

Checklist for Recognitions in Fine Arts

General facts, how to proceed:

- Study the documents [Information Sheet on Recognitions](#) and [Assessment of Equivalence](#), proceed according to [the Guidelines for Recognitions](#) as well as the [Completion Aid for Recognitions](#) proceed.
- Consultations can be arranged once you become acquainted with the subject matter and have made a first draft of your application.

Common mistakes when completing the application - some tips:

- In each position, the course achievement to be recognized that was not taken at the Academy must be compared to the equivalent course from the currently enrolled program at the Academy.
- If the comparison is missing, the course will be applied for recognition as a free elective.
- The selected courses must have the corresponding code number in the Campus Online. These can be found in the section “Position in curriculum/ECTS credits” (left side) with information on the assignment in the curriculum, study section, ECTS, and SWS.
- The study of fine arts has the code numbers 605 (First Part of Diploma Programme), 606 (Second Part of Diploma Programme) and 607 (Second Part of Diploma Programme)
- The Courses of the Institute for Fine Arts in Campus Online start with the number 050. Theoretical courses from Art Theory and Cultural Studies, as well as Gender Studies, begin with 040; here you must check if the Campus Online indicates course numbers of 605, 606, or 607.
- Courses from other programs of study at the Academy (Architecture, Education in the Arts, Scenography, Conservation and Restoration, Master in Critical Studies, Natural Sciences and Technology in the Art, and Doctoral Studies) are not part of the Fine Arts curriculum, but may be accepted on a case-by-case basis. Check code numbers and curriculum assignment.

Which documents do I have to submit:

- Original certificates in German, English or in a certified translation.
- Documents from some countries require a so-called apostille for certification—information provided by [Registrar's Office](#).
- Conversion table for grading, if it does not correspond to the grading scheme of 1-5.
- Course descriptions if the content is not clear from the title.
- Filled out and signed application.
- Submission in person for recognitions from previous studies to the secretary's office of the institute. Digital submission for recognition from mobility programs to the chairperson of the Curriculum Commission at cuko_biku@akbild.ac.at.