TRANSCRIPT OF RECORDS

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| NAME OF SENDING INSTITUTION: ***UNIVERSITY OF LODZ PL LODZ01***  Faculty/Department of …………………………………………………………………………….………………………………………….  ECTS Departamental Coordinator: ……………………………………………..……………………………………………………..  Tel. ………………………….………. Fax:……………….….……………e-mail box:……………………………………………....... |
| **NAME OF STUDENT**:………………………………………………….. First Name: ……………………………………………….  Date and place of birth: ……………………………………………………….…………………………….. (sex: …………….…..)  Matriculation Date: ………………………………………….. Matriculation Number: ……………………..………………….. |
| NAME OF RECEIVING INSTITUTION: ………………………………………………..………………………………………………..  Faculty/Department of ………………………………………………………………………….…………………………………………….  ECTS Departamental Coordinator: ………………………………………………..…………………………………………………..  Tel. ………………………….………. Fax:……………..…….……………e-mail box:………………………..…………………....... |

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

Diploma/degree awarded : ……………………………………………………………………….

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 Information Package

1. **Duration of course unit:**

Y= 1 full academic year

1S= 1 semester 2S= 2 semesters

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

1. **Description of the institutional grading system:**

1. **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 |
|  |  |  |

1. **ECTS credits:**

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits