



**Enclosed with this request are the following documents:**

(This request cannot be processed if documents are missing or faulty!)

Please mark the appropriate box:

- Transcript of records from the partner university
- Course description for each subject, if not submitted already
- Proof of contact hours for each course, if not submitted already
- Additional documents, if necessary

Nuremberg, .....  
Date

.....  
Signature of the applicant

**Footnotes:**

\* If the semester abroad was completed at an **Erasmus** (partner) university:

→ **IB students** must pass **21 ECTS** in subjects called “**Business Electives Abroad**” and **4 ECTS** in subjects called “**General Electives Abroad**”

→ **IBT 7 students** must pass **20 ECTS** in subjects called „**Advanced Special Elective Modules**“

→ **IBT Plus students** have to pass **24 ECTS** in subjects called “**Special Electives Abroad**” and **6 ECTS** in subjects called “**General Electives Abroad**”.

\*\* If the semester abroad was completed at a (partner) university **outside** of Europe:

→ **IB students** must pass the equivalent of at least **12 weekly contact hours (SWS)** in subjects called “**Business Electives Abroad**” and **4 weekly contact hours (SWS)** in subjects called “**General Electives Abroad**”

→ **IBT 7 students** must pass the equivalent of at least **16 weekly contact hours (SWS)** in subjects called „**Advanced Special Elective Modules**“

→ **IBT Plus students** have to pass the equivalent of **15 weekly contact hours (SWS)** in subjects called “**Special Electives Abroad**” and the equivalent of **5 weekly contact hours (SWS)** in subjects called “**General Electives Abroad**”.

Lectures taken abroad which had a duration of above or below 45 minutes (SWS) will be re-calculated.

For example, three contact hours à 60 minutes at a partner university will result in four contact hours à 45 minutes at Nuremberg Institute of Technology.

In exceptional cases, missing modules for the semester abroad can be made up at Nuremberg Institute of Technology (e.g. subject was failed at foreign university).

Recognition of additional courses is only permissible, if the requirements for the semester abroad have been fully met. The request form for additional recognition (not this form) must be submitted to the appropriate Examination Board (IB or IBT Examination Board). Recognition will be granted if the appropriate lecturer consents that the additional course(s) taken abroad is (are) equivalent to his/her course(s) taught at Nuremberg Institute of Technology.