

# **Framework for Credit Transfer and Grade Conversion for Study Abroad The University of Manchester (UoM)<sup>1</sup>**

The participation of students in a study abroad programme that forms part of their degree programme may require the transfer of credits and/or grades. This document brings together in a single Framework guidance to Schools relating to the transfer of credits and the conversion of grades obtained at overseas partner universities.

In the interests of transparency, high standards and equal treatment of all students undertaking study abroad, the Framework aims to provide a common basis for those parts of the credit transfer and grade conversion process that can be standardised. It is recognised that the conversion of credits and grades from one reporting scale to another requires a clear understanding of the scales and their relationships as well as regard for academic standards and respect for the principles of partnership.

All staff and students involved in Study Abroad will have access to this Framework.

**This Framework is divided into seven parts:**

- 1. General Principles**
- 2. Course Unit Selection**
- 3. Credits**
- 4. Grades**
- 5. Failed Course Units and Reassessment**
- 6. Documentation**
- 7. Appendices**

## **1. General Principles**

### **1.1 Function and Responsibilities of the AEA**

The designated Academic Exchange Adviser (AEA) for the Subject Area shall be responsible for the transfer of credits and conversion of grades for students who have studied abroad from their discipline area. This may be undertaken in conjunction with other relevant academic and administrative staff.

Role Description of the AEA in relation to credit transfer and grade conversion:

- To offer academic advice to outgoing students interested in taking part in an exchange;

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<sup>1</sup> Written by the Study Abroad Unit (now the International Programmes Office) in consultation with AEAs November 2009 - March 2010. Approved by the Teaching and Learning Group (TLG), 12<sup>th</sup> April 2010.

- To document, maintain and communicate to students key academic information associated with study abroad. For example, guidance as to key replacement course unit requirements, alternative assessment arrangements, subject-specific grade conversion practices, integrating the period abroad into the degree programme etc.

Pre-departure:

- To approve outgoing students' course choices and ensure all students complete a Learning Agreement;
- To monitor the academic performance of students selected to participate in study abroad (both Erasmus and Worldwide Exchange) and to alert the International Programmes Office (IPO) to students who fail to meet the academic requirements for the period abroad. In addition, for Erasmus students, to withdraw students who do not meet the academic requirements for the Erasmus exchange.

Whilst abroad:

- To be available to students whilst abroad to offer academic advice;
- To help students resolve academic problems whilst abroad, where necessary by contacting partner universities/the IPO.

On return to Manchester:

- To convert grades achieved abroad into Manchester marks on the basis of the **Framework for Credit Transfer and Grade Conversion for Study Abroad**;
- To feedback to the IPO any credit transfer or grade conversion issues that arise during the conversion process;
- Act as adviser if a student has concerns about the conversion of his or her grades.

## 1.2 Student Responsibilities with regard to Credit Transfer and Grade Conversion

Pre-departure:

It is the student's responsibility

- to have up-to-date knowledge of their degree requirements and how coursework undertaken abroad will relate to their overall degree programme;
- to complete a Learning Agreement in a timely manner in discussion with the AEA;
- to thoroughly research course availability, course pre-requisites and course syllabus information at the partner university.

Whilst abroad:

- to discuss and seek written approval for all changes to courses from the AEA;
- to communicate with the AEA about significant situations that may impact academic progress and performance in a specific course during the semester as a whole. These can be both personal problems as well as difficulties in dealing with some part of the curriculum or gaining access to facilities etc.

- to adhere to the requirement of compiling a portfolio comprising of syllabus information, coursework and examination scripts;
- to ensure that a transcript is ordered and sent to the relevant office at The University of Manchester;
- to obtain a completed 'Grade Conversion Supplement Form' for each course unit undertaken (see Appendix VI).

On return to Manchester:

- to make available, as necessary, the portfolio of work for each course unit completed at the partner university;
- to submit completed 'Grade Conversion Supplement Forms' for each course unit to the AEA.

### **1.3 Responsibilities of the IPO with regard to Credit Transfer and Grade Conversion**

**The IPO is responsible for**

- providing regular updates to all written materials (for example, the Framework and Conversion Guidance documents);
- providing ways for AEAs to give feedback and to exchange strategies on conversion with UoM colleagues;
- putting AEAs in contact with Subject Area colleagues from UK peer institutions, as needed and where possible;
- assisting, in specific cases, with establishing contact between the AEA and a Subject Area/colleague at the partner university;
- arranging training for academics new to the role, if desired;
- providing support and expertise when difficult cases of credit transfer and grade conversion arise.

### **1.4 Students will be appropriately briefed before their departure by**

The AEA in relation to:

- Course units to be undertaken during study abroad and how these relate to subsequent units to be taken upon return;
- The required number and level of course units to be undertaken to meet Subject Area requirements;
- The credit transfer and grade conversion process to be applied;
- Where relevant: how to make use of the semester/year abroad in relation to final year dissertation research.

The IPO in relation to:

- Completing a Learning Agreement;
- The general principles of credit transfer and grade conversion (whilst discipline-specific principles will be covered by the AEAs);

- Compiling and retaining of a portfolio;
- Obtaining the **Grade Conversion Supplement Form** for each course unit completed abroad.

