



## RECOGNITION OF PRIOR KNOWLEDGE IN THE STUDY PROGRAM OF BA (CE) GENERAL MANAGEMENT

According to FHG §12, prior learning can be accredited in this study program. For more detailed information, refer to points 3 and 4.

The cost reduction of **1 accredited module** (= 5 ECTS points) is **€ 400,-**.

The **average time** required by students to **complete a module** (including taking the examination) is usually about **4 to 5 weeks**. This period is a guideline that can be different for each student.

### 1. General conditions

Recognition of external knowledge for the bachelor program (CE) General Management always applies to a specific module. In case of recognition, students are not required to take an examination (multiple choice test, written assignment, oral examination). At the time of enrollment, recognition can only be granted if evidence of external knowledge is provided in the form of a **certified copy** of the transcript or other certificates. Information about possible recognition, that is given before enrollment, is not binding until proof of external knowledge has been provided.

### 2. Deadline for application for recognition of prior learning

If external knowledge is recognized, the tuition fees and the study duration will be reduced. The department will inform you about the amount of the cost reduction. Students must send the application for recognition **before enrollment**. We recommend discussing this issue at an early stage – ideally during the interviews with prospective students. After acceptance into the study program – after signing the general terms and conditions on the part of the student – the recognition of a module only is possible if no examination attempt has yet been made for the relevant module. A reduction of the tuition fees is not possible at this point.

### 3. Recognition of academic qualifications

According to FHG, courses you have already completed at another university of higher education can be accredited. It always applies the principle of module-related recognition. If equivalence is proven, positively completed examinations have to be recognized. In these cases, students are not required to take an examination. Evidence must be submitted to the department in the form of certified copies (transcript of records, certificates, module handbook, course descriptions, etc.).

### 4. Recognition of non-academic qualifications

According to FHG, a maximum of 60 ECTS credits can be recognized from courses you have already completed at an institution for continuing education or from your professional experience. Evidence must be submitted to the department in the form of certified copies (transcript of records, certificates, module handbook, course descriptions, job references, etc.).

## **5. Evaluation of external knowledge**

In case of recognition of academic prior learning, "accredited" will be added to the gradebook of the relevant BA (CE) General Management module (in general, grades will not be converted, no matter if the grading system is comparable or not to MCI's grading system).

## **6. Repetition of recognized modules**

The recognition of a module cannot be reversed. It is not permitted to take an examination of a module that has already been recognized.

## **7. Possible reasons for not recognizing external knowledge**

Applications for recognition of modules from academic and/or non-academic knowledge will be reviewed by the department. According to FHG § 12, the prerequisite for recognition is the equivalence of the acquired knowledge with regard to the content and extent of the module to be recognized. In case of recognition, students must not take the examination of the respective module.

Possible reasons for not recognizing may include the following points (the list does not aim to be complete):

- The content and learning goals of the recognizable module are not or only partially proved.
- The content and learning goals do not match the recognizable module.
- The workload is not sufficiently demonstrated for possible recognition.
- The workload does not match the recognizable module.
- The evidence provided is from a university that is not legally accredited in Austria.
- There are also other reasons for rejection in individual cases.

## **8. Validity and legal claim**

The information regarding possible recognition and the resulting cost reduction of the tuition fee is only valid as long as there are no changes in the study program, the general tuition fees, and the AGBs.

There is no right to recognition of modules from academic and/or non-academic prior knowledge.