

RECOGNITION in UNIGRAZonline

Guidelines of the Faculty of Humanities and the Examination Office for Teacher Training Programmes

[Information on Curriculum Support](#)

What can be recognised?

- Courses that have been completed at another university or educational institution and should be recognised at the University of Graz [No recognition is required for cooperative degree programmes; examination data is automatically exchanged for these programmes (e.g. Musicology and Teacher Training Programmes)]
- Courses that have been completed under an old curriculum version and should be recognised as equivalent for the new curriculum.
- Courses that have been completed in another study programme and should be recognised for the current study programme.
- Courses needed for a pre-notification (Erasmus and other mobility programmes).
- Courses required for a preliminary approval (without a mobility programme).

Why are recognitions needed?

- So that your completed examinations are recognised and can count towards your degree programme or a stage of your degree programme.
- Because approved examinations are listed on the transcript of records.

How does the recognition process work?

- Recognitions are processed via the information system UNIGRAZonline. For this, you need a username and password (= login data for your University e-mail account). If you do not have any login data, contact the Academic Affairs office: studienabteilung@uni-graz.at

Procedure: Processing of recognitions in UNIGRAZonline: <http://online.uni-graz.at/>

Before you begin, make sure your pop-up blocker is **disabled**.

Internal process

After submitting your requests for recognition to the dean's office by e-mail, the request will be checked, recorded and submitted to the chairperson of the curricular committee for approval.

After being checked by the curricular committee, a notification is generated on UNIGRAZonline.

Processing duration

Processing takes between 3 to 6 weeks on average. Maximum processing duration: 2 months.

Collecting your recognition notification

Once the recognition notification has been signed by the chairperson of the curricular committee, you will be notified via e-mail (to the e-mail address provided to each student by the University of Graz).

Step 1:

Log into the system [UNIGRAZonline](#)

Step 2:

After logging in, open the application “Recognitions / Achievement supplements”

All applications



Step 3:

Choose New recognition in the drop-down Operations menu

The screenshot shows the 'UNI GRAZ ONLINE' header and a breadcrumb trail: 'Recognitions / Achievement Supplements / Granger Hermine Granger, Hermine; MA (09999989)'. Below this is a 'Go to' dropdown and an 'Operations' dropdown menu. The 'Operations' menu is open, showing 'New recognition' as the selected option. Below the menu, there is a table with columns for 'Type of recognition', 'File number', and 'Dean's office number'. The table contains two rows of data: 'Bachelorstudium; Anglistik/Amerikanistik (UG2002)' and 'Bachelorstudium; Geschichte (UG2002)', both with 'General recognition' as the type.

Step 4:

Choose the correct *studies, type of recognition, educational institution* and *date*. Then confirm with Save. You can edit your settings until you confirm the entire recognition application with confirm all positions – see step 9.

The screenshot shows the 'Enter Recognition Parameters / Granger, Hermine; MA' form. It has a 'Select (Parameters)' dropdown and an 'Abbrechen/Schließen' button. The form is divided into 'General' and 'Date' sections. In the 'General' section, there are fields for 'Studies' (UB 033 603 2021W Bachelorstudium; Geschichte (UG2002)), 'Type of recognition' (General recognition), 'File number', 'Dean's office number', 'Note', and 'Educational institution' (GBR Greenwich University London). In the 'Date' section, there is a 'Date of recognition' field (01.11.2023) with a calendar icon and the format 'DD.MM.YYYY'. At the bottom right, there are 'Save' and 'Cancel/Close' buttons.

Studies: If you are enrolled in several study programmes, you can select the study programme for which you wish the course(s) to be recognised here.

Type of recognition:

General recognition

For examinations taken at an educational institution in Austria or abroad (also applies to elective courses).

General recognition (Other: Credits acc. to curriculum etc.)

For “special cases”. Please inquire at the dean's office whether you are allowed to use this type of recognition.

Pre-notification (Exchange semesters)

For pre-recognition of a study abroad as part of a programme.

Notification (Exchange semesters)

For recognition after studying abroad as part of a programme.

Preliminary approval

For preliminary approval of examinations to be taken at another educational institution.

