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ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

**TRANSCRIPT OF RECORDS**

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| 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: .............................................................. |

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| --- | --- | --- | --- | --- | --- |
| Course Unit code (1) | Title of the course unit | Duration of  course unit (2) | 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 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:

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

(5) **ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits