

Transcript of Records

Explanation of Terms

Title of course: Course title in the matriculation book (Studienbuch) may vary from the course title recorded on the course certificates issued by the professor. The student records list the more appropriate title for the course.

Type of course: (procedural exceptions possible)

Vorlesung (Lecture) Attendance not controlled. Active student participation not required.

For other course types, attendance may be controlled, active participation is expected, demonstrations of proficiency may be required (written or oral examinations, oral reports etc.). Course certificates may be awarded. In some cases no certificate is issued, but the course is prerequisite for admission to the intermediate or final examination. Students may also audit courses (not graded, no certificate).

Grundkurs	Basic Course	Introductory lecture and exercises
Übung	Exercise/Section	Accompanies lecture work
Proseminar	Basic Seminar	Emphasizes independent academic work, taken prior to intermediate examination
Hauptseminar	Advanced Seminar for Degree Candidates	Taken in preparation for thesis work and final examination
Sprachkurs	Language Course	
Repetitorium	Examination Review Course	Intensive examination preparation course
Kolloquium	Colloquium	Discussion course
Tutorium	Tutorial	Course intensification or examination review course
SWS	Sem./hrs.	

Course Requirements/Assessments:

Demonstrations of proficiency required for issuance of a course certificate, for example

Klausur	Written Examination
Abschlussklausur	Final Examination
Mündliche Prüfung	Oral Examination
Seminararbeit/Hausarbeit	Term Paper
Referat	Presentation
Protokoll	Protocol
regelmäßige, kontrollierte Teilnahme	Controlled Attendance

Final Grades

NG: Not graded, no course certificate awarded, either as department policy (for example lecture courses) or because the student has chosen to audit the course.

P: Passed (bestanden), passed successfully (mit Erfolg teilgenommen), attended regularly (regelmäßig teilgenommen). An ungraded course certificate was awarded or recorded on an examination certificate. On occasion the course is a prerequisite for another course and is accepted as passed if entry to the following course is permitted.

Grades

The grades are only an aid to orientation for Universities abroad. Grades are not to be translated!

German Grading System as it compares to American grades:

German Grade	Definition		American grade
"1"	"sehr gut"	„very good“ (seldom achieved)	A+, A, A-
"2"	"gut"	„good“ (well above average)	B+, B, B-
"3"	"befriedigend"	„satisfactory“ (fulfilling all normal requirements)	C+, C, C-
"4"	"ausreichend"	„fair“ (meeting requirements despite weaknesses)	D+, D, D-
"5"	"mangelhaft"	„insufficient“ (fail)	F

German Grading System as it compares to ECTS grading scale (HRK Bologna recommendation):

ECTS Grade	German Grade	ECTS Definition
A	1,0-1,5	Excellent
B	1,6-2,0	Very Good
C	2,1-3,0	Good
D	3,1-3,5	Satisfactory
E	3,6-4,0	Sufficient
FX/F	4,1-5,0	Fail
P	P	Passed

Grades for Law Students:

16 – 18 points	excellent (outstanding)
13 – 15 points	very good (well above average/seldom awarded)
10 – 12 points	good (above average)
7 – 9 points	fully satisfactory (meets all requirements)
4 – 6 points	sufficient (meets requirements despite some weaknesses)
1 – 3 points	deficient (considerable weaknesses, no course certificate)
0 points	inadequate/unsatisfactory (wholly unacceptable)

Grades for State Examinations in Law:

14,00 - 18,00 points	excellent
11,50 - 13,99 points	very good
9,00 - 11,49 points	good
6,50 - 8,99 points	satisfactory
4,00 - 6,49 points	sufficient
1,50 - 3,99 points	deficient
0 points	inadequate

Examination System:

Professional (such as law, medicine, teaching):

State examinations (Staatsexamen), may be administered in stages (first, second state examination).

Academic

- **Intermediate examination** (Vordiplom, Zwischenprüfung), taken at conclusion of period of basic studies in the degree programme, should be completed by the end of the 5th semester
- **Final (degree) examination** (Diplom, Magister), taken at conclusion of period of advanced studies in the degree programme, should be completed by the end of the 10th semester
- **Doctorate** (Dr., Promotion), awarded on basis of dissertation (Doktorarbeit) and oral examination (Rigorosum)