Please note that verification and validation **do not** take place **automatically**, but usually only upon graduation (see next point **3.2 Verification and validation**)

Achievements	Title	Type/Hours	No. / semester assessment	Foreign	Achievement confirmed	Educational institution	Confirmation
	Masterstudium: Biotechnology (UG2002)	VK 2	123456789 1998/99		✓	Wirtschaftsuniversität Wien	OK stud ✓

Illustration 36 Confirmation of performance

Valid transcripts of records are displayed in the **transcript of records** (available via BOKUonline).

### 3.2 Verification and validation

New achievements are usually validated at the time of graduation. The submission including transcripts of records takes place in the course of submitting your final documents to [studienservices@boku.ac.at](mailto:studienservices@boku.ac.at)

If there are important reasons that make early validation absolutely necessary, this can also be done earlier. In this case, please contact the Recognition Department ([anerkennungen@boku.ac.at](mailto:anerkennungen@boku.ac.at)) and submit the performance records.

**Important:** Please use **BOKUdrive for the submission** and DO NOT send attachments via e-mail. You can find instructions [here](#). Copy the created BOKUdrive link and paste it into the e-mail sent to Study Services via your [@students.boku.ac.at](mailto:@students.boku.ac.at) e-mail address.

## BOKU-IT, Study Services/Examinations and Graduation

### History

**Last change:** 5. July 2024

The **current version** of this documentation can be found on the BOKU-IT service pages at

<https://boku.ac.at/en/boku-it/themen/teach-learn/studium-meldung-weitermeldung-abschluss/recognitions-in-bokuonline>

Document	<b>Recognitions in BOKUonline</b>	Anerkennungen_EN_V.1.0.0_2024-07-05.docx
Source document	BOKU	---
<b>Update date/ Author</b>	<b>Versio n</b>	<b>Changes</b>
05-07- 2024/WPH/BOKU- IT	1.0.0	New documentation, Screenshots, Translation