Recognition of Previous Academic Achievements (Version 2026)

The recognition of credits from prior studies at another university is carried out by the Examination Board (PA) ex officio at the beginning of your studies (**no later than four weeks prior to the end of the registration period for the examinations of the first semester of study**). Only achievements can be recognized if the previous university is certified with H+ in ANABIN. If you have completed coursework in a previous program, please prepare the following documents/information:

1. Certificates or certified copies of certificates (Transcript of Records) in German or English language
   (Important: The certificate must clearly indicate that you have not definitively failed any examination.)

2. Official information on the conversion of local Credit Points to ECTS

3. Official information for grade conversion

4. A fully completed recognition form with module comparison in German or English language *(Template provided below.)*

5. Link to the ANABIN database of the former university as proof of the H+ classification.

The more carefully you compile the information and the more plausibly you substantiate your details, the greater your chances of successful recognition. Recognition is granted once, based solely on the documents you submit both for all successfully completed coursework and for all unsuccessfully completed coursework too.

Guidelines for Module Recognition

- The number of Credit Points (CP) for the module from your previous university must be **at least equal** to the number of CP (ECTS Credits) for the corresponding module at HAW. For example, if a module at HAW is worth 5 CP, the module from your previous university must also have **at least** 5 CP.
- The content overlap between the HAW module and the module from your previous university must be at least **80%**. To verify this, the content of the previous university's lecture must be entered in the designated field of the recognition form.
- The nature of the modules must be comparable. For instance, a lecture cannot be recognized as a project, even if there is significant content overlap.
- If the module from your previous university meets the requirements but did not include laboratory sessions, the lecture may still be recognized; however, the corresponding laboratory work at HAW must be completed.
- Only comparable academic achievements can be recognized. Achievements from vocational training cannot be recognized.
- A maximum of **105 CP** can be recognized in total.

Important Information

Both passed and failed examinations can be recognized. For failed examinations, only one failed attempt will be transferred, unless a module was definitively failed. If you have definitively failed a foundational module (e.g., Mathematics, Mechanics, Materials Science, Thermodynamics, etc.), enrollment in our faculty is not possible.

The Examination Board will notify you by email once your application has been processed. You will then receive an official recognition notice in electronic form, listing the recognized achievements. A copy will also be sent to the Examination Office. The recognized credits will be promptly entered into MyHAW.

Depending on the number of recognized achievements, you will be placed in a corresponding semester. This placement will be indicated on the recognition notice. This is the only legally valid placement notice issued to you. You may need it for the BAföG office or our Student Services Office, which may have initially assigned you a provisional placement.

Template: Recognition Form with Module Comparison (Excel File)

Instructions for Completing the Recognition Form

- All fields marked in green must be completed in full.
- If a module is to be recognized, complete all blue-marked fields in the corresponding row.
- Enter the content of the module from your previous university, as well as the number of contact hours per week and credit points, in the designated field. Additionally, provide an internet link to the source of this information.

Summary of the Recognition Process

- **You:** Prepare the documents (complete the recognition form, gather all relevant certificates and supporting documents).
- **You:** Send the fully completed documents to me_transfer@haw-hamburg.de.
- **Examination Board (PA):** Reviews and processes recognition based on your submitted documents.
- **PA:** Issues a notice of recognized achievements.
- **PA:** Sends the notice to you by email and to the Examination Office in copy.