

# RECOGNITION GUIDELINE MANUAL

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Manual for the Recognition of Courses  
at the University of Salzburg



# Recognition Guideline Manual

STV Data Science – University of Salzburg

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# Introduction

Recognition is the official process of transferring and crediting academic achievements into your current study program. This means that courses or exams completed outside your curriculum may be counted towards your degree at the University of Salzburg.

This manual provides a clear step-by-step guide on how to submit a recognition request using **PLUSonline**. It is designed as a practical guideline for students, including screenshot placeholders for easier navigation.

## Info

Recognition is only valid after official approval. Entering courses in PLUSonline alone does not guarantee recognition.

## When Do You Need Recognition?

You need recognition if you want a completed course or exam to count toward your current degree program.

Typical cases include:

- Courses completed at a different university (national or international)
- Courses completed at the University of Salzburg, but outside your current curriculum
- Language courses completed externally or internally (if applicable)
- Courses like: Similarity Search in Large Data Bases & Non-Standard Data Base Systems, both just in case of UV!

## Types of Recognition

### 1. Recognition of Courses from Another University

This applies if you completed a course at another accredited institution and want it credited toward your PLUS degree.

### 2. Recognition of Courses Completed at PLUS (Outside Your Curriculum)

This applies if you completed a course at the University of Salzburg, but the course is not part of your study program. For example:

- You attended a course from another department (e.g., Business, Law, Psychology)

- You completed an elective course that is not listed in your curriculum

### 3. Recognition of Language Courses

Some language courses can be recognized depending on your curriculum requirements. The recognition process is similar to other external courses, but the required proof may differ.

#### Tip

If you are unsure whether your course qualifies, contact the STV Data Science or the curricular commission before applying.

## Required Documents

Before starting the recognition process, prepare the following documents:

- Transcript of Records or official proof of completion
- Course description / syllabus (learning outcomes, content, grading, workload)
- Proof of ECTS credits (or weekly hours if ECTS is not available)
- If applicable: certificate for language courses

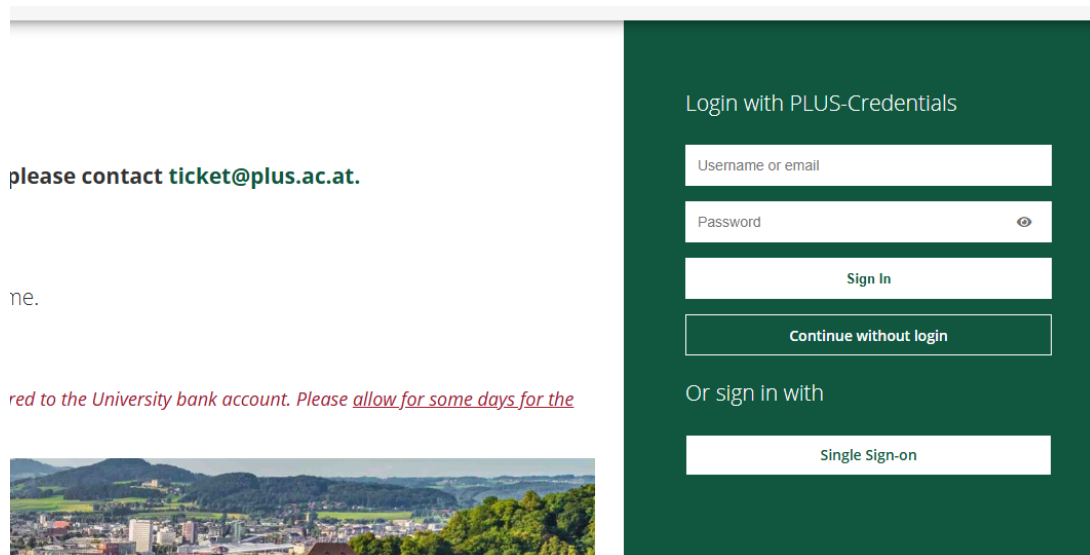
#### Important

Missing course descriptions are one of the most common reasons for recognition delays or rejection.

