



TRANSCRIPT OF RECORDS

Name: _____ Surname: _____

Born on _____ in _____

Student No.: _____

Start and end dates of the study period:
From _____ till _____

Component Code (AGNES-KVV)	Format ¹	Duration (contact hours)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student?	ECTS credits	Grade ²

Total ECTS: _____

Humboldt-Universität zu Berlin | Erasmus Coordinator

Berlin, _____
Date _____ Signature _____

Duration of courses: One course unit usually takes one semester (14-16 weeks) and has two contact hours per week (2 Semesterwochenstunden/SWS). Some courses, including language courses, can take 4 hours a week. In addition, students prepare and read for classes.

Assessments: ECTS (Leistungspunkte/LP) are indicated on the "Leistungsnachweis" (credit confirmation sheet) that students receive after they participated in a course and, in most cases, also passed an exam. Degree students at HU have to collect 180 ECTS on the BA and 120 ECTS on the MA level. During the semester a certain kind (presentation, text response papers, etc.) of non-graded course work is obligatory, at the end of the course students may write exams or seminar papers which will be graded. At HU, students can complete a course successfully without a graded assesment (P=Passed).

¹ Format: Vorlesung (VL) – lecture; Seminar (SE) - seminar; Kurs (K) - course; Exkursion (EX) - excursion; Colloquium (CO) - colloquium

² Grades: 1,0 / 1,3 = very good (A); 1,7 / 2,0 / 2,3 = good (B); 2,7 / 3,0 / 3,3 = satisfactory (C); 3,7 / 4,0 = sufficient (D / E); 5,0 = non-sufficient/fail (F), P = Passed