

# TRANSCRIPT OF RECORDS

<b>NAME OF SENDING INSTITUTION:</b> _____ Department: _____ ECTS departmental coordinator: _____ Tel.: _____ Fax: _____ Email: _____	
<b>NAME OF STUDENT:</b> _____ <b>FIRST NAME:</b> _____ Date and place of birth: _____ (Gender): _____ Matriculation date: _____ Matriculation number: _____	
<b>NAME OF RECEIVING INSTITUTION:</b> _____ Department: _____ ECTS departmental coordinator: _____ Tel.: _____ Fax: _____ Email: _____	

Module / Course Unit code (1)	Title of the module / course unit	Duration of the module / 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 the back of this form.

Diploma / degree awarded _____ _____
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Date: \_\_\_\_\_ Signature of registrar / dean / administration officer: \_\_\_\_\_ Stamp of the 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:**

Please 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 ECTS credits  
 1 semester = 30 ECTS credits  
 1 term/trimester = 20 ECTS credits