## Step-by-Step Recognition Process in PLUOnline

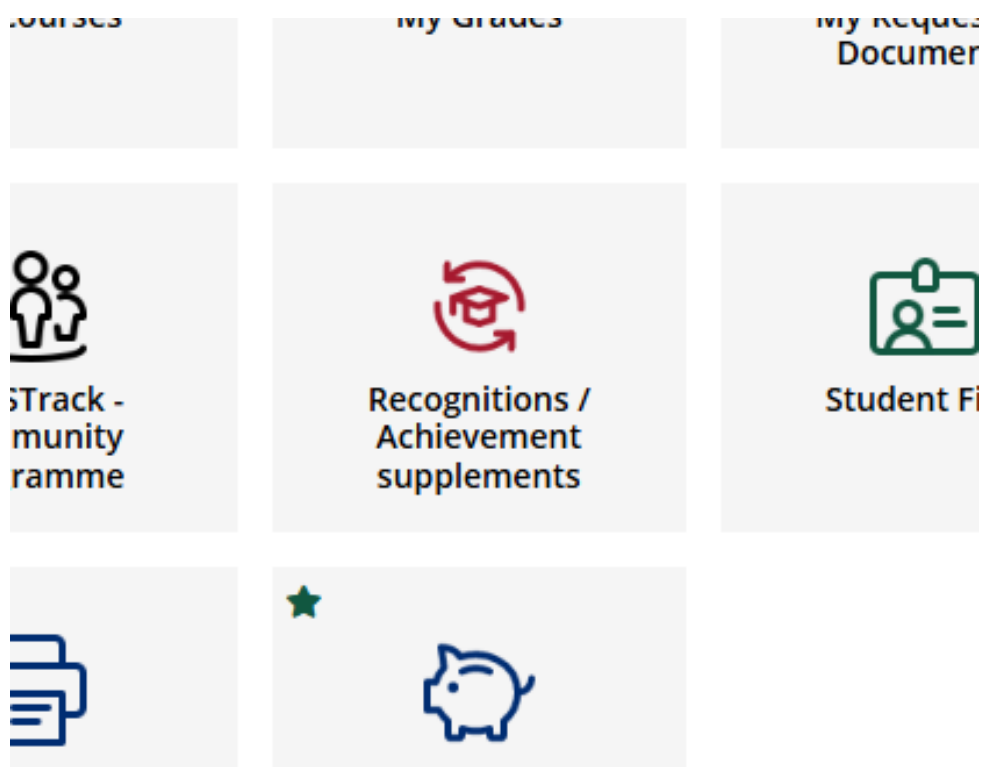
### Step 1: Login to PLUOnline

1. Open PLUOnline in your browser.
2. Login using your student credentials.



## Step 2: Open the Recognition Menu

1. After logging in, navigate to the menu section: **Recognitions / Achievement supplements.**



## Step 3: Create a New Recognition Request

1. In the upper left corner, open the **Operations** menu.
2. Click on **New recognition.**

Go to ▾ Operations ▾

Type of recognition	New recognition	New achievement	File number	Dean's office number
<i>Masterstudium: Data Science (UG2002)</i>				
General recognition				
General recognition				
General recognition				

For information on the entry, please click here: [Rund um PLUSonline](#)

## Step 4: Fill Out Recognition Request Details

A new window will open where you must fill in general information.

1. Select your **degree programme** (the programme where you want the course credited).
2. Under recognition type, select **General recognition**.
3. Select the **Educational institution** where the course was completed:
  - If it was completed at another university: select that university.
  - If it was completed at PLUS but outside your curriculum: select **University of Salzburg**.
4. Enter the current date.
5. Click **Save**.

### Important

Always choose **General recognition**. Do not select other recognition types unless explicitly instructed by the university.

Select ( Parameters ) ▾

**General**

Studies

Type of recognition

File number

Dean's office number

Note

Educational institution

**Date**

Date of recognition  Format: DD.MM.YYYY

## Step 5: Open Your Recognition Request

After saving, go back to the previous page, and you will see your recognition request listed in the overview table.

1. Locate your recognition request in the table.
2. Click on the numbers (e.g., **0/0/0**) to open the recognition positions.

