



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

## My Achievements

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## Print Transcript of Records

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# 1. Overview of the application „My Achievements“

1. After logging into heiCO, click on the application „My Achievements“ on your personal start page (see fig. 1).

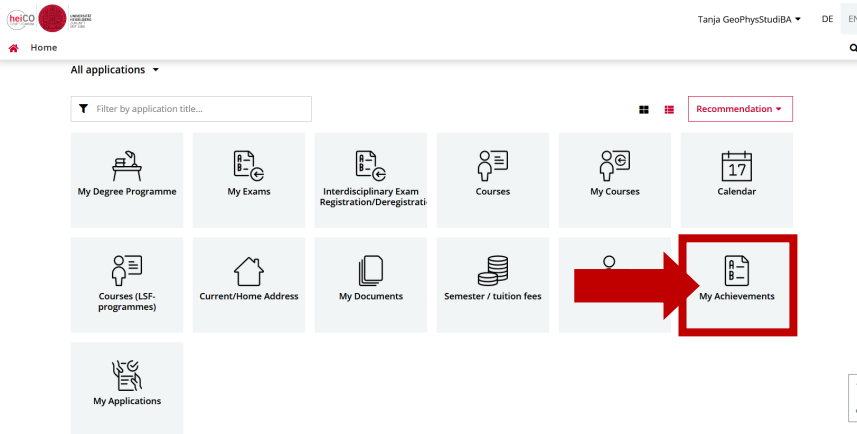


Fig. 1

2. You will be shown your exams, recognitions, final thesis, degree, supplementary exams and further training (see fig. 2). In addition to valid achievements, achievements with the status in progress or invalid achievements (e.g. failed attempts) are also displayed, provided you have set the filter accordingly.

Click on the „Filter“ button to customise the display of achievements.

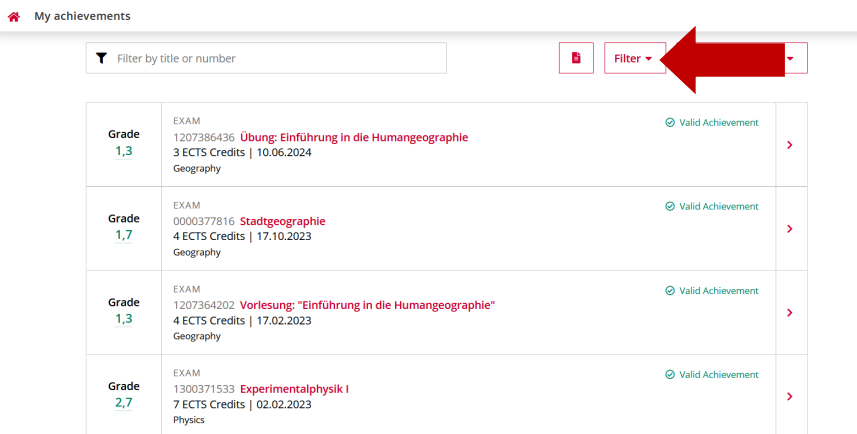


Fig. 2

3. By clicking on the status filter, you can decide which achievements you want to see displayed by ticking or unticking the desired status (see fig. 3).

