

GUIDELINES FOR THE RECOGNITION OF QUALIFICATIONS AND PERIODS OF STUDY

Purpose

These Guidelines establish the principles, criteria and procedures governing the recognition of prior qualifications, periods of study, examination results and credits within the European Master in Business Studies (EMBS). They are intended to ensure fair, transparent and consistent recognition decisions in accordance with the Lisbon Recognition Convention, the European Higher Education Area (EHEA), the European Credit Transfer and Accumulation System (ECTS), and the academic regulations of the EMBS Consortium.

1. Scope

These Guidelines apply to recognition of periods of study completed at recognised higher education institutions and prior learning outcomes relevant to the EMBS curriculum.

2. Recognition Principles

Recognition decisions are guided by the following principles:

- Fairness and equal treatment.
- Transparency of procedures and criteria.
- Recognition shall normally be granted unless substantial differences between the previously achieved learning and the corresponding EMBS requirements can be demonstrated.
- Decisions are based on learning outcomes rather than solely on course titles.
- The burden of demonstrating substantial differences rests with the institution.
- Academic mobility and lifelong learning are actively supported.

3. Assessment Criteria

Applications are evaluated considering: academic level; learning outcomes and competences achieved; ECTS workload; academic profile and content; quality assurance status of the awarding institution; and overall comparability with the EMBS programme.

4. Required Documentation

Applicants should submit:

- Completed Recognition Application Form
- Transcript of Records
- Module descriptions/syllabi
- Learning outcomes (where available)

- ECTS information and grading scale
- Diploma Supplement (where available)
- Certified translations when required

5. Recognition Procedure

1. Submission of the application and supporting documents.
2. Administrative completeness check.
3. Academic evaluation by the responsible module examiner(s).
4. Review and decision by the EMBS Examination Board.
5. Written communication of the decision to the applicant.

6. Recognition Decisions

Recognition may be: (i) fully granted; (ii) partially granted; (iii) granted subject to specified conditions; or (iv) refused where substantial differences are demonstrated. Decisions shall include a justification whenever recognition is partially granted or refused.

7. Appeals

Applicants may request a review of the decision in accordance with the EMBS Examination Regulations and the applicable regulations of the responsible partner institution.

8. Responsibilities

The EMBS Examination Board oversees recognition decisions. Academic module coordinators evaluate academic equivalence. The Administrative Office supports applicants and coordinates the process.

9. Related Documents

- Recognition Application Form
- Examination Regulations
- Module Handbook
- Quality Management Framework

10. Contact

Applications and enquiries should be addressed to the relevant EMBS Academic Programme Coordinator or Administrative Office of the responsible partner university.

Application for the recognition of periods of study and examination results

Please complete the application form in full and in block capitals.

<p>I am applying for one or more modules to be credited towards the degree programme</p> <p><i>European Master in Business Studies (EMBS)</i></p>		
Enrollment number (if already existing)		Academic Semester
Surname		Firstname
Birth Name		Previous Surnames (if required for the application ¹)
Birthdate	Birthplace	Gender <input type="radio"/> female <input type="radio"/> male <input type="radio"/> divers
Place of Residence	Postcode	Street/House number
E-Mail		Telephone number
Place	Date	Signature

¹ If supporting documents are issued in a surname other than your current one. In this case, please enclose a certified copy with your application.

Examiner responsible for the preliminary decision on the recognition of examination results obtained externally

European and International Commercial Law	Prof. Roberta Cuel
Organizational Behaviour and Human Resources Management	
Information System	
International Accounting	
International Strategic Management	
Statistics and Marketing Research Part-module Principles of Marketing Research	Prof. Aude Pommeret
Statistics and Marketing Research Part-module Intensive study Programme	
Purchasing and Supply Chain Management	
European and global economics	
European and global consumer behaviour	
Financial markets and corporate finance	
Business negotiation	Prof. Ralf Wagner
Distribution and pricing in the internet age	
Research methods	
Sustainable and responsible management	Prof. Carmen Rodriguez Santos
Communication challenges Part-module Consumer engaging communication	
Communication challenges Part-module Company project	
Innovation and entrepreneurship	
Internship	