

Guide to the English Translation of the Transcript of Records

General note: YOU DO NOT NEED THIS DOCUMENT IN ORDER TO APPLY TO THE INTERNATIONAL OFFICE. USE THE GERMAN TRANSCRIPT INSTEAD, WHICH YOU CAN GENERATE FROM BASIS.

PLEASE ONLY USE THESE EXPLANATORY NOTES AND THIS TEMPLATE TO PUT TOGETHER AN ENGLISH TRANSLATION (IF REQUIRED) IN ORDER TO APPLY TO YOUR HOST UNIVERSITY (AFTER YOU HAVE BEEN SELECTED AND NOMINATED AS AN APPLICANT).

You will need an English translation of your Transcript of Records (ToR) in order to apply to your host university. Follow these steps:

- 1) Generate an English ToR from BASIS (including any examinations you did not pass).
- 2) Check whether the translation is complete. You will often find that module titles are translated but not the individual courses for a module. This will not be sufficient for your application to your host university. If the translation of your ToR is incomplete, please consult your examination office to find out what the requirements are and whether they have any templates for translations.
- 3) If the original translation is incomplete, you will usually need to produce one yourself, which the examination office will then have to certify. If your examination office does not issue its own template, you can use the one provided by the International Office at the University of Bonn (see the Word document in the [Download area](#), e.g. "Vorlage1_Englisches_Transcript_of_Records"). Use the explanatory notes and templates below to help you complete your English translation. Once you have done so, submit it to the examination office and ask them to certify it for you.

Important information before you start:

- Experience suggests that it can take up to six weeks for the examination office to check and certify your translation, so we recommend contacting them as early as possible.
- Your ToR should be as up-to-date as possible by your host university's application deadline. We would recommend the following timings for putting together your English ToR (unless the International Office at the University of Bonn has told you otherwise):
 - Students who will be beginning their stay abroad in the winter semester should start preparing their English translation from January onward (most partner universities set application deadlines between February and April for stays in the winter semester).
 - Students who will be beginning their stay abroad in the summer semester should start preparing their English translation from July onward (most partner universities set application deadlines between August and November for stays in the summer semester).
- If you have not yet obtained all your examination results from the current semester, you should still list the examinations for which you are registered (in the same way as they appear on your German ToR: status: AN). If your examination results are then available in BASIS by the time you come to apply to your host university, you will be able to generate a new ToR in German from BASIS if required and submit it to your host university together with your application documents and the certified English translation of your ToR. This will make it easy for your host university to identify the examination results/grades that you added later based on the course number and take them from your German ToR. Thus, you will not need to prepare another translation or contact your examination office all over again.

Templates

- List your modules and courses in the same order in which they appear in your ToR in German (compulsory modules first, then elective ones).
- Number your pages accordingly.
- If you are taking several subjects (e.g. a dual-subject bachelor's or a main subject and a minor), please use Template 2.
- *Grade*: in the *Grade* column, always enter your grade as it appears in your ToR in German. Do not attempt to "convert" any grades. Instead, enclose one copy of the supplementary *Explanatory Notes_Transcript of Records* sheet (see [Download area](#)), which contains a conversion scale.

- *Credit Points*: in the *Credit Points* column, always enter your credit points as they appear in your ToR in German. Do not attempt to “convert” any grades (this is also covered in the *Explanatory Notes*).
- *Status*: please enter all your courses, not just module examinations. Include any exams that you *failed* or for which you were *absent* using the relevant abbreviations from the *Explanatory Notes*.
- *Course Type*: please translate the course type consistently using the table below.

<i>Vorlesung/Plenum</i>	lecture/plenum
<i>Seminar</i>	seminar
<i>Übung</i>	exercise
<i>Praktische Übung</i>	practical exercise
<i>Sprachpraktische Übung</i>	practical language exercise
<i>Praktikum</i>	internship
<i>Tutorium</i>	tutorial
<i>Angeleitetes Selbststudium</i>	guided independent study
<i>Exkursion</i>	excursion/field trip
<i>Kolloquium</i>	colloquium

TEMPLATE 1 (single-subject bachelor's)

Transcript of Records

English translation—only the German document is legally binding

Name of applicant: **Doe, John**

Date of birth (Month (D)D, YYYY): **January 1, 2000**

Field of study: Degree program in English (e.g. **Asian Studies: Korean Studies**)

Study level (bachelor's/master's/state examination): Example study level (e.g. **Bachelor of Arts**)

Module Code	Module Title	Course Code	Course Type	Course Title	Semester	Grade	Status	Credit Points
Example module code 1, e.g. 558102800	Example module title 1, e.g. Korean History					Example grade 1, e.g. 1.9	Example status 1, e.g. BE	Example credit points 1, e.g. 12.0
		Example course code 1.1, e.g. 508000210	Example course type 1.1, e.g. lecture	Example course title 1.1, e.g. Introduction to the History of Korea	Example semester 1.1, e.g. winter semester 2021/2022			
		Example course code 1.2, e.g. 508000211	Example course type 1.2, e.g. exercise	Example course title 1.2, e.g. Proseminar on Korean History	Example semester 1.2, e.g. winter semester 2021/2022			

To be certified by the relevant examination office:

Certification by the Examination Office (stamp and signature)

TEMPLATE 1 (single-subject bachelor's)

Example module code 2, e.g. 558104500	Example module title 2, e.g. Culture of Korea					Example grade 2, e.g. 1.5	Example status 2, e.g. BE	Example credit points 2, e.g. 12.0
		Example course code 2.1, e.g. 508000251	Example course type 2.1, e.g. lecture	Example course title 2.1, e.g. Introduction to the History of Korea	Etc.			
		Etc.	Etc.	Etc.	Etc.			

