

Transcript Cover Letter for Exchange students

University of Graz does not issue paper transcripts. Students download their electronically signed transcripts from their UNIGRAZonline student account. Electronically signed transcripts are easily verifiable online. For instructions on transcript retrieval, transcript verification, transcript cover letter go to our [transcript website](#).

The following information may assist advisers with the transfer of credit for exchange students.

General information about ECTS: The European System for the Recognition, Transfer and Accumulation of study results (ECTS) is a student-centered system, which enables all local and international students to comprehend and compare study programs without considerable effort. The system facilitates mobility and academic recognition, and it helps universities to make their study programs more transparent.

Credits: Credits are allocated to all educational components of a study program and reflect the quantity of work required by the student in order to achieve the specific objectives and learning outcomes. Credits can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a learning process.

Workload: The basis of the ECTS system is the workload students have to master in order to complete a study program successfully. The student workload consists of the time required to complete all planned learning activities, i.e. **contact hours** (lectures, seminars etc.) **and private study** (preparation for exams, writing of paper, reading etc.)

Normal full-time load	30 ECTS credits per semester (1 ECTS = 25 hrs. incl. contact hrs. + individual work)
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Each semester is comprised of **15 teaching weeks**, therefore a course indicated as a 1-hour course in the online system equals 15 contact hours, a 2-hour course equals 30 contact hrs., etc.

ECTS at the University of Graz: For exchange students at the University of Graz it is not always possible to reach the recommended 30 ECTS due to several reasons:

- As there are not yet sufficient evaluation results with regard to the workload of the students, ECTS credits were allocated to the single courses in relation to the entire study program. Therefore, it is possible that in some semesters, students do not complete the recommended 30 credits but in other semesters, they receive more than 30.
- The proportion of elective courses ('Wahlfächer') lies at about 40% of the whole study program in most fields of study. Elective courses are generally assigned a low number of

ECTS credits. Austrian students usually take these courses together with compulsory courses, which have more points. International exchange students, however, very often choose courses from the group of elective subjects only. This means that for a relatively high number of semester hours students only receive a comparatively low number of ECTS credits.

For exchange students we consider a range between 24 to 30 ECTS per semester as a full-time study load.

General Academic Information about the University of Graz: The academic year is divided into 2 semesters; each winter and summer semester is comprised of **15 teaching weeks**. All subjects at the University of Graz run over one semester only.

Students begin their major study in the first year of their degree. Undergraduate degrees are three years in length. All three-year graduates have to produce a thesis and they are eligible to enroll in Master Programs. All degree seeking students complete a certain number of credit points to graduate (180 ECTS for a three-year degree), and a prescribed set of subjects. All students receive an individual grade for each subject completed.

Grade		US Grade recommendation
1 = Sehr Gut	Excellent: outstanding performance	A
2 = Gut	Good: above the average standard but with some errors	A-/B+
3 = Befriedigend	Satisfactory: generally sound work with a number of notable errors	B-
4 = Genügend	Sufficient: performance meets the minimum criteria	C
5 = Nicht Genügend	Unsatisfactory: substantial improvement necessary; requirement of further work	F

Assessment: The method of assessment varies between subjects. Details can be found in the online course description of each course. For access to the course guide and/or search engine for English-taught courses go to our [instructions for course search](#). Students are permitted to re-sit exams on site during the timeframe of their enrollment according to the study law regulations (Studienrechtliche Bestimmungen). Students are not entitled to alternative exam dates or exam modes. The decision about any such arrangements lies with the relevant professor.

NOTE: The final decision about recognition **rests with the home university**.