

## Examination results of ERASMUS/ Exchange students in the WS / SS

Last name, first name	
Matr. No.	
Email address	
Home university (name, address and contact person)	
Date, signature and stamp of the ERASMUS/ Exchange coordinator at RWTH Aachen University	

Die erbrachten Leistungen des Studierenden sind vom Prüfer bzw. vom Lehrstuhl in die folgende Liste einzutragen. Der Bogen muss nach Beendigung des Studiums an der RWTH Aachen von den Studierenden an den Student Exchange/ ERASMUS Koordinatoren der Fakultät (Dr. Hermann Wehr) zurückgegeben werden.

Course title and number („LV-Nr.“)	ECTS credits	RWTH grade	ECTS grade	Examiner	Chair/ Institute	Date, Signature, Stamp



## **Instructions – please read carefully!**

In the first part of the table, please fill in the following sections by computer:

Last name, first name, Matr. No., Email address, Home university (name, address and contact person).

In the second part of the table, please list all courses (corresponding to your learning agreement) in which you will definitely take the examination. Please fill in: course title, ECTS credits, examiner, chair/ institute. Furthermore, include laboratories and seminars. In general, the successful participation in a laboratory will not be graded. If you would like to obtain a grade, this must be arranged with the respective laboratory supervisor.

After having completed the above-mentioned details, please take the form to the Student Exchange/ ERASMUS Office of the faculty. It has to be signed by the Student Exchange/ ERASMUS coordinator of the faculty. Timing: At latest two months after semester start.

After having had the form signed by the Student Exchange/ ERASMUS coordinator, please go to each institute at which you want to take an examination and register directly with the secretary or the respective lecturer as ERASMUS/ exchange student if not told otherwise by the Student Exchange/ ERASMUS coordinator.

When you have passed an examination and the result is available, it is your responsibility to obtain your grade from the institute. The institutes should fill in your examination results in the form „Examination results of ERASMUS/ Exchange students”.

After having passed (all) examinations, in order to receive your official transcript of records, please go to the faculty’s Student Exchange/ ERASMUS Office with your completed “Examination results” form. The Student Exchange/ ERASMUS Office will issue your official transcript based on your examination results.

It is strictly necessary to follow the above procedure in order to receive an official transcript of records at the end of your studies!