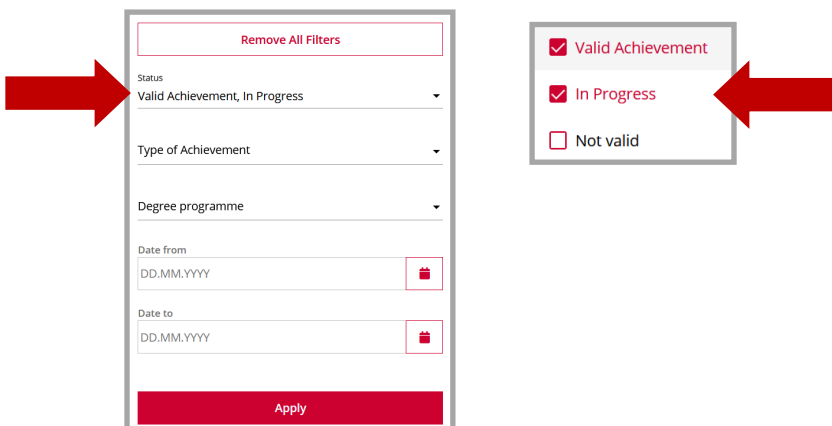
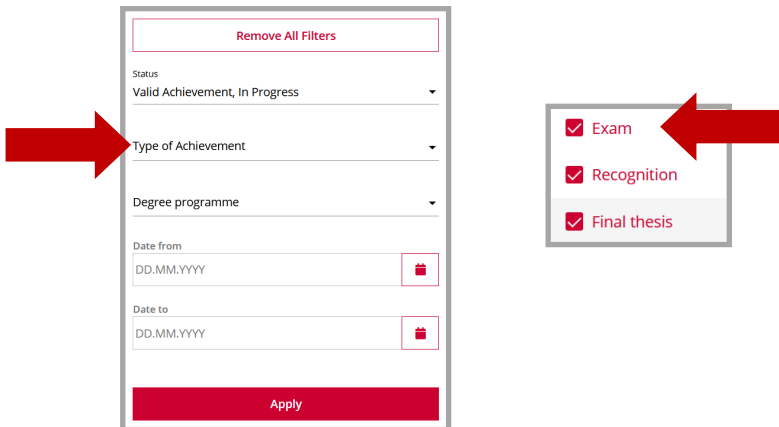
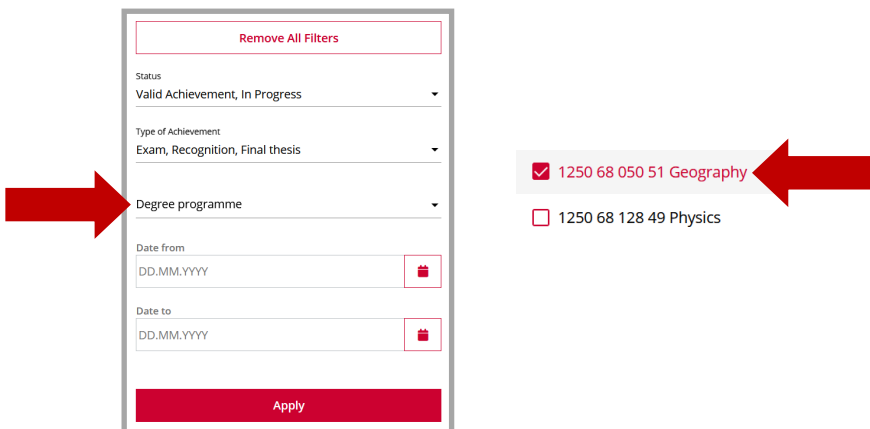


Fig. 3



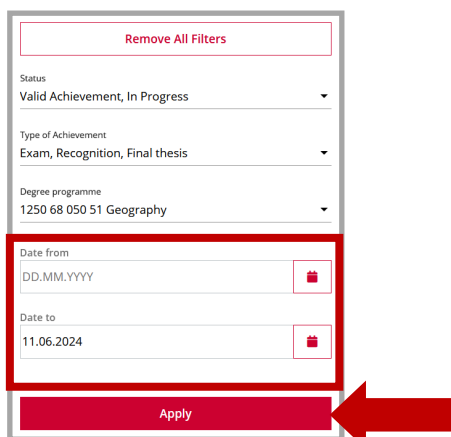
4. By clicking on „Type of achievement“, you can decide which types of achievement you would like to have displayed by ticking or unticking the desired types (see fig. 4).

Fig. 4



5. By clicking on „Degree programme“ you can decide, for example, in the case of a multiple degree programme, which achievements of a particular degree programme you would like to have displayed. To do this, tick the desired degree programme (see fig. 5). You will find the practical courses, achievements of the teacher training option and in multiple degree programmes often also the final thesis in the so-called bracket (here: 1250 68 050 51 128 49 Geography; Physics).

Fig. 5



6. You can use „Date from“ and „Date to“ to filter for achievements from or up to a specific date (see fig. 6). Click on „Apply“ as soon as you have set all the desired filters to display the filtered results. You can also remove all filters using the button of the same name at the top.

Fig. 6

7. If you would like to view more detailed information regarding an achievement, click on the corresponding arrow icon to the right of the status (see fig. 7).

My achievements

Filter by title or number

Filter (7) Date (descending)

Selected Filters: Date to: 11.06.2024 Valid Achievement In Progress 1250 68 050 51 Geography Exam Recognition Final thesis Remove All Filters

Grade 1,3	EXAM 1207386436 Übung: Einführung in die Humangeographie 3 ECTS Credits   10.06.2024 Geography	Valid Achievement	>
Grade 1,7	EXAM 0000377816 Stadtgeographie 4 ECTS Credits   17.10.2023 Geography	Valid Achievement	>
Grade 1,3	EXAM 1207364202 Vorlesung: "Einführung in die Humangeographie" 4 ECTS Credits   17.02.2023 Geography	Valid Achievement	>

Fig. 7

8. Here you can see details of the achievement (see fig. 8).

In the case of a thesis you will see the status and topic of the thesis as well as the start and submission date of the thesis and its grade, if already available. You can also see the reviewers and the assignment of the thesis to a degree programme.

My achievements / Vorlesung: "Einführung in die Humangeographie"

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Status

Grade

Exam

Degree programme

Course Details

Status

Valid Achievement

Grade

Date 17.02.2023

Oral supplementary examination -

Grade very good (1,3)

Grade comment (DE) -

Persons involved Examiner

ECTS Credits 4

Semesterwochenstunden 2

Examination mode Written

Type of Exam course examination

Exam

Number 1207364202

Title Vorlesung: "Einführung in die Humangeographie"

Topic

Topic (English) -

Semester Winter semester 2022/23

Type Lecture (L)

Degree programme

Study ID 1250 68 050 51

Degree programme 2-Subject Bachelor - Geography (1250 68 050 51)


Curriculum Context [20192] Geography B.Sc. 50% incl. Thesis - PO 20192 / [HG1] Basics: Human Geography I / [HG1-EVL] Lecture: Introduction to Human Geography

Details of attempts

Fig. 8

## 2. Print Transcript of Records

My achievements

Filter by title or number  Filter (2) Date (descending)

Selected Filters: Valid Achievement In Progress

Grade 1,3	EXAM 1207386436 Übung: Einführung in die Humangeographie 3 ECTS Credits   10.06.2024 Geography	Valid Achievement	>
Grade 1,7	EXAM 0000377816 Stadtgeographie 4 ECTS Credits   17.10.2023 Geography	Valid Achievement	>
Grade 1,3	EXAM 1207364202 Vorlesung: "Einführung in die Humangeographie" 4 ECTS Credits   17.02.2023 Geography	Valid Achievement	>
Grade 2,7	EXAM 1300371533 Experimentalphysik I 7 ECTS Credits   02.02.2023 Physics	Valid Achievement	>

Fig. 9

9. If you would like to print a non-certified transcript of records, click on the document icon on the overview page of your achievements (see fig. 9).

Transcripts / GeoPhysStudiBA, Tanja

Transcript / Certificate

Please note: the documents still have to be signed and sealed for the time being!



Study ID	Study programme	Transcript (BE, NB)
1250 68 050 51	20192 Geographie	
1250 68 050 51 128 49	BA 50 LAO Geographie; Physik	
1250 68 128 49	20192 Physik	

Fig. 10

10. You will now see an overview page of your transcripts (see fig. 10). Click on a document icon to generate a transcript for the respective degree programme. If you are studying a multiple degree programme, click on the document icon of the bracket as shown here in the example to generate a transcript with all your achievements.

**Note:** The transcript has an electronic signature and can be forwarded as a digital document without a signature or seal.