

**TRANSCRIPT OF GRADES AND CREDITS
ACCORDING TO THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)**

Semester	
Academic Year	
Field of Study	

Name of Student			
First Name			
Date and Place of Birth		Sex :	Nationality :
Matriculation Date		Matriculation number	

Name of University (for B.A. Degree)			
Faculty / Department/Institute			
Departmental Coordinator			
Tel.:		Fax:	E-mail

will be translated by us

Code of Course/ Unit	Title of Course/Unit	Duration of Course/Unit	Local Grade	ECTS Grade	ECTS Credits
To be continued on page two (2).				Total:	

For the correctness of the translation:		
Date:		Stamp and Signature of Administration Officer at the International Office of UBT



Useful Information to fill in the Form:

(1) Code of Course/Unit:

If applicable, please use the Code of the Course/Unit according to your university's course directory.

(2) Duration of Course/Unit:

Please use the following abbreviations:

- 1Y is equal to (=) 1 whole academic year
- 1S is equal to (=) 1 whole semester
- 2S is equal to (=) 2 whole semesters
- 1T is equal to (=) 1 whole term/trimester
- 2T is equal to (=) 2 whole terms/trimesters
- HPW is equal to (=) Hours per Week (SWS)
- HPS is equal to (=) Hours per Semester

(3) Description of the General German and the Institutional Grading System: Please explain the local or Departmental Grades if necessary here.

General German Grading System	Grading System of Department // Institution / Subject / Field
1,0 ; 1,3 is equal to (=) Very Good	
1,5 ; 1,7 ; 2,0 ; 2,3 is equal to (=) Good	
2,5 ; 2,7 ; 3,0 ; 3,3 is equal to (=) Satisfactory	
3,5 ; 3,7 ; 4,0 ; 4,3 is equal to (=) Sufficient	
4,5 ; 4,7 ; 5,0 is equal to (=) Insufficient / Fail	

(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

One (1) whole academic year is equal to (=) **60 credits**

One (1) whole semester is equal to (=) **30 credits**

One (1) whole term/trimester is equal to (=) **20 credits**

(6) ECTS Work Load

Participation (without preparation): One (1) Hour per Week (HPW/SWS) is equal to (=) 15 Hours per Semester (HPS) is equal to (=) 0,5 ECTS Points.
 Participation (with preparation): One (1) Hour per Week (HPW/SWS) is equal to (=) 15 Hours per Semester (HPS) is equal to (=) 1,0 ECTS Points.