

By email¹

To the
University of Oldenburg
Division 3 – Academic Examinations Office



Statement Requesting the Issuing of the Graduation Documents (single-subject/two-subject Bachelor's degree programmes)

Surname, first name	Date of birth	Student ID number
First subject	Focus area (if applicable)	
Second subject (of two-subject bachelor)	Focus area (if applicable)	
Desired master's programme		

I have passed all module examinations and attained at least 165 credit points (excluding additional achievements and the Bachelor's thesis module). All credit points are visible in my Stud.IP account. I therefore request that the Bachelor's degree results and the Bachelor's degree certificate be issued.

I have completed the following additional achievements as defined in Section 24 (3) of the BA examination regulations.²

Module code		
Module code		

- The credits for additional work should be displayed on the transcript of records.
- The credits for additional work are Master's modules taken early and should be booked as credit towards the relevant Master's degree following enrolment. In this case, additional achievements should not be displayed in the transcript of records showing the results of the Bachelor programme.

I have completed the following specialisation programme in accordance with the BA examination regulations (Annex 3a) and request that the relevant certificate be issued.

Title of the specialisation programme

Grades to be disregarded (applicable only to students whose studies commenced by 30 September 2022!)

In accordance with Section 24 (2) of the BA examination regulations, the following modules totalling a maximum of 18 CP should not be taken into account when determining the overall grade (with the exception of the Bachelor's thesis module).

Module code	CP	Module code	CP	Module code	CP	Module code	CP

¹ You can find contact details for the Academic Examinations Office [here](#).

² Students may take examinations in elective (compulsory) modules that result in them attaining more than the 180 credit points required for the Bachelor's degree programme. Upon request, the additional modules completed will be incorporated into the transcript of records that is included with the degree certificate, but they will be disregarded in the calculation of the overall grade.