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1. Who receives Testatbögen?

- - All students in the Bachelor and Master of Music degree programs
- - All students in the Bachelor of Arts Dance degree program
- - All students in the Master of Arts degree programs

2. What are the Testatbögen for?

There is currently no automatic transmission of confirmations, e.g. for participation in courses or successfully completed examinations.

These confirmations are recorded in the Testatbögen. You will find the Testatbögen in your student handbook. The student handbook will be given to you by the Studiensekretariat when you enrol.

All signature fields and examination transcripts for your degree program are included in the Testatbögen. An overview of the modules and subjects can be found in the Studienverlaufsplan, which you will also find in your student handbook.

Please take a good look at this Studienverlaufsplan to make it easier for you to understand what you have to take and what you need confirmations for.

3. How are confirmations issued by the lecturers?

At the end of the lecture period of each semester, please submit your student handbook with the Testatbögen to the lecturers with whom you had lessons or attended a course or took an examination. The lecturers will then give you the corresponding confirmation on the page provided for this purpose.

It is also possible for lecturers to report examination results directly to the Prüfungsamt, e.g. for written examinations or assignments. In this case, no additional confirmation is required in the examination forms. The lecturers will let you know when the confirmation is sent directly to the Prüfungsamt.

4. What do the numbers in brackets mean?

Each confirmation (participation, examination) has a number that is used for digital processing. The Prüfungsamt enters these numbers in your transcript of records as soon as the confirmation from the lecturers is available. You can use the numbers to see which achievements have already been recorded for you. More information on the transcript of records can be found under no. 8.

5. When are confirmations and examination results recorded??

Please submit your transcript of records with the confirmations it contains to the Prüfungsamt at the end of the academic year so that the results can be recorded/digitally processed for you. Confirmations sent directly to the Prüfungsamt by lecturers will be recorded for you directly.

6. How can the student handbook be submitted to the Prüfungsamt?

At **Standort Köln**: via post box 072 (yellow mailboxes in the foyer), via the outside mailbox or by post.

At **Standort Aachen**: via the Prüfungsamt mailbox (gray mailboxes at the main entrance) - the Prüfungsamt box is at the bottom right; via the outside mailbox or by post.

Am **Standort Wuppertal**: via the Prüfungsamt post box at the gate, via the outside letterbox or by post.

It is not necessary to hand in documents in person, regardless of whether they are study books, applications, etc.

7. How is the student handbook returned?

The student handbook will be returned to you by post after processing the address provided in the [Hochschulportal](#) (Online Studierendenservice (LSF)) will be used for returns.

Please remember to change your address in the [Hochschulportal](#) (Online Studierendenservice (LSF)) if you have a new address.

8. How can a transcript of records be viewed and created?

You can find brief instructions here: [kurze Anleitung zur Ansicht und Erstellung einer Leistungsübersicht](#)



9. Contact persons

The responsible module coordinators are available to answer any questions regarding the content of the individual modules/courses/examinations.

The module descriptions can be found on the [homepage](#) under the details of your degree program. On the page for your degree program, scroll all the way down to **Dokumente & Downloads**.

All further questions regarding the study book/Testatbögen/examination times/admissions to the Bachelor's/Master's thesis etc. can be addressed to [Prüfungsamt](#) at any time.

The Prüfungsamt can be reached by e-mail at pruefungsamt@hfmt-koeln.de.

The Prüfungsamt does not offer open office hours. Please make an individual appointment so that your request can be dealt with individually by a member of staff from the Prüfungsamt.

Students can book individual appointments in [Asimut](#)

Anmeldung zu Ereignissen

Sprechzeit Prüfungsamt

Anmeldung zur Prüfungsberatung

Appointments can also be requested by e-mail.

The [Zentrale Studienberatung](#) will also be happy to assist you with questions about the organization of your studies.