

Framework for Credit Transfer and Grade Conversion for Study Abroad

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Effective from September 2025*

*This version of the Framework for Credit transfer and Grade Conversion for Study Abroad has been approved for September 2025 implementation. It applies to students who have not yet begun the process of applying for a study abroad year by this date.

The [2010 version of Framework for Credit transfer and Grade Conversion for Study Abroad](#) remains applicable to students who are going abroad during the 2025/2026 academic year and who completed their Learning Agreements and/or began their study abroad application process prior to the start of the 2025/2026 academic year.

Read this if you are planning to study abroad and need to understand how your credits and grades will transfer back to your degree at The University of Manchester. This document explains the steps, responsibilities, and processes to ensure your international study is properly integrated into your academic record.

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Definitions

These definitions ensure clarity, and a common understanding of terms and abbreviations used throughout the framework document.

Key terms

Academic Exchange Adviser: Designated member of academic staff responsible for providing academic guidance and support to students participating in study abroad programmes.

Outgoing Student: Students enrolled at The University of Manchester who temporarily study abroad at a Partner University as part of an exchange or study abroad programme.

Learning Agreement: Formal document that outlines the course units a student intends to take during their study abroad programme. It serves as a mutual commitment between the student, The University of Manchester, and the Partner University, ensuring that all course units meet the academic requirements for credit transfer and align with the student's degree programme.

Placements and International Programmes (PIP) office: Dedicated office at The University of Manchester responsible for managing and supporting the administrative and compliance aspects of study abroad programmes. It acts as a central point of contact for students, academic staff, and Partner Universities, ensuring that processes are conducted smoothly and in alignment with University policies.

Credit Transfer: The process by which academic credits earned by students during a study abroad programme are evaluated and applied towards their degree programme at The University of Manchester.

Grade Conversion: The process of translating academic grades earned at Partner Universities during a study abroad programme into the equivalent grades within The University of Manchester's grading system.

Aggregating grades: The process of averaging multiple grades from a Partner University's course units to produce a single grade converted to the University of Manchester's course unit structure.

Transcript: A transcript is a list of the courses taken, credit value and grades achieved during studies.

Auditing course units: Attending classes or lectures for a course unit, without submitting assessments or receiving a grade (by agreement).

Acronyms

AEA: Academic Exchange Adviser

PIP: Placements and International Programmes Office

SENDA: Special Educational Need and Disability Act

LA: Learning Agreement

The Framework

1.0. Introduction

1.1 Purpose

- 1.1.1 This framework aims to standardise the process of credit transfer and grade conversion for grades obtained at overseas Partner Universities by students who have undertaken study abroad as part of their degree. Having a common basis for these processes will ensure transparency, maintain high standards, and ensure equal treatment of all students undertaking study abroad.

1.2 Scope

- 1.2.1 It is recognised that the conversion of credits and grades from a Partner University requires a clear understanding of the grading system as well as regard for academic standards and the principles of partnership. 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.

1.3 Applicability

- 1.3.1 This framework applies to all undergraduate programmes with a study abroad component that forms part of the degree.

3.0 Framework Overview

- 3.1 **General Principles:** Establishes clear responsibilities for all parties involved to ensure a fair and efficient system by offering guidance to students before, during, and after their study abroad programme about credit transfer and grade conversion. Academic Exchange Advisers (AEA) play a crucial role in approving course unit selection and offering guidance throughout the study abroad process while students are responsible for researching and selecting suitable course units and completing necessary documentation. The University of Manchester's PIP team provide training, resources, and updated guidelines on credit transfer and grade conversion to support AEAs and students.
- 3.2 **Course Unit Selection:** Provides criteria for students selecting course units during their study abroad programme to ensure academic relevance and progression. Course units

must as far as possible align to the student's year of study, avoid significant overlap with past or future assessment, and meet prerequisites for subsequent course units. Enrolling in courses of higher or lower level and internships must be given careful consideration before approval. The selection is formalised through the Learning Agreement.

