**学部等での成績集計表**

**Grade summary sheet for undergraduate courses and equivalents**

1. 学部等での成績表 1 部につき 1 つの欄を使用して記入し，成績表に添付して提出すること．  
   Use one section below for each of your transcripts. Submit this sheet along with your transcripts.
2. 欄が不足する場合は本表を必要部数コピーし，漏れなく記入すること．  
   If you need more space to record your information, make another copy of this page and fill in your details.
3. 裏面の注意をよく読んで理解し，間違いのないように記入すること．本表の内容が成績表の記載事項と大きく異なる場合，評価に不利益が生じる場合がある．

Read the information on the reverse side of this page carefully, and fill in the sections correctly. If the information on this sheet differs significantly from your transcript, your evaluation may be negatively affected.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 受験生氏名  Full name | | | | (姓Family Name) (名First Name)  (ミドルネームMiddle Name) | | | | | 受験番号  Seat No. | (記入不要, leave this as blank) |
| 課程名（1）Curriculum Name（1）:  ※成績表が複数ある場合、各成績表に適当な名前をつけ、成績表と下表の対応を明確化すること。  If you have multiple transcripts, assign an appropriate name to each transcript and write the name in the “Curriculum Name” section to make the connection between each curriculum and the grades below very clear. | | | | | | | | | | |
|  | | 成績区分  Grade category | | | 取得単位数  Number of credits | | ※ 表の行が不足する場合や，注意事項があれば， 以下に記入すること。  ※ Use the space outside the table if you need an extra row or would like to make a note about the information you have included below. | | | |
| 1 | |  | | |  | |
| 2 | |  | | |  | |
| 3 | |  | | |  | |
| 4 | |  | | |  | |
| 5 | |  | | |  | |
| 6 | |  | | |  | |
| 7 | |  | | |  | |
| 8 | |  | | |  | |
| 合計 Total | | | | |  | |
| 課程名（2）Curriculum Name（2）: | | | | | | | | | | |
|  |  | | 成績区分  Grade category | | | 取得単位数  Number of credits | | ※ 表の行が不足する場合や，注意事項があれば， 以下に記入すること。  ※ Use the space outside the table if you need an extra row or would like to make a note about the information you have included below. | | | |
|  | 1 | |  | | |  | |
|  | 2 | |  | | |  | |
|  | 3 | |  | | |  | |
|  | 4 | |  | | |  | |
|  | 5 | |  | | |  | |
|  | 6 | |  | | |  | |
|  | 7 | |  | | |  | |
|  | 8 | |  | | |  | |
|  | 合計 Total | | | | |  | |
|  |  | | | | | | | | | | |

**学部等での成績集計表記入上の注意**

**Instructions for completing the grade summary sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| （1）成績表が複数ある場合，各成績表に適当な名前をつけ「課程名」欄に記入し，成績表と表の対応を明確化すること． If you have multiple transcripts, assign an appropriate name to each transcript and write the name in the “Curriculum Name” section to make the connection between each curriculum and the grades below very clear.  （例 1）東京大学  「前期課程」（2 年夏学期まで）の成績で 1 欄に記入。  「後期課程」の成績でもう 1 欄に記入。  *Example 1）The University of Tokyo*  The first two years of study should be included in the first table (up to the summer term of year two). Years three and four should be indicated in the second table.  （例２）工業高等専門学校（高専）から大学 2－3 年次に編入高専 4－5 年次の成績で１欄に記入（課程名は「高専 4－5 年次」）。大学の成績でもう１欄に記入（課程名は「大学」）。  *Example 2) Admission to 2nd or 3rd year university courses after graduation from a technical college.*  Use one table for data from years 4 and 5 at the technical college (name the curriculum “4th and 5th years, technical college”). Use the other table for the university (name the curriculum “university”).  （2）「成績区分」とは成績表における区分である．以下の例を参考にして，成績区分ごとに取得単位数を数えて記入すること．ただし，点数のつかない「合格」などは無視すること．不合格に  相当する区分も無視すること．  “Grade category” is used to categorize grades received. Referring to the examples below, count the number of credits you got which correspond to each category. Do not include courses for which no score was recorded (such as pass/no-pass courses). Do not include failed courses.  例1 example 1) 優、良、可  例2 example 2) 秀、優、良、可  例3 example 3) S、A、B、C  例4 example 4) S+、S、A+、A、A-、B+、B、B-、C+、C、C  離散的な成績区分がなく連続的な点数が記されている場合には、  満点を 100 点として換算し、100 ～ 90 点、89 ～ 80 点、79 ～ 70 点、69 ～ 60 点のように合格範囲を 10 点間隔で区分化して、取得単位数を区分ごとに記入すること。この際、「成績区分」には「100 ～ 90」「89 ～ 80」のように記入すること。  In cases where no letter grade has been assigned, but a continuous score has been given, set 100 points as “full marks” and indicate passing ranges with segments of 10 (60-69, 70-79, 80-89, 90-100). Count the number of credits corresponding to each category and record them in the table. The “Grade category” column should include the passing score ranges (60-69, 70-79, 80-89, 90-100).  （3）本表の記入法がどうしてもわからない場合は，氏名のみを記入して本表を成績証明書に添付すること．  If you have difficulties understanding how to correctly record your information on the grading sheet, please simply write your name on the document, and submit it with your official transcript. | 課程名（1）Curriculum Name（1）:  前期課程/1st~2nd year studies | | |
|  | 成績区分  Grade category | 取得単位数  Number of credits |
| 1 | 秀 | 20 |
| 2 | 優 | 85 |
| 3 | 良 | 30 |
| 4 | 可 | 10 |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 合計 Total | | 145 |
| 課程名（2）Curriculum Name（2）:  高専4-5年次/4th-5th years, National College of Technology | | |
|  | 成績区分  Grade category | 取得単位数  Number of credits |
| 1 | S | 15 |
| 2 | A+ | 5 |
| 3 | A | 30 |
| 4 | A- | 10 |
| 5 | B+ | 5 |
| 6 | B | 5 |
| 7 | B- | 0 |
| 8 | その他 (others) | 18 |
| 合計 Total | | 88 |
| 表に入らないその他データは欄外に  Use the space outside the table to list the content of the other credits.  その他内訳　The content of the other credits   * C+: 10 * C: 5 * C-: 3 * 小計（Subtotal）:18 | | |
| 記入例（3）Example（3）:  (空欄)/(Blank) | | |
|  | 成績区分  Grade category | 取得単位数  Number of credits |
| 1 | 100 – 90 | 20 |
| 2 | 89 – 80 | 65 |
| 3 | 79 – 70 | 25 |
| 4 | 69 – 60 | 3 |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 合計 Total | | 113 |
|  | | |