

Transcript of Records for international Exchange Students

Winter Semester 2025/26



What is a Transcript of Records?



- Additional official certificate issued by the International Office
- Confirms the courses that you attended during your stay in Bamberg
- Includes results/grades and credits (ECTS)
- Enables transfer of credits

University of Bamberg
Transcript of Records



Sending Institution (Home University): Any University, USA

Last Name(s): Percy
First Name(s): Jackson
☒ male ☐ female
Date of Birth: 18/08/2000 **Place of Birth:** New York
Duration of stay: 01/04/2025 – 30/09/2025 **Student ID Number:** 2341567
Status: full-time / exchange student (non-degree seeking)

Receiving Institution: University of Bamberg (Otto-Friedrich-Universität Bamberg)
ERASMUS code: D BAMBERG01

Contact: International Office
Kapuzinerstr. 25, 96045 Bamberg, Germany
phone: + 49 (0) 951-863-1171, fax: + 49 (0) 951-863-1054
e-mail: transcripts.international@uni-bamberg.de

Course Type	Semester	Course Title	Local Grade	ECTS Grade	ECTS Credits
Practical Language Skills	SS 2025	Deutsch: Vorbereitungskurs für Austauschstudierende – Niveau A2. (German: Preparatory Course for Exchange Students)	2.0	B	6
Practical Language Skills	SS 2025	Deutsch: Deutsche Kultur – Kulturstadt Bamberg I – Niveau B1 (German: German Culture – Bamberg as a Cultural Centre)	1.3	A-	3
Lecture	SS 2025	Crime on the Early Modern Stage	2.3	B-	4
Seminar	SS 2025	Social Effects of Digital Media: The Digital Public Sphere: How Social Media Reshapes Mobilization and Political Participation	2.7	C+	5
Main Seminar	SS 2025	Queering the Canon	1.0	A	8
Exercise	SS 2025	Bamberg University English Drama Group	-----	pass	3

End of record

19 March 2025

Date Signature [-----] Stamp of Institution
(International Office)

NB: This document is not valid without the signature of the official representative on the stamp of the International Office of the University of Bamberg. Please see reverse for remarks.

DESCRIPTION OF THE INSTITUTIONAL GRADING SYSTEM

Local Grade	ECTS Grade	In Words:	Corresponding to:
1.0	A	sehr gut	very good
1.3	A-	sehr gut	very good
1.7	B+	gut	good
2.0	B	gut	good
2.3	B-	gut	good
2.7	C+	befriedigend	satisfactory
3.0	C	befriedigend	satisfactory
3.3	C-	befriedigend	satisfactory
3.7	D	ausreichend	sufficient
4.0	E	ausreichend	sufficient (lowest passing grade)
4.3, 4.7, 5.0	F	nicht ausreichend	fail
-----	pass	bestanden, unbenotet	pass, no grade
pending	pending	(das Ergebnis ist noch nicht bekannt)	(the result is not yet available)

SEMESTER TERM DATES

SS = Summer Semester (1 April – 30 September)
WS = Winter Semester (1 October – 31 March)

TYPES OF COURSES

Seminar	Seminars, in which students must participate actively and regularly, provide scholarly discussion in specific academic fields. Seminars may be subdivided into introductory seminars, proseminars, and main seminars, depending on the field of study and the students' academic level.
Introductory Seminar	Attendance in this type of seminar is compulsory at the beginning of undergraduate programmes and a requirement for participation in proseminars. In introductory seminars, students are taught the basics and foundations of the field.
Proseminar	Proseminars are offered on undergraduate level. Students may select from a range of proseminars and are required to prove their knowledge of the specific topic by giving an oral presentation and/or by writing a term paper.
Main Seminar	Main seminars are offered on graduate level. Academic level and requirements are higher than in proseminars. In main seminars, students can extend and deepen their knowledge of a specific topic by giving an oral presentation and/or by writing a term paper.
Lecture	An educational talk to a student audience. Discussions between the lecturer and students are not common. Usually, students are graded on the basis of a written exam. Like exercises, lectures can be combined with a seminar to form a module, in which case they may be ungraded.
Exercise	Exercises offer students an opportunity to learn and practice subject-specific techniques and methodologies. They often cover the same topic as a seminar or lecture and can be combined with either to form a module.
Practical Language Skills	A language class. Students acquire theoretical knowledge of a language and apply it in speech and writing. Language classes can be both general (CEFR level) and specific (Grammar, Phonetics, etc.).
Tutorial	Tutorials offer students an opportunity to review and practice what has been covered in a seminar or lecture and to ask questions. Tutorials are usually offered by advanced students who help younger students to prepare for the final examination.