- 3.3 **Credit Load:** Outlines the requirements for credit loads and the process for credit transfer. Students are expected to register for an equivalent of a full-time weekly workload at the University of Manchester, 40 hours, including contact hours and independent study. Adjustments to credit loads can be made for discrepancies in partner university systems, with arrangements for compensating workload differences.
- 3.4 **Treatment of Grades:** Grades obtained at Partner Universities are converted into University of Manchester grades using contextual information, including Partner University's grading scales, UK ENIC grade comparisons, course unit demands and outcomes (equivalent to FHEQ Level), performance benchmarks, and accommodations for disabilities not recognised abroad.
- 3.5 **Failed Course Units and Reassessment:** The University of Manchester Undergraduate Degree Regulations should be followed when dealing with failed course units at the Partner University. Reassessment can be taken either at the Partner University or at The University of Manchester.
- 3.6 **Documentation:** Outlines important documentation that should accompany the process of credit transfer and grade conversion for study abroad programmes. This includes the Learning Agreement, Portfolio and Grade Conversion Supplement Form.

4.0 General Principles

4.1 Function and Responsibilities of the [Academic Exchange Advisor](#)

- 4.1.1 The designated Academic Exchange Adviser (AEA) shall be responsible for the transfer of credits and conversion of grades for students who have studied abroad from their discipline area. AEAs are encouraged to undertake this activity in conjunction with the Exams Officer.
- 4.1.2 *Responsibilities 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.
- 4.1.3 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

- 4.1.4 To approve outgoing students' course choices and ensure all students complete a Learning Agreement.
- 4.1.5 To monitor the academic performance of students selected to participate in study abroad and to alert PIP to students who fail to meet the academic requirements for the period abroad.

Whilst Abroad

- 4.1.6 To maintain regular contact with students whilst abroad and provide academic advice as required. Schools will confirm who the primary contact will be whilst abroad.
- 4.1.7 To help students resolve academic problems whilst abroad, where necessary by liaising with academic counterparts at Partner Universities.

On return to Manchester

- 4.1.8 To convert grades achieved abroad into Manchester marks on the basis of the **Framework for Credit Transfer and Grade Conversion for Study Abroad**.
- 4.1.9 To feedback to PIP any credit transfer or grade conversion issues that arise during the conversion process.
- 4.1.10 Provide guidance on the process to students querying the conversion of their grades (see 7.2.5).

4.2 Student Responsibilities regarding Credit Transfer and Grade Conversion

Pre-Departure

- 4.2.1 To have up-to-date knowledge of their degree requirements and how assessment undertaken abroad will relate to their overall degree programme, available in the Programme Handbook.
- 4.2.2 To complete a Learning Agreement in a timely manner in discussion with the AEA.
- 4.2.3 To thoroughly research course unit availability, course pre-requisites and course syllabus information at the Partner University.

Whilst Abroad

- 4.2.4 To discuss and seek written approval for all changes to courses from the AEA.
- 4.2.5 To communicate with the AEA and PIP 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.
- 4.2.6 To adhere to the requirement of compiling a portfolio comprising of syllabus information, coursework, and examination scripts.
- 4.2.7 To order a transcript to be sent to the relevant office at The University of Manchester.
- 4.2.8 To obtain a completed 'Grade Conversion Supplement Form' for each course unit undertaken where possible (see Appendix xx).

On return to Manchester

- 4.2.9 To submit completed 'Grade Conversion Supplement Forms' for each course unit to the AEA.
- 4.2.10 To make available, as necessary, the portfolio of work for each course unit completed at the Partner University.

4.3 Responsibilities of PIP regarding Credit Transfer and Grade Conversion

- 4.3.1 To provide regular updates to all written materials (for example, the Framework and Credit Equivalence documents).
- 4.3.2 To provide ways for AEAs to give feedback and to exchange strategies on conversion with fellow AEAs.
- 4.3.3 To assist, in specific cases, with establishing contact between the AEA and a Subject Area/colleague at the Partner University.
- 4.3.4 To arrange training for academics new to the role, if desired.
- 4.3.5 To provide support when difficult cases of credit transfer and grade conversion arise.

