

INFORMATION SHEET for PHYSICS students, who are planning a semester abroad

Students who are planning to study a period abroad, need to prepare a course catalogue for the semester abroad, fill out the pre-notification form in „TUGRAZonline / Business Card / Recognitions“, and present this by appointment to the Dean of Studies so that the pre-notification can be issued.

(At this point in time, please do not yet check the box next to “Confirmation by the Student” in the electronic form!)

Please consider the following while preparing the course catalogue for the pre-notification:

- A maximum of 27 ECTS credit points for modules related to physics will be recognised as applying toward the master’s degree programme in Technical Physics, according to Curriculum 2017, § 9 A. The focus of these modules should be compared to that of the master’s degree programme in Technical Physics (if necessary, this can be checked by referring to the descriptions of the modules).
- Up to 15.5 ECTS credit points earned in physics-related courses can also be applied toward the general elective module, as well as up to 10 ECTS credit points earned in other courses as a free-choice subject, for the master’s degree programme in Technical Physics.
- In addition, courses that have been completed successfully abroad to fulfil the requirements of the compulsory modules A-D of the master’s degree programme in Technical Physics (according to § 8 of the Curriculum) can only be recognised if their content closely matches that of the respective courses listed in the curriculum for the master’s degree programme in Technical Physics. For this reason, a detailed description of the respective course taught at the host university is required.
- Accordingly, courses that have been completed successfully abroad can only be used to fulfil the requirements for the compulsory courses of the bachelor’s degree programme in Physics (Curriculum 2013, 2017) if their content closely matches that of the courses listed in the curriculum for the bachelor’s degree programme in Physics. For this reason, an exact description of the respective course taught at the host university is required.
- In addition, courses with a maximum of 10 ECTS credit points can be recognised as free-choice subjects for the bachelor’s degree programme in Physics (Curriculum 2013, 2017).

Important: Courses that have been successfully completed during a semester abroad can only be applied (after the student’s return) toward the master’s degree programme in Technical Physics once these courses have been recognised, once the bachelor’s degree programme has been successfully completed, and the enrolment in the master’s degree programme in Technical Physics has taken place.

Once the student has returned, requirements for recognition are:

- German or English „transcript of records“ from the foreign university and the associated „description of the grading system“.
- Course descriptions including the number of hours spent in the course completed abroad.

For further information, please contact: Ms. M. Pichler, physik.mpug@tugraz.at

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Pre-notification and recognition of academic achievements during semester abroad

The following process should be followed to record the pre-notification / recognition of academic achievements made during semester abroad:

①	Enter the course information via your <i>TUGRAZonline business card > recognitions / achievements supplements / new recognition – pre-recognition (exchange semesters)</i>	Student
②	Obtain the recognition <i>print request</i> (using the button on the upper-right-hand side of the screen) to be submitted to the respective Dean of Studies	Student
③	<i>Sign</i> the recognition <i>print list</i> or correct it and submit it to the respective Dean's Office	Dean of Studies Student
④	<i>Issuance pre-notification („Vorausbescheid“)</i>	Dean's Office
⑤	<i>Pick up</i> the „Vorausbescheid“ from the respective Dean's Office	Student

If **no changes** in the proposed courses offered occurred during the study abroad period, the following procedure should be followed:

①	Submit the Transcript of Records (and description of the grading system) to the Dean's Office	Student
②	<i>Issuance certificate of recognition</i> and obtaining the signature of the Dean of Studies	Dean's Office
③	<i>Forwarding</i> the certificate to the Registration Office	Dean's Office
④	<i>Delivery</i> by post („RSa-Brief“)	Registration Office

If **any changes** in the proposed courses offered, the following procedure should be followed:

①	Discuss the Transcript of Records (and submit the description of the grading system) with the Dean's Office	Student
②	A <i>decision</i> is made on the <i>basis of the pre-notification</i> , which can subsequently be revised	Student
③	The student alters the entries and discuss the recognition <i>print request</i> with the Dean of Studies (who has to sign it)	Student
④	Submit the signed recognition <i>print request</i> to the Dean's Office	Student
⑤	<i>Issuance certificate of recognition</i> and obtaining the signature of the Dean of Studies	Dean's Office
⑥	The certificate will be <i>forwarded</i> to the Registration Office	Dean's Office
⑦	<i>Delivery</i> by post („RSa-Brief“)	Registration Office