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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 ofcourse unit (2) | Localgrade (3) | ECTSgrade (4) | ECTScredits (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** | 1025302510-- | EXCELLENT - outstanding performance with only minor errorsVERY GOOD - above the average standard but with some errorsGOOD - generally sound work with a number of notable errorsSATISFACTORY - fair but with significant shortcomingsSUFFICIENT - performance meets the minimum criteriaFAIL - some more work required before the credit can be awardedFAIL - considerable further work is required |

(5) **ECTS credits:**

 1 full academic year = 60 credits

 1 semester = 30 credits

 1 term/trimester = 20 credits