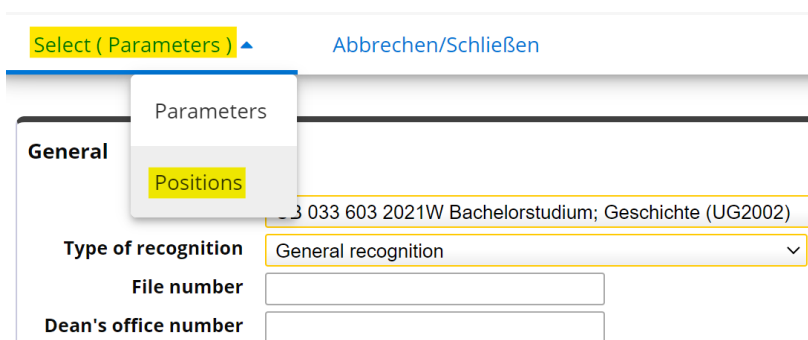
The fields titled file number, dean’s office number and note can be ignored.

Please enter the date of recognition! The **date** of recognition is the date of the actual day.

Educational institution: This field allows you to select the institution at which the examinations to be recognised were taken. If you cannot find the institution of your choice, please contact the Academic Affairs office along with your original certificate.

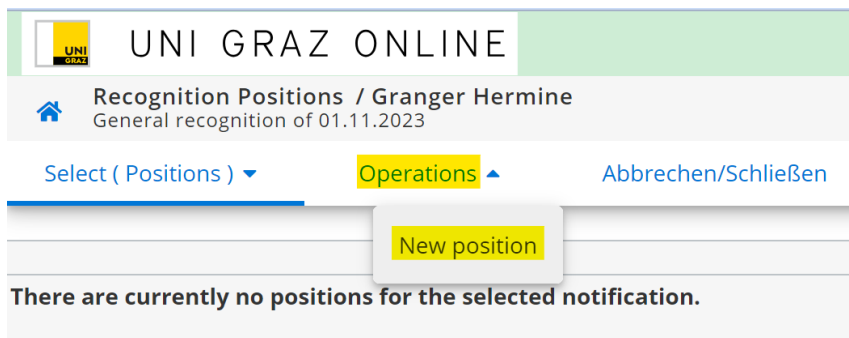
Step 5:

Now you can enter the courses to be recognised by clicking on Select (Parameter) – Positions.



Step 6:

Choose New position in the drop-down Operations menu. A separate position must be created for each course to be recognised!

