

## Application for the preparation of the graduation documents to the Faculty of Humanities

Study programme:

Bachelor (B.A.)

Master (M.A.)

Subject of the thesis: \_\_\_\_\_

Personal information:

SURNAME, first name: \_\_\_\_\_

Registration no.: \_\_\_\_\_

I am aware that my data (name, gender, country, place and date of birth) will appear on the certificate. I confirm that they are registered correctly in Flexnow.

### Graduation documents

The graduation documents comprise:

Zeugnis (1x German, 1x English ["Transcript of Records"])

Urkunde (1x German, 1x English ["Certificate"])

Diploma Supplement (English)

Before the paper version of the graduation documents is issued, students receive a PDF version of the documents, provided with a verification key, which can be accessed via the student online access in the examination administration system.

### Submission of the application

Please send the filled out application by **e-mail** to the member of the examination office staff responsible for the subject of your thesis (see: [www.phil.uni-goettingen.de/pruefungsamt-team](http://www.phil.uni-goettingen.de/pruefungsamt-team)).

Alternatively, the application can be dropped in the letterbox in front of the house or sent by post.

Address: Prüfungsamt der Philosophischen Fakultät  
Humboldtallee 17, 37073 Göttingen

### Summary of achievements and certified copies

Please note that the self-service function will be deactivated one year after exmatriculation and you will not be able to take printouts of academic achievements after that.

The examination office does not provide any certified copies of the final documents. You can obtain them cheaply at the social services of the student services organisation or other authorised competent, seal-bearing authority.

INFORMATION

### Details of the examination components passed in the academic programme

The details required for preparing the certificate related to my examination components completed successfully are provided on page 2 of the application form.

### Providing the graduation documents

The preparation of graduation documents can take up to 4 weeks. However, students receive digital certificates of graduation shortly after passing all the required achievements, which contain a verification key so that they can be used for application purposes, etc.

Options  
for all  
students

Send me the documents to the following address: \_\_\_\_\_

(If it is not possible to send you the documents by letter post within Germany, please contact the Examination Office staff member responsible for you.)

Option only for the double-degree M.A. programmes  
Intercultural German  
Studies Germany - China  
and Class. Archaeology

Please pass my graduation documents on to the person responsible for coordinating my double degree study programme. They will take it to the partner university. The handover of the documents to me will take place there.

## Details of the examination components passed in the academic programme

### The date of the most recent examination I took ...

was/is the submission of my thesis on .....

is stated in the module ..... on .....

### Grade cancellation (*applies only to the subjects mentioned*)

#### For students of the Master's degree programme *History* (78 C)

During the calculation of the overall result, one of the modules M.Gesch.01a/b, 02a/b, 03a/b, 04a/b, 05a, 06a, 07a, 08a, 103, 104b, 106, 107, 108 or 109, remains unconsidered (upon request), by converting the passed graded module examination into an ungraded module examination.

I hereby request that the grade of the module be cancelled: .....

#### For students of the Master's degree programme *English: Language, Literatures and Cultures* (78 C or 42 C)

During the calculation of the overall result, the grade(s) of one or two modules amounting to up to 12 C, remains/remains unconsidered (upon request), by converting the passed graded module examination(s) into one/two ungraded module examination(s).

I hereby request that the grade(s) of the following module/ of the following two modules be cancelled:

.....

### Area of Specialisation (*applies only to the subjects mentioned*)

#### For students of the Master's degree programme *English: Language, Literatures and Cultures* (78 C)

I completed the following Area of Specification:

- "Studies in English Literature and Culture: Focus on Literary and Cultural Management"
- "Anglophone Literature and Culture"
- "Literary and Cultural Studies"
- "Language in Focus – Linguistics and Medieval English Studies"
- No Area of Specification

#### For students of the Master's degree programme *Intercultural German Studies/German as a Foreign Language* (78 C)

I completed the following Area of Specification:

- "Kulturen übersetzen" ("Translating Cultures")
- "Bildungs- und Wissenskulturen" ("Cultures of Education and Knowledge")
- "Interkulturelle Sprachvermittlung" ("Intercultural Language Teaching")

### Specialized scientific deepening (*applies only to the subject mentioned*)

#### For students of the Master's degree programme *Intercultural German Studies Germany - China* (78 C)

Within my specialization, I chose the focus "Kulturelle Sprachvermittlung" ("Cultural Language Mediation"):

"yes"                      "no"

### Key competencies and voluntary additional examinations

You have achieved over 12 C of the credits to be taken in the area of professionalisation/key competencies?

Then please enter below which achievements should be included in the certificate as degree-relevant and which as voluntary additional examinations. This also includes any additional achievements from the Bachelor's degree programme that were not listed on the Bachelor's certificate.

In case of voluntary additional examinations, tick whether you would like to have these listed with grade ('wG') or without grade ('w/oG').

<b>Key competencies (area of professionalisation)</b> - enter into the certificate grade calculation - ( <b>not</b> for study programme <i>Double Degree Intercult. German Studies Germany - China (DD IKG-Dt./China)</i> )	<b>Voluntary additional examinations</b> - do not enter into the certificate grade calculation -		
1.) .....	1.) ..... <table border="1" style="float: right; border-collapse: collapse;"><tr><td style="padding: 2px;">wG</td><td style="padding: 2px;">w/oG</td></tr></table>	wG	w/oG
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2.) .....	2.) ..... <table border="1" style="float: right; border-collapse: collapse;"><tr><td style="padding: 2px;">wG</td><td style="padding: 2px;">w/oG</td></tr></table>	wG	w/oG
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