

# Transcript of Records at Kiel University

The Transcript of Records is part of your Learning Agreement („After the mobility“). You need it in order to receive credits for the courses you took during your exchange stay.

Kiel University is not in charge of recognizing your credits.

You should enlist all courses in the Transcript of Records, even if you don't expect to receive credits. It shows your university your actual workload.

## When do you **NOT** need to set up a Transcript of Record?

If you are staying for two semester. You will do so at the end of your academic stay.

If your Departmental Coordinator is willing to set it up: Contact your Departmental Coordinator (person who signed your Learning Agreement). It is import that he or she knows exactly about the courses you took. He or she needs also a proof of your examination results („Schein“ or excerpt from qis).

The following institutes are known to issue Transcript of Records: Medicine, Law, Business Administration, Economics.

If you registered your exams via paper form, the courses should be visible in qis. Contact the examination office to send you the Transcript of Records.

## Do you need to take this specific form provided by Kiel University?

You might also take the sample from your university.

*In any case, make sure **BEFORE** you leave, that you know who is in charge of setting up your Transcript of Records.*

## How to set up your Transcript of Records?

- (1) Collect all the „**Scheine**“ (document with the name of the course, the number of ECTS and the grade or note of participation). If you could register your exam, the excerpt from qis is sufficient.
- (2) Upload the „Scheine“ in your Mobility Portal.
- (3) Fill out the sample „Transcript of Records“.
- (4) If you have all the examination results ready you can complete your Transcript of Records and send it to [erasmus-incomings@uv.uni-kiel.de](mailto:erasmus-incomings@uv.uni-kiel.de)
- (5) The Erasmus Incoming Officer will check it. If everything is complete and correct it will be send to you signed and stamped. If you should need the original, please send your home address.

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You find all the information you need on the „Schein“ , in qis or at univIS.

<http://univis.uni-kiel.de/form?dsc=go&to=lec>

**Participants of German Course:** As I have all the results from the German class, you can leave that open.

## Section to be completed AFTER THE MOBILITY / Transcript of Records

### RECOGNITION OUTCOMES

**Name of the student**  
**Date of birth**  
**Home University (Erasmus Code)** *if you don't know the Erasmus Code, then leave it open*  
**Study subject** *subject from your "Studienbescheinigung"*  
**Start and end date of the study period** *as indicated in the Confirmation of Attendance*

Semester*	Component code (if any)	Type of course
<i>s – summer term</i>		<i>Lecture</i>
<i>w – winter term</i>		<i>Seminar</i>
		<i>Exercise</i>

Name of academic teacher	Component title (as indicated in the course catalogue) at the receiving institution	Hours per week
		<i>indicated with the short cut "SWS"</i>

Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
	<i>some times also indicated with the short cut "LP"</i>	