

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.: _____

(optional) I prefer gender-neutral graduation documents

Graduation documents

The graduation documents comprise: Zeugnis (1x deutsch, 1x englisch ["Transcript of Records"])
Urkunde (1x deutsch, 1x englisch ["Certificate"])
Diploma Supplement (English)

Before the graduation documents are handed out, students also receive certificates of graduation in PDF format, 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).

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.

Picking up of 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
double-degree
programme

Please pass my graduation documents on to the person responsible for coordinating my double degree study programme. She*He 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 in subjects of the Faculty of Humanities

for students of the Master degree programme History (rating: 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 degree programme English: Language, Literatures and Cultures (rating: 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 in the MA degree programme English: Language, Literatures and Cultures (rating: 78 C)

While studying English: Language, Literatures and Cultures 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 Studies"

No Area of Specification

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?

In that case, please enter below which accomplishments in the certificate should be deemed as mandatory and which as voluntary additional examinations. In this connection, additional accomplishments of the Bachelor programme/course of studies should also be considered, which have not been listed on the Bachelor certificate.

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

Key competencies (area of professionalisation)

- enter into the certificate grade calculation -

(not for study programmes IKG-DaF and DD IKG-Dt./China)

Voluntary additional examinations

- do not enter into the certificate grade calculation -

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)
- 7.)

- | | wG | w/oG |
|-----------|----|------|
| 1.) | wG | w/oG |
| 2.) | wG | w/oG |
| 3.) | wG | w/oG |
| 4.) | wG | w/oG |
| 5.) | wG | w/oG |
| 6.) | wG | w/oG |
| 7.) | wG | w/oG |