



## APPENDIX A

### **Grade Conversion for Student Mobility – Recommendations from working group**

A working group from across the university has reviewed current processes of grade conversion for Edinburgh Napier University students returning from studies abroad and compiled this set of recommendations. The working group feel it is beneficial to consider the whole process of students studying abroad in order to ensure that appropriate module choices are made and students know how conversion processes works prior to their mobility. The following recommendations reflect experience across the university and aim to ensure maximum consistency across schools, but with minimal changes to existing structures and maximum potential for flexibility in how this process operates within schools.

The working group consisted of four key members: Dr Fiona McQueen –School of Applied Science, Dr Katrina Burton - School of Arts and Creative Industries, Sarah Montgomery - Global Mobility Team and Simone Dallas – School of Computing

Also consulted were: Benedicte Cebrian – The Business School, Ian Smith – School of Computing, Leanne Clyde – School of Computing

#### **Section 1 - Staff requirements**

In order for study abroad experiences to function smoothly the following roles must be filled across all schools, although there is flexibility as to whether these are performed by different or the same person (i.e. one person could fulfil all roles, or several academic staff could be study abroad advisers within different subject areas if preferred within a school).

- Schools require a Student Mobility Co-ordinator (SMC) – the primary contact person regarding outward student mobility
- Each school requires a Grade Conversion Officer (GCO) with responsibility and oversight of grade conversion
- Each school requires (at least one) Academic Study Abroad Adviser (ASAA) who can provide advice on suitable module choices abroad, this is often a Programme Leader but does not need to be (training to be provided by Global Mobility for this role). It is crucial that all ASAAs familiarise themselves with the processes involved.

#### **Section 2 – Requirements to facilitate grade conversion process**

##### **2.1 - Pre-travel**

Each academic year the GMT will send a list of all students undertaking study abroad to the SMC for all students within their school.

The list of students undertaking study abroad will be forwarded by the SMC to the school support team so they can be informed of who is going abroad in order to manage matriculation and module enrolments for students studying abroad before a trimester begins.



### 2.1.1 - Context of timeline for Global Mobility Team (GMT):

- Application deadline for study abroad places is mid-December
- The clearing process for unfilled places normally takes place in April.
- Applicants at this stage may include Direct Entrants joining the University in the coming academic year, whose applications will be dealt with in a case by case basis and subject to Programme Leader support for DE students to go on exchange.

### 2.1.2 - Learning Agreements

- All students are to have access to an outline of the grade conversion process for their destination institution (see appendix 1) before going abroad provided through the Study Abroad Moodle Learning Space.
- Students will be informed they must complete a learning agreement of chosen modules in discussion with PL/ASAA, have this signed and uploaded to the Moodle Learning space before starting their mobility.
- Module choices must be approved by the relevant ASAA/PL taking into consideration the minimum number of credits required undertaken at the host institution, comparability with the modules being studied in home degree and the learning outcomes of compulsory modules in the home degree.
- Any changes to modules must be agreed by students and relevant ASAA within two weeks of starting their studies abroad, or ENU cannot guarantee grades will be credit bearing upon return.
- Receipt of Learning Agreements will be logged by the Global Mobility team (or relevant School Support Administrator in the Business School), who will also check required signatures and dates are in place. They will issue one reminder to any students who have not returned their Learning Agreement by the expected point in the trimester.
- The GMT or relevant School Support Administrator will inform Student Mobility Co-ordinator of any learning agreements not received despite a reminder being sent.
- The GMT or relevant School Support Administrator will upload the Learning Agreement, once correctly completed, to the student's SPR record on SITS.
- SMC or GCO (to be decided within schools) completes any newly required grade conversion instruction sheets for host institution (see appendix 1) to be available to students via the Moodle Learning Space as part of the New Partner Checklist (insert hyperlink).

## 2.2 - While students are studying abroad

If any academic issues arise students must contact their ASAA as soon as possible to ensure appropriate support/advice can be offered regarding potential module changes.

Either ASAA or SMC must contact student twice within their exchange to check in with them on their experience as stated in the Outgoing Students Policy document.

The GMT will share a definitive list of the students studying abroad in November for trimester 2 and in April for trimester 1, barring last minute withdrawals.

## 2.3 – After mobility

Student transcript is received by the GMT, the student or a contact within the school. The transcript should be uploaded onto the Study Abroad Moodle space and the GMT informed it is now there (if they did not upload it).



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The GMT will record receipt of the transcript and upload the document to the student's SPR record on SITS.

The GMT will inform the GCO when a transcript has been uploaded onto the Study Abroad Moodle page so the GCO can convert the grades and check the modules undertaken during mobility match with the signed learning agreement.

GCO informs School Support Services about converted grades and requests them to be recorded on SITS.

If the transcript received does not align with the signed learning agreement then the relevant ASAA or programme leader is required to check whether the modules that were studied abroad reflect the same skills and topics covered in the home degree programme for the period of study.

If the modules studied abroad are not suitable to reflect the home degree then missing credits (20 ENU credits) can be acquired via the Reflective Commentary module (SOA09116), although this module should not be advertised to students in any other situation.

