



Lifelong Learning Programme

LIFELONG LEARNING PROGRAMME / ERASMUS – ECTS
http://ec.europa.eu/education/lifelong-learning-policy/doc48\_en.htm

TRANSCRIPT OF RECORDS

ACADEMIC YEAR: 20\_\_/20\_\_

FIELD OF STUDY: \_\_\_\_\_

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NAME OF SENDING INSTITUTION:
Faculty/ Department
ECTS departmental coordinator:
Tel.: Fax: E-mail:
NAME OF STUDENT: First Name:
Date and place of birth: Sex : M/F
Matriculation date: Matriculation number:
E-MAIL ADDRESS:
NAME OF RECEIVING INSTITUTION:
Faculty/ Department of
ECTS departmental coordinator:
Tel.: Fax: E-mail:

Table with 5 columns: Course Unit Code (1)\*, Title of the course unit, Duration of course unit (2)\*, Local grade (3)\*, ECTS credits (4)\*. Includes a 'Total:' row at the bottom.

\*(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 yea = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits