

## Definition of terms

- **Course list** → The list of courses you are taking. It is only for internal use by Philipps-Universität Marburg, i.e., it is NOT the official document (Transcript of Records) that your university and you will receive at the end of your stay. However, the Course list is a prerequisite to create the Transcript of Records!

You will have to create your Course list in Mobility Online at the start of every semester. The document “*Course list — Step-by-step instructions*” will explain exactly how this works.

- **Erasmus Departmental Coordinator** → The people working in the various departments at Philipps-Universität Marburg who are responsible for questions about courses. You can find a complete overview of all departmental coordinators here:

<https://www.uni-marburg.de/de/international/ins-ausland/studierende/fachbereichsbeauftragte/fachbereichsbeauftragte>

- **Marvin** → This is the portal where you can find all courses offered at Philipps-Universität. Marvin is where you can select the courses you want to take. You will then have to add the courses to your Course list.

<https://marvin.uni-marburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

- **Transcript of Records** → The official document to get credit at your home university for your grades. It is created by the International Office at Philipps-Universität Marburg. Your university and you will receive the transcript by e-mail. The “*Transcript of Records — How-to’s*” document explains how to obtain a transcript.

Here is what a transcript looks like:

## Transcript of Records

**Name of the Student:** [REDACTED]  
**Gender:** [REDACTED]  
**Date of Birth:** [REDACTED]  
**Matriculation Number:** [REDACTED]

**Sending Institution:** [REDACTED]  
**Faculty/Department:** Statistics

**Receiving Institution: Philipps-Universität Marburg (D MARBURG01)**  
**Period & Duration of Study:** Sommer Semester 2018  
**Faculty/Department:** Faculty of German Studies and History of the Arts,  
German Language and Literature (B.A.)  
**Departmental Coordinator:** Sourjikova, Eva (eva.sourjikova@staff.uni-marburg.de)

Course No.	Title of the course unit - Philipps-Universität Marburg	Semester	Local grade	ECTS Credits
80457	Deutsch als Fremdsprache Semestervorbereitender Intensivkurs Deutsch (Gr.E)	Summer term	13	6,00
LV-09-910-IGS-046	Sprachpraktische Übungen: Aussprache des Deutschen	Summer term	12	6,00
LV-09-910-IGS-045	Sprachpraktische Übungen: Texte lesen und sprechen	Summer term	11	6,00
Sum of ECTS credits				18,00

Date:  
19/06/2020

Signature of  
Responsible Person:

Seal of Receiving  
Institution:

NB: This document is not valid without the signature of the responsible registrar/dean/administration officer and the official seal of the institution.

### Beschreibung des Bewertungssystems / Description of the Institutional Grading System (Local Grade)

Punkte / grade points (local grade)	Note / grade	Definition / definition	Grenzwerte bei Durchschnittsbildung der Gesamtnote / Margins for conversion of grade point average into final grades
15	sehr gut / very good (1)	Eine hervorragende Leistung / Outstanding achievement	≥ 12.5
14			
13			
12	gut / good (2)	Eine Leistung, die erheblich über den durch- schnittlichen Anforderungen liegt / Performance above the average standard	9.5 to < 12.5
11			
10			
9	befriedigend / satisfactory (3)	Eine Leistung, die durchschnittlichen Anfor- derungen entspricht / Performance meeting the average standard	6.5 to < 9.5
8			
7			
6	ausreichend / sufficient (4)	Eine Leistung, die trotz ihrer Mängel noch den Anforderungen genügt / In spite of errors conform to requirements	5.0 to < 6.5
5			
4			
3	mangelhaft / inadequate (fail) (5)	Eine Leistung, die wegen erheblicher Mängel den Anforderungen nicht mehr genügt / Not meeting the minimum criteria	< 5.0
2			
1			
0			

### ECTS-Punkte / ECTS Credits:

Ein Leistungspunkt steht für einen studentischen Arbeitsaufwand in Höhe von 30 Stunden. Dies entspricht der Leistungspunktbemessung im Rahmen des Europäischen Systems zur Anrechnung von Studien- und Prüfungsleistungen / European Credit Transfer System (ECTS). / According to the European Credit Transfer System (ECTS) one credit point is equivalent to an average student's work load of 30 hours.