The Transcript of Records (ToR) is part of your Learning Agreement (“After the mobility”) and is issued at the end of your Erasmus semester, after your examinations. You need it in order to receive credits for the courses you took during your stay at Kiel University. It takes up to some weeks after your exams/departure to receive all grades for the ToR. If you need the ToR earlier, then please let your lecturer know about it.

It is recommended to include all courses in the ToR, even if you do not expect to receive credits. It shows your university your actual workload. If you stay for two semesters, you set up the ToR only at the end of your stay. Make sure BEFORE you leave, that you know who is in charge of setting up your Transcript of Records. Please note: Kiel University is not in charge of recognizing your credits, but your home university.

There are three ways to obtain the Transcript of Records. Answer the following questions for yourself to know how to proceed:

1) Do you study Medicine or Law? → Way I
2) Are all your grades and credits published in Campusmanagement (QIS)? → Way II
3) No or not all of your grades and credits are visible in Campusmanagement (QIS)? → Way III

**WAY I**

Medicine students, please contact Mr. Fickenscher. Law students, please contact Ms. Thies. It is important that they know exactly which courses you took.

**WAY II**

Please contact your responsible examination office (link to overview) (only ONE office) via e-mail and ask to send your Transcript of Records. You can also get it via post on request.

**WAY III**

- In order to complete your Transcript of Records you need all your additional certificates of achievement/participation (so called “Scheine”). Please request them individually by your professors/lecturers and collect them for all those courses that do not appear in QIS with grade and credits. If some of your examination results are visible in QIS, you can make screenshots.
  - A “Schein” is a document that contains the minimum information of the name of the student, semester, name of the course, awarded credits and grade, name of the lecturer, signature of the lecturer, and the date.

- As soon as you have collected all your examination results (“Scheine” and/or screenshots from QIS), please upload them in Mobility-Online – section “After the mobility” (see attachment 1).

- Download the template “Transcript of Records” in Mobility-Online and fill in all your courses and grades by yourself (see attachment 2 for an example and some help). Check out UnivIS to find course information. Fill out the template to the best of your knowledge. Should you not have all information, e.g. the module codes etc., do not worry. We will check and correct the document anyway in the end.

- All filled in? Upload your filled document to Mobility-Online as a WORD document.

- We will check your Transcript of Records. If everything is correct, the ToR will be sent signed and stamped to you and your International Office via e-mail. Should you need it by post, let us know.
TUTORIAL
Transcript of Records

Attachments:
1) 

Section to be completed AFTER THE MOBILITY / Transcript of Records

RECOGNITION OUTCOMES

Table E: academic outcomes at receiving institution

<table>
<thead>
<tr>
<th>Term(s)</th>
<th>Component code (if any)</th>
<th>Type of course</th>
<th>Name / Position of academic teacher</th>
<th>Component title (as indicated in the course catalogues) at the receiving institution</th>
<th>Hours per week</th>
<th>Was the component successfully completed by the student? (Yes/No)</th>
<th>Number of ECTS credits</th>
<th>Receiving institution grade</th>
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<tbody>
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</tbody>
</table>

- 1: WT = Winter Term, ST = Summer Term
- 2: Module code, Course code...
- 3: Lecture, Seminar, Exercise...
- 4: Hours per week are often indicated as “SWS”
- 5: ECTS can also be found as “LP”, which is short for “Leistungspunkte”