

**ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM**

**TRANSCRIPT OF RECORDS**

**ACADEMIC YEAR:** \_\_\_\_\_  
**FIELD OF STUDY:** \_\_\_\_\_

<b>NAME OF SENDING INSTITUTION:</b> ..... <b>Faculty/ Department</b> ..... ECTS departmental coordinator: ..... Tel.: ..... Fax: ..... E-mail: .....
<b>NAME OF STUDENT:</b> ..... <b>First Name:</b> ..... <b>Date and place of birth:</b> ..... <b>Sex :</b> M/F <b>Matriculation date:</b> ..... <b>Matriculation number:</b> ..... <b>E-MAIL ADDRESS:</b> .....
<b>NAME OF RECEIVING INSTITUTION:</b> ..... <b>Faculty/ Department of</b> ..... 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 credits (4)*
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.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
	<b>to be continued on a separate sheet</b>	.....	.....	<b>Total:</b> .....

**\*(1) (2) (3) (4) see explanation on back page**

Date: \_\_\_\_\_ Signature of registrar/dean/administration officer: \_\_\_\_\_ Stamp of 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:**

Refer to the ECTS Course catalogue

**(2) Duration of course unit:**

Y = 1 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:**

**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