

**University of Freiburg, Institute for Political Science**  
**Standardized cover sheet for research papers and essays:**

**Course Details:**

Basic course (Proseminar)    Advanced Course (Hauptseminar)   (Please check as appropriate)

Course title: .....

Teacher: .....

Term (Semester) in which the term paper/essay is turned in: .....

**Paper details:**

Research paper    Essay   (Please check as appropriate)

Title of the research paper/essay:

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**Personal Data:**

Name: .....

Email: .....

Matriculation number: .....

Start of your politics studies : .....(For example Wintersemester 2011/12)

**Transcript information  
(Form for Exchange students)**

Exchange program:

- ERASMUS exchange with Institute for Political Science  
Information on the ECTS and grade received in this course will be transmitted to Julian Schärdel, who will issue you a transcript. No further information necessary.
- ERASMUS exchange with another institute, namely: .....
- Other exchange program, namely: .....
- Freemover

**Information on form and recipient of transcript data:**

- My exchange program supplies their own form for the attestation of the ECTS and grade received in this course.  
(Please attach the form or ask your program coordinator to send it to the teacher.)
- My exchange program asks the teacher to send an informal email with information on the ECTS and grade received in this course to the following contact (name and email-address):

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- I would like to receive a course certificate specifying the ECTS and grade I received in this course on the form supplied by the Institute of Political Science (a "Schein").
  - I can pick up the course certificate with the teacher or the responsible secretariat.

**Only if you are going back to your home university and cannot pick up the course certificate:**

- I ask the course certificate to be send to the following postal address:

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- I ask a scan of the course certificate to be send to the following email address:

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