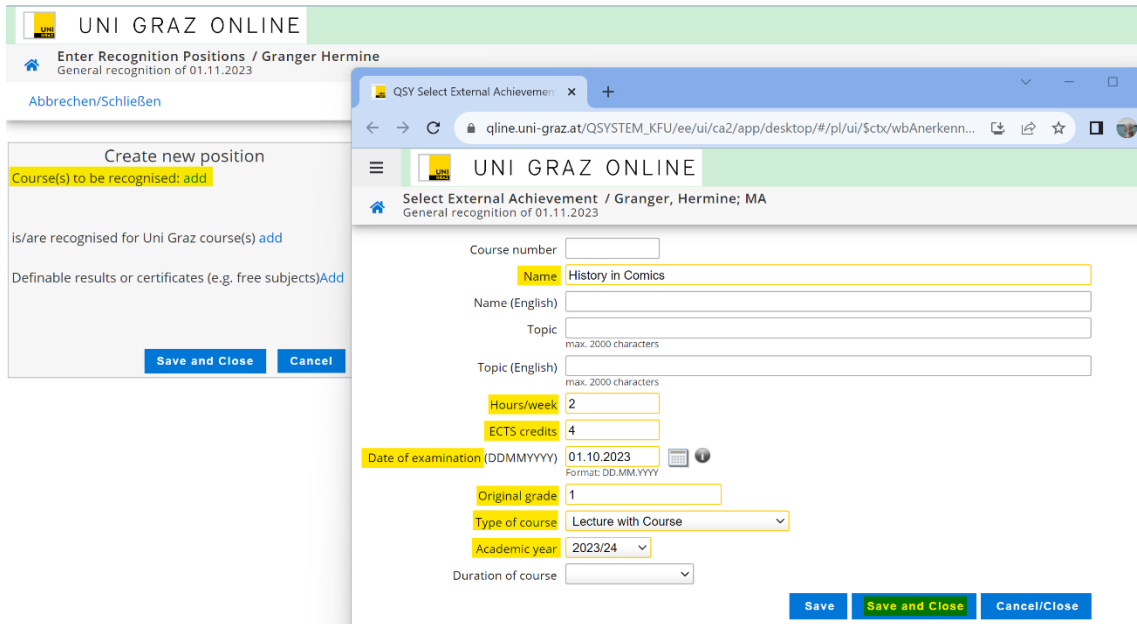


PLEASE NOTE: In the case of combined studies (for example teacher training programme), you must create at least one recognition application per teaching subject (new recognition).

Step 7a:

Registration of a course that was NOT taken at the University of Graz:

Click on "add" to add course(s) to be recognised



Fill in the fields marked with a yellow border and then click Save and Close.

The original grade given at the educational institution where the course was completed must be entered here. The valid grade for the University of Graz will be entered later during the assignment process (see point 9).

Step 7b:

Registration of a course that was taken at the University of Graz:

Click on "add" to add course(s) to be recognised. A list of your completed examinations will open. Select the exam to be recognised and add it by clicking on its title.

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination	Uni Graz assessment	Recognised as per
A										
UB 033 541	501.506	22W	Applied epistemology	SE	2	8	2022/23	27.09.2023	1	
B										
UB 033 541	PPB.03205UB	18W	Biological Psychology	VO	2	3	2018/19	25.06.2019	3	
C										
UB 033 541	PPL.00858UB	21S	Civil Disobedience (historical and systematic perspectives)	SE	2	8	2020/21	06.08.2021	1	
UB 033 541	501.160	13W	Classics of Philosophy	VO	2	3	2013/14	23.01.2014	3	
UB 033 541	501.139	17W	Cultural Philosophy: African World-Views	VO	2	4	2017/18	02.03.2018	3	
UB 033 541	501.138	16W	Cultural Philosophy: Chinese World Interpretation	VO	2	4	2016/17	03.02.2017	3	

Step 8:

Now you need to assign the course to be recognised to a course at University of Graz. By clicking on is/are recognised for Uni Graz course(s) add, another window opens in which you can search for the study achievement (examination node) using a tree (= Curriculum-Support).

PLEASE NOTE:

- ✗ Never switch to General Search input!
- ✗ Do not use the link "Definable results or certificates (e.g. free subjects)" for the assignment!
- ✗ Recognitions for free elective courses must also be assigned!
- ✗ You must re-enter any incorrect entries!

The screenshot shows the 'UNI GRAZ ONLINE' interface. The main window is titled 'Edit position 1' and displays a list of courses to be recognised. A search window is overlaid on top, showing a list of examination nodes. The selected node is '[VK] [T603/17/PK-A.1] A.1: Einführung in das Studium der Geschichte, VO [STEOP]' with 3.5 credits.

Name	rec. sem.	Credits
[2021W] Bachelor's Programme History 21W		180
[T603/17/MK-ERGP-LATEIN] Ergänzungsprüfung Latein		
Information: Please note!		
[VK] [500/17/RK-FB] Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät		6
[VK] [T603/17/MK-A] Modul A: Einführung in die Geschichte I (Fachspezifisches Basismodul)		10,5
[VK] [T603/17/PK-A.1] A.1: Einführung in das Studium der Geschichte, VO [STEOP]	W	3,5
[VK] [T603/17/PK-A.2] A.2: Grundprobleme der Zeitgeschichte, VO [STEOP]	W	3,5
[VK] [T603/17/PK-A.3] A.3: Grundprobleme der Geschlechtergeschichte, VO [STEOP]	W	3,5

After selecting the examination node, please click on Select.

A new window will now open with a course or other study achievement that is assigned to this examination node (see the following image). Please complete the entry by entering the grade you achieved for the completed course and click on Add and then on Close. If you want to add another examination node, click "Choose another" before closing and select another examination node.

