

Transcript of Records for international Exchange Students

Summer Semester 2025



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 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	A	8
Exercise	SS 2025	Bamberg University English Drama Group	-----	pass	3

End of record

19 March 2025

DateSignature [-----]
(International Office)

Stamp of Institution

NB: This document is not valid without the signature of the official representative and 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 June** 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**

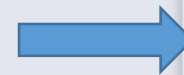
Deadline:
26.06.2025

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
- **“Kursliste” WORD-doc**
→ lists the titles of the language courses offered by the Language Center
→ *sent together with the ToR Request Form in June*

The screenshot shows a web browser window displaying the UnivIS (Informationssystem der Otto-Friedrich-Universität Bamberg) website. The URL in the address bar is https://univis.uni-bamberg.de/form?dsc=anew/lecture_view&lvs=sowi/sozwiss/profes_1/gesell&anonymous=1&ref=tlectu. The page features a blue header with the UnivIS logo and navigation links like Home, Anmelden, Kontakt, and Hilfe. A search bar contains the text 'Lehrveranstaltungen'. The main content area displays the course title 'Gesellschaftliche Effekte digitaler Medien: The Digital Public Sphere: How Social Media Reshapes Mobilization and Political Participation' under the category 'Vorlesungsverzeichnis >> Fakultät Sozial- und Wirtschaftswissenschaften >> Bachelor-/Masterstudiengang Soziologie >> Bachelor Soziologie >> Studienschwerpunkt Kommunikation und Internet >>'. The course is taught by 'Dmytro Lutsenko, M.A.'. Additional details include the format 'Seminar', 'Rein Präsenz', '2 SWS, Unterrichtssprache Englisch', and the time 'Mi 16:00 - 18:00, F21/02.18'. The prerequisites section states that registration is required by 30.04.2025 via FlexNow. The English title is 'Social effects of digital media: The Digital Public Sphere: How Social Media Reshapes Mobilization and Political Participation'. The expected number of participants is 30. The institution is 'Professur für Soziologie mit dem Schwerpunkt digitale Medien'. At the bottom, there are links for 'Link zur eigenständigen Verwendung' and 'Link zur Verwendung in Typo3'. The footer mentions 'UnivIS ist ein Produkt der Config eG, Buskenhof'.

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: Lecture “Roots of English”



UnivIS Informationssystem der Otto-Friedrich-Universität Bamberg

© Config eG

[Sammlung/Stundenplan](#) [Home](#) [Anmelden](#) [Kontakt](#) [Hilfe](#)

Suche:

Semester:

Darstellung
[Druckansicht](#)

Außerdem im UnivIS
[Veranstaltungskalender](#)

[Vorlesungsverzeichnis](#) >> [Fakultät Geistes- und Kulturwissenschaften](#) >> [Institut für Anglistik und Amerikanistik](#) >> [Englische Sprachwissenschaft einschl. Sprachgeschichte](#) >> [Vorlesungen](#) >>

☐ **The Roots of English**

Dozent/in
Prof. Dr. [Gabriele Knappe](#)

Angaben
[V]
Rein Präsenz
2 SWS
Gaststudierendenverzeichnis, Studium Generale, Kultur und Bildung, Zentrum für Mittelalterstudien, Unterrichtssprache Englisch
Zeit und Ort: Di 14:15 - 15:45, [U5/02.22](#)

Voraussetzungen / Organisatorisches
1. Modules:
BA Anglistik/Amerikanistik:

- Aufbaumodul Sprachwissenschaft (2 ECTS)
- Vertiefungsmodul Sprachwissenschaft Variante 2 (= für 2. Hauptfach, d.h. Hauptfach ohne BA-Arbeit) (2 ECTS)

BA Medieval Studies: Aufbaumodul Sprachwissenschaft (2 ECTS)
MA English and American Studies (Regular & European Joint Master's Programme):

- Mastermodule English Linguistics (2 ECTS)
- Profile Module English Linguistics (2 ECTS)
- Consolidation Module English Linguistics (2 ECTS)
- Restricted Electives English Linguistics (2 ECTS)

MA Medieval Studies: Intensivierungsmodul II Sprachwissenschaft (5 ECTS)
Lehramt RS/Gym: Grundlagenmodul "Kulturelle und Medienbildung A" (2 oder 4 ECTS)
MSc Wirtschaftspädagogik, Studienrichtung II: Aufbaumodul Englische Sprachwissenschaft (2 ECTS)
BA Studium Generale: as part of a regular module (2 ECTS), or individually as "Modul Studium Generale" (3 ECTS)
Erasmus and other visiting students (2 or 4 ECTS)

2. Registration and Deregistration:

Example: Lecture “Roots of English”

2. Registration and Deregistration:

Registration via FlexNow from 31 March 2025, 10:00h, to 30 April 2025, 23:59h.

Deregistration via FlexNow from 31 March 2025, 10:00, to 30 April 2025, 23:59h.

3. Requirements for successful completion of the course:

2 ECTS in all modules for degree-seeking students of the University of Bamberg except those special cases mentioned below: none, BUT REGULAR ATTENDANCE IS STRONGLY ENCOURAGED!