### **Section 3 - Grade Conversion Procedure**

#### **3.1 – Converting grades**

Grade Conversion Officer checks the modules undertaken abroad against learning agreement to ensure modules are as agreed and relevant to home degree and are therefore credit bearing.

Appendix 2 – GRADES AND CONVERSION TABLES should be used to convert grades.

GCO converts grades on transcript and discusses any irregularities with other GCOs from other schools for guidance via email.

The grouping of modules undertaken abroad will be done in such a way that does not disadvantage students. Modules will be grouped therefore based on the grades obtained during mobility and converted into module credits at ENU accordingly. Please see Appendix 3 for an explanation of this.

#### **3.2 – If new grade conversion instructions are required for a study abroad destination**

Students of Edinburgh Napier University (ENU) will have their grades obtained overseas converted according to the guidelines below. Please note the 'Overseas degree equivalency: methodology' document obtained from gov.uk has been used to prepare this document, available here <https://www.gov.uk/government/publications/overseas-degree-equivalency-table-and-methodology>

##### **3.2.1 - The guiding principles of grade conversion are:**

- All grade conversions should be designed to be flexible to accommodate a wide variety of overseas institutions.
- All grade conversions should be completed in a transparent way, following a clear methodology and available to students to view prior to travel (if desired).
- All grade conversions should be robust to ensure, as far as possible, the reliability of grades.
- Level 8 – big variations with ENU marks are not vital.
- Level 9 – as these (may) count towards final award students must be made aware of the conversion approach.

### 3.2.2- Method of grade conversion to be used

#### *Stage 1 – Data gathering*

Data on the overseas institution should be gathered as far as possible, including grade distribution data and grade descriptors for that institution, prior to students travelling to a new international destination not included on the Grade Conversion tables (appendix 2) as indicated in the New Partner Checklist (insert hyperlink). The SMC who initiates a new partnership is responsible for preparing a table for grade conversion as part of setting up any new international destination partners.

#### *Stage 2 – Comparative analysis*

The grade distribution and grade descriptors from each overseas institution should be compared with the comparable data from ENU to establish a range of grades that can be applied and considered to be a reasonable conversion between destinations.

Each grade should be weighted appropriately to reflect the number of credits obtained overseas. If there is a complex allocation of credits (such as for the Roskilde University in Denmark) then an average grade will be applied to all grades once these have been converted and weighted.

If there are institutions for which data is not available greater emphasis will be placed on remaining indicators.

#### *Stage 3 – Ensuring transparency*

Comparative analysis will be completed for each overseas exchange destination and a guide to grade conversion for that exchange route will be circulated to all GCOs to agree on the new table to be used. These instructions must be verified by an academic member of staff such as the school lead on LTA, international or the mobility lead in addition to the person preparing the instructions to ensure consistency of approach across the university. The new table will be added to the current version of the Grades and Conversion Tables document (appendix 2) and uploaded to Moodle as well as being emailed to all GCOs across the university.

#### *Stage 4 – Preparing Grade Conversion Instructions for each Exchange*

Instructions for grade conversion for each exchange institution will be prepared and saved on the Study Abroad Moodle Learning Space once written.

### **Acknowledgements**

Thanks go to the core working group for giving their time, energy and knowledge to this piece of work including Katrina Burton who provided the template for converting credits, to Simone Dallas who provided the perspective of the school support services and to Sarah Montgomery who provided the perspective of the Global Mobility team and a keen eye for detail. Special thanks go to Benedicte Cebrian in The Business School who generously provided the content of the Grade and Conversion Tables which she has collated over the last twenty years through her extensive experience converting grades.

*Dr Fiona McQueen*

Convenor of Working Group

*Appendix 1 – Example Grade Conversion Instruction*

**Grade conversion for students studying at San Diego State University, USA**

The 4 modules you take in San Diego should be worth 12 credits in total and that translates across to 60 credits in our Edinburgh Napier University (ENU) system, equivalent to the 3 modules you would ordinarily take at ENU per trimester. The modules chosen in San Diego must align with your degree at ENU – for guidance on this please approach your Academic Study Abroad Adviser or programme leader.

We have created a conversion table that ensures parity with the systems in place at ENU as follows:

<b>Grade</b>	<b>ENU percentage</b>
A+	80
A	75
A-	72
B+	68
B	65
B-	62
C+	58
C	55
C-	52
D+	48
D	45
D-	42
F	Fail, no credit awarded

**You must ensure you have a learning agreement that lists all modules you will undertake during your mobility signed by your Academic Study Abroad Adviser before you travel abroad then uploaded to the Moodle Learning space for Study Abroad.**

**If there are any changes to your modules while abroad you must obtain confirmation that any new modules are suitable from your Academic Study Abroad Adviser and complete a Change to Modules Learning Agreement form.**

**Failure to obtain agreement on module choices via an accurate learning agreement can result in the modules undertaken abroad not being deemed valid on your return.**

Appendix 2 – Grades and Conversion Tables

Edinburgh Napier University – Grades and Conversion Tables

All grades should be converted in line with the required number of credits for each exchange institution according to the Credit Requirement for Study Exchanges document (insert hyperlink).

