

## WHAT TO DO WHEN THERE ARE NO ECTS CREDITS, CREDITS OR CREDITS HOURS INDICATED ON THE TRANSCRIPT OF RECORDS?

The extent of courses is measured in ECTS credits, credits or credit hours but they are *not* indicated on the Transcript of Records

If there are no ECTS credits, credits or credit hours indicated on your Transcript of Records for the courses or study units you have completed, you must upload an additional document issued and officially certified by the awarding institution, indicating the extent of each course or study unit listed on the Transcript of Records in ECTS credits, credits or credit hours.

A total number of ECTS credits, credits or credit hours for all the completed courses or study units must also be indicated.

*For example:*

XXX Course name 1 XXX	X credits
XXX Course name 2 XXX	X credits
...	
<i>Total</i>	<i>XXX credits</i>

The awarding university is *not* following ECTS credit, credit or credit hour system and is unable to indicate them

If the awarding institution is not following ECTS credit, credit or credit hour system and is therefore, unable to indicate them, an additional document issued and officially certified by the awarding institution is required, indicating the study hours required for completing each individual course or study unit listed on the Transcript of Records (including lectures, assignments, homework etc.).

A total number of hours for all the completed courses or study units must also be indicated.

*For example:*

XXX Course name 1 XXX	XX hours
XXX Course name 2 XXX	XX hours
...	
<i>Total</i>	<i>XXX hours</i>

Missing information will lead into the application remaining an incomplete one

The extent of courses must be indicated through one of the following means:

- ECTS credits, credits or credit hours indicated on a Transcript of Records
  - For each course or study unit listed on a Transcript of Records and in total

- ECTS credits, credits or credit hours indicated on an additional document issued and officially certified by the awarding university.
  - For each course or study unit listed on a Transcript of Records and in total
- Study hours required for completing each individual course or study unit (including lectures, assignments, homework etc.) indicated on an additional document issued and officially certified by the awarding university
  - For each course or study unit listed on a Transcript of Records and in total

*Missing information related to the extent of the courses or study units completed will lead into the application remaining as an incomplete one – meaning that the application will not be forwarded to academic evaluation.*

The extent of courses or study units is required for the admission committee being able to check the required programme-related studies.