

APPLICATION FOR RECOGNITION OF PRIOR KNOWLEDGE BA (CE) GENERAL MANAGEMENT

Recognition of Prior Knowledge is a process where knowledge and skills you already gained and have may be recognized for the Bachelor Program (CE) General Management.

By recognizing courses for your study program, tuition fees and study duration will be reduced. The cost reduction for 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.

The following steps have to be fulfilled:

1. Read the information sheet "Recognition of Prior Knowledge in the Study Program of BA (CE) General Management" carefully.
2. Complete this application form and submit it with **all supporting evidence** (transcripts, certificates, module handbooks, syllabi, letter of recommendation, work certificate, etc.) to estudy@mci.edu
3. Application for recognition must be made **prior to the enrollment in the degree program**.
4. The department will assess the application. The head of the department makes the decision on the recognition of courses.
5. You will receive information on the amount of the cost reduction from the department.
6. You will also receive information about which modules of the study program can be credited.



1. PERSONAL DATA

Last Name	First Name	
Address		
City	Postcode	State
Phone	Email	



2. ACADEMIC QUALIFICATIONS

Please list here any courses you have already completed at another university of higher education (course title, workload, name of university). Please attach the relevant evidence to your email (transcript of records, certificates, module handbook, course descriptions, etc.).

Course title	Workload	Name of institution	Respective course of BA (CE) GM program



3. NON-ACADEMIC QUALIFICATIONS

3.1. Courses and Continuing Education

Please list here any courses you have already completed at an institution for continuing education (e.g. WIFI, BFI, etc.) (list course title, workload, name of institution). Please attach the relevant evidence to your email (transcript of records, certificates, module handbook, course descriptions, etc.).

Course title	Workload	Name of institution	Respective course of BA (CE) GM program

3.2. Professional Experience

Please list here your professional experience that is related to the study program (also inform about the duration). Please attach the relevant evidence to your email (certificates, job reference, etc.)

Duration	Company & position	Tasks	Respective course of BA (CE) GM program

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4. DECLARATION

In signing below, I acknowledge, confirm and accept the following:

- I understand and acknowledge the application process.
- I have read and understand the information sheet for recognition.
- I certify the accuracy and validity of all documents attached to the application form.
- I accept that there is no guarantee for the recognition of courses.
- I accept that I may be asked to provide further evidence and/or be contacted to discuss the application.

Name:	City:
Signature:	Date: