ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION: ....
Faculty/Department of ....
ECTS departmental coordinator: ....
Tel.: .... Fax: .... e-mail box: ....

NAME OF STUDENT: .... First name: ....
Date and place of birth: .... (sex) :...
Matriculation date: .... Matriculation number: ....

NAME OF RECEIVING INSTITUTION: ....
Faculty/Department of ....
ECTS departmental coordinator: ....
Tel.: .... Fax: .... e-mail box: ....

Course Unit code (1)	Title of the course unit	Duration of course unit (2)	Local grade (3)	ECTS grade (4)	ECTS credits (5)
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....	....	....	....	....	....
					Total: ....
	to be continued on a separate sheet				

(1) (2) (3) (4) (5) see explanation on back page

Diploma/degree awarded:
....

Date   Signature of registrar/dean/administration officer   Stamp of institution:

NB : This document is not valid without the signature of the registrar/dean/administration officer and the official stamp of the institution.

(1) **Course unit code:**

Refer to the ECTS information Package

(2) **Duration of course unit:**

Y = 1 full academic year
1S = 1 semester   2S = 2 semesters
1T = 1 term/trimester   2T = 2 terms/trimesters

(3) **Description of the institutional grading system:**

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(4) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(5) **ECTS credits:**

1 full academic year   =   60 credits
1 semester   =   30 credits
1 term/trimester   =   20 credits