- 4.3.6 To ensure the retention of core student documentation for 6 years post-graduation. This includes Learning Agreements, Grade Conversion Supplement Forms and Partner Transcripts.

4.4 Pre-departure briefing for Students

- 4.4.1 Disabled students should be made aware that the SENDA¹ 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 PIP 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.

Students will be briefed by the AEA on:

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

Students will be briefed by PIP on:

- 4.4.6 Completing a Learning Agreement.
- 4.4.7 The general principles of credit transfer and grade conversion (whilst discipline-specific principles will be covered by the AEA's).
- 4.4.8 Compiling and retaining a portfolio.
- 4.4.9 Obtaining the Grade Conversion Supplement Form for each course unit completed abroad.

¹ Special Educational Needs and Disability Act
http://www.opsi.gov.uk/acts/acts2001/ukpga_20010010_en_1

5.0 Course Unit Selection

5.1 Course Units

5.1.1 Course units should:

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

5.2 Course units at a higher or lower level

5.2.1 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 University of Manchester AEA.

5.2.2 If a higher level course unit has been taken in order to meet University of Manchester requirements, the demands and outcomes (equivalent to FHEQ Level) of the course unit should be taken into account when grades are converted.

5.2.3 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.²

5.2.4 Students should audit course units only in exceptional cases. Most Partner Universities (as well as The University of Manchester) do not make provisions for courses to be audited. If exceptionally a student needs to audit a course unit, the student must obtain permission from the Partner University and their AEA prior to commencing their period of study abroad. The course unit to be audited must be clearly indicated in the Learning Agreement.

- 5.2.5 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, they may authorise the student's selection of the internship as an extra activity, from which credits will not count towards the overall total.

6.0 Credit Load

- 6.0.1 Students undertaking study abroad as part of a degree programme are expected to register at the Partner University for the equivalent full-time weekly workload at the University of Manchester, 40 hours, including contact hours and independent study.
- 6.0.2 As differences in credit and workload structures may not allow for an exact equivalence, the following principles should be followed:
- Students should register for credits that equate to at least 40 study hours per week.
 - Students should never register for credits that exceed 48 study hours per week
 - Students should not register for less than 2/3 of the required standard workload for full-time local students
 - Students must ensure they meet the minimum credit requirements for visa regulations
 - Where students cannot meet the first principle (at least 40 study hours per week) without breaching one or more of the other principles, students should register for as close to 40 study hours per week as possible.
 - Students should not register for more credits than the required standard workload for full-time local students
- 6.0.3 Where study hours are not formally defined by the Partner University, the following principles will apply:
- 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.
- 6.0.4 Appendix I provides the equivalences as at 04/06/25 (approval date). An up-to-date version is maintained at <https://www.goabroad.manchester.ac.uk/preparing-to-go/academicmatters/#d.en.976395>
- 6.0.5 If experience with a Partner University demonstrates that the equivalence calculated using the principles in 6.0.2 is excessive in practice, then the required number of credits may be adjusted accordingly. The adjustment must be approved by making a

case to the Vice Deans for Teaching, Learning & Students and the decision and rationale for the deviation from the norm must be documented.

- 6.0.6 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.
- 6.0.7 In exceptional cases, when a Subject Area requires students to be enrolled in a University of Manchester course unit whilst abroad, the following practice will apply:
- i) The credit load abroad should be reduced accordingly at the Partner University. It is recognised that an exact credit equivalency may be impossible to achieve. Where this is the case, a reasonable difference may be allowed, however, the principles outlined in 6.0.2 should still be adhered to when considering the total number of study hours being undertaken by the student.
 - ii) Where the credit load cannot be reduced due to local policies (Partner University regulations, immigration requirements), the additional workload must be recognised during the academic recognition process.
 - iii) The deadline for the submission of assessments associated with the University of Manchester course should take into consideration the academic calendar at the partner university.

