

Changing Universities Within Germany

Direct and indirect transfers

Student Services /
International Relations
Office

If you are or were enrolled at a German university and did not complete a degree, then you may change your upper level semester enrolment to the BTU and continue **in the same study programme or switch to a different study programme**, as the case may be.

It is possible to enrol in an upper level semester in both the summer semester and the winter semester. Changing your university enrolment in your first semester of studies is only possible in the winter semester for both bachelor and master study programmes. The exceptions to this are master study programmes that accept enrolment in the summer semester.

Who qualifies as a direct transfer?

You are considered a direct transfer if you plan on changing universities to enrol at the BTU where you will **continue forward from where you left off at the other university in the same study programme** and with transferred academic accomplishments counting towards fulfilment of your degree. You may not make up academic achievements at the BTU that you have previously failed at your prior university. Students who are thinking about transferring to the BTU should consider taking part in a personal consultation with **Student Advisory Services** (www.b-tu.de > Studies > Information days & advisory services > Student Advisory Services).

Who qualifies as an indirect transfer?

You are considered an indirect transfer if you plan on changing universities to enrol at the BTU where you would begin **a different study programme than previously studied**. An indirect transfer is characterized by switching from one study programme to another (the new study programme being pursued at the BTU differs from the former study programme) with academic accomplishments from the heretofore study programme counting towards the newly chosen study programme, when applicable.

Academic achievements (coursework and examinations) earned during the former studies will be recognized by the BTU upon submission of an application and recognition of academic equivalency. Reviews of academic achievements are conducted by the respective examination boards of the new study programmes. Please keep in mind that a particularly high number of applications are submitted for the winter semester. Therefore, please submit your application for a review of your academic achievements early, when possible even before the application phase for admissions.

What should foreign students be aware of concerning visas?

The purpose of residence for students possessing resident permits according to § 16 Paragraph 1 AufenthG (§ 16: higher education; language course; primary/secondary education) is always directly tied to the field of study/study programme. Switching study programmes (indirect transfer) is fundamentally a change in the purpose of residence, which requires approval from the Foreigner's Office. Switching study programmes within the same field during the first three semesters (18 months) is generally not a problem. In all cases, be

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sure to contact the Foreigner's Office responsible for your place of residence and clarify your situation.

How can I find out if my academic achievements qualify me for placement in an upper level semester?

To find out if your academic achievements qualify you for placement in an upper level semester, compare your academic achievements with the modules of your prospective study programme. Examination and study regulations as well as module descriptions for research-oriented study programmes can be found in the BTU's [Info Portal: Teaching](#).

For which academic achievements will I be given credit?

The requirement for recognition of academic achievements is determining that the achievements previously obtained are equivalent to academic requirements at the BTU in both content and breadth.

Given academic recognition:

- academic achievements determined to be equivalent

For which academic achievements will I not be given credit?

Not given academic recognition:

- academic achievements from vocational training, vocational school, among others
- academic achievements determined to not be equivalent

What if I have not yet earned any academic achievements or I have not yet taken some examinations for which I am registered?

In this case, please submit a certificate of non-objection (proof of right to take examinations) from your registrar's office. The results of examinations for which you are registered can first be incorporated into your set of academic achievements when you have completed them and your completion of them has been confirmed.

¹ Form: „Request to receive academic recognition for academic performances and credit points“
see www.b-tu.de > Students Services > Research-oriented study programmes > Regulations and Forms