UNIVERSITY OF COLOGNE

International Master of Environmental Sciences

Application for the Recognition of Prior Learning

based on § 63a of the Higher Education Act of North Rhine-Westphalia (HG NRW)

Please email this application and all relevant documents to the IMES Office (imes-info@uni-koeln.de).

This form is for students studying according to the Examination Regulations from 1 July 2016 only!

Please complete this form digitally in Adobe Reader and sign it electronically.

1. Personal Information

Full name: _____

Student ID number: _____

University of Cologne email address: _____

Current semester in the IMES program: _____

2. Information on the Academic Achievement to Be Recognized

Original title of the course/module: _____

Translated title (if not in English or German): _____

Institution where the course/module was completed: _____

Degree program in which the course/module was completed: _____

Semester and year in which the achievement was completed: _____

Type of achievement:

☐ Coursework (Studienleistung)

☐ Examination (Prüfungsleistung)

☐ Other: _____

Workload (e.g. ECTS / credits / contact hours / total workload): _____

Grade (as documented in official transcript): _____

Grading scale used (e.g., 1–5, A–F, percentage): _____

Examination format:

☐ Written exam ☐ Term paper ☐ Project ☐ Presentation

☐ Other: _____

3. Corresponding IMES Module

IMES module for which recognition is requested: _____

IMES module coordinator (if known): _____

Recognition requested for: ☐ Full module   ☐ Partial component of the module

If partial component: please specify:

  ☐ Non-graded coursework (Studienleistung) ☐ Graded examination component (Prüfungsleistung)

Please indicate which part of the IMES module this refers to:

4. Required Supporting Documents (please tick all that apply)

Please attach the following documents as separate PDF files. Your application cannot be processed without complete documentation.

☐ Official transcript of records showing the course/module, credits, grade, and institution (mandatory)

☐ **Module/course description** (mandatory), including:
  – Content
  – **Learning outcomes**
  – Workload (total hours or credits)
  – Examination type

☐ Study guide, curriculum overview, or official handbook of the degree program that indicates the academic orientation (e.g. research- or practice-based)

☐ Additional documentation (e.g., term papers, exams, presentations), if necessary

☐ Other supporting materials: _____

5. Declaration of the Applicant

I hereby confirm that all information provided in this application is complete and accurate. I acknowledge that achievements already successfully completed within the IMES program cannot be recognized again.

I consent to the processing of my personal data for the purpose of academic recognition in accordance with applicable data protection regulations.

Date: _____   Signature: _____

For Office Use Only (Examination Office / IMES Coordination)

1. **Internal Reference Number:** IMES-_____-_____-_____-_____

This code is generated to uniquely identify and link each application to the internal recognition process. It is composed as follows:

IMES-YYMMDD-MOD-NNN-MMMM
- YYMMDD: Date of application receipt
- MOD: IMES module abbreviation (e.g. "MA-IMES-B-Edu")
- NNN: First three letters of the applicant's last name (capitalized)
- MMMM: Last four digits of the applicant's student ID number

Example:
   Anita Gupta (ID 9876542), application received on 6 November 2025 for module MA-IMES-B-Edu →
IMES-251106-MA-IMES-B-Edu-GUP-6542

Date of receipt: _____
☐ Complete application and all supporting documents received
☐ Forwarded to IMES Examination Board on: _____