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Information of the Steering Committee for the Curricula ‘Bachelor Medical Biology’ and the ‘Master Medical Biology’ regarding the Submission of Applications for Acknowledgement and Acceptance of Examination Achievements and Results (Antrag auf Anerkennung einer Prüfungsleistung)

Applications for Acknowledgement and Acceptance must be prepared in and submitted via Plus-online. These will be reviewed according to the standards of the respective curriculum.

ALL certificates of achievement acquired at a post-secondary educational institution (including applied higher educational institutions – BHS) can be submitted for proof of acknowledgment. In case there are no corresponding courses listed as compulsory subjects in your curriculum, such certificates are potentially acceptable as credits for "free elective courses".

IMPORTANT:

- 1) The legal basis for acknowledgement and acceptance is according to UG §78
- 2) Please send your applications exclusively to
anerkennungen.medizinische-biologie@plus.ac.at
- 3) Only signed applications can be processed
- 4) If you need help, contact your StV first
- 5) If you want to have an achievement recognized for a specific course, the position in your application **MUST** also have the exact number listed in Plusonline for this course (e.g. for your training program 231.xxx). Other numbers that start with A... , or BUB.xxx are not to be used for applications.
- 6) For the recognition of free electives, dummy numbers with the consecutive number 231.FWx should be used. Double use of such a number leads to the previously accepted achievements being overwritten, i.e. to deletion of the previously accepted application.

IMPORTANT: two categories for acknowledgement applications exist:

(A) Compulsory subjects

(B) Free-Elective subjects

A) Acknowledgement and Acceptance of Compulsory Subjects

The application is processed by the PLUS Legal Department and eventually a 'Rechtsbescheid' (Legally-Binding Decision) is issued. The Curriculum Steering Committee reviews the application content-wise and provides a specific recommendation to the Legal Department of the University. The Legal Department enacts the legally binding decision based on this recommendation.

Submitted achievements can only be acknowledged and accepted based on official certificates/transcripts in combination with descriptions issued by the educational institutions. If not provided, Acknowledgement and Acceptance cannot be granted.

Specific criteria for Acknowledgement and Acceptance are:

In case of compulsory subjects:

1. Extramural and intramural course formats have to be equivalent, i.e., whether the course was held with obligatory attendance or not (e.g., lecture (VO) and lecture-exercise (VU) are not attendance-based, whereas practical exercises (UE), tutorial (UV), and proseminar (PS) are).
2. Content and competencies acquired in the extramural course must match at least to 75% with those of the intramural course. For approval, you must submit an official course description alongside with your application.
3. ECTS number of the extramural course must at least correspond to the ECTS number of the intramural course of your curriculum.

To make our work easier, we ask you to submit a single Acknowledgement and Acceptance application. In case of rejection or non-Acknowledgement and Acceptance of individual credits, you can appeal or raise objections. However, please contact us before as otherwise the process may become more complex for both parties. Seeking advice from your Student Representatives (StV) or the Student Union (ÖH) before submitting your application is highly recommended.

B) Acknowledgement and Acceptance of Free-Elective Subjects

For completion of your degree, you must also attend and complete "non-compulsory/freely elective courses" (24 ECTS for the Bachelor's, 6 ECTS for the Master's).

As mentioned above, you can also take and complete extramural courses (non-PLUS courses). Only courses at post-secondary educational institutions and higher will be accepted. According to your curriculum, you may gather practical experience as an intern at enterprises other than universities, i.e. companies (note: a request for approval has to be submitted to the head of the Curriculum Committee prior to the start of the internship).

Acknowledgement and Acceptance of completed courses as an elective subject is handled differently than for compulsory subjects. Since there are many Acknowledgement and Acceptance requests in your study program, we ask that you submit Acknowledgement and Acceptance applications for elective subjects separately from those for compulsory subjects, in other words a separate application for elective subjects.

Case 1: You have completed all credits (24 ECTS for the Bachelor's, 6 ECTS for the Master's) and these are submitted as a cumulative application, in which all certificates of achievement are bundled together; in this case, select the option "als Freies Wahlfach anerkennen (recognized as elective course)." Confirm your application by setting the green checkmark, print your application as a pdf and sign the before eventually submitting the Curriculum Committee via the following email: **anerkennungen.medizinische-biologie@plus.ac.at**

Case 2: Submit an application containing individual positions. In case you would select "Freies Wahlfach (elective course)" in all individual positions, all your accepted elective subjects will be overwritten or deleted. Hence make sure, to use wildcard IDs which in the Bachelor's program are 614.FW1, 614.FW2, 614.FW3, and in the Master's program it is 231.FW1, 231.FW2,

In detail, to proceed with individual Acknowledgement and Acceptance, create a new position for each achievement and use the following course ID format for Acknowledgement and Acceptance: 614.FWx (x is a consecutive number). For example, Position 1 → 614.FW1, Position 2 → 614.FW2, and so on. For future Acknowledgement and Acceptances, make sure to continue with the next higher number; otherwise, a previous Acknowledgement and Acceptance using the same number will be overwritten and deleted.

Finally, confirm your application by setting the green checkmark, print as a pdf and sign and notify the Curriculum Committee via email about your application by sending to **anerkennungen.medizinische-biologie@plus.ac.at**.

Exception: Elective courses taken at extramural educational institutions will be handled similarly to those under section A); submit as a separate application!