<b>Recognitions / Achievement Supplements / Deribe Ananiya Getinet</b>						
<small>Deribe, Ananiya Getinet (12453608)</small>						
<small>Go to ▾ Operations ▾</small>						
<b>Recognitions</b>						
Type of recognition	File number	Dean's office number	Date	Positions	Educational institution	
<small>Masterstudium: Data Science (UG2002)</small>						
General recognition			16.12.2025	0 / 0 / 0	Universität Salzburg	

## Step 6: Create a New Position (Course Entry)

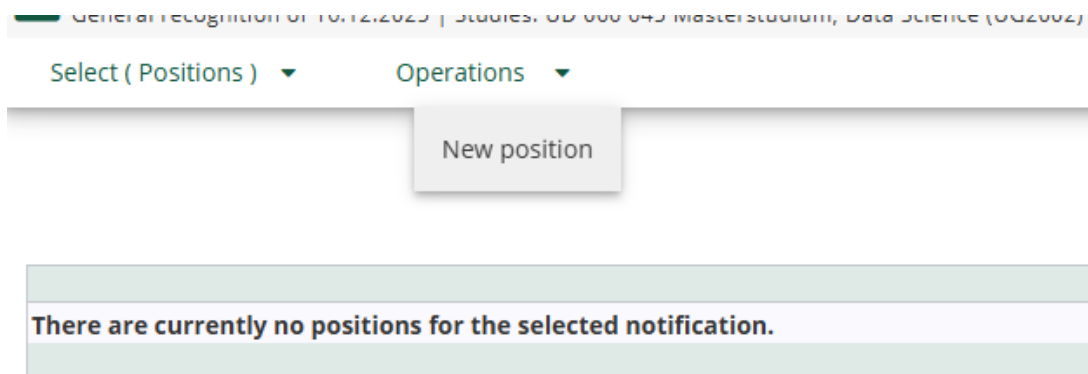
Each course must be entered as a separate recognition position.

1. Click on **0/0/0**.
2. Open the **Operations** menu.

3. Click on **New position**.

### Important

Repeat this step for every course you want to recognize. Each course should usually be its own position.



## Step 7: Add the Course to be Recognized

Now you must enter the details of the course you completed.

### Case A: Recognition of a course from another university

1. Next to **Definable results or certificates**, click **Add**.
2. Enter the course information:
  - Course name
  - ECTS credits (or weekly hours)
  - Grade received
  - Type of course
  - Academic year / semester of completion
3. Click **Save and close**.

Free subject  recognise as free subject  
(applies to all 'freely definable achievements' of this item)

Course number

Name



Name (English)

Topic   
max. 2000 characters  
2000 characters left

Topic (English)   
max. 2000 characters  
2000 characters left

SH

ECTS credits

Date of examination     
Format: DD.MM.YYYY

Academic year

Type of certificate

Duration of course


**Save** **Save and Close** **Cancel/Close**

## Tip

If you completed multiple partial exams that belong together, you may add multiple entries in the same position **only if it makes sense academically**.

## Case B: Recognition of a course completed at Plus

1. Next to **Course(s)** to be recognised, click **Add**.
2. Select the courses you want to recognise:
3. Click on the **X** on top left.

Study ID	No.	Sem.	Title	Type	SH	ECTS credits	Academic year	Date of examination
UD 066 645	DSM.933	24W	 selected for item <b>Advanced Data Mining 1 (Rule Learning, Support Vector Machines)</b>	VU	2	4	2024/25	06.02.2026
UD 066 645	DSM.934	24W	<b>Advanced Data Mining 2 (Ensemble Methods, Random Forests, Advanced Clustering)</b>	VU	2	4	2024/25	02.02.2026
UD 066 645	DSM.942	25S	<b>Data Ethics and Identity</b>	SE	2	4	2024/25	25.08.2025
UD 066 645	DSM.001	25S	<b>Data Mining</b>	VU	2	3	2024/25	25.07.2025
UD 066 645	511.072	25S	<b>Databases I</b>	L	2	2	2024/25	24.06.2025
UD 066 645	511.073	25S	<b>Databases I</b>	P	1	2	2024/25	21.07.2025
UD 066 645	405.157	25S	<b>Elementary Probability</b>	L	4	4	2024/25	04.07.2025
UD 066 645	911.922	25W	<b>Fourier Analysis, Filter Banks &amp; Wavelets</b>	L	3	2.5	2025/26	03.02.2026
UD 066 645	DSM.100	25W	<b>Frequent Pattern Mining</b>	L	3	3	2025/26	12.02.2026
UD 066 645	DSM.101	25W	<b>Frequent Pattern Mining</b>	P	2	3	2025/26	18.02.2026
UD 066 645	DSM.000	25W	<b>Introduction to Data Science</b>	VU	1	1	2025/26	27.01.2026
UD 066 645	DSM.910	25W	<b>Regression Methods and Computational Statistics</b>	L	2	3	2025/26	03.02.2026
UD 066 645	DSM.911	25W	<b>Regression Methods and Computational Statistics</b>	P	2	3	2025/26	27.01.2026
UD 066 645	911.039	25S	<b>Seminar for Computer Science (Climate Science from a Data Science Perspective)</b>	SE	2	5	2024/25	29.07.2025
UD 066 645	911.124	25W	<b>Similarity Search in Large Databases</b>	UV	3	5	2025/26	31.01.2026
UD 066 645	DSM.912	25S	<b>Statistics, Visualization and More Using "R"</b>	SE	2	4	2024/25	14.08.2025

