

Marks & Credit Transfer Form

Form to be completed by tutor regarding the outcomes of study at an exchange institution, where it is an integral part of the student's programme here at the University of Nottingham.

Level, Credit Value and Overall Marks should be those to be recorded at Nottingham, once the School has made an academic determination of equivalency. Grade conversion should be carried out by the Study Abroad Academic adviser – in some instances this responsibility is deferred to Student Service Centre staff, however sign off should be sought from the Study Abroad adviser or the relevant exams officer. If you are unsure how to "translate" the marks from a University-wide destination, you should refer to the Study Abroad Team's Grading Scales and Conversion document which can be found at:

<https://workspace.nottingham.ac.uk/display/IOResources/Information+for+Academic+Advisers>

Further information is available in section 8 of the Managing Higher Education Provision with Others section of the Quality Manual:

<https://www.nottingham.ac.uk/academicservices/qualitymanual/studiesawayfromtheuniversity/managing-higher-education-provision-with-others.aspx>

Student ID:	
Student Name:	
School:	
School Contact Name:	
Academic Session of Exchange:	
Name of institution (e.g. University of Konstanz):	
External Organisation ID:	

Module Title (from exchange institution)#	Course Number (from exchange institution)#	Semester	Term	Level	Course ID (Equivalent course for UoN)	Credit Value	Overall Mark

The module title from an exchange institution will not appear in Campus Solutions or on Student Transcripts.

Please return completed forms to: Relevant Schools Student Service Centre:

SSC East: ss-programmes-upe@exmail.nottingham.ac.uk

SSC Central: ss-programmes-upc@exmail.nottingham.ac.uk

SSC West: ss-programmes-upw@exmail.nottingham.ac.uk

SSC Jubilee: ss-programmes-jc@exmail.nottingham.ac.uk

SSC Sutton Bonington: ss-programmes-sb@exmail.nottingham.ac.uk

SSC QMC: ss-programmes-qmc@exmail.nottingham.ac.uk

Please Note: Students, that transfer credits in from an external institution, will also need the External Study period populating on the student record. We are required to show this on students Diploma Supplements when they complete their degree. This function and guide is being developed and will be available shortly, please refer to:

<https://workspace.nottingham.ac.uk/display/PPM/Mobility> for further information.