**1.5** Students with disabilities should be made aware that the SENDA<sup>2</sup> legislation that governs provisions at UK universities will not necessarily apply to partner universities. They should therefore initiate a discussion of their circumstances with the AEA and the IPO before applying. At a partner university where appropriate arrangements cannot be made to accommodate specific needs this will be taken into consideration when converting grades.

## **2. Course Unit Selection**

**2.1** Course units taken should:

- Be at the appropriate level for the student's year of study;
- Not have substantial academic overlap with course units undertaken in the student's prior semesters of study;
- Not have substantial academic overlap with course units to be undertaken following the period abroad;
- Meet pre-requisites for course units to be undertaken following the period abroad.

**2.2** Students should enrol for course units at a level substantially higher or lower than their own only:

- i) when a particular course component is essential and no other alternative exists; and
- ii) when they have the explicit permission of the UoM AEA.

Only exceptionally, and only with the recommendation of the AEA, can a higher level of difficulty be taken into account when grades are converted.

**2.3** Students should be advised as to the level and choice of course units by the AEA before their departure. Students should ensure that they also receive further advice as necessary from the AEAs via email during their period of study abroad. The course units to be taken should be formally agreed upon through the completion of a Learning Agreement.<sup>3</sup>

**2.4** Students should audit course units only in exceptional cases. Most partner universities (as well as the UoM) do not make provisions for courses to be audited. If exceptionally a student needs to audit a course, the student must obtain permission from the partner university and their AEA prior to commencing their period of study abroad. The course to be audited must be clearly indicated on the Learning Agreement.

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<sup>2</sup> **Special Educational Needs and Disability Act**

[http://www.opsi.gov.uk/acts/acts2001/ukpga\\_20010010\\_en\\_1](http://www.opsi.gov.uk/acts/acts2001/ukpga_20010010_en_1)

<sup>3</sup> It should be noted that the completion of a Learning Agreement is a formal contractual requirement for any student participating in a period abroad that is supported by funding from the Erasmus Programme. Learning Agreements MUST be retained for five complete academic years by the School.

**2.5** Where a partner university offers an internship for credit, students may include this in their overall credit load only where approved by the AEA. Where an AEA judges that an internship does not provide adequate academic progression, s/he may authorise the student's selection of the internship as an extra activity, from which credits will not count towards the overall total.

### **3. Credits**

#### **3.1 Credit Load**

Students undertaking study abroad as part of a degree programme are expected to register for the equivalent of 120 UoM credits for one academic year, and no more than 60 UoM credits for one semester. The credit load considered by the partner university to be standard for a semester for a full-time home student should be understood as the equivalent to 60 UoM credits. The standard semester credit load is determined by dividing the total number of credits required for graduation at the partner university by the standard length of study for an undergraduate degree at the partner university. This information will be recorded on every **Partner University Credit Transfer and Grade and Conversion Guidance** document.

Students who voluntarily enrol for more credits than the expected norm will *not* have the demands of a heavier workload taken into account when their grades are converted.

In exceptional cases, when a Subject Area requires students to be enrolled in a UoM course unit whilst abroad, the following practice will apply:

- the credit load abroad should be reduced accordingly at the partner university. It is recognized that an exact credit equivalency may be impossible to achieve. Where this is the case, a reasonable discrepancy may be absorbed, however where the discrepancy cannot be absorbed e.g. where it equates to the equivalent of five Manchester Credits or more, then compensation arrangements must be put in place .
  - where the credit load cannot be reduced due to local policies (partner university regulations, immigration requirements), the additional work load must be recognised during the grade conversion process e.g. by excluding the weakest mark from the credit transfer process.
  - where the credit load has to be reduced beyond that which is required, because of the way in which course unit credit weightings operate at the partner university, then additional work may need to be identified.
- the deadline for the submission of assessments associated with the UoM course should take into consideration the academic calendar at the partner university.

#### **3.2 'Dummy' Course Units**

The number of course units taken and their associated credit weighting are unlikely to match the credit structure of the degree programme at UoM. Campus Solutions allows Schools to create 'dummy' course units to be used for transferring the credits obtained by students participating in Study Abroad. These 'dummy' course units can have values of 10, 12, 12.5, 15,

20, 30, 60 credits (or any other meaningful value) and can be used in the combination that best reflects the credit weighting and/or aggregation of grades (also see 4.3) of the course units taken abroad.

The AEA can choose to use the standardised text 'Study Abroad Course Unit 1,2,3 ...' or the partner university course unit title in the 'Course Description' field within Campus Solutions. See Appendix V.

### **3.3 Credit Load Adjustment**

If experience with a partner university demonstrates that the 'standard' number of credits required per semester is excessive in practice, then the required number of credits may be adjusted accordingly. The rationale for the deviation from the norm must be documented on the **Partner University Credit Transfer and Grade Conversion Guidance**.

## **4. Grades**

**4.1** The integrity of the grading process at partner universities should be respected. Grades obtained at partner universities are accepted in principle as valid, just as UoM grades are accepted at partner universities across the world.

