



**ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM  
TRANSCRIPT OF RECORDS**

NAME OF SENDING INSTITUTION:		
Faculty/Department of		
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 of		
ECTS departmental coordinator:		
Tel.:	Fax:	e-mail:

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 page. (1) (2) (3) (4) (5) see explanation on back page

Diploma/degree awarded:

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Date

Signature of registrar/dean/administration officer

Stamp of 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 (only of failing grades)
<b>A</b>	10	
<b>B</b>	25	
<b>C</b>	30	
<b>D</b>	25	
<b>E</b>	10	
<b>FX</b>	-	FAIL - some more work required before the credit can be awarded
<b>F</b>	-	FAIL - considerable further work is required

(5) **ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits