

Nottingham Trent University

International Credit Transfer and Grade Conversion Guidelines

Principles and guidance

The participation of students in accredited exchange programmes at NTU requires that course teams transfer host institution credits to NTU and, in the process, convert the grades a student achieves while abroad into equivalent NTU grades.

While there has been some standardisation in credits and grade internationally, particularly in Europe, there remains substantial variation both between and within countries. To ensure transparency, consistency and equity of approach across the university, this document sets out the common practices for credit transfer and grade conversion to be adopted by all courses that include accredited exchanges.

Credit Transfer: Required Credit Loads

NTU students studying abroad on an accredited exchange are expected to register for the equivalent of 120 NTU credits for a full academic year and 60 NTU credits for one semester (half year). This usually means taking a credit load considered by the host university to be typical for a full-time home student.

'Full-time' registration at a host institution may also be required to be eligible for a visa for study outside Europe and is a condition for students studying in Europe and intending to take advantage of Erasmus+ funding.

Within Europe, the European Credit Transfer System (ECTS) has provided regularity on what credits are required by full-time students. Students undertaking an exchange at a European partner institution will be expected to complete 30 ECTS/semester, which is the equivalent to 60 NTU credits. There is much more variability outside of Europe.

In addition, 'full-time' registration at a partner can sometimes be maintained through variable credit loads. In the US, for example, where students have some flexibility in how they distribute credits across the academic year, a typical full-time credit load may range from 12-18 US credits. To ensure consistency across NTU, this Guide specifies the agreed minimum number of credits/semester that are required to equate to 60 NTU credits.

Credits per module also vary significantly and it is not uncommon for different modules at a single institution to have different credit weightings. For this reason, this Guide does not specify requirements in terms of modules/units.

Module Selection

Study abroad is a great opportunity for students to sample modules in specialisms not available at NTU and every effort should be made to enable students to select modules that diversify their learning, complementing and reinforcing, rather than duplicating the NTU curriculum.

Students who are not counting partner credits to their NTU degree will have more flexibility in this regard, the parameters of which should be defined in their course guides.

Students who will count partner credits toward their NTU degree need to make much more careful decisions about their module selections and this should take place in consultation with their course leader. As a general rule, modules should:

- Be at the appropriate level for the student's year of study;
- Not have substantial academic overlap with modules already undertaken;

- Not have substantial academic overlap with modules that will be taken in the period after the student returns;
- Meet the pre-requisites for modules to be undertaken following the period abroad.

Students should only enrol for modules at a level substantially higher or lower than their own when a particular area of study is required, and no alternative exists, and their course leader approves.

They should not 'audit' modules (attending class but not taking exams or completing assessments) or take modules that are assessed on a pass/fail basis.

Course Leaders will be responsible for approving the students' module selections via the application process and the Student Learning Agreement. Students should be given full information regarding the academic significance of their module choices and be aware of the need to inform their Exchange Administrator of any changes to their study plan required after arrival (e.g. because a module is withdrawn or due to a timetabling clash).

Grade Conversion

The conversion of grades from one reporting scale to another requires a contextualised understanding of the scales and their relationships to NTU and UK norms and practices, as well as regard for academic standards and respect for the principles of partnership; the integrity of the grading process at partner universities is respected and grades obtained are accepted in principle as valid.

The conversion of grades should be undertaken with reference to the **grade conversion tables** in this Guide alongside any additional documentation provided by the host institution for interpreting the award of marks.

The grade conversion tables reflect variations in the normal distribution of marks across different grade scales and students should not always expect a mark at a partner institution to automatically convert to the same mark at NTU.

When using the grade conversion tables, where partner grades correspond to more than one NTU category, percentage points or percentile data provided on the transcript can be used to govern which NTU grade should be awarded. When no guidance is provided on the transcript, the middle mark will be given.

Grade conversion should be undertaken by a nominated academic together with the School Exchange Administrator. In addition to the country/institution-specific grade conversion schemes below, teams may also take into account the level and ambition of the modules taken (e.g. where undergraduate students have taken credits at the master's level) and give consideration to a student's specific learning needs, where these are acknowledged by NTU but were not provided for at the partner institution.

Aggregating exchange credits

At NTU we do not record individual exchange module marks on a student's record. Instead, marks earned for modules completed at a partner institution are aggregated into a 60 or 120 NTU exchange module, which must be created in advance in Banner. It is recommended that a weighted average of modules is calculated, to take account of variation in credit weighting and performance.