**4.2** Grades obtained at partner universities should be converted to the UoM scale in accordance with the **Partner University Credit Transfer and Grade Conversion Guidance**.

4.2.1 The AEA converts all grades obtained by students for whom s/he has responsibility. For Joint Honours students, the conversion of grades should normally be undertaken by the 'lead Subject Area', ie. the Subject Area with primary responsibility for the administration of the degree programme. Where the responsibility for a Joint degree programme is equally shared between Schools/Subject Areas, AEAs may act jointly or nominate one Subject Area to take the lead.

### **4.3. Aggregating Grades**

It is within the purview of the Subject Area/AEA whether to transfer the exact number of course units from the Partner University or aggregate courses units. This may necessitate aggregating grades. Where the AEA chooses to aggregate course units, s/he should first establish the average of the overseas grades pertaining to the units before carrying out the conversion. Credit weighting of the average is not necessary or recommended unless there is a very clear imbalance in the credit weightings of the grades to be averaged.

### **4.4 Converting Grades**

4.4.1 Converting grades involves the conversion of an overseas grade into a grade on the UoM grade scale. The conversion of grades will be achieved by reference to:

- (i) Contextual information relating to the Partner University's credit and grading system (provided on the **Partner University Credit Transfer and Grade Conversion Guidance**);
- (ii) Course Unit information, including the mean and/or median grade for the course unit and the student's position within the class (provided on the **Grade Conversion Supplement Form**);
- (iii) the level and ambition of the course unit;
- (iv) the AEA may take into account disabilities not recognized in the host country/by the partner university and thus requiring consideration in the grade conversion process.

The following additional information may be referenced (usually in the case of fail grades):

- (i) Syllabus information and course description re. level of difficulty and contents;
- (ii) Portfolio of coursework and examination scripts.

4.4.2 Where a student wishes to formally contest a grade obtained during Study Abroad, the matter should be taken up immediately under local rules at the partner university. **The partner university's rules will apply.**

4.4.3 Where a student wishes to query a converted grade, s/he should first contact the AEA for an informal discussion. Should informal discussions be unable to resolve the issue to the student's satisfaction, the student may invoke the School's standard Appeals Procedure.

#### **4.5 Timeline**

Grade conversion and credit transfer shall normally be carried out in the first semester following the student's return from the period abroad, or earlier where possible.

#### **4.6 Ratification of Grades**

Proposed grade conversions should be approved via the School's standard process for grade approval and relevant examination boards.

### **5. Failed Course Units and Reassessments**

In the event of a student failing a course unit(s) while abroad, the following procedures will apply, in the following order, within the framework of the 'Regulations for Undergraduate Awards' (hereafter RUA) available at:

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/teaching/degreeeregulations/>

#### **5.1 Compensatable Fail**

- a) IF the mark for a failed course unit, once converted, falls into the category of 'compensatable fail'<sup>4</sup> as defined by the student's Faculty or School, and the marks in this

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<sup>4</sup> In the 'Regulations for Undergraduate Awards' (originally June 2005, rev. Feb 2010), it states: <http://www.campus.manchester.ac.uk/medialibrary/tlao/MAP07/ug-regulations-07.pdf>:

category EITHER do not comprise more than 1/3 of the credit load of the academic year as a whole (which is the RUA maximum), OR do not cross the credit threshold pertaining in that particular School or Faculty if more stringent than the RUA maximum, then the mark shall be so converted, and recorded as a compensatable fail according to standard UoM practice.

- b) IF the student achieves EITHER a mark which, when converted, is so low that compensation is prohibited, OR fails more than 1/3 of the total credits required for a year OR fails more credits than a Faculty or School allows to be compensated (if more stringent than the RUA), then the procedures in 5.2 will apply.

## **5.2 Failed Course Unit(s)**

In the case of a failed course unit, or the failure of so many credits in a year that progression is impossible according to the RUA or the student's Faculty or School regulations (if more stringent), the following procedures will apply in the following order:

- a) IF the host university has a mechanism for allowing a resit of the assessment for students not currently on their campus, then this should be invoked with the assistance of the IPO. Failure on the part of the student to co-operate with this reassessment will be considered as not having submitted required work, and awarded 0 (zero).
- b) IF the partner university is unable or unwilling to allow the student to submit to reassessment without attendance, then EITHER:
  - i) the student should be offered one attempt at reassessment at UoM for each course unit failed based on the syllabus studied at the host institution. Failure on the part of the student to co-operate with this reassessment will be considered as not having submitted required work, and awarded 0 (zero). The RUA stipulate:

*Such reassessment must be designed to assess achievement of the same intended learning outcomes but need not be of the same form as that originally used. (p4, section 24)*

OR

- ii) IF School and Faculty conventions in the student's subject area allow it, AND subject to the frameworks imposed by the RUA, THEN the student may opt to carry forward a maximum of twenty Manchester Credits of extra study into the subsequent year.

5.2 If a student who participates in the Erasmus Programme is deemed to have failed the period of study abroad, it is likely that s/he will have to repay any Erasmus grant money received. The student and the School must inform the IPO immediately if this situation arises.

