



## Information for exchange students including Erasmus+

A warm welcome to TU Bergakademie Freiberg (TU BAF). We wish you a successful stay!

### Preliminary note

There are two groups of students:

- Group 1: Students that aim for a degree at TU BAF – regular degree students as well as double degree students
- Group 2: Students that came under a partnership programme between TU BAF and their home university to Freiberg, e. g. Erasmus students

This handout is for students of group 2. For you the same rules like for any other student apply (see “Welcome folder”). There are just a few differences which will be explained below.

### 1. Exam registration in students office

As a programme students you are not authorized to register for exams online via the *Self service platform* (“*Selbstbedienungsporta*l”). You have to do it in written form by filling the form „Anmeldung zu Modulprüfungen“. You can get it at students office, Akademiestraße 6, or online at this address:

<https://tu-freiberg.de/studium/rund-ums-studium/pruefungen>

#### **Don't forget to register for your exams!**

Only if you are registered to an exam you allowed to participate in it and receive credit points.

- Check the **exam registration** period and the **exam period** in your *Welcome Folder*, chapter “*Important Dates of the Academic Year*”
- **Exam deregistration** has to be done in written form (by letter or personally at students office). It is only possible until one week before the exam date.

### 2. Transcript of Records

At the end of each semester you have to ask for a Transcript of Records at Student's Office in Akademiestraße 6. The Transcript of Records displays the results of successfully completed modules, including grades and credit points (ECTS).

Your Transcript of Records will be issued by this person at students office:

Dipl.-Kffr. (FH) Manuela Uchlier  
Akademiestraße 6, room EG. 09  
Phone: +49 3731 39-2080  
E-Mail: Manuela.Uchlier@zuv.tu-freiberg.de

We recommend to write an e-mail to Ms Uchlier with your name, matriculation number, the list of the modules you attended successfully at TU Bergakademie Freiberg (and you want to appear on your Transcript of Records) as well as your post address after the departure from Freiberg to which the Transcript of Records should be send to in case you have to leave Freiberg early than the Transcript of Records will be ready.

#### **Average duration of exam correction**

Exam results will be sent to students office only after several days or even weeks. At students office they have to be booked.

Programme students may want to leave Freiberg shortly after the last exam and may therefore need their Transcript of Records as soon as possible.

Should this apply to you, please ask the examiner to check the exam quickly.

### **3. De-registration from studies**

Please deregister from studies at TU Bergakademie Freiberg by filling the form „*Application for deregistration*“ which is available at TU Bergakademie Freiberg’s website at: <https://tu-freiberg.de/en/studium/formulars>.

The form requires three signatures: one from yourself, one from the University library and one from the Faculty you have been studying in (except if you are a student at the Faculty of Business Administration – Faculty 6).

Please note that you have to submit your students ID card to students office together with the filled and signed form in order to receive the *Exmatriculation certificate*.

### **4. De-registration as a citizen at the Registration Authority**

When you leave Freiberg and Germany for another country, you have to de-register at the Registration Authority (*Einwohnermeldeamt*, ).

You need the following documents:

- your passport
- a confirmation from your landlord – you get the form at the Local Resident’s Registration Office (*Wohnungsgeberbescheinigung*) and your landlord has to complete to confirm your move-out.

You can de-register not earlier than two weeks before your departure from Freiberg.