

## Transcript of Records

**Academic Year 20..../20....**

**Field of study: .....**

Sending institution:	Country:
Faculty/Department of: .....	
Departmental coordinator: Name: .....	
Tel.: .....Fax: .....email: .....	
Name of student: .....First name(s): .....	
Date and place of birth: .....	
Matriculation number: .....	
Receiving institution: Ruhr-Universität Bochum	
Faculty/Department of:	
Departmental coordinator: Name:.....	
Tel.: .....Fax: .....email: .....	

Course unit code	Course unit title	Duration of course unit (1)	Local grade (2)	ECTS grade (3)	ECTS credits (4)
-To be continued on a separate sheet-					<b>TOTAL:</b>

(1), (2), (3), (4), see explanation on back page

Diploma/degree awarded:   yes           no

..... Date, signature of registrar/dean/administration officer and stamp of institution
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**(1) Duration of course**

Y – 1 full academic year

1S – 1 semester

1T – 1 term/trimester

2S – 2 semester

2T – 2 terms/trimesters

**(2) Description of institutional grading system****(3) 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, 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

**(4) ECTS credits**

1 full academic year 60 credits

1 semester 30 credits

1 term/trimester 20 credits