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"For the purposes of determining progression, the percentage mark that represents a *compensatable fail* will be not less than 30%. Where a unit is graded simply pass or fail there is no compensatable fail mark."



## 6. Documentation

### 6.1. The Learning Agreement (LA)

The Learning Agreement provides a formal structure for approving the transfer of credit from a partner university. All students undertaking a credit-bearing period of study abroad must complete a LA, detailing the courses approved for transfer of credit. The LA should be completed by the end of the semester preceding the period of study abroad. Subsequent changes must receive written approval. For students participating in the Erasmus programme changes must be formally documented on the LA.

Students undertaking periods of study abroad for which the course unit requirements are very flexible and for which there is only a pass/fail requirement may be permitted to complete their LA after arrival at the partner university. However, the LA must in all cases be completed no later than one month after the start of semester at the Partner University.

Schools must retain copies of LAs completed by all students participating in a period of study abroad for at least five complete years. It should be noted that LAs are a formal contractual requirement for the Erasmus programme and can be requested at any time by the Erasmus National Agency or European Commission.

### 6.2 Portfolio

Students are required to bring back copies of course work and course syllabi. In addition, wherever possible, they are asked to bring back examination scripts and any other evidence of academic work undertaken. The portfolio must be retained by the student until graduation and/or the School for reference by external examiners or in the case of appeals etc.

### 6.3 Grade Conversion Supplement Form

In order to supplement the information available from the **Partner University Credit Transfer and Grade Conversion Guidance** all students will be provided with a copy of the Grade Conversion Supplement Form (Appendix VI ). This form enables the individual professor at the partner university to provide more detailed information as to the student's performance, e.g. the mean and/or median grade for the class and the position within the class. Students should request this information from the professor responsible for each course unit undertaken. It should be recognised that professors are not obliged to provide this information, but where they are unwilling to do so students must request confirmation in writing that this is the case. AEAs will refer to this information both in the process of converting grades and also to alert the IPO if this supporting information indicates that a revision to the **Partner University Credit Transfer and Grade Conversion Guidance** should be considered.

### 6.4 Partner University Credit Transfer and Grade Conversion Guidance

It is the responsibility of the IPO to provide partner university-specific contextual information. For the Erasmus programmes, the IPO will provide country-specific information as a general framework. All AEAs will be given access to the password-protected NARIC website (the

National Agency, managed on behalf of the UK Government, that provides information on international qualifications) in order to view additional contextual European information. Where partnerships are at the subject-level, each Subject Area is responsible for compiling discipline-specific conversion information, as needed.

Templates for the institution-specific and the country-specific **Credit Transfer and Grade Conversion Guidance** are provided in Appendices I + II.

#### **6.5.1 Sources for the production of ‘Partner University Credit Transfer and Grade Conversion Guidance ‘:**

- Credit, grading and grade distribution information provided by individual partner universities;
- Contextual information including website-accessible information on grading practices, regulations on ‘resitting’, grade definitions (in particular of the lowest passing grade), etc;
- Advice from UoM academic colleagues with significant knowledge of the partner university.

#### **6.5.2 Mode and timeline of review by IPO:**

- Proactive Review: Annual contact with partner universities to clarify any changes in local marking/credit conventions. Amendments to Credit Transfer and Grade Conversion Guidance will then be made accordingly.
- Reactive Review: In response to problems/inconsistencies identified by the AEA when processing students’ transcripts or talking to students.
- Feedback from AEAs about the robustness of credit transfer and grade conversion documents is welcome and should be directed to the Manager of the International Programmes Office (IPO).

#### **6.5.3. Publication of Conversion Information**

The **Partner University Credit Transfer and Grade Conversion Guidance** documents for university-wide partner universities will be made available to students and AEAs on the Go Abroad microsite, together with this Framework. The Framework will also be available via the Teaching and Learning Support Office Intranet. Any additional and/or Subject Area-specific information must be documented by the AEA and made available to students to ensure transparency.

## **7. Appendices**

- I ‘Partner University Credit Transfer and Grade Conversion Guidance’ Template (institution-specific)
- II ‘European Country Credit Transfer and Grade Conversion Guidance’ Template (Erasmus Programmes)

- III Credit Transfer and Grade Conversion for Study Abroad - 'Pocket Version for Students'
- IV Credit Transfer and Grade Conversion for Study Abroad – 'Pocket Version for AEAs'
- V 'Dummy' Course Unit Template
- VI Grade Conversion Supplement Form

