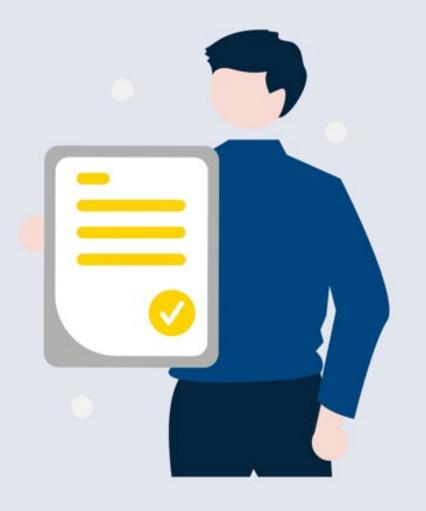
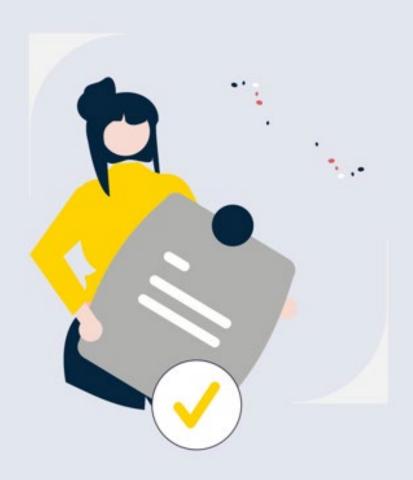
Transcript of Records for international Exchange Students

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

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: Prepäratory Course for Exchange Students)	2.0	В	6
Practical Language Skills	SS 2025	Deutsch: Deutsche Kultur – Kulturstadt Bamberg 1 – 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	Α:	8
Exercise	SS 2025	Bamberg University English Drama Group		pass	3

End of record

19 March 2025

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

N2: This consumer t is not valid without the signature of the official representative and the stamp of the International Office of the University of Partners, Please see reverse for periods

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	В	gut	good
2.3	В-	gut	good
2.7	C+	befriedigend	satisfactory
3.0	С	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		
00111111111	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	Attendance in this type of seminar is compulsory at the beginning of undergraduate		
Seminar programmes and a requirement for participation in proseminars. In introduc			
	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	Main seminars are offered on graduate level. Academic level and requirements are		
Seminar	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	A language class. Students acquire theoretical knowledge of a language and apply it in		
Language	speech and writing. Language classes can be both general (CEFR level) and specific		
Skills	(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"

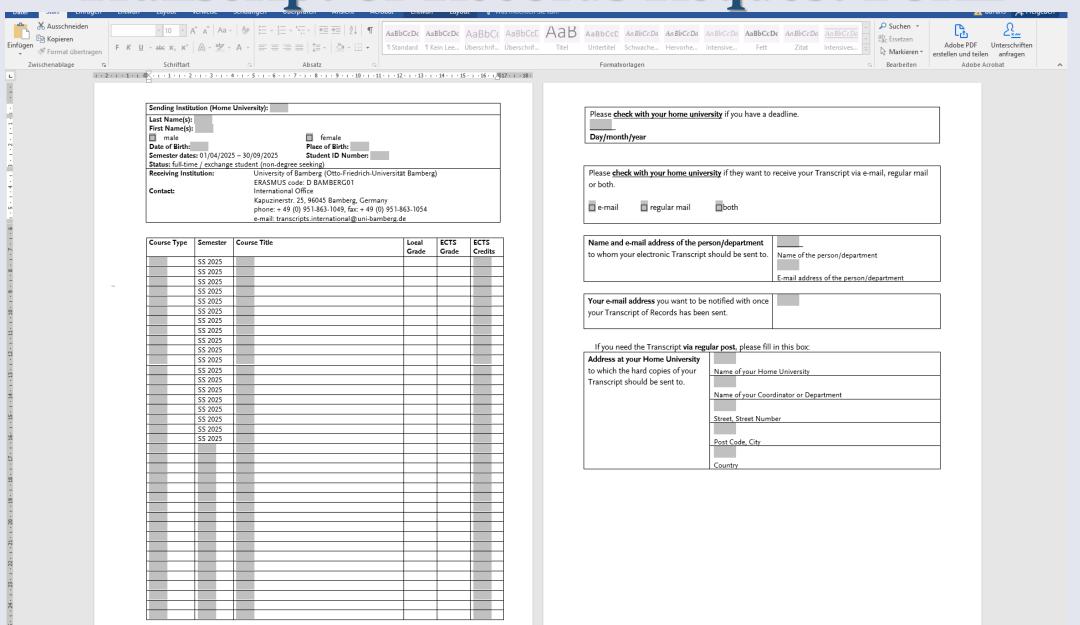
You must fill in the

"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



+ 100 %

Seite 1 von 2

Where do you find your Student ID number?

 On your Student ID card, under your name



Where do you find the course titles?