6.1 Adding 'Dummy' Course Units in Campus Solutions (for staff)

- 6.1.1 The number of course units taken and their associated credit weighting are unlikely to match the credit structure of the degree programme at The University of Manchester. 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, 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 7.1) of the course units taken abroad.
- 6.1.2 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.

7.0 Treatment of Grades

- 7.0.1 The integrity of the grading process at Partner Universities should be respected. Grades obtained at Partner Universities are accepted as valid in principle, just as University of Manchester grades are accepted at Partner Universities across the world.

- 7.0.2 Grades do not typically need to be converted to the University of Manchester equivalent in cases where the period of study abroad is assessed on a pass/fail basis.
- 7.0.3 The AEA converts all grades obtained by students for whom they have responsibility in conjunction with the Exams Officer. 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.

7.1 Aggregating Grades

- 7.1.1 It is the decision of the School whether to transfer the exact number of course units from the Partner University or aggregate courses units. Where the School chooses to aggregate course units, they should first establish the average (taking into account credit weighting for each course unit) of the overseas grades before carrying out the conversion. Where the aggregation of grades is required, the approach to this should not disadvantage the student when later determining their degree classification.

7.2 Converting Grades

- 7.2.1 Converting grades involves the conversion of an overseas grade into a grade on the University of Manchester grade scale. The conversion of grades will be achieved by referencing:
- i) Contextual information relating to the Partner University's credit and grading system (usually provided on the transcript and/or Partner University website)
 - ii) International Grade Comparisons provided by UK ENIC (PIP provides AEAs with individual logins to access the database)
 - iii) Contextual information related to the student's performance on individual course units, including where available, the mean and/or median grade for the course unit and the student's position within the class. This information is provided on **Grade Conversion Supplement Forms**.
 - iv) The level and ambition of the course unit.
 - v) The AEA may take into account disabilities not recognised in the host country/by the Partner University that may require consideration in the grade conversion process.
- 7.2.2 The following additional information may be referenced by the AEA for the conversion of grades (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.

7.2.3 The following should not be referenced for the conversion of grades:

- i) The student's previous performance and/or cohort position at The University of Manchester.
- ii) The performance of the wider University of Manchester cohort to which the student belongs.

7.2.4 Where a student wishes to formally challenge 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.**

7.2.5 Where a student wishes to query a converted grade, they 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. A list of School Student Support contacts can be found here: [Student Support | Uni Services A-Z | School Support Contact | The University of Manchester](#)

7.3 Timeline

7.3.1 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.

7.4 Ratification of Grades

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

8.0 Criteria for passing the study abroad period

8.0.1 Requirements for a student to pass the period of study abroad must be clearly stated for each programme and should follow one of these options:

- a. The student must pass all the credits taken overseas³
- b. The student must pass at least two-thirds of the credits taken overseas⁴

³ This option is recommended for programmes where the credits completed abroad are a direct replacement for credits at the University of Manchester, there are professional accreditation requirements to be met and/or where students are expected to complete very specific course units to meet programme requirements/intended learning outcomes.

⁴ Students would not resit failed credits if these account for no more than one-third of the credits taken.

- C. The student must demonstrate attendance and engagement but does not have to pass a set amount of credits⁵

8.1 Failed Course Units and Reassessments

- 8.1.1 In the event of a student failing required credits while abroad, the [Undergraduate Degree Regulations](#) should be followed as standard.
- 8.1.2 Where reassessment is required:
 - i) The student must take the reassessment at the Partner University if the option is available to them⁶ OR
 - ii) The student must be offered a reassessment at the University of Manchester⁷

9.0 Mitigating Circumstances

- 9.0.1 In the first instance, students should apply through the standard mitigating circumstances processes at the Partner University where these exist, the outcome of which must be shared with their School. Approved mitigating circumstances must be taken into consideration when transferring credits/converting grades.
- 9.0.2. If the Partner University does not offer a mitigating circumstances process or the process is not meaningful in the UK/University of Manchester context (e.g. a student is permitted to audit the course and re-take it in the next academic year), students should apply to The University of Manchester through the standard process. The student should outline how their circumstances have or have not been taken into consideration at the Partner University.