## Appendix I

### Stony Brook University Credit Transfer and Grade Conversion Guidance

#### I Ranking

US Best Colleges 2010

	U.S. News Rank: Tier	
<a href="#">University of California--Berkeley</a> Berkeley, CA	21	1
<a href="#">University of California--Los Angeles</a> Los Angeles, CA	24	1
<a href="#">University of North Carolina--Chapel Hill</a> Chapel Hill, NC	28	1
<a href="#">University of California--San Diego</a> La Jolla, CA	35	1
<a href="#">University of Illinois--Urbana-Champaign</a> Champaign, IL	39	1
<a href="#">University of California--Santa Barbara</a> Santa Barbara, CA	42	1
<a href="#">University of Maryland--College Park</a> College Park, MD	53	1
<a href="#">Rutgers, the State University of New Jersey--New Brunswick</a> Piscataway, NJ	66	1
<a href="#">University of California--Santa Cruz</a> Santa Cruz, CA	71	1
<a href="#">North Carolina State University--Raleigh</a>	88	1
<b><a href="#">SUNY--Stony Brook</a> Stony Brook, NY</b>	<b>96</b>	<b>1</b>
<a href="#">University of Missouri</a> Columbia, MO	102	1
<a href="#">University of Massachusetts--Amherst</a> Amherst, MA	106	1
<a href="#">University of Tennessee</a> Knoxville, TN	106	1

#### II Grading System

<b>SB</b>
<b><i>Grade</i></b>
A
A-
B+
B
C+
C
F

#### III Credit Equivalence

12 Partner University Credits = 60 UoM credits

## IV Credit and Grade Information

Credit	Answers
What does 'one credit point represent? (Example: hours of student effort spent on learning activities like contact hours, preparation of assignments, revision and assessment)	One credit equals one hour of class time per week (not including additional study, reading, etc.)
<b>Grading</b>	
What kind of grading system does your institution use?	A-F Grades
What kind of grade structure do you use? (Example: A-F, 100-0%)	0-100%, which also translates to A-F grades
What is the standard passing grade/%?	Grade of D is passing.
Which percentage of students is awarded certain grades?	Information not available.
<b>General</b>	
Are there any classes that are reserved for local students, are there restricted Subject Areas?	All undergraduate courses are open to exchange students, although students must meet certain pre-requisite requirements of the various departments.
On average, how many of the courses taken per semester are Subject Area courses and how many are not?	First and second year students enroll in primarily general studies courses with a few major courses; while the third and fourth year consists of mostly of major specific courses.
Which other UK institutions do you have exchanges with?	University College of London, University of Sussex, University of Hertfordshire, Northumbria University

## V Additional Resources

Policies and Regulations:

<http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/index.php>

Grades and the grading system:

[http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/records\\_registration/grading\\_system.php](http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/records_registration/grading_system.php)

