

## Information Sheet: Transcript of Records

### ECTS-credits

ECTS, the *European Credit Transfer and Accumulation System*, was developed by the Commission of the European Community in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

In ECTS, 60 credits represent the workload of a full year of study; normally 30 credits are given for a semester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, and followed by home students under normal regulations. Credits are awarded only when the course has been completed and all necessary examinations have been successfully taken.

When the student has successfully completed the study programme agreed upon by the home and host institutions, transfer of credit will take place. The student will then continue his or her studies at the home institution without any loss of time or credit. Transfer of credit is realized with a form (Transcript of Records) and by applying a special grading system in addition to the local grading system.

### German Grading System

According to the Examination Regulations, the grades to be used are as follows:

Grade	Mention	Explanation
1	Very good	Excellent performance
2	Good	Performance considerably above the average
3	Satisfactory	Performance meeting average requirements
4	Sufficient/Adequate	Performance meeting the requirements in spite of deficiencies
5	Unsatisfactory (failed)	Performance not meeting the requirements because of considerable deficiencies

Normally, these values are increased or decreased by 0.3 in order to give more precise results (the grades 0.7, 4.3 and 5.3 do not exist).

Grade	Mention	Explanation
1.0	Very Good	Passing grade
1.3	Very Good -	Passing grade
1.7	Good +	Passing grade
2.0	Good	Passing grade
2.3	Good -	Passing grade
2.7	Satisfactory +	Passing grade
3.0	Satisfactory	Passing grade
3.3	Satisfactory -	Passing grade
3.7	Sufficient/Adequate +	Passing grade
4.0	Sufficient/Adequate	Passing grade
4.3	Unsatisfactory	Failing grade
4.7	Unsatisfactory	Failing grade
5	Unsatisfactory	Failing grade

Furthermore, for modules requiring regular attendance but no exam, there is a special grade “TN” = **Teilnahme** = attendance which is a “pass” grade. If a student participates in a module that requires an exam but does not take it – that is, only his/her attendance is certified – no grade can be awarded.

1S = 1 semester; 2S = 2 semesters/academic year

#### Common US-American Mark Equivalences\*:

(1.0) – excellent, seldom achieved → (A+)

(1.3) – very good → (A)

(1.7 to 2.3) – good, considered a (rather) good result → (A- to B)

(2.7 to 3.3) – satisfactory → (B- to C)

(3.7 to 4.0) – sufficient → (D)

(5.0) – deficient, fail, no course certificate awarded → (F)

#### Common Mark Equivalences for Law and Legal Subjects\*:

German points	0 – 3	4 – 6	7 – 9	10 – 12	13 - 15	16 – 18
Equivalent English	fail	sufficient	satisfactory	good	very good	excellent
Equivalent French	insuffisant	passable	satisfaisant	assez bien	bien	excellent

\* These equivalences are for guidance only!