

GUIDELINES FOR RECOGNITIONS

Completion aid for students who wish to gain recognition for achievements for studies by the Academy of Fine Arts Vienna

Basic information

Courses that have been successfully completed at a post-secondary educational institution, i.e. at a tertiary institution such as universities, colleges of education, academies, universities of applied sciences or comparable institutions, can be recognised.

These courses must be equivalent (as regards content and ECTS) to those offered by the studies of the Fine Arts.

You will get any formal and legal information that you need from the [Registrar's Office](#), such as: which foreign universities are recognised, what accreditations do I need, when do I have to obtain authorised translations of documents, what are apostilles, etc.

Some good advice beforehand, though:

Should you be at the very beginning of your studies of the Fine Arts, we recommend that you take your time and do some studying first. The reason is that any courses or lectures etc. that have been recognised once cannot be enrolled any more at a later date. This means that you cannot obtain a certificate. This is why, in many cases, it is indeed advisable to wait a little longer.

However, there are of course other necessities and constellations...

You will get the most basic information about your studies at the [Student Welcome Center](#)

Now there's some work to be done:

Step 1 – the curriculum

Have a good and careful look at the curriculum of the studies of the Fine Arts! Check which version applies to your studies and make sure you choose the right one. You will find all the older versions in the archives of your study program.

As an example: The curriculum for Fine Arts is subdivided into two sections and basically follows a three-part structure consisting of the central

artistic subject (the so-called Studio, your class with artistic one-to-one tuition, 17 ECTS), the so-called Artistic Forms of Representation and Techniques (usually 4 ECTS) and Art and Cultural Studies, Natural Sciences and Gender Studies (i.e. courses that are mainly held by the Institute for Art Theory and Cultural Studies) as well as the “major subject” and the “free elective courses”. It is best to consult the overview in the middle of the curriculum; the following pages there provide a list of all subjects. The text part before contains basic information on the scope and duration of studies, on the ECTS, any legal advice, definitions (what is studio practice?), and many more – please study this information in detail.

Step 2 – your status quo

Find out which courses you have already completed at the Academy and which are still missing! The Registrar’s Office will be able to help you there.

Step 3 – allocation & equivalence

Allocate the courses you completed in your earlier studies to those courses that are still outstanding at the Academy!

Creditable courses must be equivalent in content and ECTS and should have formal equivalents (lecture with lecture, seminar with seminar, etc., ECTS – the number of points does not have to match to 100 %, but up to 75 %). See [Assessment of equivalence](#).

Relevant are courses from the your field of studies at the Academy, not the entire range of courses offered by the Academy.

Step 4 – online form

Familiarise yourself with the fill-in template in Campus Online to compare your earlier courses to those from our curriculum, as you found out in Step 3. For this purpose, you also need to enter the ECTS, the hours per week, the grade etc. You may also need conversion tables for different grading systems. Here is the [completion aid for recognition](#).

Please enter the course title according to the curriculum/Campus Online with the respective semesters/academic year (e.g. from Fine Arts: “Video II” WS 2018/19, Bettina Henkel, not the individual course title “Biographical work – documentary narration II”).

Step 5 – course content and descriptions

If content equivalence is not obvious, it must be supported with proof. In such case, please enclose a description of the content of the respective, successfully completed course with the application so that its equivalence can be

determined (e.g. content verification in the form of curricula, course descriptions, printed-out web content, etc.)

You have already completed all the courses required for your study program?

Step 6 – free elective course

If you have already completed all the courses required for the studies of the Fine Arts, you need not compare them in the online application. If the field in the comparison remains free, the courses will be recognised for the free elective course. In this case, it is enough to enter the original title of the courses successfully completed at other universities, without the need for any comparisons (see “Positions” in the application form).

This is another reason for you to wait a little before filing your application: If you still miss any ECTS credits from the respective fields listed in the curriculum at the end of the first or second study section/BA/MA, you can have the ECTS of courses which you completed at other universities recognised for your free elective course.

Finalising: submitting your application

Please submit your signed application form together with the original certificates at the institute secretariat, who will also be happy to provide some advice – provided YOU have completed all the steps mentioned above. In some study programs the head of the curricula commission will be directly your contact person.

What happens after you submit your application?

The application for recognition then goes to the chairperson of the curriculum commission, who will determine whether the courses are indeed equivalent by adding Yes or No, justifying a potential rejection if necessary (e.g. “There is no proof of equivalence”). However, each application form will be signed and forwarded to the Registrar’s Office for formal verification. The Vice Rector for Art and Teaching will then issue a positive decision with her signature, and the student will be notified thereof by the Registrar’s Office.

What happens if my application or individual items from it were rejected?

Applications or individual items contained therein can only be rejected for a reason, e.g. with the justification “There is no proof of equivalence”, the courses are “Not equivalent in content”, or “ECTS credits are not equivalent”. A new allocation can be made in a new application, and proof of equivalence can be provided, e.g. by enclosing the respective course description. The Registrar’s

Office can reopen the application at the applicant's request as long as the application has not yet been processed and signed. To prevent this from happening, however, a detailed examination of the curriculum is necessary. All the required information, support and assistance can be obtained by clicking on the links to the information documents below as well as by the departments and persons listed.