

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM
TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION:	
Faculty/Department	
ECTS departmental coordinator:	
Tel.: Fax: e-mail:	
NAME OF STUDENT: First name:	
Date and place of birth: (sex)	
Matriculation date: Matriculation number:	
NAME OF RECEIVING INSTITUTION:	
Faculty/Department	
ECTS departmental coordinator:	
Tel.: Fax: e-mail:	

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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	to be continued on a separate sheet				Total:

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

Diploma/degree awarded:

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

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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