

Guideline for certificate in accordance with § 48 BAföG (academic performance record)

When must the performance record be submitted?

Educational financial support will only be provided from the 5th subject-related semester if documented proof of suitability has been submitted.

How or in which form should the performance record be submitted?

The performance record can be carried out by submitting the official form 5 (signed by a full-time member of the faculty).

or

by submitting a certificate of the ECTS credits achieved (Attention! In these cases the college must have specified in writing how many ECTS credits are to be seen as acceptable for the number of semesters achieved).

Who is responsible for issuing and the contents of the performance records?

The accuracy of the contents and the issuing are solely the responsibility of the university (department). The responsible (determined by the university) full-time faculty member (university teacher) fills out the certificate of suitability (form 5) and specifies the required number of ECTS credits (§ 47 paragraph 1 BAföG) for the certificate at the time in question. The performance records may not contain any predictions or assumptions. Instead they must confirm the level of performance achieved. No assessment about the contents by the offices for financial study assistance is carried out. Only a formal check (date, stamp, signature) is then carried out.

When must/can the performance record be issued?

The performance record must be filled out after the 4th subject-related semester has begun and must confirm the level of performance of the semester achieved.

Can the performance record also be handed in later if the 5th semester has already begun?

If it is not possible to submit the performance record at the beginning of the 5th subject-related semester, it is possible to hand it in during the first four months of the following semester without any disadvantages for the student. It is required, however, that the performance certificate then shows the required level of performance at the end of the previous semester (as a rule the 4th) and that an application was made in time.

Any questions?

PERSONAL ADVICE

 Tue 9.00–12.00
Thurs 1.00–3.00
During the personal advice sessions we would ask you to refrain from calling us by telephone. We thank you for your understanding.

TELEPHONE ADVICE

 Mon and Wed 10.00–12.00

ZENTRALER INFO-POINT

Phone 0251 837-95 09
 Mon to Thurs 9.00–12.00
and 1.30–4.00
Fri 9.00–12.00
and 1.30–2.00

What if the performance record cannot be submitted until the 5th or 6th month of the following semester (5th or higher semester)?

In such cases the performance status for the current semester must be confirmed; financial support can only be provided starting in the month in which the performance record is submitted.

Are there any exceptions in such cases?

Yes. If the certificate is submitted no earlier than the 5th month of the semester then the basis for the performance record is based on that of the previous semester. But the student must hand in a certificate from the educational institution that proves that – despite a proper course of studies – he/she was not able to attain all of the academic achievements of the current semester or the achievements could not be evaluated yet because of study-related organisational reasons (examination dates had not yet been offered, schedule difficulties of the teaching staff etc.).

What does subject-related semester that has been achieved mean?

As a rule the subject-related semester achieved is the semester before the performance record was issued. From the 5th month of the current semester, it can be assumed that the student has achieved everything necessary and, thus, in such cases the current semester is the subject-related semester that has been achieved.

What special circumstances are there if the performance record was issued/submitted within the first 4 months of the 4th subject-related semester?

If the certificate is certified on form 5 within the first 4 months of the subject-related semester

SS at WWU (University Münster)	= April, 1 – July, 31
WS at WWU (University Münster)	= October, 1 – January, 31
SS at FH (technical college)	= March, 1 – June, 30
WS at FH (technical college)	= September, 1 – December, 31

it is sufficient to confirm the performance record of the 3rd subject-related semester that took place before. This certificate must then be submitted by the end of the fourth month of the subject-related semester to the Office for Financial Study Assistance.