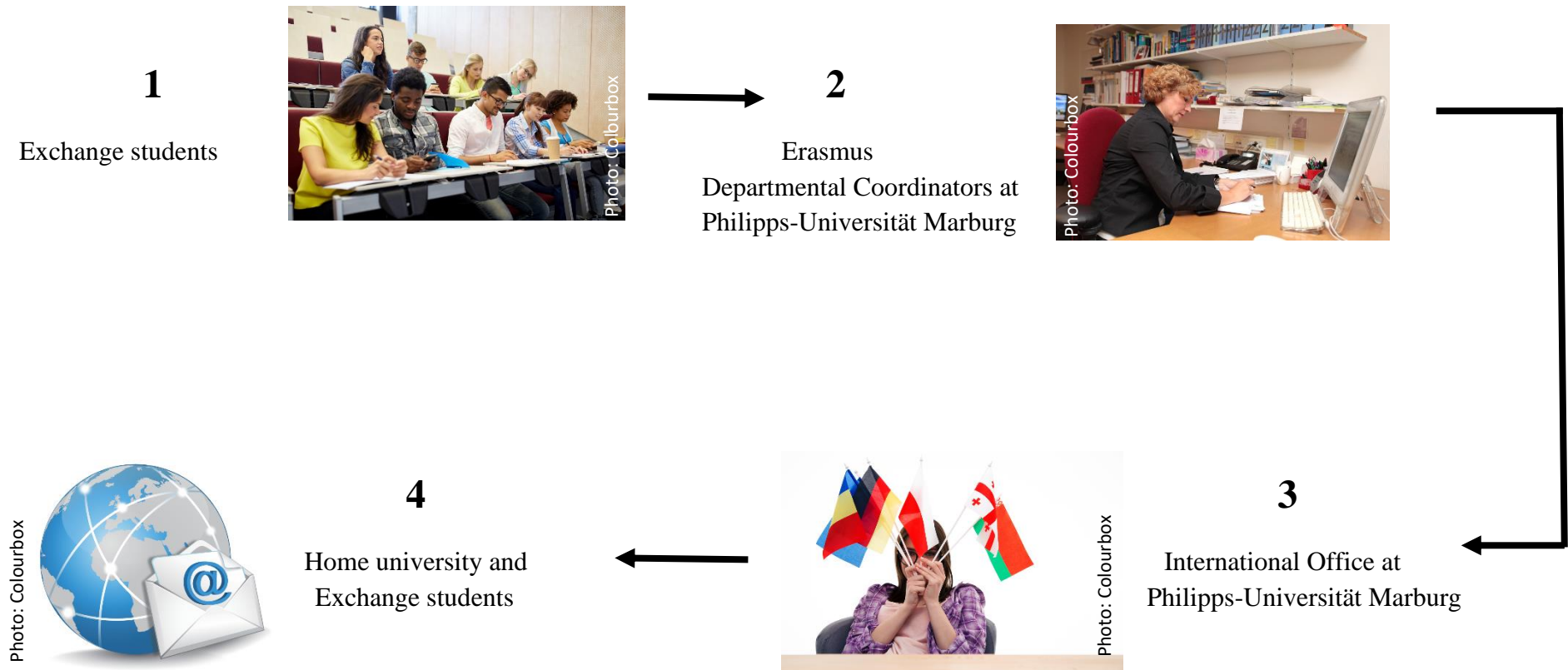


Transcript of Records — How-to's



1. Exchange students



Before/at the start of the semester

- Marvin → You can select the courses you want to take in this portal. You will find information about the registration process for your courses on your department's home page.
- Departmental Coordinator → Contact your (Erasmus) Departmental Coordinator in Marburg, and discuss the courses you want to take. If you have special wishes or problems, share these with him or her at the start of the semester.
- Learning Agreement → You have to indicate all the courses you want to take in your Learning Agreement. Please make all course entries carefully and correctly. Do not forget to also add the courses from the Language Centre of the Philipps-Universität Marburg.
- Instructors → At the end of the course, ask your instructor to notify the departmental coordinator immediately about your participation and grade.

During the semester

- Learning Agreement → submit changes to your Learning Agreement, if applicable. Please note that the courses you specify in the Learning Agreement or in your Changes will be used to create your Transcript of Records. Changes to your course selection are no longer possible after you have submitted your Changes.
-

At the end of courses

- Instructors → Ask again your instructor(s) to notify the departmental coordinator immediately about your participation and grade.

2. Erasmus Departmental Coordinators at Philipps-Universität Marburg

At the end of courses/within 5 weeks after the end of the semester

- Grades → The departmental coordinator will receive your grades directly from the instructor.



3. International Office at Philipps-Universität Marburg

Up to 5 weeks after the end of the semester



- Transcript of Records → The International Office will review the entered data and create the Transcript of Records.

4. Home university and exchange students

Up to 5 weeks after the end of the semester



- Transcript of Records → The International Office will send this document in electronic format to your home university. You will also receive a soft copy by e-mail.

If you absolutely need a transcript before this deadline, please discuss it with your instructors, your department coordinator, and the International Office

- Ms. Elisa Saresera until Mai 31 (Summer term deadline) or until November 30 (Winter term deadline).

Do you have any other questions about the Transcript of Records?

If so, contact Mrs. Saresera (International Office): elisa.saresera@verwaltung.uni-marburg.de