

# ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

## TRANSCRIPT OF RECORDS

**Academic Year** \_\_\_\_\_

**Field of Study** \_\_\_\_\_

<b>Name of Student</b>			
First name			
Date and place of birth		Sex:	
Matriculation date		Matriculation number	

<b>Name of Home Institution</b>			
Faculty / Department			
ECTS departmental coordinator			
tel.:		fax:	
		e-mail	

<b>Name of Guest Institution</b>			
Faculty / Department			
ECTS departmental coordinator			
tel.:		fax:	
		e-mail	

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

(1) (2) (3) (4) (5) see explanation on the second page

Diploma / degree awarded: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of administration officer

\_\_\_\_\_  
Stamp of Institution

NB: This document is not valid without the signature of the 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