For example, a student returning from a European partner with 30 ECTS may have studied three modules with the following credit weightings and marks: 7 ECTS at 45%, 13 at 77% and 10 at 60%. A weighted average would be:

$7(\text{module credits})/30(\text{total credits}) \times 45 \text{ (percentage score)} + 13/30 \times 77 + 10/30 \times 60$
 $= 10.5 + 33.4 + 20 = \mathbf{63.9\%}$ (c.f. unweighted average of 60.6%)

If a student has returned with more credits than is required, and it is possible to ignore a low scoring module without reducing the number of credits below the acceptable level, the module should not be included in the aggregate score.

The aggregate score is entered onto the student's record in Banner. Due to transcripts arriving from partners after grade submission deadlines, exchange students' records may need to be considered at the referral Exam Board in September.

Students returning with fewer credits than required

If a student returns with fewer than the required number of credits, compensatory mechanisms will need to be put in place. This is usually decided at the Exam Board where the student's record is considered.

Generally, if a student is short less than 5 NTU credits per semester, but has otherwise performed quite well, the credits earned at the partner institution can be converted into the 60 NTU credit block. However, if they are short less than 5 credits but have completed inappropriate modules (e.g. audited modules that require attendance but no assessment) it may be necessary to offer additional work to provide an opportunity for the student to make good the missing/inappropriate credits.

If a student is 10 or more NTU credits short, they will need to make good the shortfall.

Students between 5 and 10 NTU credits short will require discretionary consideration. For example, if they are 6 NTU short but have done very well, completed Masters-Level modules, studied in a language other than English, or reported difficulties in the year, the Board may decide to accept fewer partner credits as equivalent to 60NTU. If a student is closer to 8/9 credits short there needs to be a very strong case to make this concession.

Fortunately, credit shortfalls are rare and should be caught by review of the student's Learning Agreement earlier in the semester.

Options for students failing credits

Students who fail a module could be asked to make good the marks but discretion can be used to determine if this is necessary. For low credit modules a fail mark can be incorporated into the aggregate score but for higher credit bearing modules with very low marks, students should be given the opportunity to re-sit a failed module.

If a student has more credits than required, failed modules can be ignored and should not be incorporated into the aggregate.

If a student fails a module, they should be referred in the normal way. It will be up to the Course team to decide how to address the shortfall. Students might be given substitute referred work, where this is not available from the partner, or asked to pick up a Y2 (level 5) module in Y3 (level 6), especially where there are specific degree outcomes that need to be met.

Australia

Credit transfer

Country/Partner	Equivalent to 60NTU credits
UTS	24 credits
Murdoch	12 credits
RMIT	48 credit points
Edith Cowan University	60 credit points
Deakin University	4 units
Swinburne University	50 credit points
Queensland University of Technology (QUT)	48 credit points

Grade conversion: Murdoch, Swinburne, Edith Cowan, Deakin

NTU Grade	Murdoch, Swinburne, Edith Cowan, Deakin, RMIT
High First	94-100%
Mid First	87-93%
Low First	80-86%
High 2: 1	77-79%
Mid 2: 1	74-76%
Low 2: 1	70-73%
High 2: 2	67-69%
Mid 2: 2	64-66%
Low 2: 2	60-63%
High 3 rd	57-59%
Mid 3 rd	54-56%
Low 3 rd	50-53%
Marginal fail	Conceded Pass: 45-49% (some faculties)
Mid fail	40-44%
Low fail	1 – 39%
Zero	0

Grade conversion: UTS

NTU Grade	UTS
Exceptional First	96-100%
High First	90-95%
Mid First	85-89%
Low First	81-84%

High 2: 1	78-80%
Mid 2: 1	75-77%
Low 2: 1	71-74%
High 2: 2	68-70%
Mid 2: 2	65-67%
Low 2: 2	61-64%
High 3 rd	56-60%
Mid 3 rd	53-55%
Low 3 rd	50-52%
Marginal fail	50% or more, missing component
Mid fail	25-49%
Low fail	<25%
Zero	0

Grade conversion: QUT

NTU Grade	QUT percentage	QUT grade
Exceptional First	96–100%	High Distinction
High First	90-95%	
Mid First	85-89%	
Low First	81–84%	Distinction
High 2: 1	78-80%	
Mid 2: 1	75-77%	
Low 2: 1	71-74%	Credit
High 2: 2	68-70%	
Mid 2: 2	65-67%	
Low 2: 2	61-64%	Pass
High 3 rd	56-60%	
Mid 3 rd	53-55%	
Low 3 rd	50-52%	Marginal fail
Marginal fail	40-49%	
Mid fail	25-39%	
Low fail	<25%	Fail
Zero	0	
		0

NTU Grade	UTS GPA
High First	High Distinction 7
Low first	Distinction 6

Low 2:1	Credit 5
Low 2:2	Pass 4
Marginal fail	Marginal fail 3
Mid fail	Fail 2
Low fail	Low fail 1

Austria

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Austria
Mid First	1
Mid 2: 1	2
Mid 2: 2	3
Mid 3 rd	4
Mid fail	5
Zero	Not completed

Belgium

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Belgium
High First	20
Mid First	19
Low First	18
High 2: 1	17
Mid 2: 1	16
High 2: 2	15
Mid 2: 2	14
Low 2: 2	13
High 3 rd	12
Mid 3 rd	11
Low 3 rd	10
Marginal fail	8-9
Mid fail	6-7
Low fail	4-5
Zero	0-3

Canada

Credit transfer

Country/Partner	Equivalent to 60NTU
Trent University	2.5 credits
Guelph University	2.0 credits
Brock University	2.5 credits
Ryerson University	

Grade conversion: majority of partners

NTU Grade	Canada: majority of partners
High First	A+ / 4.0
Mid First	A / 4.0
Low First	A- / 3.7
High 2:1	B+ / 3.3
Mid 2:1	B / 3.0
Low 2:1	B- / 2.7
High 2:2	C+ / 2.3
Mid 2:2	C / 2.0
Low 2:2	C- / 1.7
High 3 rd	D+ / 1.3
Mid 3 rd	D / 1.0
Low 3 rd	D- / 0.7
Fail	F / 0.0

Grade conversion: Guelph

NTU Grade	Canada: Guelph
High First	A+ / 90-100%
Mid First	A / 85-89%
Low First	A- / 80-84%
High 2:1	B+ / 77-79%
Mid 2:1	B / 73-76%
Low 2:1	B- / 70-72%
High 2:2	C+ / 67-69%
Mid 2:2	C / 63-66%
Low 2:2	C- / 60-62%
High 3 rd	D+ / 57-59%
Mid 3 rd	D / 53-56%

Low 3 rd	D- / 50-52%
Fail	F / 0-49%

Grade conversion: Brock University

NTU Grade	Canada: Brock University
Exceptional First	A+ / 90-100%
Mid First	A / 80-89%
Mid 2: 1	B / 70-79%
Mid 2: 2	C / 60-69%
Mid 3 rd	D / 50-59%
Fail	F / 0-49%

China and Hong Kong

Credit transfer

Country/Partner	Equivalent to 60NTU
China	24 credits
Hong Kong	13 credits

Grade conversion

NTU Grade	China and Hong Kong
High First	A+
Mid First	A
Low First	A-
High 2: 1	B+
Mid 2: 1	B
Low 2: 1	B-
High 2: 2	C+
Mid 2: 2	C
Low 2: 2	C-
Mid 3 rd	D
Mid fail	F

Czech Republic

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Czech Republic
High First	1
Mid First	1.5
Mid 2: 1	2
Mid 2: 2	2.5
Mid 3 rd	3
Mid fail	4

Finland

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Finland
Exceptional First	5
Mid First	4
Mid 2: 1	3
Mid 2: 2	2
Mid 3 rd	1
Mid fail	0

France

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	France
Exceptional First	20
High First	19
Mid First	18
Low First	17
High 2: 1	16
Mid 2: 1	15
Low 2: 1	14
High 2: 2	13
Low 2: 2	12
High 3 rd	11
Low 3 rd	10
Marginal fail	8-9
Mid fail	6-7
Low fail	4-5
Zero	0-3

Germany

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Germany
Exceptional First	0.7
High First	1
Mid First	1.1-1.4
Low First	1.5
High 2: 1	1.6-2.0
Mid 2: 1	2.1-2.4
Low 2: 1	2.5-2.9
High 2: 2	3.0-3.2
Mid 2: 2	3.3-3.4
Low 2: 2	3.5-3.6
High 3 rd	3.7
Mid 3 rd	3.8
Low 3 rd	3.9-4.0
Marginal fail	4.1-4.3
Mid fail	4.4-4.7
Low fail	4.8-5/6
Zero	None

Greece

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Greece
High First	10
Mid First	9
Low First	8.5
Mid 2: 1	8
Low 2: 1	7
Mid 2: 2	6
Mid 3 rd	5
Marginal fail	4
Mid fail	3
Low fail	2
Zero	0-1

Hungary / Norway

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Hungary
Mid First	A
Mid 2: 1	B
Mid 2: 2	C
Mid 3 rd	D
Mid fail	E

Italy

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Italy
Exceptional First	30 e lode
Mid First	30
Low First	29
High 2: 1	27-28
Mid 2: 1	25-26
Low 2: 1	24
High 2: 2	23
Mid 2: 2	22
Low 2: 2	21
High 3 rd	20
Mid 3 rd	19
Low 3 rd	18
Marginal fail	15-17
Mid fail	11-14
Low fail	6-10
Zero	0-5

