



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:

Table with 6 columns: Course Unit code (1), Title of the course unit, Duration of course unit (2), Local grade (3), ECTS grade (4), ECTS credits (5). Includes a Total row and a note '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

1T = 1 term/trimester

2S = 2 semesters

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