



University Mobility in Asia and the Pacific

**UMAP CREDIT TRANSFER SCHEME (UCTS)  
RECORD OF UMAP STUDY PROGRAM**

**1. STUDENT'S PERSONAL DATA**

[To be completed by the student. The information provided in this form will be treated *in-confidence* by the home and host institutions. Data from the form may be used for UMAP/UCTS statistical purposes, but only in an aggregated and non-identifiable manner.]

Family name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Home institution: \_\_\_\_\_ Country: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Student Identification Number \_\_\_\_\_

**2. DETAILS OF THE PROPOSED UMAP STUDY PROGRAM**

[To be completed and signed by student and counter-signed by the academic staff members of both institutions]

Host institution: \_\_\_\_\_ Country: \_\_\_\_\_

Course unit code (if any)		Course unit title		CREDITS		
Host Institution	Home Institution (optional)	Host institution	Home institution (optional)	Host institution	UCTS (host institution to fill in)	Home institution

*(If necessary, continue the list on a separate sheet, including any changes to the approved program, which must be signed and counter-signed)*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

We confirm that the proposed program of study is approved.

\_\_\_\_\_  
Home institution staff member

\_\_\_\_\_  
Host institution staff member

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. TRANSCRIPT OF UMAP STUDY PROGRAM RESULTS

Host institution course unit			Host institution		UCTS (host institution to fill in)		Home institution	
Code	Title	Duration	Grade	Credits	Grade	Credits	Grade	Credits

### 4. CERTIFICATION OF UMAP STUDY PROGRAM

Host institution

Home institution

Signed: \_\_\_\_\_  
(Signature of registrar/dean/administration officer)

Signed: \_\_\_\_\_  
(Signature of registrar/dean/administration officer)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

INSTITUTION STAMP

INSTITUTION STAMP

NOTE: This document is not valid without the signatures of the registrars/deans/administration officers and stamps of the host and home institutions.

#### UCTS CREDIT POINTS SCALE

The UCTS credit points scale is a numerical measure of student workload, based on a typical full-time student's commitments over a full academic year. It measures both contact hours/class time and also private study time for a typical student enrolled in the course.

The UCTS credit point scale is based on a 60-point total for a full academic year, in order to accommodate two-semester and three-term academic years. Thus, a full-time student's total workload would be shown as:

- 60 UCTS credit points, for a full academic year, or
- 30 UCTS credit points, for one semester, or
- 20 UCTS credit points, for one term.

For more information on using the UCTS credit point scale foree Section 4 of the UCTS User's Guide.

#### THE UCTS GRADING SCALE

UCTS grade	Successful students normally achieving grade (%)	Definition
A	10	EXCELLENT: outstanding with only minor errors
B	25	VERY GOOD: above 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 credit can be awarded
F	-	FAIL:considerable further work is required