

## HOW TO – External Recognitions

### What counts as an external recognition?

- English programs previously offered at our department (e.g. AHStG, Diplom A 343)
- Other study programs offered at the University of Vienna
- All programs offered at other Austrian universities (including PHs)
- All programs from foreign universities (except exchange programs)

### How does the recognition process work?

1. Send an E-Mail to [spl.anglistik@univie.ac.at](mailto:spl.anglistik@univie.ac.at) stating your request.

You need to attach the following documents:

- Transcript of records from the university you want to transfer your credits from
- Extensive description of the courses you want to transfer
  - o how many credits does the course have?
  - o content: what exactly was taught?
  - o primary and secondary literature
  - o type of course: lecture, seminar etc.
  - o methods: written or oral exam, presentation, paper etc.

Ideally, you bring a printed list straight out of the course directory. If such a list is not provided, please try to summarize those points yourself.

2. You will get a list of transferrable courses via e-mail

3. Get more advice (optional)

If you feel lost, have more questions and/or want to discuss your transcripts further, you can go to [Cristina Bartos-Paul's](#) office hours. Click here, to reserve a timeslot:  
<https://www.termino.gv.at/meet/de/p/88d5fb5d08a7d8f86a1befea0ead300f-24674>

4. After you are admitted to the University of Vienna, you need to print out an application for recognition. You can find it at <https://spl-anglistik.univie.ac.at/study/recognition/>

Please print it out, fill it out manually according to the list you received, provide any additional information, and hand it in at the SSS (<https://spl-anglistik.univie.ac.at/sss-anglistik/>).

You need to hand in:

- The application form
- A current transcript of the courses you want to have recognized
- The list you received from the SPL

5. You will receive your recognition after 8 weeks, if your application was in order.

For questions concerning the process or general inquiries about the eligibility of your courses, write an e-mail to [spl.anglistik@univie.ac.at](mailto:spl.anglistik@univie.ac.at)