## Appendix II

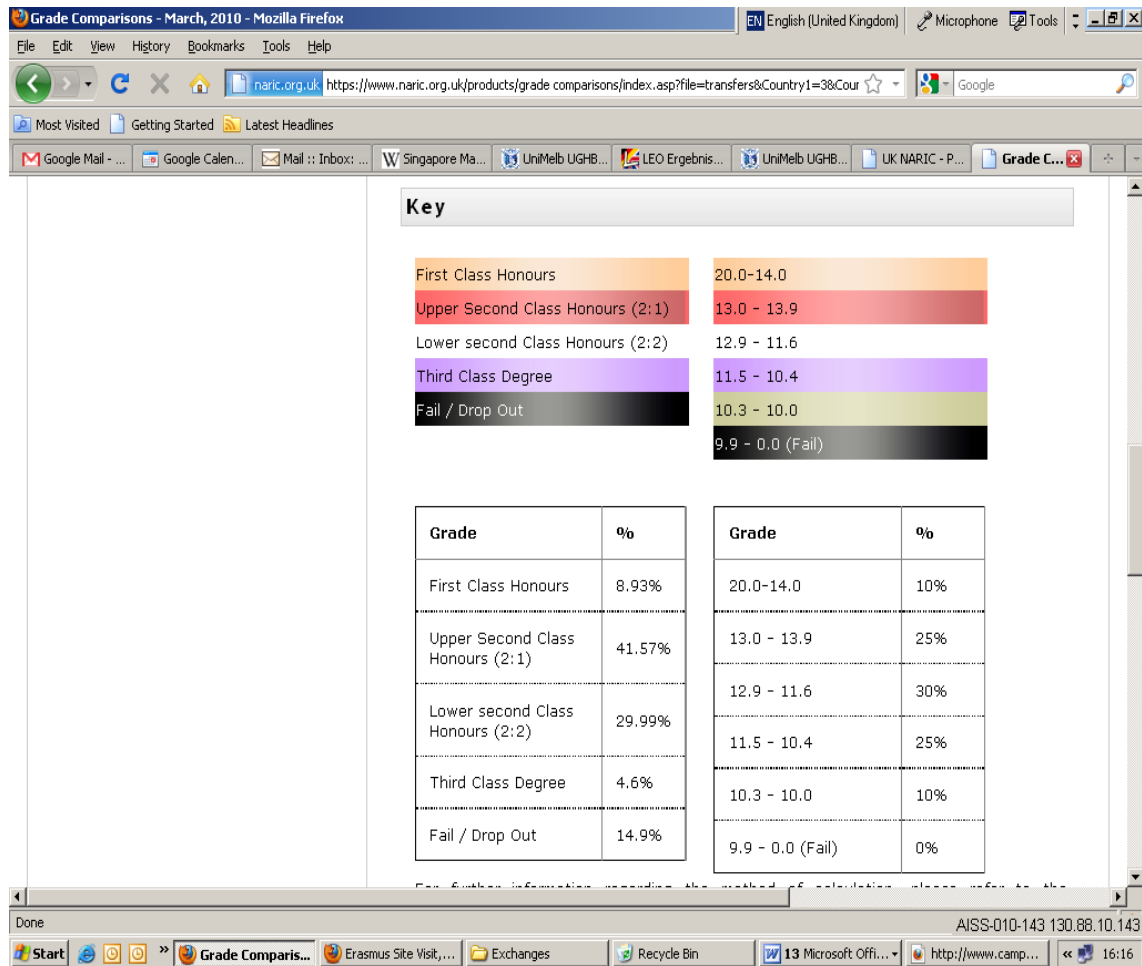
### FRANCE<sub>1</sub>

## European Credit Transfer and Grade Conversion Guidance

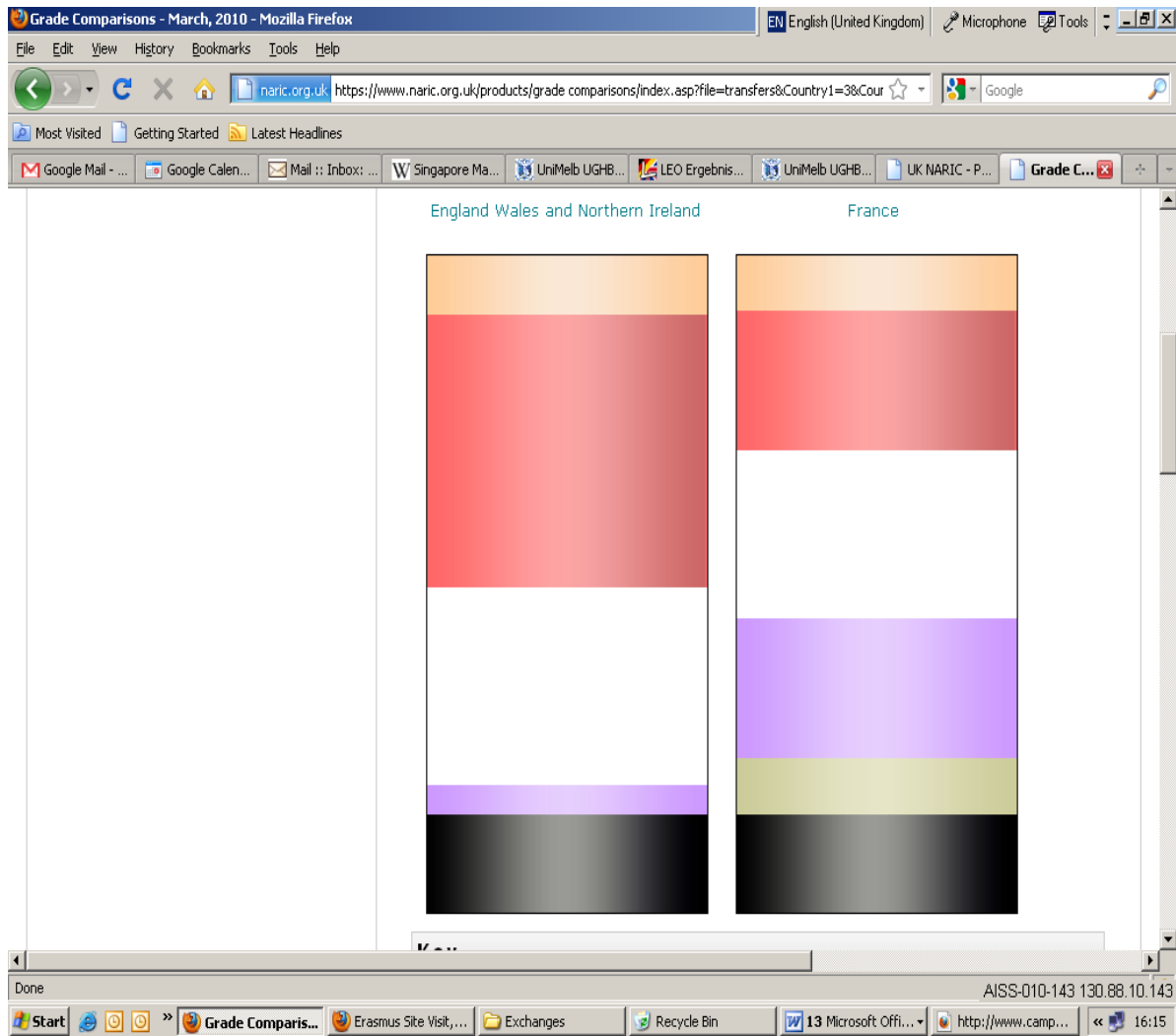
### Grading System

16-20	<i>très bien</i>	very good (seldom awarded)
14-15	<i>bien</i>	good
12-13	<i>assez bien</i>	quite good
10-11	<i>passable</i>	pass

The tables below demonstrate how the distribution of grades for a Bachelor's degree compares statistically:



The columns highlight the proportion of students falling into each grading band. The top coloured band represents the highest grade, with the black bar at the bottom demonstrating failure to complete the award successfully.



