

TRANSCRIPT OF RECORDS

- School of Art
 School of Design

Enrolled at HfG as an exchange student during

- Winter semester 20__ / __ (October – March)
 Summer semester 20____ (April – September)

 Surname First Name Date of birth / Place of birth
(DD.MM.YYYY)

 Nationality Email Semester enrolled at HfG (no.)

 Student Number at HfG Home University

					to be completed by the professor/instructor	
Semester*	Course Code as stated in the course plan**	Course Title	Name of Professor/Instructor	ETC Credit Points	Grade / Status	Signature Professor/Instructor

 Date Signature student

If you cannot pick up your Transcript of Records, please write here the EXACT (!) address to send the document to (the address of the International Office of your University or your home address):

* Winter semester = WS / Summer semester = SS
 ** see university calendar: <https://www.hfg-offenbach.de/en/pages/university-calendar#key-dates>

Explanation

Status

AN = enrolled
BE = passed
EN = definitely failed
NB = failed
PV = examination account

Grade

++ = passed unmarked examination
- = failed unmarked examination
KR = sick note
NE = not appeared
RR = regular withdrawal
TA = deceit

ECTS (European Credit Transfer and Accumulation System)

Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects, examinations, and so forth.
One credit stands for around 25 to 30 working hours.

Grade System Description used at HfG

sehr gut	1,0 = very good
sehr gut, minus	1,3 = very good, minus
gut, plus	1,7 = good plus
gut	2,0 = good
gut, minus	2,3 = good, minus
befriedigend, plus	2,7 = satisfactory, plus
befriedigend	3,0 = satisfactory
befriedigend, minus	3,3 = satisfactory, minus
ausreichend, plus	3,7 = sufficient, plus
ausreichend	4,0 = sufficient
nicht ausreichend	5,0 = non-sufficient /fail