## Tip

At the end of Step 7 you will have this page **courses might differ**.

Create new position

Course(s) to be recognised: add

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
DSM933 Advanced Data Mining 1 (Rule Learning, Support Vector Machines); VU 25H W 2024/25	06.02.26	3		4	

is/are recognised for PLUS course(s) add

Course/subject	PLUS assessment	Delete
645_EM1_1 EM1 - Recognition 1; L OSH S 2025/26 Fach-/Modulprüfung	3 befriedigend	

Definable results or certificates (e.g. free subjects)Add

## Step 8: Select the Course to be Credited in Your Curriculum

Now you must specify what the completed course should count as in PLUS.

1. Next to **is/are recognised for PLUS course(s)**, click **Add**.
2. Search for the relevant course in your curriculum.
3. Select the correct curriculum node (green circle).
4. Click **Select**.
5. Choose the current semester and assessment type.
6. Click **Add**.

### Important

Do not select courses from older curriculum versions. Always choose the course that matches your current curriculum.

Name
<input type="checkbox"/> [2022W] Data Science
<input type="checkbox"/> [645_BM] Bridge Module
<input type="checkbox"/> [645_CM] Compulsory Modules
<input type="checkbox"/> [645_EM] Elective Modules
<input type="checkbox"/> [645_EM1] Module Statistical Methods and Econometrics
<input checked="" type="radio"/> [645_EM1.1] Eligible Courses for EM1
<input type="checkbox"/> [645_EM2] Module Advanced Computer Science
<input type="checkbox"/> [645_EM3] Module Image Processing
<input type="checkbox"/> [645_EM4] Module Multimedia Technology
<input type="checkbox"/> [645_EM5] Module Remote Sensing
<input type="checkbox"/> [645_EM6] Module Geographic Information Systems and Science
<input type="checkbox"/> [645_EM7] Flexible Elective Module
<input type="checkbox"/> [645_FWF] Free elective courses
<input type="checkbox"/> [645_CIS] Compulsory internship
<input type="checkbox"/> [645_MT] Master's thesis
<input type="checkbox"/> [645_ME] Master's exam

to be added **645\_EM1\_1 EM1 - Recognition 1 (OSH L, SS 2025/26)**

Semester **2025/26 S**

Assessment **3 befriedigend**

**Choose others** **Add** **Close**

### Tip

At the end of Step 8 you will have this page **courses might differ**.

Create new position

Course(s) to be recognised: add

Course/subject	Date of examination	PLUS assessment	Recognised as per	ECTS credits	Delete
▶ DSM933 Advanced Data Mining 1 (Rule Learning, Support Vector Machines); VU 2SH W 2024/25	06.02.26	3		4	

is/are recognised for PLUS course(s) add

Course/subject	PLUS assessment	Delete
▶ 645_EM1_1 EM1 - Recognition 1; L OSH S 2025/26 Fach-/Modulprüfung	<b>3 befriedigend</b>	🗑️

Definable results or certificates (e.g. free subjects)Add

**Save and Close** **Cancel**

## Step 9: Save the Position

Once all required fields are completed:

1. Review the entered data.
2. Click **Save**.

### Tip

You can reopen your positions anytime by clicking on the position number (e.g., 1/0/0) in the recognition overview.