10.0 Documents

10.1 The Learning Agreement (LA)

- 10.1.1 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

⁵ This option is recommended for programmes where the intended learning outcomes are focused on the development of linguistic and cultural competences or similar.

⁶ If a reassessment is not offered as standard by the Partner University, it may be possible to negotiate provision of a reassessment by the Partner University through liaison between academics and/or with the support of PIP

⁷ Given the complexities of setting reassessment for a course unit taught at another institution, if not all failed course units require reassessment, courses that have some commonality with courses offered by The University of Manchester should be prioritised for reassessment.

credit, and the requirements for evidence of work undertaken abroad. The LA should be completed by the end of the semester prior to the period of study abroad. Subsequent changes must receive written approval.

10.1.2 A delay to the completion of the LA may be permitted when all of the following circumstances apply:

- i) Course unit requirements are very flexible;
- ii) The period abroad is assessed on a pass/fail basis;
- iii) Confirmed course unit information is not reliably published in advance by the partner university

However, the LA must in all cases be completed by the end of the add/drop period at the Partner University.

10.2 Portfolio

10.2.1 Students are required to retain copies of course work and the course syllabus. In addition, wherever possible, they are asked to obtain and retain examination scripts and any other evidence of academic work undertaken. The portfolio must be retained by the student until graduation and must be provided to the School on request. The portfolio may be used in various circumstances including during the process of credit transfer and grade conversion, in the event of appeals and for reference by external examiners.

10.3 Grade Conversion Supplement Form

10.3.1 In order to supplement the information on Partner University grading systems available all students will be provided with a copy of the Grade Conversion Supplement Form (Appendix xx). This form enables the individual academic member of staff 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 academic member of staff responsible for each course unit undertaken. It should be recognised that academic members of staff at the Partner University 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.

11. Monitoring Compliance

11.0.1 Adherence against this document is expected and should be monitored by Heads of Schools (or their delegates) as part of a wider quality assurance process which supports the Annual Academic Assurance Process including, Schools, Faculties, Teaching

and Learning Strategy Group, the Academic Quality Sub-Committee for Teaching, Learning and Students, and Senate.

12. Supporting documents and sources of support

- [Undergraduate Degree Regulations](#)
- Placements and International Programmes Office goabroad@manchester.ac.uk
- [Student Support | Uni Services A-Z | School Support Contact | The University of Manchester](#)

13. Version amendment history box and Document control box

Version amendment history: Framework for Credit Transfer and Grade Conversion for Study Abroad		
Version	Date	Reason for change
1.0	April 2010	Document Created
2.0	June 2025	Updates made to the Framework following review, including: <ul style="list-style-type: none"> • Removing reference to Erasmus • Clarification on taking course units with a higher level of difficulty • New wording for aggregating grades • UK ENIC as an additional resource • Revision of all appendices • Transfer of Student Pocket Guide from appendices to the TLD website • New information on credit equivalencies
2.0	August 2025	Explanatory note added to page 1 to clarify that the 2025 version applies to students who have not yet begun the process of applying for their study abroad year by this date.

Document control box	
Policy / Procedure title:	Framework for Credit Transfer and Grade Conversion for Study Abroad
Date approved:	June 2025
Approving body:	Teaching and Learning Group (TLG).
Implementation date:	September 2025
Version:	v2.0 June 2025
Supersedes:	v1.0 April 2010
Previous review dates:	April 2010
Next review date:	September 2027

Related Statutes, Ordinances, General Regulations	Undergraduate Degree Regulations
Related Policies:	N/A

Related Procedures and Guidance:	N/A
Policy owner:	Head of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Officer, Policy and Procedure

