



Request for approval of credits from external higher education institutions

Hereby I request the Doctoral Commission's approval of externally acquired credits.

Name, first name: _____

E-Mail: _____ Matriculation number: _____

Address / phone: _____

Date of admission to doctoral program: _____ Faculty: _____

Aspired degree: Dr. phil. Dr. rer. pol. Dr. rer. nat.

Advisor: _____ Doctoral collegium _____

I have successfully completed the following modules and courses on a doctoral level:

No. ¹	Field of study ²	Title of module and/or course title	Type of assignment ³	Scope of assignment ⁴ (workload / contact hours / credit points)	requirement fulfilled Yes / No (to be filled in by doctoral collegium) ⁵
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

¹ Please number your course certificates.

² Scientific Practices & Ethics, Theory of Science, Research Methods or discipline specific Research Colloquium (SP&E, TS, RM, RC).

³ Please specify the type of assignment: Written examination, presentation, term paper etc.

⁴ Please fill in the scope of the respective assignments with regard to workload, contact hours or credit points.

⁵ If a doctoral collegium has not yet been established, approval will be carried out by the doctoral commission.



Notes:

- 1) Modules and courses have to comply with requirements of Leuphana University's doctoral degree program (5 credit points per module). In general one credit point is equivalent to 30 hours of workload. A course with 5 credit points usually comprises 21 contact hours and 150 hours of workload.
- 2) In addition to official course certifications a letter of acknowledgment by the advisor needs to be submitted. The letter needs to confirm that the courses were related to the field of study and have contributed to the acquirement of competences which are directly linked to the doctoral project.
- 3) Please enclose an official transcript of records/certification for all modules and courses.

I have enclosed the following documents:

- Written acknowledgment by the advisor
- Transcript of records/certification for all modules and courses listed above

Place and date

Signature of applicant

The doctoral colloquium acknowledges the credits which are marked with „yes“.

Place and date

Signature of Speaker or Deputy Speaker of
doctoral colloquium

The doctoral commission acknowledges the acquired credits marked with “Yes” by the the doctoral collegiums as equal to the standards and requirements of Leuphana University's doctoral degree program.

Place and date

Signature of Chair or Deputy Chair of doctoral commission