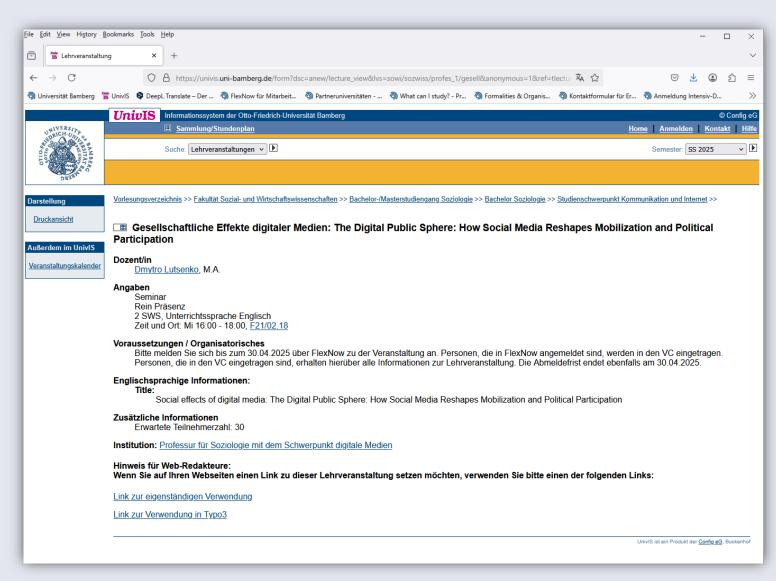
UnivIS

- →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.unibamberg.de/en/studies/exchangestudents-eg-erasmus/nextsteps/trancript-faq/



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/



Sprachenzentrum der Otto-Friedrich-Universität Bamberg



Fristen Kurs-Anmeldung Flexnow WS 2025/26:

[Stand 06.08.2025]

	Beginn Kursanmeldung	Ende Kursanmeldung
Wirtschaftsenglisch	15.09.2025 (10:00)	12.10.2025 (23:59)
1000	Pool-Anmeldeverfahren!*	
Englisch: Grundkurs I	16.09.2025 (10:00)	14.10.2025 (23:59)
Englisch: Grundkurs II	Pool-Anmeldeverfahren!*	06.10.2025 (23:59)
Englisch: Grundkurs III		07.10.2025 (23:59)
Kooperation SZ Passau/Bamberg:	17.09.2025 (10:00)	05.10.2025 (23:59)
– Chinesisch		
Indonesisch		
– Thai		
Deutsch als Fremdsprache	22.09.2025 (10:00)	17.10.2025 (23:59)
 Wirtschaftsdeutsch 		(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	23.09.2025 (10:00)	17.10.2025 (23:59)
Wirtschaftsfranzösisch	23.03.2023 (10.00)	17.10.2023 (23.33)
Wirtschaftsspanisch		
Wirtschaftsstalienisch		
Till tooliai toitailoiliooli	24.00.2025 (40.00)	17.10.2025 (22.50)
Englisch (restliche Kurse)	24.09.2025 (10:00)	17.10.2025 (23:59)
Orientalische Sprachen		
Slavische Sprachen		
Weitere Sprachen		

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 <u>Abteilung Wirtschaftsenglisch</u>.

Please inform yourself about the deadlines and the registration procedure for these courses directly on the pages of the <u>Business English Department</u>.

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		٤	eb. am: 18.0	8.2000	Matrikel Nr.: 2341567
nat im: WS	2025	an der	2	-stündigen	Lehrve	eranstaltung
mit dem Titel: Bam	berg University Eng	dish Drama	Gro	oup		
m Fach/Bereich:	Anglistik/Amerikani	stik				erfolgreich teilgenommen.
Art der Veranstaltur	ng: Übung			Ordr	nung:	BA-Ordnung
Erbrachte Leistunge	n: Teilnahme	(Grup	penarbeit		
Гhema der Leistung	:					
Modul:						
Note: belegt	ECTS	-Punkte: 3	,		ECTS	-Note:
Hinweise:						
Bamberg,						
		Stempel			Nam	e der/des Dozierenden

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

No!

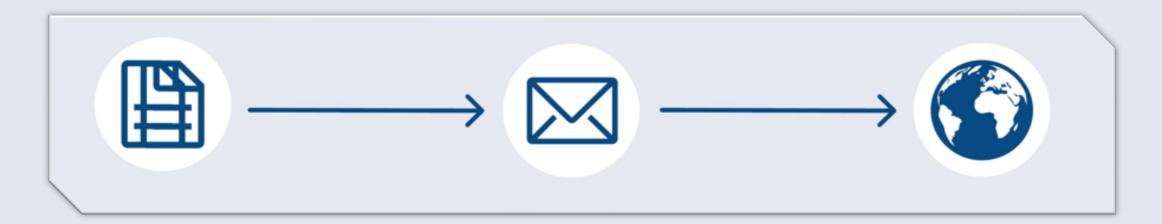
ALL courses & results which are registered in FlexNow WILL appear on your Transcript of Records.

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/trancript-faq/

