



Guidelines for the recognition of academic and non-academic achievements at the South Asia Institute of Heidelberg University

I. Recognition and crediting procedures for non-structured exchange programs or individually organized exchanges

A. Preliminary discussion

Students are strongly advised to make an appointment with the Registrar before submitting a formal application to discuss the possibilities for recognition or transfer of credits. The purpose of the meeting is to discuss various alternatives and find the best possible solution for the student.

B. Application

After the preliminary discussion, it is necessary to make a formal application and submit it to the examination office. For an application for recognition of university credits earned abroad, a corresponding transcript of records is always required. In addition, the associated module or course descriptions stating the learning content and learning objectives of the achievements made must be submitted.

For an application for credit transfer of non-academic achievements, corresponding certificates and proof of achievement must be submitted, showing the competences acquired.

The internship in the fifth semester of the BA South Asian Studies can be recognized by a voluntary social year in South Asia (e.g. as part of the *weltwärts* program or *Internationaler Jugendfreiwilligendienst*). This requires confirmation of the conducted service. The preparation of an internship report and a poster remain obligatory; the templates for both documents can be obtained from the Registrar's Office.



The application is made via the application form in heiCO and is handled completely online. If you have any questions about it, please contact the Registrar.

C. Decision on the application

The examination board or a person appointed by the examination board decides on the basis of the documents submitted whether the legal requirements for the requested recognition are met. Within 6 weeks of submission of the application, a written decision will be issued, which will be notified to the applicant either electronically or by post and will include instructions on how to appeal.

D. Consequences of the decision

If the application is approved, the achievements will be recognized and credited as requested and posted in heiCO within 4 weeks. The achievements can subsequently be checked there by the student. If the application is not granted, the applicant has the right to appeal as described in the instructions for appeal.

II. Recognitions in structured exchange programs (e.g. ERASMUS)

A. Preliminary discussion and learning agreement

Before the planned exchange, a consultation meeting should always take place with the registrar and the ERASMUS coordinator. If possible, a learning agreement should be signed in which it is determined which achievements the student would like to achieve abroad and how these can be recognized in the own study program. Changes to a learning agreement are possible at any time, especially during the exchange, by mutual agreement. The learning agreement is primarily intended to give students a guarantee that the study abroad will be recognized upon their return.

B. Application after return to Heidelberg

After returning to Heidelberg, it is necessary to make an appointment at the Registrar's Office. The presentation of the learning agreement in the latest version is considered as an application for recognition. In



addition, the original transcript of records of the host university must be submitted. The achievements will then be recognized according to the modalities defined in the latest learning agreement and will be accredited within 4 weeks after submission of the learning agreement and the transcript of records of the host university. If further achievements outside those specified in the learning agreement have been made and are also to be recognized, a corresponding application must be submitted.

III. Contact persons at SAI

Registrar:

Dr. Lars Stöwesand

stoewesand@uni-heidelberg.de

ERASMUS-coordinator:

Christina Bommas

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IV. SAI specific regulations

Ungraded achievements can only be recognized within graded modules if at least one other achievement in the corresponding module is graded. Foreign grades are converted in accordance with the *Handreichung zur Anerkennung von im Ausland erworbener Studien- und Prüfungsleistungen* (Handbook for the recognition of study and examination qualifications obtained abroad) of Heidelberg University.