



ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION: 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

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