

Acknowledgment of Courses from other Faculties or Universities

Criteria for Acknowledging the Course From Other Faculties or Universities:

1. It must be a Master-level course or equivalent
2. It must be an Economics course or equivalent
3. It must have been taken at a university with quality standards equivalent to the University of Freiburg.

Before Taking the Course:

- You can ask the Erasmus coordinator or your profile director for orientation. However, no definitive decision can be made at this stage.

During the Course:

- Try to keep as many materials from the course as possible, even if it is only in electronic form. They might be useful in the acknowledgement process after the course.

****These materials include slides, books, required readings, homework, group exercises, mock exams, etc.****

After Taking the Course:

1. Go to the Examination Office and ask about course acknowledgement. They will check the validity of your documentation and that the formal requirements are fulfilled.
 - a. If you took the course as part of a Erasmus exchange or some other exchange program of the Faculty of Economics, bring the form you received from the Examination Office together with the other materials to the Erasmus coordinator (Dr. Minter)
 - b. If you took the course as part of an exchange outside of the Erasmus exchange program or any other program of the Faculty, go to your profile director with the form received from the Examination Office and the rest of the materials.
 - c. Be ready to bring additional materials if requested (listed above)
2. The Erasmus coordinator or the profile director will decide whether the course is:
 - a. not acknowledged, or
 - b. acknowledged as external elective and for how many ECTS; or,
 - c. acknowledged as internal elective and for how many ECTS, or
 - d. if it replaces another course already taught in the MEP program. In case D), the Professor teaching that course in Freiburg will prove whether the two courses are equivalent.
3. The program coordinator will process the acknowledgment of the courses.

EUCOR Courses:

- EUCOR courses do not require the student to go the Examination Office in order to check the validity and fulfilment of the formal aspects of the course. These

universities will send the transcripts directly to the Examination Office of Economics in Freiburg.

- Once you receive the notification from Basel, you can go directly to the profile director, who will decide under which category the course is acknowledged.
- You must register first at the EUCOR office in Freiburg at the Registration Office (Sedanstraße, 6) and then for the specific exams at the local University (e.g. Basel)
- As a EUCOR student you also have some transportation discounts. Please check the website:

http://www.studium.uni-freiburg.de/en/counseling/exchange-programs-and-studying-abroad/eucor?set_language=en