MG/JH February 2022 v1.0

Appendix I: Credit Equivalences by Country

Country	Credits to be taken per semester
Australia	<p>24 credits per semester</p> <p>With the exception of: Macquarie University: 12 credits University of Melbourne: 50 credits University of Queensland: 8 credits UNSW = 18 credits per <i>trimester</i> (only 12 in Term 2)</p>
Canada	<p>15 credits per semester</p> <p>With the exception of: University of Guelph: 2.0 credits University of Toronto: 2.0 credits</p>
European Union	30 ECTS per semester
Hong Kong	<p>15 credits per semester</p> <p>With the exception of: University of Hong Kong: 30 credits</p>
Japan	<p>15 credits per semester</p> <p>With the exception of: International Christian University: 10 credits per <i>trimester</i> Rikkyo University: 20 credits</p>
Mexico	30 units per semester
New Zealand	<p>60 credits per semester</p> <p>With the exception of: University of Otago: 54 points</p>
Singapore	<p>16 credits per semester</p> <p>With the exception of: Singapore Management University: 4 credits</p>
South Korea	12 credits per semester

USA	<p>15 credits per semester</p> <p>With the exception of:</p> <p>University of California: 12-17 credits per <i>quarter</i></p> <p>University of California Berkeley: 13-17 units per semester</p> <p>Wellesley College: 4 credits</p>

Appendix II: Learning Agreement

THE UNIVERSITY OF MANCHESTER LEARNING AGREEMENT			
Name of Student:			
Student ID Number:			
Degree Programme:			
Partner University:			
Destination Country:			
Period of Time Abroad:	r 1 <input type="checkbox"/>	r 2 <input type="checkbox"/>	Full Year <input type="checkbox"/>

SECTION ONE – INITIAL LEARNING AGREEMENT

Part A: Course Approvals

This is to confirm that, in consultation with my Academic, I have been approved to take the following courses, including alternatives, at my exchange partner university:

Preferred Choices

Course Code and Academic Level	Course Title	Semester (students going to the University of California should specify the quarter for each course, instead of the semester)	Number of Credits (state if ECTS, US or other)	Essential Requirement*

Alternative Choices**

Course Code and Academic Level	Course Title	Semester (students going to the University of California should specify the quarter for)	Number of Credits (state if ECTS, US or other)	Essential Requirement*

		<i>each course, instead of the semester)</i>		

* **Essential Requirement** – Please indicate whether you are required to take this specific/ exact course in order to directly replace a compulsory Manchester course that is required for your degree progression.

** **Alternative choices** - All students should list at least two alternative courses. Even if you have received confirmation of the courses you have been accepted onto by the partner university and/or have received confirmation that the timetable works for your selected combination of courses. This is so that if, on arrival, any of your courses are unavailable (i.e. not running, already full or result in a timetable clash) you already have a number of alternatives pre-approved by your School.

Part B: Distance learning

If you will be undertaking any core Manchester course units or a research project/extended essay during your time abroad, please detail this below

(Please indicate the course you will be covering whilst abroad, who will be your contact point/supervisor in Manchester for queries about that course and if/how this will affect your workload at your host institution).

Part C: Approval signatures

We confirm that the above learning agreement is approved (*Acceptable signatures: handwritten, digital or use 'Review > Track Changes' and type name. If a typed signature is used, the file must be uploaded to My Placement as a Word Document so that we can see the 'Review > Track Changes' trail to verify the signatory*).

Academic Exchange Adviser/ Programme Director		
Name:		Date:

Signature		
Academic Exchange Adviser 2 (only applicable for joint honours/BASS students)		
Name:		Date:
Signature		
Student:		
Name:		Date:
Signature		

Appendix III: 'Dummy' Course Unit Template for Staff

Long description

Course unit taken as part of an exchange programme.

Dummy Course Code

	<i>Course title</i>	<i>Unit</i>
<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 IV: Grade Conversion Supplement Form

GRADE CONVERSION SUPPLEMENT FORM: The University of MANCHESTER EXCHANGE STUDENT

TO BE COMPLETED BY THE STUDENT:

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. Course work: Essay(s): Practical Work: Discussion in Class: Attendance:		
2. Examination(s): Mid-term: Final:		
3. Final or Overall Grade in Course:		
4. Position in course / total number of students on the course:	No. of	
5. Average Grade for this Course:		

Signature:
Name (printed):

Position:
Date: