

Erasmus+ Programme Countries students
CHECKLIST Digital Learning Agreement/ Transcript of Records

What do I have to do?

1. Before courses start	Create digital Learning Agreement	
	Have I discussed the courses in advance with my departmental coordinator?	<input type="checkbox"/>
	Have I entered all courses into my digital Learning Agreement?	<input type="checkbox"/>
2. During the semester	Up-to-date digital Learning Agreement	
	Have I submitted all changes to my digital Learning Agreement before the 4-week deadline?	<input type="checkbox"/>
3. At the end of courses	My grades	
	Have I told my instructor to notify my departmental coordinator immediately about my participation and grade?	<input type="checkbox"/>
	Have I sent the certificate of my language course (Sprachenzentrum) to my departmental coordinator?	<input type="checkbox"/>

What does the UNIVERSITY have to do?

4. At the end of courses	Enter the grades in Mobility	
	Has my departmental coordinator received my grades and entered them into Mobility Online?	<input type="checkbox"/>
5. Up to 5 weeks after the end of the semester	Transcript of Records	
	Has the International Office created my Transcript of Records and sent it to my University and me?	<input type="checkbox"/>

This checklist is just a brief summary. More information can be found at [Transcript of Records - Studying at UMR - Studying - Philipps-Universität Marburg \(uni-marburg.de\)](https://www.uni-marburg.de/en/studying-at-umr/transcript-of-records)

Do you have any questions? Send an e-mail to elisa.saresera@verwaltung.uni-marburg.de