To be certified by the relevant examination office:

Certification by the Examination Office (stamp and signature)

TEMPLATE 2 (dual-subject bachelor's or main subject and minor)

Transcript of Records

English translation—only the German document is legally binding

Name of applicant: **Doe, John**

Date of birth (Month (D)D, YYYY): **January 1, 2000**

Field of study I: Degree program I in English (e.g. **Politics and Society**)

Study level I (bachelor's/master's/state examination): Example study level I (e.g. **Bachelor of Arts**)

Module Code	Module Title	Course Code	Course Type	Course Title	Semester	Grade	Status	Credit Points
Example module code 1, e.g. 503100400	Example module title 1, e.g. Basic Module in International Relations					Example grade 1 e.g. 2.0	Example status 1, e.g. BE	Example credit points 1, e.g. 12.0
		Example course code 1.1, e.g. 503013110	Example course type 1.1, e.g. lecture	Example course title 1.1, e.g. Theories of International Relations	Example semester 1.1, e.g. winter semester 2021/2022			
		Example course code 1.2, e.g. 503013260	Example course type 1.2, e.g. exercise	Example course title 1.2, e.g. exercise on the lecture	Example semester 1.2, e.g. winter semester 2021/2022			

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TEMPLATE 2 (dual-subject bachelor's or main subject and minor)

Example module code 2, e.g. 503100500	Example module title 2, e.g. Basic Module in Political Theory and History of Ideas					Example grade 2, e.g. 1.5	Example status 2, e.g. BE	Example credit points 2, e.g. 12.0
		Example course code 2.1, e.g. 503014310	Example course type 2.1, e.g. seminar	Example course title 2.1, e.g. Public, Media and Politics	Etc.			
		Etc.	Etc.	Etc.	Etc.			

TEMPLATE 2 (dual-subject bachelor's or main subject and minor)

Field of study II: Master's degree program II in English (e.g. **Geography**)

Study level II (bachelor's/master's/state examination): Example study level II (e.g. **Bachelor of Arts**)

Module Code	Module Title	Course Code	Course Type	Course Title	Semester	Grade	Status	Credit Points
Example module code 1, e.g. 645120000	Example module title 1, e.g. Introduction to Geography					Example grade 1, e.g. 1.3	Example status 1, e.g. BE	Example credit points 1, e.g. 4.0
		Etc.	Etc.	Etc.	Etc.			
		Etc.	Etc.	Etc.	Etc.			

Explanatory Notes—Transcript of Records for applicant and receiving institution

1) Abbreviations

ABR	Exam aborted for technical reasons
AN*	Registered
AT	Registration withdrawn: medical certificate
BE	Pass
CP	Credit points based on ECTS
EN	Final attempt failed
FBE	Additional exam attempt passed
FNB	Voluntary oral exam resit after failing first attempt
FNV	Free attempt without grade improvement
FVB	Voluntary attempt to improve grade
FVC	Additional attempt following a fail due to COVID-19 regulations
KR	Registration withdrawn: medical certificate
KV	Exam waived
NB	Fail
NE/NEU	Absent
NZ	Not admitted
PFV	Potential free attempt
PVB	Potential free attempt for improving grade
RT	Registration withdrawn
TA	Attempt at deception
a	Transferred credits/grade
p	Points under the German “law grading system”

** The exam has been registered but the grade is still pending. Please refer to the German Transcript of Records enclosed, which might already include the updated grade. If not, the student will provide the updated German Transcript once the results have been announced.*

2) Grading scale

Grade	0.0	1.0–1.5	1.6–2.5	2.6–3.5	3.6–4.0	4.1–5.0
	<i>“unbenotet”</i>	<i>“sehr gut”</i>	<i>“gut”</i>	<i>“befriedigend”</i>	<i>“ausreichend”</i>	<i>“nicht ausreichend”</i>
	(ungraded)	(very good)	(good)	(satisfactory)	(sufficient)	(fail)

3) Examinations in the Department of Law are graded in accordance with the specific German “law grading system” (0p–18p, 0p = lowest/18p = highest); these are transferred to the common grading system at module level.

Exam grading scheme in the Department of Law

Points	18p–16p	15p–13p	12p–10p	9p–7p	6p–4p	3p–1p	0p
Grade	<i>“sehr gut”</i>	<i>“gut”</i>	<i>“voll befriedigend”</i>	<i>“befriedigend”</i>	<i>“ausreichend”</i>	<i>“mangelhaft”</i>	<i>“ungenügend”</i>
	(very good)	(good)	(fully satisfactory)	(satisfactory)	(sufficient)	(fail)	(definite fail)

Final grading scheme in the Department of Law

Points	18.00p–14.00p	13.99p–11.50p	11.49p–9.00p	8.99p–6.50p	6.49p–4.00p	3.99p–1.50p	1.49p–0.00p
Grade	<i>“sehr gut”</i>	<i>“gut”</i>	<i>“voll befriedigend”</i>	<i>“befriedigend”</i>	<i>“ausreichend”</i>	<i>“mangelhaft”</i>	<i>“ungenügend”</i>
	(very good)	(good)	(fully satisfactory)	(satisfactory)	(sufficient)	(fail)	(definite fail)

4) The standard workload for one semester is 30 credit points.