

Academic Year _____

Field of Study: _____

This form should be completed in BLACK and Block letters in order to be easily copied and/or faxed.

NAME AND FULL ADDRESS OF SENDING INSTITUTION:				
_____ _____				
Faculty / Department of: _____				
ECTS Department Coordinator: _____				
Email: _____		Tel: _____	Fax: _____	
STUDENT DATA:				
Family name: _____		First name(s): _____		
Date of birth: _____		Place of birth: _____		
Sex: F M D		Nationality: _____		
Matriculation number: _____		Email: _____		
NAME OF RECEIVING INSTITUTION:				
_____ _____				
Faculty / Department of: _____				
Field of Study: _____				
Department Coordinator: _____				
Email: _____		Tel: _____	Fax: _____	

Course Unit code (1)	Title of the course unit	Duration of course unit (2)	Local grade (3)	ECTS/ credits (4)
Continue on the next page, if necessary.				Total:

(1) (2) (3) (4) see explanation on last page

Degree awarded _____

_____ Date Signature of registrar/ dean/ administration officer Stamp of Institution

This document is not valid without the signature of the registrar/ dean/ administration officer and the official stamp of the institution.



European Credit Transfer System (ECTS) TRANSCRIPT OF RECORDS

Academic Year

Field of Study: _____

Family Name: _____ **First Name:** _____

Matriculation Number: _____

Course Unit code (1)	Title of the course unit	Duration of course unit (2)	Local grade (3)	ECTS credits (4)
Print this page again if more pages are needed.				Total:

(1) (2) (3) (4) see explanation on last page

Degree awarded _____

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(1) Course Unit Code:

Refer to the ECTS Course catalogue

(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) Grading:

a) Description of the institutional grading system

1,0 – 1,3	sehr gut (very good)
1,7 – 2,3	gut (good)
2,7 – 3,3	befriedigend (satisfactory)
3,7 – 4,0	ausreichend (sufficient)
5,0	mangelhaft (not sufficient, fail)

b) Grading distribution in the department or programme (please specify)
(for this section please refer to ECTS Users' Guide, Annex 3)

(4) ECTS credits:

1 academic year = 60 credits
1 semester = 30 credits
1 term/ trimester = 20 credits

(5) ECTS workload:

One credit reflects a workload of 25-30 hours, including classroom time, labs, preparation, homework, etc.

A standard semester consists of 30 credits.