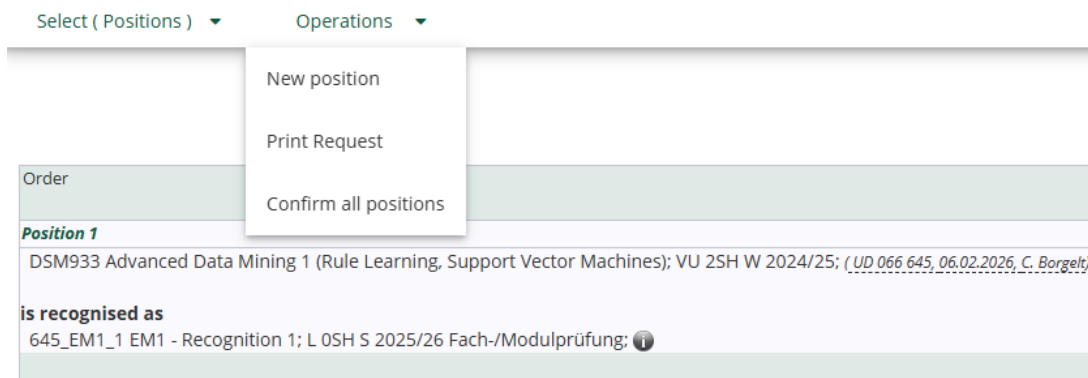
## Step 10: Confirm All Positions

After you have entered all courses and positions:

1. Click **Confirm all positions**.

### Important

After confirmation, changes are usually no longer possible. Confirm only after carefully checking all positions.



### Tip

After confirming all positions the recognitions page will show (1/1/0).

## Step 11: Print the Request and Submit Documents

The final step is to generate the official PDF request.

1. Open the **Operations** menu.
2. Click **Print request**.
3. A PDF document will be generated.
4. Submit the PDF document together with your supporting documents to arne.bathke@plus.ac.at.

### Liste der beantragten Anerkennungen

Reihenfolge	PLUS Beurteilung	SSt	ECTS Credits	Fremd- Beurteilung
<b>Position 1</b> DSM933 Advanced Data Mining 1 (Rule Learning, Support Vector Machines); VU W 2024/25	3	2,00	4,00	
<b>soll anerkannt werden für</b> 645_EM1_1 EM1 - Recognition 1; FA S 2025/26 Fach-/Modulprüfung (WF*) [2022W] Data Science > [645_EM] Elective Modules > [645_EM1] Module Statistical Methods and Econometrics > [645_EM1.1] Eligible Courses for EM1	3	0,00		
Genehmigt: <input type="checkbox"/> <b>JA</b> <input type="checkbox"/> <b>NEIN</b>				
		<b>SSt: 2,00</b>	<b>ECTS-Credits: 4,00</b>	

Für die Vizerektorin für Lehre und Studierende:

Datum: ..... Unterschrift: .....

Studierende\*r:

Datum: ..... Unterschrift: .....

## After Submission: What Happens Next?

After you submit your signed request and documents:

- The responsible curricular commission chair reviews your application.
- If approved, the request is forwarded to the university's Legal Department.
- The final recognition decision is issued officially.
- The recognition decision will be delivered to your official student email address.

### Info

Recognition is considered valid only after the official notification (decision) has been issued.

## Processing Time

Processing time may vary depending on workload and semester period. In most cases, students should expect several working days up to a few weeks.

### Info

If your recognition is accepted the recognitions page will show (1/1/1).

## Common Mistakes and How to Avoid Them

- **Missing syllabus/course description**  
Always include a detailed course description, not only the course title.
- **Incorrect ECTS or workload information**  
Ensure the ECTS credits match the official transcript.
- **Selecting the wrong curriculum course**  
Do not choose courses from outdated curriculum years.
- **Forgetting to confirm all positions**  
Recognition cannot be processed until all positions are confirmed.
- **Not submitting the signed PDF request**  
The printed request is an official application and must be signed.

## Frequently Asked Questions (FAQ)

**Q: Can I apply for recognition before completing the course?**

A: Usually no. Recognition requires proof of completion (grade, transcript, certificate).

**Q: Can I recognize a course taken at the University of Salzburg but outside my curriculum?**

A: Yes. In this case, select **University of Salzburg** as the educational institution when creating the general recognition request.

**Q: Can I recognize multiple courses in one position?**

A: Normally, each course should be entered as a separate position. Exceptions may exist if an entire module is recognized.

**Q: What if the course I want to select does not appear in the curriculum list?**

A: In some cases, PLUSonline automatically creates a virtual recognition entry.

## Contact

If you need help or are unsure how to proceed, contact:

- **STV Data Science - Email:** [stv.datascience@oeh-salzburg.at](mailto:stv.datascience@oeh-salzburg.at)
- University of Salzburg official support channels (PLUSonline / StudienServiceCenter)

*This guideline is provided by STV Data Science for student support purposes.*