|  |
| --- |
| **Master program Business Administration** **(according to currently valid curriculum)** |

**Accomplished courses in Bachelor program**

|  |  |
| --- | --- |
| **Name:** |  |
| **PREVIOUS UNIVERSITY:** |  |
| **FIELD OF STUDY WITH QUOTING THE CURRICULUM :** | **www.**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Title of course** | **Type of course** | **ECTS** |
| A) Business Administration (Basics and Advanced level) |  |  |  |
|  |  |  |
|  |  |  |  |
|  Accounting |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Finance |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Management |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Marketing |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Production and Logistics |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| B) Scientific basic skills |  |  |  |
|  |  |  |
|  Business Arithmetics |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |  |  |
|  Statistics |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  Academic Research |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
| **C) Economics** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **D) Business Law** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **E) Additional lectures in**  |  |  |  |
|  Social and Economic  |  |  |  |
|  Sciences |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**With my signature I confirm the correctness and completeness of the quoted courses.**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Date Signature applicant

**Fill-out Help**

Dear Student:

The assessment of your pre-study regarding equivalence requires assistance from you by filling out this form.

Please mind the following hints:

* **Type of course** refers to what kind of course it is, e.g. lecture (VO), seminar (SE), tutorial (UE)
* **ECTS** indicates the individual amount on ECTS-credit points of the respective course. If your university does not award ECTS, then please describe the used system (e.g. contact hours per semester/ per week, etc.) and appropriately fill out this section.
* Please state in **section A) Business Administration (Basics and Advanced level)** those courses which content is from a core subject related to Business Administration and does not have requirements regarding the content as well as all those courses which content is from a core subject related to Business Administration and does have requirements regarding the content.

The curriculum of Business Administration at University of Graz contains five core subjects in the field of Business Administration:

*Accounting, Finance, Management, Marketing as well as Production and Logistics*

* At **section B) to D)** please fill-in the courses related to those categories.
* Please state in **section E) Additional lectures in Social and Economic Sciences** those courses which are related to the field of social and economic sciences but are not part of the already quoted categories.

***Important note:***

Please do not state one of your accomplished courses in two different categories!

The equivalence of a course can only be recognized, if the content and extent of each exam equals our offered courses in the Bachelor program Business Administration. Missing courses will be given as requirements to an extent of 30 ECTS.

The list can be extended by adding lines.

**Thank you very much for your assistance!**