## Credit System

25 to 30 ECTS equate to 60 UoM credits.

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1 All information provided here is derived directly from UK NARIC ([www.naric.org.uk](http://www.naric.org.uk)). NARIC is the National Agency responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications. As the National Agency, managed on behalf of the UK Government, NARIC provide information on international qualifications to organisations recruiting from overseas and to individuals wishing to work or study in the UK.

## Appendix III

### Framework for Credit Transfer and Grade Conversion for Study Abroad 'Pocket Version for Students'

Students studying abroad on credit-bearing study abroad programmes should understand these principles of credit transfer and grade conversion:

#### A. Course units must

- Be at the appropriate level for the student's year of study;
- Not have substantial academic overlap with course units undertaken in the student's prior semesters;
- Not have substantial academic overlap with course units to be undertaken following the period abroad;
- Meet pre-requisites for course units to be undertaken following the period abroad;
- Must not be audited, unless both the Partner University and the Academic Exchange Adviser (AEA) give approval, and only then in exceptional circumstances.

B. Conversion conventions may be different within Subject Areas and are not necessarily comparable. Information about relevant Subject Area-specific conventions will be available from the AEA.

C. Converting grades involves the conversion of an overseas grade into a grade on the UoM grade scale. The conversion of grades will be achieved by reference to:

- (i) Contextual information relating to the Partner University's credit and grading system;
- (ii) Course Unit information, including the mean and/or median grade for the course unit and the student's position within the class (provided on the **Grade Conversion Supplement Form**);
- (iii) the level and ambition of the course unit;
- (iv) the AEA may take into account disabilities not recognized in the host country/by the partner university and thus requiring consideration in the grade conversion process.

The following additional information may be referenced (usually in the case of fail grades):

- (i) Syllabus information and course description re. level of difficulty and contents;
- (ii) Portfolio of coursework and examination scripts (where available).

D. Undertaking a period of study abroad is challenging. UoM's underlying principle of grade conversion recognises this challenge.



## E. Student Responsibilities with regard to Credit Transfer and Grade Conversion

Pre-departure:

It is the student's responsibility

- to have up-to-date knowledge of their degree requirements and how course work undertaken abroad will relate to their overall degree programme;
- to complete a Learning Agreement in a timely manner in discussion with the AEA;
- to thoroughly research course availability, course pre-requisites and course syllabus information at the partner university.

Whilst abroad:

- to discuss and seek written approval for all changes to courses from the AEA;
- to communicate with the AEA about significant situations that may impact academic progress and performance in a specific course during the semester as a whole. These can be both personal problems as well as difficulties in dealing with some part of the curriculum or gaining access to facilities etc.
- to adhere to the requirement of compiling a portfolio comprising of syllabus information, coursework and examination scripts;
- to ensure that a transcript is ordered and sent to the relevant office at The University of Manchester;
- to obtain a completed 'Grade Conversion Supplement Form' for each course unit undertaken.

On return to Manchester:

- to make available, as necessary, the portfolio of work for each course unit completed at the partner university;
- to submit completed 'Grade Conversion Supplement Forms' for each course unit to the AEA.

The complete '**Framework for Credit Transfer and Grade Conversion**' can be found on the Go Abroad microsite at: <http://www.goabroad.manchester.ac.uk/while-you-are-away/grade-conversion/>

## Appendix IV

### Framework for Credit Transfer and Grade Conversion for Study Abroad (FCGSA) 'Pocket Version for AEAs'

#### I Functions and Responsibilities of the AEA in relation to credit transfer and grade conversion [1.1 FCGSA]

- To document, maintain and communicate to students key academic information associated with study abroad. For example, guidance as to key replacement course unit requirements, alternative assessment arrangements, subject-specific grade conversion practices, integrating the period abroad into the degree programme etc.
- To help students resolve academic problems whilst abroad, where necessary by contacting partner universities/the IPO.
- To convert grades achieved abroad into Manchester marks on the basis of the **Framework for Credit Transfer and Grade Conversion for Study Abroad**.
- To feedback to the IPO any credit transfer or grade conversion issues that arise during the conversion process.
- To act as adviser if a student has concerns about the conversion of his or her grades abroad.
- To attend, if possible, the annual meeting of AEAs to discuss and review credit transfer and grade conversion practices.

#### II Converting Grades

- The AEA converts all grades obtained by students for whom s/he has responsibility. For Joint Honours students, the conversion of grades should normally be undertaken by the 'lead Subject Area', i.e. the Subject Area with primary responsibility for the administration of the degree programme. Where the responsibility for a Joint degree programme is equally shared between Schools/Subject Areas, AEAs may act jointly or nominate one Subject Area to take the lead. **[4.2.1 FCGSA]**
- It is within the purview of the Subject Area/AEA whether to transfer the individual number of course units from the Partner University or aggregate courses units. **[4.3 FCGSA]**
- Converting grades involves the conversion of an overseas grade into a grade on the UoM grade scale. The conversion of grades will be achieved by reference to:
  - (i) Contextual information relating to the Partner University's credit and grading system;
  - (ii) Course Unit information, including the mean and/or median grade for the course unit and the student's position within the class (provided on the **Grade Conversion Supplement Form**);
  - (iii) the level and ambition of the course unit;
  - (iv) the AEA may take into account disabilities not recognized in the host country/by the partner university and thus requiring consideration in the grade conversion process.

