TRANSCRIPT OF RECORDS

Academic year: 20……/20…..
Field of study: …………………………………………
Period of student mobility:……………………..

Name of sending institution:
…….
Faculty:…………………………………………………………………………………………………..
Department: …………………………………………………………………………………….
Erasmus + coordinator: …………………………………………………………………..
Tel.: ………………………………… **Fax:** …………………………. **E-mail:** ………………………………………..

Surname of student: …………………………………………………………………..
First Name of student: ……………………………………………………………….
Date and place of birth: ………………………………………………………………
Sex :……………...M………………F
E-mail address: ……………………………………………………………………………..

Name of receiving institution:
…….
Faculty/ Department of …..……………………………………………………………………..……
Erasmus + coordinator: ……………………………………………………………………………
Tel: …………………………….. **Fax**: ………………………………. **E-mail**: ……………………………….

Course Unit Code (1)*	Title of the course unit	Duration of course unit (2)*	Local grade (3)*	ECTS credits (4)*
	To be continued on a separate sheet if needed			

*(1) (2) (3) (4) see attached explanation

Date:…………………………………
Number:………………………….
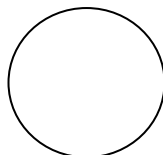
Office for teaching and student affairs

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(Stamp of institution)   (Signature)

(1) **Course unit code**: It refers to the subject code used by the Faculty. Fill in only if relevant.

(2) **Duration of course unit** :

> Y = 1 academic year
> S = 1 semester
> 2S = 2 Semesters

(3) Grading system:

a)   Description of the institutional grading system

The Law on Higher Education in the Republic of Serbia introduced ECTS as the mandatory credit system to be used by all higher education institutions in all degree programs, for both credit transfer and accumulation. Every study program includes precise description of the courses and the number of ECTS that are based on the workload students need in order to achieve expected learning outcomes.

Local Grade	Description	No. of points [*]
10	Excellent	91-100
9	Exceptionally good	81-90
8	Very good	71-80
7	Good	61-70
6	Passing	51-60
5	Failing	0-50

b) Grading distribution in the department or programme

Performance of students is monitored continuously during classes and is expressed in points - for fulfillment of exam prerequisites and passing the exam a student can earn a maximum of 100 points (pre-exam obligations participate with a minimum of 30 and a maximum of 70 points).

Details on pre-exam obligations, final exam and the exact number of allocated points can be found in study courses syllabi.

(4) **ECTS credits** :

1 academic year = 60 credits

1 semester = 30 credits