Do you need a Transcript of Records?

If you are not sure –
you must ask your
**home university
coordinator!**



Should I ask the
International Office if I
need a ToR?

Do you receive a ToR automatically?

NO!

You must apply for one!



How do I apply for a ToR?



The International Office will send you a message **at the beginning of November** with a **WORD document** “Transcript Request Form”

You must fill in the “Transcript Request Form” with the names of your courses, and send it back to us again as a **WORD file**

Deadline:
01.12.2025

Transcript of Records Request Form

[illegible]

Where do you find your Student ID number?

- On your Student ID card, under your name



Where do you find the course titles?

- **UnivIS**

→ lists the course titles in German and in English

→ <https://univis.uni-bamberg.de/>

- **“Kursliste” WORD-doc**

→ lists the titles of the language courses offered by the **Language Center**

→ <https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/next-steps/trancrypt-faq/>

The screenshot shows a web browser window displaying the UnivIS website. The browser's address bar shows the URL: https://univis.uni-bamberg.de/form?dsc=anew/lecture_view&lvs=sowi/sozwiss/profes_1/gesell&anonymous=1&ref=tlectu. The website header includes the UnivIS logo and navigation links: Home, Anmelden, Kontakt, Hilfe. A search bar contains the text 'Lehrveranstaltungen'. The main content area displays a course listing for 'Gesellschaftliche Effekte digitaler Medien: The Digital Public Sphere: How Social Media Reshapes Mobilization and Political Participation'. The course is taught by Dmytro Lutsenko, M.A. and is a seminar held in English. The course description mentions that participants should register by 30.04.2025. The website footer includes the text 'UnivIS ist ein Produkt der Config eG, Buckenhof'.

What is FlexNow?



- Examination & course credit system used for registration for courses and exams at the University of Bamberg
- Electronic database for students' academic records
 - Register/de-register for courses and exams
 - View your results

IMPORTANT

Different deadlines for registration/de-registration for all the courses offered by the University of Bamberg



When do you have to register for exams?



IMPORTANT

Pay attention to different faculties' and departments' course & exam registration deadlines



Example: Preparatory Course

FlexNow deadlines for the “Preparatory Course for Exchange Students”/Vorbereitungskurs für Austauschstudierende

Registration & de-registration for
Preparatory course **PARTICIPATION**
(compulsory if you want to participate)

Exception! You will be added to the
FlexNow automatically by the
Language Center

Registration & de-registration for
Preparatory course **EXAM**
(compulsory if you want the ECTS-credits)

22.09.2025 – 01.10.2025

Language Courses (Sprachenzentrum Bamberg)

- Course registration deadlines
→ course **participation!**
- Registration for **exams** follows separately
→ in the news section on the webpage of the Language Center: <https://www.uni-bamberg.de/sz/>



Fristen Kurs-Anmeldung Flexnow WS 2025/26:

[Stand 06.08.2025]

