Transcript of Records

This is to certify that according to their official record of studies

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.o.B:\_\_\_\_\_\_\_\_\_\_** **Citizenship:\_\_\_\_\_\_\_\_\_\_\_\_**

attended the courses listed below during their period of study at Heidelberg University.

**Place:** Heidelberg University

**Duration of Exchange:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| Semester | Department | Course Type | Title of coursework | Course requirement | Grade report | ECTS |
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To be verified by the respective Institute Seal b.o.

Date:

**NOTE:**

The academic year is divided into 2 semesters:

*Sommersemester (SoSe)* = spring / summer semester (1st April until 30th September)

*Wintersemester (WS)* = fall / winter semester (1st October until 31st March)

# Type of course

*Vorlesung*  Lecture

*Proseminar* Basic seminar

*Hauptseminar* Advanced seminar

*Oberseminar* Advanced seminar for degree candidates

*Tutorium* Tutorial

Praktikum Practical

*Übung*  Exercise

*Sprachkurs* Language Course

Studienbeg. Deutschkurs Language Tutorial

## **Course requirements**

*Klausur* Written examination

*Abschlußklausur* Final examination

*Mündliche Prüfung*  Oral examination

*Referat* Presentation

*Hausarbeit/Essay* Term paper/Essay

*Protokoll* Taking of minutes

Hausaufgaben Written assignments

## **Grading system**

*1 = sehr gut* very good (best possible grade)

*2 = gut* good (well above average)

*3 = befriedigend* satisfactory (average, meets all requirements)

*4 = ausreichend* sufficient, passed

*5 = nicht ausreichend* deficient (fail)

*unbenoteter Schein* pass (P)

*Teilnahmeschein* certificate of attendance (CA)

Please note:

Should credit points be mentioned on the transcript, they usually refer to the

European Credit Transfer System (ECTS)