

Official Transcripts

Official transcripts issued by International Affairs of the Ludwig-Maximilians-Universität München carry the date of issue, a signature, and the seal of the university on every page.

Semesters

Winter Term (WT, Wintersemester) from October to March (classes usually from mid-October to mid-February), Summer Term (ST, Sommersemester) from April to September (classes usually from mid-April to mid-July)

Levels of Study

Basic Studies (BS, Grundstudium)

Introductory and preparatory courses, exercises, practicals, seminars, etc.

Advanced Studies (AS, Hauptstudium)

Admission usually depends on demonstration of successful completion of a period of basic studies (Grundstudium).

Types of Courses

Lecture (Vorlesung)

Attendance usually not controlled. Active student participation not required. Compulsory lectures are usually followed by a written examination.

Basic Course (Grundkurs) / Basic Seminar (Proseminar)

Introductory course. May be divided into lectures and exercises, which are indicated separately.

Exercise/Section (Übung)

May accompany lecture work or denote a special course type on the level of a Basic Course.

Practical (Praktikum)

Field work and/or practical training (may be recorded on collective certificate)

Advanced Seminar (Hauptseminar)

Emphasizes independent academic work, taken after the intermediate examination

Advanced Seminar for Degree Candidates (Oberseminar)

Taken in preparation for thesis work and final examination

Examination Review Course (Repetitorium)

For law students, intensive examination preparation course

Colloquium (Kolloquium)

Discussion course

Tutorial (Tutorium)

Course intensification or examination review course

Excursion (Exkursion)

Field trip

Grading System

Grading System

< 1,00	exceptional (not given in all departments)
1,00 – 1,50	very good (sehr gut)
1,51 – 2,50	good (gut)
2,51 – 3,50	satisfactory (befriedigend)
3,51 – 4,00	sufficient (ausreichend)
> 4,00	deficient (mangelhaft)

Passing grades are 1,00 to 4,00

NG

Not graded. No course certificate was awarded, either as department policy (for example lecture courses) or because the student has chosen to audit the course.

PNG

Passed, no grade. An ungraded course certificate was awarded or the results were recorded on an examination certificate. The course certificate may be marked „passed“ (bestanden), „passed successfully“ (teilgenommen mit Erfolg) or „attended regularly“ (regelmäßig teilgenommen). On occasion the course is a prerequisite for another course and is accepted as passed if admission to the following course is certified.

W

Withdrawal

F

Fail

Grading System (Law)

In some cases (e.g. students taking Law as a minor subject), grades are awarded on the 1-5 scale.

Grading System for Law Students

16-18 points:	very good (outstanding)
13-15 points:	good (well above average)
10-12 points:	fully satisfactory (above average)
07-09 points:	satisfactory (meets all normal requirements)
04-06 points:	sufficient (meets requirements, some weakness)
01-03 points:	deficient (considerable weakness, unacceptable)
0 points:	inadequate/unsatisfactory (wholly unacceptable)

Grades for State Examinations in Law (Staats-examen)

14,00-18,00 points:	very good (outstanding)
11,50-13,99 points:	good (well above average)
09,00-11,49 points:	fully satisfactory (above average)
06,50-08,99 points:	satisfactory (meets all normal requirements)
04,00-06,49 points:	sufficient (meets requirements, some weakness)
01,50-03,99 points:	deficient (considerable weakness, unacceptable)
0-01,49 points:	inadequate (wholly unacceptable)

Examination System

Professional Examinations (such as law, medicine, teaching)

State examinations (Staatsexamen); may be administered in stages (First, Second, possibly Third State Examination); written and/or oral, taken at stages throughout studies.

Academic Examinations

Intermediate Examination (Vordiplom, Zwischenprüfung); taken at conclusion of period of basic preparatory studies in major subject (occasionally also in minor subjects); written and/or oral

Final (degree) Examination (Bachelor, Diplom, Magister, Master, Staatsexamen, Promotion); taken at the end of studies; written and/or oral

For detailed information on degree requirements, see Examination Regulations (Prüfungsordnung) for each field of study.



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INTERNATIONALE ANGELEGENHEITEN
INTERNATIONAL AFFAIRS

Key to Transcripts

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