

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

TRANSCRIPT OF RECORDS

Academic Year _____

Field of Study _____

Name of Student			
First name			
Date and place of birth		Sex:	
Matriculation date		Matriculation number	

Name of Home Institution			
Faculty / Department			
ECTS departmental coordinator			
tel.:		fax:	
		e-mail	

Name of Guest Institution	Westfälische Wilhelms-Universität Münster		
Faculty / Department			
ECTS departmental coordinator			
tel.:		fax:	
		e-mail	

Course unit code (1)	Title of the course unit (2)	Duration of course unit	Local grade (3)	ECTS grade (4)	ECTS Credits (5)
	to be continued on a separate sheet			Total:	

(1) (2) (3) (4) (5) see explanation on the second page

Diploma / degree awarded: _____

Date: _____

Signature of administration officer

Stamp of Institution

NB: This document is not valid without the signature of the administration officer and the official stamp of the institution.

(1) **Course unit code:**

Refer to the ECTS Information Package

(2) **Duration of course unit**

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:**

WWU Grade	ECTS Grade		
1,0 – 1,5	A	Excellent	Outstanding performance
1,6 – 2,0	B	Very good	Performance clearly above average
2,1 – 3,0	C	Good	Performance above average
3,1 – 3,5	D	Satisfactory	Performance on average
3,6 – 4,0	E	Sufficient	Performance with deficiency
4,1 – 5,0	F	Fail FX/	Performance which does not meet the requirements

(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