

## Belegliste and Transcript of Records

The **Belegliste** (course list) is a very important document during your stay in Marburg. Based on the information on your Belegliste your final Transcript of Records will be issued. In order to get your Transcript on time and with correct information please follow these steps:

1. Create the **Belegliste** in **Mobility Online** → fill out carefully all the information about your courses (course number and title, teacher's name, ECTS) and keep your Belegliste up to date (delete courses you dropped, add courses for the 2<sup>nd</sup> semester, etc.).
2. At the end of your stay print out *the Belegliste*, sign it and **submit per email to your departmental exchange coordinator** (as a pdf document!) → make sure all your courses are listed (courses from Sprachzentrum as well!) and you deleted courses you didn't attend. **With your signature on the Belegliste you confirm that all the information is correct.**
3. The grades of exchange students are not registered automatically. **Ask each of your teachers to email your grades to the departmental exchange coordinator!** Only after all grades are reported, the transcript of Records will be issued and sent to your university (→ it may take up to 4 weeks till the transcript arrives at your university).

### Please note that

→ if you stay in Marburg for two semester the **Transcript of Records will be issued only at the end of your entire stay.**

→ **we do not issue any separate certification for single courses.** The Transcript of Records is a sufficient record of your academic work.

## Study Guide for Incoming Students

Welcome to the Faculty of German Studies and Arts (Fachbereich 09)!

Our Faculty offers courses in German linguistics and literature, media and music studies, art history and fine arts.

You are welcome to contact **the departmental coordinator for exchange studies for academic support** (course selection and enrollment, learning agreement, exam registration, ECTS, etc.):

Eva Sourjikova

Office hours: Tue and Wed 11:00 – 12:30

Deutschhausstraße 3, Room -1/1050

[eva.sourjikova@staff.uni-marburg.de](mailto:eva.sourjikova@staff.uni-marburg.de)

**General language of instruction is German** (B2 level or higher is recommended). For German **language courses** please see the course program at the **Language Center (Sprachzentrum)**:

<https://www.uni-marburg.de/en/language-center/languages/german>

For questions concerning the **organization of your stay** (application, admission, registration, housing, visa or orientation program) please contact the **International Office**:

[erasmus-incoming@uni-marburg.de](mailto:erasmus-incoming@uni-marburg.de) (ERASMUS students)

[incoming@verwaltung.uni-marburg.de](mailto:incoming@verwaltung.uni-marburg.de) (overseas / freemover)

**Enjoy your studies and have a great stay at the Philipps-University!**

## Courses for exchange students

Given the COVID19 crisis the most courses are currently offered on-line.

The final course catalogue is published online on March 15<sup>th</sup> for summer term and August 1<sup>st</sup> for winter term:

<https://marvin.uni-marburg.de/>

(Make sure that you are using the catalogue for the term of your stay!)

In the field of German studies and media studies following courses are open for exchange students:

(please use only the following path in the course catalogue!)

> [Studienangebot](#) > [Vorlesungsverzeichnis anzeigen](#) > [Fachbereich 09](#)  
 > Austauschstudierende (ERASMUS & Overseas Incomings)  
 > Exportmodule für Incomings (Deutsche Sprache u. Literatur)  
 > Exportmodule für Incomings (Medienwissenschaft)

The number of ECTS points is marked as LP (=Leistungspunkte) and can be found next to the module name. Each class listed in a particular module holds the ECTS mentioned.

For students in the fields of media studies and linguistics several English-taught courses are offered.

In addition the Faculty of German Studies and Arts offers some special courses for incoming exchange students (in German).

Please consult our web pages for more information:

[www.uni-marburg.de/en/fbog/studying/international/courses](http://www.uni-marburg.de/en/fbog/studying/international/courses)

## Learning Agreement (ERASMUS+)

For a preliminary learning agreement (before the course catalogue is published) you may use the list of classes offered on a regular basis:

[www.uni-marburg.de/en/fbog/studying/international/courses/regular-courses](http://www.uni-marburg.de/en/fbog/studying/international/courses/regular-courses)

The deadline for Changes of your Learning Agreement is November 30<sup>th</sup> (winter term) and May 31<sup>st</sup> (summer term).

Make sure your Learning Agreement corresponds to the final list of courses you will attend during your exchange period in Marburg.

## Registration for Courses and Examinations

To register for courses, please send an e-mail directly to your teacher. The registration period for each class is indicated in the course catalogue in the field "Zeiträume".

In case of problems, send an e-mail to the department where the course is offered:

*german@staff.uni-marburg.de* (for courses in German linguistics)

*ndl-sekr@uni-marburg.de* (for courses in German literature)

*fauli@staff.uni-marburg.de* (for courses in media studies)

*erika.heimel@staff.uni-marburg.de* (for courses in art history)

As an exchange student you do not need to register online for your exams. Your "Belegliste" will be a sufficient record of your academic work and grades.