Conversion Table US grades to ENU grades

US Grades			ENU Marks		
A+	A	A-	80%	75%	72%
B+	B	B-	68%	65%	62%
C+	C	C-	58%	55%	52%
D+	D	D-	48%	45%	42%
F			Fail, no credit awarded		

Conversion Table Canadian grades to Napier grades

Canadian Grades			ENU Marks		
A+	A	A-	80%	75%	72%
B+	B	B-	68%	65%	62%
C+	C	C-	58%	55%	52%
D+	D	D-	48%	45%	42%
F			Fail, no credit awarded		

Conversion Table Australian grades to Napier grades

Australian Grades	ECTS Grades	ENU Marks
HD (80%+)	A+	80%
D (75%-79%)	A	75%
D (70%-74%)	B	70%
C (65%-69%)	B	65%
C (60%-64%)	C	60%
P (55%-59%)	C	55%
P (50%-54%)	D	50%
N	F	Fail

Conversion Table ECTS grades to ENU grades

Spanish Grades

Spanish Grades	ECTS Grades	ENU Marks
Matricula de Honor (9.6-10)	A+	80%
Sobresaliente (9-9.5)	A	75%
Notable (7-8.9)	B	70%
Aprobado (6-6.9)	C	60%
Aprobado (5-5.9)	D	50%
4.0-4.9	E	42%
Suspense	F	Fail
No presentado	No credits	No credits

**French Grades**

French Grades	ECTS Grades	ENU Marks
18-20	A+	80%
15 – 17.9	A	75%
14 – 14.9	B	70%
12 – 13.9	C	60%
10 – 11.9	D	50%
9 – 9.9	E	42%
Echoué	F	Fail

**German Grades**

German Grades	ECTS Grades	ENU Marks
1.2 - 1	A+	80%
1.3-1.5	A	75%
1.60 – 2.59	B	70%
2.60 – 3.29	C	60%
3.30 – 3.59	D	50%
3.60 – 4.00	E	42%
4.01 – 5.00	F	Fail

**Italian Grades**

Italian Grades	ECTS Grades	ENU Marks
30	A+	80%
28-29	A	75%
25-27	B	70%
22-24	C	60%
19-21	D	50%
16-18	E	42%
0-15	F	Fail

**Other European Grades**

ECTS Grades	ENU Marks
A+	80%
A	75%
B	70%
C	60%
D	50%
E	42%
F	Fail

**GRADES FROM THE NETHERLANDS**

Dutch Grades	ECTS Grades	ENU Marks
8.50-10	A+	80%
7.50-8.49	A	75%
6.50-7.49	B	70%
6.00-6.49	C	60%
5.50-5.99	D	50%
5.00-5.49	E	42%
0-4.99	F	Fail

**GRADES FROM POLAND**

Polish Grades	ECTS Grades	Napier Marks
5.5	A+	80%
5 - 5.49	A	75%
4.5 - 4.99	B	70%
4 - 4.49	C	60%
3.5 - 3.99	D	50%
3 - 3.49	E	42%
1 - 2.99	F	Fail

**GRADES FROM SWEDEN**

**FIVE-POINT SCALE**

5.00	A
4.00 - 4.99	A-
3.00 - 3.99	B
1.00 - 2.99	F

**ECTS**

A	A
B	B+
C	B
D	C+
E	C





Appendix 3 – Approach to allocating grades into module credits at ENU (we are hoping this will be set up with a computer programme)

### Converting Credits into Modules at ENU

It is advisable that modules studied abroad are grouped together to fit into 20 credit modules (wherever possible) according to similarity of grade and number of credits obtained. If the credits obtained cannot be readily grouped into 10ECTS groupings, groupings can be made of between 9 and 12 ECTS credits.

Once each grouping is complete the average grade from each group is to be converted using the tables in appendix 2 as per the example below.

### Example credit conversion table

#### Mobility Institution

L'Ecole de Design Nantes Atlantique

#### Country

France

Module	ECTS- Credits	ECTS - Grade	Nantes Grade	ENU Grade
International workshop S2	3	A	15.00	20 credits
Long design project S2	5	B	14.60	
Bachelor project S2	2	B	14.87	
<b>Total</b>	<b>10</b>	<b>Average</b>	<b>14.82</b>	<b>B = 70%</b>
Anthropology S2	2	A	16.50	20 credits
Solidworks S2	2	C	12.00	
Illustration option S2	3	C	13.80	
Scenario Drawing S2	3	D	11.75	
<b>Total</b>	<b>10</b>	<b>Average</b>	<b>13.51</b>	<b>C= 60%</b>
French language and culture S2	4	B	14.80	20 credits
Technology S2	3	A	16.50	
Drawing for Product Desingers	3	A+	20.00	
<b>Total</b>	<b>10</b>	<b>Average</b>	<b>17.10</b>	<b>A= 75%</b>

Visual arts	2	C	11.70	Lowest grade discarded as extra credit
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