

ECTS – EUROPEAN COMMUNITY COURSE CREDIT TRANSFER SYSTEM

TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION:

Faculty/Department of

ECTS Departmental Coordinator:

Tel.: Fax: e-mail box:

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 box:

Course Code (1)	Title of the course	Duration of course (2)	Local Grade (3)	ECTS Grade (4)	ECTS Credits (5)
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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:

NB: This document is not valid without the signature of the registrar/dean/administration and the official stamp of the institution. (P.T.O.)

(1) **Course code:**

Refer to the ECTS Information Package

(2) **Duration of course:**

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