

Proof of Recognition

The original document stays with the sending institution until the approval of the grades. The copy of the document stays with the student and is required to be handed in upon the formal recognition of credit.

Instructions:

- All required fields must be filled out!
- Submission deadlines: <https://www.hs-heilbronn.de/de/termine-und-fristen-bdaef94a810bda30>
- Guideline on how to fill out the PoR: <https://www.hs-heilbronn.de/de/downloads-59a37250ac4ed338>
- Examples of PoR can be found on ILIAS: https://ilias.hs-heilbronn.de/goto.php?target=cat_99029&client_id=iliashhn

Name of Student		Student ID Number	
Field of Study and SPO		Semester (during exchange period)	
Exchange Period	☐ Winter Semester 20__ / __ ☐ Summer Semester 20__	Today's Date	

Receiving Institution (PU):	Country:
-----------------------------	----------

Sending Institution (HHN)				Receiving Institution (PU)			Required Signature
Code	*I.Sp.	Course Title	ECTS	Code	Course Title	ECTS	Academic Advisor (first approval)
							Departmental Coordinator (final approval)
Total ECTS Sending				Total ECTS Receiving			

*to be filled out by Faculty

The PoR is no longer valid, if subjects from the **basic studies (Grundstudium)** are still open at the start of the semester abroad. Apart from that, we confirm that the above course units, on being successfully completed at the partner institution, will be fully recognized. The credits will be transferred upon **request by the student** to the examination board via: ib-pruefungsausschuss@hs-heilbronn.de