The screenshot shows the 'UNI GRAZ ONLINE' interface. The main window is titled 'Add certificate to be recognised / Granger, Hermine; MA' and displays a form with fields for 'to be added', 'Semester', and 'Assessment'. The 'to be added' field is filled with 'GSA.01100UB Introduction to the Study of History (VO)'. The 'Semester' field is filled with '2023/24 W'. The 'Assessment' field is filled with '1 sehr gut'. There are 'Add' and 'Close' buttons at the bottom right.

Confirm the entry in the “Create new position” window with Save and Close.

UNI GRAZ ONLINE

Enter Recognition Positions / Granger Hermine
General recognition of 01.11.2023

Abbrechen/Schließen

Edit position 1

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

Course of foreign educational institution.	Duration of course	Foreign evaluation	ECTS credits	Delete
▶ History in Comics; VC 2 hours/week 2023/24	2	1	4	

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

Course/subject	Uni Graz assessment	Delete
▶ GSA01100UB Introduction to the Study of History; VO 2SH W 2023/24	1 sehr gut	

Definable results or certificates (e.g. free subjects)[Add](#)

[Save and Close](#) [Cancel](#)

If you want to recognize more courses, please repeat **steps 6-8**.

Step 9:

Check the entered data. Hovering over the grey symbol (see image below) with your mouse pointer will show you which examination node the course is assigned to.

Edit position 1

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

Course of foreign educational institution.	Duration of course	Foreign evaluation	ECTS credits	Delete
▶ History in Comics; VC 2 hours/week 2023/24	2	1	4	

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

Course/subject	Uni Graz assessment	Delete
▶ GSA01100UB Introduction to the Study of History; VO 2SH W 2023/24	1 sehr gut	

Definable results or certificates (e.g. free subjects)[Add](#)

[Save and Close](#) [Cancel](#)

[2021W] Bachelorstudium Geschichte 21W > [T603/17/MK-A] Modul A: Einführung in die Geschichte I (Fachspezifisches Basismodul) > [T603/17/PK-A.1] A.1: Einführung in das Studium der Geschichte, VO [STEOPI]

Positions that you have not yet confirmed can still be opened and edited (also deleted) at any time by clicking on **Position [1, 2, 3, ...]**. Confirm your entry by clicking Confirm all positions in the Operations menu.

Select (Positions) ▾

Operations ▲

- New position
- Print Request
- Confirm all positions**

Once you have confirmed all positions, it is NO LONGER possible for you to change anything!

Step 10:

Once you have confirmed your entries, click Print request in the Operations menu, save the pdf file and e-mail it to gewi.erkennung@uni-graz.at OR lehramtsstudien@uni-graz.at.

For recognitions from foreign educational institutions, please send along the original transcript or certificate.

Contact persons for questions:

[Dean's office of the Faculty of Humanities](#)

[Examination Office for Teacher Training Programmes](#)

UNI GRAZ ONLINE

Abbrechen/Schließen

Select (Positions) ▾ Operations ▲

Order	New position
Position 1	Print Request
History in Comics; VC 2 ho is recognised as	Confirm all positions

Frau
Granger, Hermine; MA

Matrikelnummer: 09999989
Studienkennzahl: UB 033 603
Studienbezeichnung: Bachelorstudium; Geschichte
Typ: Allgemeine Anerkennung
Bildungseinrichtung: Greenwich University London

Hogwarts 12
9314 Hochosterwitz

Liste der beantragten Anerkennungen

Reihenfolge	Uni Graz Beurteilung	SSt	ECTS Credits	Fremd-Beurteilung
Position 1 History in Comics; VC 2023/24 (01.10.2023) soll anerkannt werden für GSA01100UB Einführung in das Studium der Geschichtswissenschaft; VO W 2023/24 (PF*) [2021W] Bachelorstudium Geschichte 21W > [T603/17/MK-A] Modul A: Einführung in die Geschichte I (Fachspezifisches Basismodul) > [T603/17/PK-A.1] A.1: Einführung in das Studium der Geschichte, VO [STEOP]	1	2,00	4,00	1
Genehmigt: <input type="checkbox"/> JA <input type="checkbox"/> NEIN		SSt: 2,00	ECTS-Credits: 3,50	

Anerkennende Person/Anerkennendes Organ:

Datum: Unterschrift:

Bisher zuständige Person: Ass.-Prof. DDr. Werner Suppanz