

The following explanations should help to read your CP transcript.

The bar at the top of your credit point table is to give an overview about your achievements, with respect to the duration of membership (or doctoral studies). The (reference) Credit Points you should have earned after a certain time are computed according to: (reference Credit Points)= $0.0521(\text{months})^2 + 0.63(\text{months})$

- If the box with the total CPs and the aimed CPs is green (see the example above): you are better than the reference curve
- Yellow: between Green and Red
- Red: more than 5 Credit Points less than the Credit Points you are supposed to have according to the reference equation

Please note the reference curve is the minimum requirement!

Publications

- Journal publications (ISI and non-ISI), Conference proceedings (**international and national but longer than 2 pages**), books and book chapters are listed here.
- A conference proceeding (longer than 2 pages) is a paper version of an oral conference presentation or a poster. Use the “conference form” to correct old or to submit new conference publications.
- Please use the “journal form” to correct old or to submit new journal publications.
- Please use the “conference form” to correct old or to submit new conference publications.

SAOT courses

Courses, especially offered by SAOT are listed here. If something is wrong or missing, please write an email to saot-administration@fau.de. There is no form for corrections or for submission of missing courses.

Internships

The same as for SAOT courses. If something is missing or wrong, please write an email to saot-administration@fau.de. There is no form.

International Conference contributions

Here your oral or poster presentations are listed (not the paper version, which is already listed in the field of “**Publications**”).

- You can earn six credits, if you gave the talk, or three credits, if you presented the poster. If you did none of both, you do not earn credits here.
- If you want to correct or to submit old or new conference contributions, please use the “conference form” (it is the same, which you have to use for conference publications).

External Courses

Here all the SAOT external courses and lectures are listed. There is no form to inform us about missing or wrong SAOT external courses. Please send us a certificate or “Schein”, that you successfully attended a SAOT external course. This may be for example a course to become a laser safety engineer, a class to study scientific English (not SAOT organized), a summer school, an IMPRS academy, or a common university lecture. External soft skills courses are listed here

or other courses, which are closely related to optical technology. In case of courses, please let us know, how much hours the course lasted and in case of a lecture, please let us know the ECTS Points.

Courses given

Here your teaching is listed. For example if you gave a lecture, an exercise or a lab course. You have to send us a letter, signed by your PI, which lists all your teaching activities. Please add the

- semester hours per week (SWS) for every single teaching activity,
- the semester during which you were involved,
- and the title of the course.

Awards

If you want to inform us about awards, which you received, please send us a copy of the certificate. Non-SAOT stipends are considered as awards, too.

Supervisor of reports or thesis

Here your PI has to sign a letter, which lists all the theses (title, name of candidate, duration), which you have been supervising, such as Master-, Bachelor-, Diploma- or Bachelor thesis. The information required is:

- Name of supervised person
- Type of thesis
- Duration of supervision
- Date of submission

Acquired funding

If you successfully applied for funding, please send us a copy of the letter of acceptance (DFG, DAAD, BFS, BMBF, AiF....). Usually you act as a ghostwriter for your PI and your PI will be the official applicant. Therefore your PI has to sign again a list, which reflects how many of your proposals have been accepted (DFG-Proposals and other funding organizations) with title, and some details (funding for personnel).