



## Transcript of Courses

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**Name of Student:**

**Date of Birth:**

**Degree:**

*(bspw. Bachelor of Science / Master of Arts etc.)*

**Study Program /no. of semesters:**

1. *(Studienfach bzw. 1. Hauptfach)*

2. *(ggf. 2. Hauptfach bzw. Nebenfach)*

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Date

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University Stamp, Signature

Name of student:

### COURSES ATTENDED

Semester	Type of Course	Title of Course	ECTS	Grade
Total ECTS / Overall Grade Average:				

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### Explanatory Supplement

#### Grading

Students receive documents verifying successful participation in a course, the so-called *Scheine*, to be submitted when registering for major examinations. They are usually graded; if not – as sometimes in the natural sciences – students are awarded a “passed successfully” which is not to be compared with a pass/fail modus.

grade	in words	corresponding to
1.0 – 1.5	<i>sehr gut</i>	excellent (seldom achieved)
1.6 – 2.5	<i>gut</i>	very good (well above average)
2.6 – 3.5	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3.6 – 4.0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; last passing grade)
4.1 +	<i>mangelhaft</i>	fail

#### Type of Courses

lecture ( <i>Vorlesung</i> )	(LEC)	No active participation of students, no control of attendance; (normally) no grades awarded.
seminar ( <i>Seminar</i> )	(SEM)	Active participation required; grading occurs on the basis of a paper(s) and/or written examination ( <i>Klausur</i> ); in most cases an oral presentation on a topic is also required.
laboratory ( <i>Laborpraktikum</i> )	(LAB)	a. Laboratory course in the natural sciences b. Language course in the language lab Require active participation and are usually graded.
exercise course ( <i>Übungen</i> )	(EXC)	Supplementary course in connection with lectures, (more applied and in-depth); require active participation and are usually graded.

#### Degree Courses – Types of Examinations

<i>Vordiplom</i> or <i>Zwischenprüfung</i> (pre-diploma or intermediate examination)	Examination confirming successful completion of stage I studies ( <i>Grundstudium</i> ), usually awarded after 3-5 semesters which gives access to stage II studies ( <i>Hauptstudium</i> ); in most cases graded.
<i>1. und 2. Staatsexamen</i> (First and Second State Board Examination)	a. Academic qualification for teaching in secondary education (humanities, natural sciences, behavioural sciences); two majors. b. Academic qualification for professions like law, medicine, pharmacy, dentistry, etc.
<i>Bachelor</i>	Bachelor programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor degree is awarded after 3 to 4 years and includes a thesis requirement.
<i>Master</i>	Master is the second degree after another 1 to 2 years. Master study programmes may be differentiated by the profile types “practice-oriented” and “research-oriented”. The Master degree study programme includes a thesis requirement.