

Erasmus

Dear all,

Faster than we all thought, the end of this semester is approaching. I hope everything went well for you. To make sure that it goes on like this, let me remind you of a few points.

Transcript of Records:

The results of your KI courses are registered on Campus Management. Based on this information, the Erasmus Office will issue your Transcript of Records.

For information and a link to the form go to Distributed Campus. Keep in mind that your access to CM expires four weeks after your registration at the FU does.

If you took courses outside the KI, ask for a "Schein", make sure it gets to the Erasmus office, and they will include it in your Transcript of Records. Make sure the Erasmus Office has your forwarding address.

In case you have not yet been able to register for a KI course at Campus Management, you can try to do it late.

In case some of your results have not been registered on CM before you leave Berlin or before you get out of CM, you will leave a list of the grades you still expect at our Erasmus Office.

"Schein" (Leistungsnachweis)

In case you do not need a Transcript of Records but a separate Schein for a specific course, your professor can issue a Schein (the form is on Distributed Campus).

If your Schein has not been issued by the time of your departure, leave your address at the office of the Dep. of Literature (room 219) and make sure the Schein is sent there, so it can be forwarded to you by our department. Make sure to leave your forwarding address there.

Confirmation:

You will need a Confirmation of Stay (of Arrival): this will be issued by the Erasmus office.

You may need your certificates at your home university by a specific deadline; please make arrangements with the person who taught your course to get everything you need in time.

As you know, you can contact me by email; and usually Wednesdays, 15:30-16:30, during my office hour in room 202.

All the best for the remaining weeks of the semester.

Michael Hoenisch, January 2015

Professor Dr. Michael Hoenisch

Kennedy Institute, Erasmus Coordinator

www.jki.fu-berlin.de/en/academics/erasmus/index