Special cases:

2 ECTS (Erasmus and other visiting students; ungraded or pass/fail): regular attendance

2 ECTS (MA English and American Studies: Consolidation Module Linguistics I): oral examination together with the seminar in the module (30 minutes in all)

2 ECTS (Grundlagenmodul "Kulturelle und Medienbildung A"): oral exam (20 minutes)

3 ECTS (BA Studium Generale): oral exam (20 minutes)

4 ECTS (Lehramt RS/Gym: Grundlagenmodul "Kulturelle und Medienbildung A"): written test of 90 minutes

2 ECTS (Erasmus and other visiting students only; graded): written test of 45 minutes

4 ECTS (Erasmus and other visiting students only; graded or pass/fail): written test of 90 minutes

5 ECTS (MA Medieval Studies Intensivierungsmodul): oral examination of 30 minutes

Inhalt

Description:

Why is English like that? Why is *knight* spelled with a *kn* and a *gh*? Why does English have so many synonyms, like *start*, *begin*, *commence* or *clever*, *intelligent*, *astute* and *bright*? How come that we hardly have any, in fact only eight, inflectional endings in English today? And how are German and English related, as they obviously are --- just compare, for instance, *goose* and *Gans*, *house* and *Haus*, *knight* and *Knecht*, *light* and *Licht*?

This lecture addresses all these questions, and more. Students will be given an overview of the development of the English language from its earliest attestations in the late 7th century (Old English) until today in the context of the textual transmission and sociohistorical changes. Selected passages from different periods will be introduced. Special areas of interest are the development of the vocabulary, sounds and spelling, morphology and syntax.

This lecture is particularly designed for students of BA "Anglistik/Amerikanistik", Aufbauomodul (2 ECTS). Students from other BA programmes can earn 3 ECTS points for their Studium Generale (pass/fail; oral examination of 20 minute), and visiting students can earn 2 or 4 ungraded (pass/fail) or graded ECTS points by sitting a written exam.

Note that students of *Lehramt Gymnasium* and of B.A. Medieval Studies in their Basismodul must attend the *Uebung* "Englische Sprachgeschichte", not this lecture.

Empfohlene Literatur

Suggestions for background reading:

- Norbert Schmitt and Richard Marsden. 2006. *Why Is English like That? Historical Answers to Hard ELT Questions*. Michigan: The University of Michigan Press.
- Albert C. Baugh & Thomas Cable. 2013. *A History of the English Language*. Sixth ed. London: Routledge & Kegan Paul.

Englischsprachige Informationen:

Title:

The Roots of English

Credits: 5

Example: Lecture “Roots of English”

FlexNow deadlines for the lecture “Roots of English”

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

31.03.2025 – 30.04.2025

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

The deadlines vary from semester to semester!
Check the information on VC or ask the lecturer!

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 SS 2025:

[Stand 07.03.2025]

	Beginn Kursanmeldung	Ende Kursanmeldung
Wirtschaftsenglisch	26.03.2025 (10:00) Pool-Anmeldeverfahren!*	21.04.2025 (23:59)
Englisch: Grundkurs I	27.03.2025 (10:00)	22.04.2025 (23:59)
Englisch: Grundkurs II	Pool-Anmeldeverfahren!*	14.04.2025 (23:59)
Englisch: Grundkurs III		15.04.2025 (23:59)
– Deutsch als Fremdsprache – Wirtschaftsdeutsch	02.04.2025 (10:00)	08.05.2025 (23:59)
– Romanische Sprachen – Wirtschaftsfranzösisch – Wirtschaftsspanisch – Wirtschaftsitalienisch	03.04.2025 (10:00)	08.05.2025 (23:59)
– Englisch (restliche Kurse) – Orientalische Sprachen – Slavische Sprachen – Weitere Sprachen	04.04.2025 (10:00)	08.05.2025 (23:59) (Ausnahme: Die Kursanmeldung für Chinesisch, Indonesisch und Thai endet aus organisatorischen Gründen bereits am 25.04.2025, 23:59 Uhr)

Beachten Sie bitte, dass die unter ‚Beginn Kursanmeldung‘ genannte Uhrzeit der früheste Zeitpunkt ist, ab dem Sie sich anmelden können. Eine Anmeldung zu einem späteren Zeitpunkt ist ebenfalls möglich! Es gibt für die Kurse des Sprachenzentrums keine Beschränkung der Teilnehmerzahlen.

Please note that the time mentioned under 'Beginn Kursanmeldung' is the earliest time from which you can register. Registration at a later time is also possible!

There is no limit to the number of participants for the courses of the Language Centre.

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](#).

Englisch Grundkurse I, II und III (für Studierende der Anglistik / for students of Anglistik):

Informationen zu den besonderen Anmelde-Modalitäten der Anglistik-Grundkurse finden Sie auf der folgenden Seite.

Information on the special registration modalities for the ‚Anglistik-Grundkurse‘ can be found on the following page.

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



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uni-bamberg.de/en/studies/exchange-students-eg-erasmus/