	Beginn Kursanmeldung	Ende Kursanmeldung
Wirtschaftsenglisch	15.09.2025 (10:00) Pool-Anmeldeverfahren!*	12.10.2025 (23:59)
Englisch: Grundkurs I	16.09.2025 (10:00) Pool-Anmeldeverfahren!*	14.10.2025 (23:59)
Englisch: Grundkurs II		06.10.2025 (23:59)
Englisch: Grundkurs III		07.10.2025 (23:59)
Kooperation SZ Passau/Bamberg: – Chinesisch – Indonesisch – Thai	17.09.2025 (10:00)	05.10.2025 (23:59)
– Deutsch als Fremdsprache – Wirtschaftsdeutsch	22.09.2025 (10:00)	17.10.2025 (23:59) (Ausnahme: Für die Module Deutsch als Fremdsprache intensiv 1 (A1) und Deutsch als Fremdsprache intensiv 2 (A2) endet die Anmeldefrist bereits um 12:00 Uhr)
– Romanische Sprachen – Wirtschaftsfranzösisch – Wirtschaftsspanisch – Wirtschaftsitalienisch	23.09.2025 (10:00)	17.10.2025 (23:59)
– Englisch (restliche Kurse) – Orientalische Sprachen – Slavische Sprachen – Weitere Sprachen	24.09.2025 (10:00)	17.10.2025 (23:59)

Bitte beachten Sie jeweils auch das Enddatum der Kursanmeldung!

Please also note the end date of the course registration!

***Pool-Anmeldeverfahren / Pool Registration:**

Wirtschaftsenglisch / Business English:

Bitte informieren Sie sich über das Prozedere der Kursanmeldung direkt auf den Seiten der [Abteilung Wirtschaftsenglisch](#).

Please inform yourself about the deadlines and the registration procedure for these courses directly on the pages of the [Business English Department](#).

Problems with FlexNow or Course Registrations?

- Ask your tutor or tandem partner
- Contact your teacher or the secretary of the chair
- Contact your ERASMUS/Exchange Coordinators in Bamberg: international@uni-bamberg.de
- Contact the FlexNow support team: flexnow@uni-bamberg.de
- Inform you teacher at the beginning of the lectures that you'll need a "**Schein**" (= signed and stamped paper certificate)
→ send us the Schein at the end of the semester



Schein

- Only an option if registration for exam via FlexNow is NOT possible!
- If you receive a Schein, send it to us as a scan via email: transcripts.international@uni-bamberg.de

OTTO-FRIEDRICH-UNIVERSITÄT BAMBERG

Professur für Anglistische und Amerikanistische
Kulturwissenschaft



Nachweis über die erfolgreiche Teilnahme an einer Lehrveranstaltung

Herr Percy Jackson geb. am: 18.08.2000 Matrikel Nr.: 2341567

hat im: WS 2025 an der 2 -stündigen Lehrveranstaltung

mit dem Titel: Bamberg University English Drama Group

im Fach/Bereich: Anglistik/Amerikanistik erfolgreich teilgenommen.

Art der Veranstaltung: Übung Ordnung: BA-Ordnung

Erbrachte Leistungen: Teilnahme Gruppenarbeit

Thema der Leistung:

Modul:

Note: belegt ECTS-Punkte: 3 ECTS-Note:

Hinweise:

Bamberg,

Stempel

Name der/des Dozierenden

Can you choose the courses and results that will appear on your ToR?

No!

ALL courses & results which are registered in FlexNow WILL appear on your Transcript of Records.

If you want a course to not be included in your official ToR, you need to **de-register for the exam in question on FlexNow **within the deadlines!****

How will your university receive your ToR?

Once all results (grades & ECTS) have been made available, we'll send:

- a **PDF via e-mail** to your home coordinator
and/or
- **2 physical copies** of ToR to your home university



IMPORTANT: If you have not paid your rent in full before leaving Bamberg, your ToR will not be sent!

Contact

International Office

Ruslana Khariv

International Exchange Students Coordinator



Kapuzinerstr. 25, Zimmer 02.03



transcripts.international@uni-bamberg.de



+49 951 863 1192



<https://www.uni-bamberg.de/en/studies/exchange-students-eg-erasmus/next-steps/transcript-faq/>

