

BEFORE YOUR DEPARTURE

Before you leave Mannheim, you must first take care of certain administrative tasks.

Here are the things you need to do before leaving Mannheim:

- Disenroll from the university
- Give your notice of departure at the governmental registration office ("Einwohnermeldeamt" in K 7)
- If you have German health insurance: please present your statement of de-enrollment and the confirmation of de-registration (from the office in K 7) to your insurance company

TRANSCRIPT OF RECORDS

Once all your grades are published, we will issue your Transcript of Records and send it to your home university via regular mail. You will receive a pdf copy via email. The Transcript contains a list of your courses and the respective grades and amount of ECTS obtained. Within the European Credit Transfer System (ECTS), courses are assigned a certain number of credits which reflect the work load required for the course. The credits are awarded when a course is successfully completed. Please mind that for those exams you did not pass or did not attend you will not get credit points – they will, however, appear on the transcript.

100 GRADING SYSTEM	HdWM GRADING SYSTEM	LEVEL	DESCRIPTOR
$n \geq 95$	1,0	sehr gut (very good)	an outstanding achievement
$90 \leq n < 95$	1,3	gut (good)	an achievement substantially above average requirements
$85 \leq n < 90$	1,7		
$80 \leq n < 85$	2,0		
$75 \leq n < 80$	2,3		
$70 \leq n < 75$	2,7	befriedigend (satisfactory)	an achievement which corresponds to average requirements
$65 \leq n < 70$	3,0		
$60 \leq n < 65$	3,3		
$55 \leq n < 60$	3,7	ausreichend (sufficient)	an achievement which barely meets the requirements
$50 \leq n < 55$	4,0		
$n < 50$	5,0	nicht ausreichend (not sufficient / failed)	an achievement which does not meet the requirements