The following additional information may be referenced (usually in the case of fail grades):

- (i) Syllabus information and course description re. level of difficulty and contents;

(ii) Portfolio of coursework and examination scripts (where available);

**[4.4.1. FCGSA]**

- Where a student wishes to query a converted grade, s/he should first contact the AEA for an informal discussion. Should informal discussions be unable to resolve the issue to the student's satisfaction, the student may invoke the School's standard Appeals Procedure. **[4.4.5 FCGSA]**
- Grade conversion and credit transfer shall normally be carried out in the first semester following the student's return from the period abroad, or earlier where possible.
- Proposed credit allocations and grade conversions should be approved via the School's standard process for grade confirmation and relevant exam boards, and should normally be in accordance with the **Partner University Credit Transfer and Grade Conversion Guidance**. **[6.4 FCGSA]**

**IV Failed Course Units and Reassessments [5.1 FCGSA]**

In the event of failed course units while abroad, the following procedures will apply, within the framework of the 'Regulations for Undergraduate Awards' (RUA). IF the mark for a failed course unit, once converted, falls into the category of 'compensatable fail' then the mark shall be so converted, and recorded as a 'compensatable fail' according to standard UoM practice.

IF the student achieves EITHER a mark which, when converted, is so low that compensation is prohibited, OR fails more than 1/3 of the total credits required for a year OR fails more credits than a Faculty or School allows to be compensated (if more stringent than the RUA), then a resit (if allowed by the partner university) or a UoM based reassessment may be offered.

[See detailed guidance relating to failed course units in the full Framework document].

The complete '**Framework for Credit Transfer and Grade Conversion**' can be found on the Go Abroad microsite at: <http://www.goabroad.manchester.ac.uk/while-you-are-away/grade-conversion/>

## Appendix V

### ‘Dummy’ Course Unit Template

#### Long description

Course unit taken as part of an exchange programme.

#### *Dummy Course*

<b>Code</b>	<b>Course title</b>	<b>Unit</b>
<i>Example</i> SOCS28...	Study Abroad Unit	60
SOCS28...	Study Abroad Unit 1	30
SOCS28...	Study Abroad Unit 2	30
SOCS28...	Study Abroad Unit 1	20
SOCS28...	Study Abroad Unit 2	20
SOCS28...	Study Abroad Unit 3	20
SOCS28...	Study Abroad Unit 1	15
SOCS28...	Study Abroad Unit 2	15
SOCS28...	Study Abroad Unit 3	15
SOCS28...	Study Abroad Unit 4	15
SOCS28...	Study Abroad Unit 1	12.5
SOCS28...	Study Abroad Unit 2	12.5
SOCS28...	Study Abroad Unit 3	12.5
SOCS28...	Study Abroad Unit 4	12.5
SOCS28...	Study Abroad Unit 1	12
SOCS28...	Study Abroad Unit 2	12
SOCS28...	Study Abroad Unit 3	12
SOCS28...	Study Abroad Unit 4	12
SOCS28...	Study Abroad Unit 5	12
SOCS28...	Study Abroad Unit 1	10
SOCS28...	Study Abroad Unit 2	10
SOCS28...	Study Abroad Unit 3	10
SOCS28...	Study Abroad Unit 4	10
SOCS28...	Study Abroad Unit 5	10
SOCS28...	Study Abroad Unit 6	10

**Appendix VI**

**GRADE CONVERSION SUPPLEMENT FORM:  
The University of MANCHESTER EXCHANGE STUDENT**

<b>TO BE COMPLETED BY THE STUDENT:</b>	
Student's Name	
University at which Course Unit taken	
Title of Course Unit	
Course Unit Number/Reference/Code	
Credit value of course unit	
Instructor Name	
Instructor Phone number	
Instructor Email Address	

**TO THE INSTRUCTOR:**

This form will be used to determine how the grade received for the course unit taken with you will be converted into The University of Manchester grade. Please return the completed form to the student. If you prefer to send this document directly to the student's Academic Exchange Adviser, please have the student give you the name and email address. **If you want to add comments on the student's overall performance, please do so overleaf or on a separate sheet. We greatly appreciate your time and effort in completing this form. Thank you!**

**EVALUATION** (% or letter grade):

	% contribution towards final grade	Mark received
1. <b>Course work:</b> Essay(s): Practical Work: Discussion in Class: Attendance:		
2. <b>Examination(s):</b> Mid-term: Final:		
3. <b>Final or Overall Grade in Course:</b>		
4. <b>Position in course / total number of students on the course:</b>	No. _____ of _____	
5. <b>Average Grade for this Course:</b>		

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name (printed): \_\_\_\_\_

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