



## Fact sheet: Recognition of credit points - MSD 2017

HS 17/25.01.18<sup>1</sup>/CCh

### General requirements for the recognition of credit points

According to § 24 of the study regulations and section 6 of the study guidelines MSD 2017, the recognition of academic achievements is possible. The teaching committee (TC) MSD decides upon the applications.

The conditions of recognition are specified in the following document in Part I. Part II describes the required formalia.

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<sup>1</sup> Discussed and decided by the teaching committee MSD on 18.10.17

# Part I Modes of recognition

## A) Recognition of already completed credit points

This case includes achievements which you have completed BEFORE the admission to the MSD and which you didn't use for another degree (e.g. bachelor's degree).

- An application is needed for the recognition of the credit points. The application has to follow the formalia according to Part II (page 4).
- **Conditions for the recognition:** The courses have to meet the content of the MSD-modules. In other words, they have to be equivalent or identical to MSD courses and the level has to be adequate to the corresponding MSD-modules.
- Achievements, which have been completed during the **preparation semester** also belong to this category. This means, that their recognition has to be requested with an application.
- This kind of recognition is possible for every module.

## B) Recognition of credit points within student's mobility

These cases include achievements which are completed at other universities, while you are enrolled at the University of Basel (e.g. summer school); as well as the ones which you acquire during a mobility semester. We distinguish between:

### Ba) Recognition of single mobility courses up to 3 CP

Students are regularly enrolled at the University of Basel.

- There is **no need for an application**.
- The performance is recorded in the **learning agreement (LA)** for the Focal Areas in Sustainability research module (FASR = elective).
- **Requirements for recognition:** the performances (max. 3 CP) have to meet the level and the content of the module FASR (other modules are NOT possible).

### Bb) Recognition of single mobility courses from 4 CP on

Students are regularly enrolled at the University of Basel.

- There is an **application needed**. The application has to follow the formalia according to Part II (page 4).
- The application takes place in a two-staged procedure and has to be submitted BEFORE the start of the course; (cf. formalia page 4).
- **Requirements for recognition:** the performances have to meet the level and the content of the module FASR (other modules are NOT possible).

### Bc) Recognition of credit points from a mobility semester

Students are – for the time of the mobility semester – on leave from the University of Basel.

- There is an **application needed**. The application has to follow the formalia according to Part II (page 4).
- The application takes place in a two-staged procedure and has to be submitted BEFORE the start of the courses; (cf. formalia page 4).
- **Requirements for recognition:** the performances have to meet the level and the content of the corresponding modules (the recognition is possible for all modules).

### **C) Recognition of credit points for students who chose a focus area which differs from their first degree**

*(Extract of the guidelines MSD 2017: 4.3.1 Choice of focus area in a different discipline from the first degree)*

“Students may choose a focus area that differs from the discipline of their bachelor’s degree. In such cases, the student must meet two criteria:

- In the discipline of the first degree, the relevant Complementary Knowledge module courses must be replaced with suitable master’s courses. To this end, a learning agreement that stipulates the choice of courses for this module must be agreed in consultation with the faculty representative.
- In the chosen focus area, a discussion must be held with the faculty representative in order to determine any knowledge gaps and how they can be filled.

These clarifications must take place at the start of the degree program, if possible, but no later than at the end of the first semester. The same applies if the student switches at a later date.”

Important: There is **no need for a separate application**. Instead, there has to be filled in a learning agreement for the corresponding Complementary Knowledge module.

### **D) Recognition of credit points for students with an interdisciplinary first degree**

*(Extract of the guidelines MSD 2017: 4.3.1 Choice of focus area with interdisciplinary first degree)*

“Students with an interdisciplinary first degree may have already attended some courses that are the same as or equivalent to the Complementary Knowledge module that they wish to study. In such case, the students must replace the courses concerned with suitable master’s courses. To this end, a learning agreement that stipulates the choice of courses for this module must be agreed in consultation with the faculty representative.”

Important: There is **no need for a separate application**. Instead, there has to be filled in a learning agreement for the corresponding Complementary Knowledge module.

# Part II Formalia of the application

## General

- You can download the application form via:  
*ADAM Workspace 000 Master's Degree in Sustainable Development MSD/MSD2017/Recognition of Credit Points*
- The application has to be submitted on time for the meetings of the TC MSD. The overview of the dates can be found on the pinboard of the coordination office MSD as well as on *ADAM Workspace 000 Master's Degree in Sustainable Development*
- **Incomplete or delayed applications**
  - Incomplete submitted applications have to be post-edited on time. Otherwise, they cannot be put on the agenda.
  - Delayed applications will be discussed at the following TC-meeting.
- Applications requesting recognitions, which are not mentioned in Part I, will be rejected by the **coordination office** and will not put on the agenda of the TC-meetings.

### A) Application for recognition according to Part I case A

- Students: The fully and correctly completed form including the required supplements has to be submitted in time by email to [coordination-msd@unibas.ch](mailto:coordination-msd@unibas.ch).
- The entry of the application will be confirmed by email.
- The application will be discussed in the TC-meeting and the applicant is informed about the decision by email and postmail.

### B) Application for recognition according to Part I cases Bb and Bc (4 CP on)

- Students: The fully and correctly completed form including the required supplements has to be submitted BEFORE registration of the course in time by email to [coordination-msd@unibas.ch](mailto:coordination-msd@unibas.ch). This first step is considered as provisional recognition.
- The entry of the application will be confirmed by email.
- The application will be discussed in the TC-meeting and the applicant is informed about the decision by email and postmail.

### C) Definitive recognition after successful completion of mobility courses, according to Part I cases Bb and Bc (4 CP on)

- Students: After successful completion of the course, the original of the transcript of records (on paper) and further documentation (according letter of provisional recognition) has to be submitted on time for the TC-meetings **via coordination office**.
- The application will be discussed in the TC-meeting and the applicant is informed about the decision by email and postmail.
- The original of the transcript of records will be sent back to the applicant.

Please contact the coordination office MSD (061/207 04 20; [coordination-msd@unibas.ch](mailto:coordination-msd@unibas.ch)) if you still have questions after your careful reading of this factsheet. Thank you/CCh.