The Netherlands

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	The Netherlands
Exceptional First	10
High First	9.5
Mid First	9
Low First	8.5
Mid 2: 1	8
Low 2: 1	7.5
Mid 2: 2	7
Low 2: 2	6.5
Mid 3 rd	6
Mid 3 rd	5.5
Marginal fail	5
Mid fail	3-4
Low fail	2
Zero	1

New Zealand

Credit transfer

Country/Partner	Equivalent to 60NTU
Massey University	60 credits

Grade conversion

NTU Grade	Massey University
High First	A+ / 90-100%
Mid First	A / 85-89.99%
Low First	A- / 80-84.99%
High 2:1	B+ / 75-79.99%
Mid 2:1	B / 70-74.99%
Low 2:1	B- / 65-69.99%
High 2:2	C+ / 60-64.99%
Mid 2:2	C / 55-59.99%
Low 2:2	C- / 50-54.99%
Mid 3 rd	D / 40-49.99%
Mid fail	E / 0-39.99%

Poland

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Poland
Exceptional First	Celu-jący
Mid First	5
Mid 2: 1	4.5
Mid 2: 2	4
Mid 3 rd	3.5
Low 3 rd	3
Mid fail	2

Spain

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Spain
Exceptional First	10
High First	9.5
Mid First	9
Low First	8.5
High 2: 1	8
Mid 2: 1	7.5
Low 2: 1	7
High 2: 2	6.5
Low 2: 2	6
High 3 rd	5.5
Mid 3 rd	5
Marginal fail	4
Mid fail	3
Low fail	1-2
Zero	0

Sweden

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Jonkoping Grade conversion

NTU Grade	Sweden
Mid First	A: excellent
Mid 2:1	B: very good
Mid 2:2	C: good
High 3 rd	G: Weak
Mid 3 rd	D: satisfactory
Marginal fail	FX: fail
Low fail	F: fail

Karlstad Grade conversion

NTU Grade	Sweden
High 2:1	Very good
Low 2:2	Pass
Mid Fail	Fail

Switzerland

Credit transfer

Country/Partner	Equivalent to 60NTU
European Credit Transfer System	30 ECTS

Grade conversion

NTU Grade	Switzerland
High First	6
Low First	5.5
Mid 2: 1	5
Mid 2: 2	4.5
Mid 3 rd	4
Mid fail	3.5 or less

South Korea

Credit transfer

Country/Partner	Equivalent to 60NTU
Hanyang University	15 Hanyang credits

Grade conversion

NTU Grade	South Korea		
High First	95-100%	A+	4.5
Low First	90-94%	AO	4.0
High 2:1	85-89%	B+	3.5
Low 2:1	80-84%	BO	3.0
High 2:2	75-79%	C+	2.5
Low 2:2	70-74%	CO	2.0
High 3 rd	65-69%	D+	1.5
Low 3 rd	60-64%	DO	1.0
Mid fail	0-59%	F	0.0

Thailand

Credit transfer

Country/Partner	Equivalent to 60NTU
Chulalongkorn University	Minimum of 12 credits (usually 4 or 5 courses)
Thammasat University	Minimum of 12 credits (usually 4 or 5 courses)

NTU Grade	Thailand	
Mid First	4	A
High 2: 1	3.5	B+
Low 2: 1	3.0	B
High 2: 2	2.5	C+
Low 2: 2	2.0	C
High 3 rd	1.5	D+
Low 3 rd	1	D
Mid fail	0	F

Turkey

Credit transfer

Country/Partner	Equivalent to 60NTU
Standardised across Europe	30 ECTS

Grade conversion

NTU Grade	Turkey	
High First	A+	4.3
Mid First	A	4.0
Low First	A-	3.7
High 2:1	B+	3.3
Mid 2:1	B	3.0
Low 2:1	B-	2.7
High 2:2	C+	2.3
Mid 2:2	C	2.0
Low 2:2	C-	1.7
High 3 rd	D+	1.3
Mid 3 rd	D	1.0
Mid fail	F	0

USA

Credit transfer

Country/Partner	Equivalent to 60NTU
CSULB	Minimum of 12 units
University of South Florida	Minimum of 12 credits
Northern Arizona University	Minimum of 12 credits
ISEP institutions	Check ISEP guidance and university web-pages

Grade conversion:

NTU Grade	USA
High First	A+ / A / 4.0
Low First	A- / 3.67
High 2:1	B+ / 3.33
Mid 2:1	B / 3.0
Low 2:1	B- / 2.67
High 2:2	C+ / 2.33
Mid 2:2	C / 2.0
Low 2:2	C- / 1.67
High 3 rd	D+ / 1.33
Mid 3 rd	D / 1.0
Low 3 rd	D- / 0.67
Fail	F