

First: Acceptance of Courses:

Courses and Credit Hours / ECTS/SWS will only be counted if:

1. The course content is equivalent to what is indicated by the corresponding study program. (Please check with your GJU Exchange Coordinator/Officer.)
2. The student received the credit hours / ECTS/ SWS after passing the assessments specified in the course catalogue. Participation alone is not sufficient.
3. The marks from Germany will not be included in the cumulative average (GPA) of the student at GJU.
4. The transcript from Germany will be attached to the final transcript students receive from GJU.

Second: Grading of Examination taken in Germany:

1. Courses taken in Germany will be graded according to the normal German Grading System.
2. A "German Failed" will be counted corresponding to a "GJU Failed"

Third: Information Transfer from German University to GJU:

The German University will send the formal Transcript of Records duly signed and stamped to the International Office of GJU via mail. Copies or printouts will only be accepted by GJU when officially signed. If possible the student should bring a copy of the transcript with him/her from Germany.

Fourth: Information Transfer within GJU:

1. The International Office at GJU will send the original transcript to the Admission and Registration department and a scanned copy to the relevant GJU-Exchange Coordinator/officer; the International Office at GJU will keep a copy.
2. GJU-Exchange Officer will:
 - a. Legally transfer the courses from the German Transcript of Records to the formal courses in the GJU Study Plan.
 - b. Fill the required form, approve it by the Exchange Coordinator and the Dean forward it to the Admission and Registration department.