

**LIFELONG LEARNING PROGRAMME / ERASMUS – ECTS**

### TRANSCRIPT OF RECORDS

**ACADEMIC YEAR: 20…/20…**

**TERM:…………………………**

**FIELD OF STUDY: ……………………**

|  |
| --- |
| **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**: …………………………….… |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course**  **Unit Code (1)\*** | **Title of the course unit** | **Duration of course unit (2)\*** | **Local grade (3)\*** | **ECTS grades (4)\*** | **ECTS Credits**  **(5)\*** |
| ……………………………………………………………………………………………………………………………… | …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  **to be continued on a separate sheet** | ……………………………………………………………………………………………………………………………… | ……………………………………………………………………………………………… | ……………………………………………………………………………………  ……… | ……………………………………………………………………………………  …………  **Total** : ……….. |

**\*(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

1. **Duration of course unit** :

Y = 1 academic year

1S= 1 semester 2S= 2 Semesters

1T=1 term/trimester 2T=2 terms/trimesters

1. **Grading:**

**Chart for Grade Conversion**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ECTS SYSTEM** | **KBU GRADING SYSTEM** | | | |
| **Letter Grades** | **Master’s Degree** | | **Doctorate’s Degree** | |
| **Letter Grading**  **Equivalent in 100** | **Grading**  **in 4.00** | **Letter Granding**  **Equivalent in 100** | **Grading**  **in 4.00** |
| A | AA 95-100 | 4.00 | AA 95-100 | 4.00 |
| B | BA 85-94 | 3.50 | BA 85-94 | 3.50 |
| C | BB 75-84 | 3.00 | BB 75-84 | 3.00 |
| D | CB 65-74 | 2.50 |  |  |
| E | G | 0 | G | 0 |
| FX | F1 |  | F1 |  |
| F | F2  F3  K/E |  | F2  F3  K/E |  |

|  |  |  |
| --- | --- | --- |
| **ECTS SYSTEM** | **KBU GRADING SYSTEM** | |
| **Letter Grades** | **Assoc. & Bachelor’s Degree** | |
| **Letter Grading**  **Equivalent in 100** | **Grading**  **in 4.00** |
| A | A1 90-100 | 4.00 |
| B  C | A2 80-89  B1 70-79 | 3.50 |
| 3.00 |
| D | B2 65-69 | 2.75 |
| E | C 60-64 | 2.50 |
| G | 0 |
| FX | F3 |  |
| F | F1  F2  K |

**Failing Grades:**

1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.

2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.

3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is below 50 or whose percentage of final grade is below 60, coefficient is zero. It is also given to students who do not have right to take final or makeup examinations due to their inefficiency of practice.

4) K: is given to students who fail the course. It is for non-credit courses

5) G: Pass (Out of Grade)

1. **ECTS credits** :

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits