

## Accreditation/Recognition of the Courses taken at the Host University

Before graduating at BOKU you have to enter your exam results of the partner university into BOKUonline.

How to do that?

1. Login in BOKUonline
2. Switch to English (flag on the top right)
3. Click on Accreditation/Recognition
4. Choose "New certificate" (menu on the top right)
5. Choose "Certificate for course at an external institution"
6. If you are registered for more study programmes at BOKU – please choose the right one)

You have to fill in a data sheet for each single certificate that you have taken at the partner university:

1. If necessary select the BOKU study programme, which the courses belong to.
2. "Educational institution" -> Choose the partner university (sorted alphabetically by country code)  
(If you do not find your partner university -> contact the administrative coordinator of your programme at ZIB or go to "Study Services")
3. Type in the course number
4. Type in the name of the course (in GERMAN)
5. Copy the name to "Name in English" (The name in this field will be used in your certificate – please fill it in!)
6. Type in the hours (=contact hours a week) and the ECTS points that you have obtained. (If the contact hours are not part of the transcript, please write the ECTS instead)
7. Type in the date of examination (if your host university does not have examination dates – please contact the administrative coordinator of the programme at ZIB)
8. Type in the original grade (according to the system of the host university – BOKU's "Study Services" knows how to transfer them to ECTS)
9. Please always choose "Nicht vorhanden" as type of the course
10. Choose the academic year.
11. Select the right duration of course (normally "semester")
12. Click on the "confirm box".(Ignore error message)
13. Save the data

-> The course will be shown on the list.

Please submit your transcript of records of the host university together with your graduation documents. "Study Services" will check the data that you have given in and also confirm them.