

MANCHESTER
1824

The University of Manchester

**GO
ABROAD**

WITH THE
**UNIVERSITY OF
MANCHESTER**

Portfolios, Transcripts and Grade Conversion



Portfolios and academic records



Regardless of the way in which the period abroad counts toward your degree, it is CRUCIAL that you keep a complete record of the work that you have undertaken at the partner university. For each course unit you should keep a copy of the following:

- Course Syllabus
- Essays/Project Work/Presentations etc (marked copies where possible)
- Examination Question Papers (where the university will release them)
- Examination Scripts (where the university will release them)

Some subject areas will require you to submit a portfolio of work on return to be used as part of the process of translating your grades; other subject areas will ask to reference the portfolio as part of the external examining process or if you wish to appeal against the final grades that you receive.



“ It has probably been one of the best decisions I have made in early adulthood. I feel like I have matured a lot and feel mentally prepared for what may be thrown at me in my final year at Manchester. To have been able to meet so many socially and culturally diverse people in Canada has shed a new light on my academic and social thinking.”

George Davies,
Geography with International Study,
University of Calgary, Canada

Transcripts



In order for your period abroad to be recognised as part of your University of Manchester degree, it is imperative that the University receives a formal academic transcript from the partner university detailing the course units that you have taken and the grades that you have received.

Some universities will automatically issue an academic transcript whilst others will require you to order a copy. Check with the International Office at your partner university as to the process you should follow. NOTE that if you have left ANY debts at the partner university they will not release your transcript and this will jeopardise your progression on return to The University of Manchester.

School of Arts, Languages and Cultures (SALC) – Languages students enrolled in degree programmes in SALC should arrange for an academic transcript to be sent directly to the Residence Abroad and Placements Office.

Alliance MBS International Management – Students on the IM and IMABS programmes, should arrange for an academic transcript to be sent directly to Andrew Walker, International Exchange Officer for Alliance MBS.



All other students should arrange for an academic transcript to be sent directly to the International Programmes Office at Manchester.

Credit transfer and grade conversion (not applicable to SALC languages/Alliance MBS students)

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



A a course unit 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;
- 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 with reference to:

- (i) contextual information relating to the partner university's credit and grading system;



“A truly amazing experience,
please don't make me come back!”

Kirsty Mackie, Geography.
University of Auckland, New Zealand

- (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 recognised 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 do the following:

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

Whilst abroad:



- discuss and seek written approval for all changes to courses from the AEA;
- 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.
- adhere to the requirement of compiling a portfolio comprising of syllabus information, coursework and examination scripts;
- ensure that a transcript is ordered and sent to the relevant office at The University of Manchester;
- obtain a completed 'Grade Conversion Supplement Form' for each course unit undertaken (wherever possible) unless you are on a pass/fail year. This can be downloaded from www.goabroad.manchester.ac.uk/while-you-are-away/grade-conversion *Please note these should not be completed by students studying at the National University of Singapore or the University of Melbourne.*



On return to Manchester:

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



The complete Framework for Credit Transfer and Grade Conversion for Study Abroad can be found online at: www.goabroad.manchester.ac.uk/while-you-are-away/grade-conversion

F Publication of Converted Grades

Converted grades must first pass through an External Exam Board before they can be published and released to students.

External Exam Boards will take place in June (for students who undertake a semester 1 exchange) and September (for students who undertake a semester 2 or full year exchange). You should not expect to see any marks on the Manchester system prior to then.

NOTE: Grade conversion is different for each discipline. Students should not compare Grade Conversion results from different partners or across disciplines at the same partner.

Student Recruitment and
International Development

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