Example: Converted Master's Transcript of Records

Example applicant	**John Smith (fictional, for illustration)**
Degree	**M.Sc. Mathematics, 'cum laude'** **Universiteit van Amsterdam, 8 August 2008**
Document this example is based on	**Diploma Supplement (course-by-course results)** **The MSc Certificate itself states no single overall grade**
Awarding institution's max. grade (N_max)	**10.0**
Awarding institution's min. passing grade (N_min)	**6.0**

This Diploma Supplement lists grades course by course; the accompanying MSc Certificate states the distinction 'cum laude' but no single overall grade — exactly the case where the course-level Calculator method below is needed, rather than simply copying one official figure. The N_max / N_min values above are as stated on the institution's own transcript, diploma supplement, or registrar's confirmation.

List of courses

No.	Course	Grade (original)	Credits	Grade × Credits	Converted (German scale)	Converted × Credits
1	Complex Analysis	9.0	6	54.00	1.75	10.50
2	Complex Dynamics	8.0	6	48.00	2.50	15.00
3	Distribution Theory	8.0	6	48.00	2.50	15.00
4	Dynamical Systems	VLD	6	—	—	—
5	English Speaking and Writing Skills	VLD	2	—	—	—
6	Functional Analysis	9.0	8	72.00	1.75	14.00
7	Geometric Dynamics and Mechanics	8.5	6	51.00	2.13	12.78
8	How to Make a Project Proposal	7.0	2	14.00	3.25	6.50
9	Master Thesis and Presentation	8.0	6	48.00	2.50	15.00
10	Mathematical Epidemiology of Infectious Diseases	9.0	6	54.00	1.75	10.50
11	Measure Theoretic Probability	9.0	8	72.00	1.75	14.00
12	Nonlinear Systems Theory	8.0	6	48.00	2.50	15.00
13	Partial Differential Equations	9.0	8	72.00	1.75	14.00
14	Stochastic Processes	8.0	8	64.00	2.50	20.00
15	System and Control	8.0	6	48.00	2.50	15.00
16	Thesis Research Project Mathematical Physics	9.0	30	270.00	1.75	52.50
	TOTAL		**112**	**963.00**		**229.78**

Courses marked "VLD" carry no numeric mark, so they are left out of every TOTAL below — the Credits total (112) does not include the two VLD courses' own credits shown above. The "Grade × Credits" and "Converted × Credits" TOTALs are summed and divided by that same Credits total below.

Overall original grade (credit-weighted average, not converted)	**8.60**
Overall converted grade (ECTS-weighted average)	**2.05**

How the two figures above are calculated

Step 1 — convert each course individually. You are welcome to use the grade converter on our webpage instead of calculating this by hand.

Step 2 — overall original grade: "Grade × Credits" TOTAL ÷ Credits TOTAL = 963.00 / 112.0 = **8.60**

Step 3 — overall converted grade (recommended): "Converted × Credits" TOTAL ÷ Credits TOTAL = 229.78 / 112.0 = **2.05** — *not* a second conversion of 8.60, but the sum of 16 separate per-course conversions (converting 8.60 directly happens to round to the same 2.05 here, but the two methods can differ — always convert course by course first).

→ **What to enter in the application portal**
Only use these calculated figures if your degree certificate or transcript of records does not already state an overall / cumulative grade. If an official document already states one single overall grade, enter that stated figure (and its conversion) instead — do not recalculate it from the individual course grades.
• "Overall original grade" field → **8.60** • "Overall converted grade" field → **2.05**

Note on this example: With a converted grade of 2.05, this example is above MCML's eligibility threshold of 2.0 for this program — a candidate with these exact grades would not be eligible to apply.

If your situation does not fit this example, just do it your way and explain the situation in the "Specific features of the local grading system" field within the application form.