Grade Translation Procedure

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2.0	Ownership moved to Quality Assurance; new process established.	Head of Quality Assurance	February 2023	University Education Committee

Grade Translation Procedure

1   Introduction

1.1   Students who spend part of their degree abroad at an approved partner institution on an exchange, and formally undertake modules with that partner institution, will have their achieved grades converted to Brunel University London's grading system, so that they may be applied to their degree grade profile. At FHEQ levels 5 and 6, and for Masters programmes, these converted grades will typically contribute to the student's degree classification.

1.2   The translation of partner institution grading schemes is overseen by University Education Committee, and the process for this is presented under Section 2 of this Procedure.

1.3   Approved grade translation tables are presented under Appendix 1

2   Guidance on Translating Grades

2.1   In order to translate another institution's grades to Brunel's, staff should be in possession of the partner institution's grading scheme, which will typically include a numerical range and descriptors.

2.2   Staff should check if, within the partner institution, subject or department specific grading schemes do not take priority over the institution's generic grading scheme.

2.3   When comparing grading schemes, staff should consider the following:

- The alignment of the partner's descriptor with that of Brunel.
- The specific grade used by the partner as the pass threshold, as the terminology may not explicitly confirm that
- Whether or not a one to one mapping is not possible, and only a single grade (B) as opposed to B- and B+ can be mapped.

3   Procedure for Approval of Grade Translation

3.1   Where the requirement for grade translation has been identified, the relevant member of academic staff within the associated department will complete the Grade Translation Table Request form available here, and submit it to quality-officers@brunel.ac.uk for scrutiny and approval by University Education Committee.

3.2   Following scrutiny and approval of the request for grade translation, which may require liaison between University Education Committee and the relevant

member of academic staff; and, potentially, contact with the partner/host institution, the approved grade translation table will be incorporated into Appendix 1 of this Procedure.

4**Application of Grade Translation to Student Grade Profiles**

4.1   At the point at which a student's ratified grade from their host institution is available, application of the relevant grade translation table will be undertaken by the relevant member of academic staff, typically the academic exchange coordinator, and using the Grade Translation Block Exemption and Grade Importation Form available here.

4.3   Completed Block Exemption and Grade Important forms should be submitted to the Awards Team via awards-staff@brunel.ac.uk (copying in exchanges@brunel.ac.uk) who enter the grade and details of where it was obtained into the student's profile in SITS,

Appendix 1 – Approved Grade Translation Tables

University of Vienna, Austria			
Host Mark/Grade	**Host Descriptor**	**ECTS Grade (if applicable)**	**Brunel Grade**
1	Excellent	A	A
2	Good	B	B
3	Satisfactory	C	C
4	Sufficient	D	D
5	Unsatisfactory	F	F

Charles University in Prague, Czech Republic			
Host Mark/Grade	**Host Descriptor**	**ECTS Grade (if applicable)**	**Brunel Grade**
1	Excellent	A	A
2	Very Good	B	B-
3	Satisfactory	D	C-
4	Fail	F	F

University of Copenhagen, Denmark			
Host Mark/Grade	**Host Descriptor**	**ECTS Grade (if applicable)**	**Brunel Grade**
12	Excellent	A	A
10	Very Good	B	B
7	Good	C	C
4	Fair	D	D
02	Adequate	E	E
00	Inadequate	Fx	F
-3	Unacceptable	F	F

Roskilde University, Denmark			
Host Mark/Grade	**Host Descriptor**	**ECTS Grade (if applicable)**	**Brunel Grade**
12	Excellent	A	A
10	Very Good	B	B
7	Good	C	C
4	Fair	D	D
02	Adequate	E	E
00	Inadequate	Fx	F
-3	Unacceptable	F	F

University of Helsinki, Finland

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
5	Excellent	A	A
4	Very Good	B	B
3	Good	C	C
2	Satisfactory	D	D
1	Passable	E	E
0	Fail	F or Fx	F

Paris-Sorbonne University, France

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
19/20	Excellent	A	A*
18			A+
17			A
16			A-
15	Very Good	B	B+
14			B
13	Good	C	C+
12			C
11	Satisfactory	D	D+
10	Sufficient	E	D-
9	Fail	Fx	E+
8			E
0-7	Fail	F	F

Institut d'Etudes Politiques-Rennes, France

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
20		A	A*
19	Excellent		A+
17-18			A
16			A-
15	Very Good	B	B+
14			B
13	Good	C	C+
12			C
11	Satisfactory	D	D
10	Passable	E	E
0-9	Fail	F or Fx	F

Freie Universitat Berlin, Germany

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
1.0-1.5	Very Good		A
1.51-2.29	Good		B
2.3-2.99	Good/Satisfactory		C
3.0-3.5	Satisfactory		D
3.51-4.0	Sufficient		E
>4.01	Not Passed		F

Norwegian University of Science and Technology, Norway

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
A	Excellent		A
B	Very Good		B
C	Good		C
D	Satisfactory		D
E	Sufficient		E
F	Fail		F

National University of Public Service, Hungary

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
5	Excellent	A	A
4	Good	B	B
3	Satisfactory	C	C
2	Pass	D	D
1	Fail	F	F

Universidade Nova de Lisboa, Portugal

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
20	Excellent	A	A*
19			A+
18			A
17	Very Good	B	B+
16			B
15	Good	C	C+
14			C
13			D+
12	Satisfactory	D	D
10-11	Sufficient	E	E
0-9	Fail	F	F

Universitat Autonoma de Barcelona, Spain

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
10	Excellent	A	A*
9.5-9.99			A+
9.0-9.49			A
8.5-8.99	Very Good	B	B+
7.5-8.49			B
7.0-7.49			B-
6.75-6.99	Average	C, D, E	C+
6.25-6.74			C
6.0-6.24			C-
5.75-5.99			D+
5.25-5.74			D
5.0-5.24			D-
0-4.99	Insufficient	F	F

University of Ankara, Turkey

Host Mark/Grade	Host Descriptor	ECTS Grade (if applicable)	Brunel Grade
AA			A
BA (B1)			B+
BB (B2)			B
CB (B3)			C
CC (C1)			D
DC (C2)			E
DD (C3)			
FD (F1)			F
FF (F2)			

Salisbury University, U.S.A.

Host Mark/Grade	Host Descriptor	Grade Point	Brunel Grade
A	Excellent	4	A
B	Very Good	3	B
C	Satisfactory	2	C
D	Passing	1	D
F	Fail	0	F

The College at Brockport, State University of New York (SUNY), U.S.A.

Host Mark/Grade	Host Descriptor	Grade point	Brunel Grade
A	Highest level	4	A
A-		3.7	B+
B+		3.3	B
B	Better than average	3	B-
B-		2.7	C+
C+		2.3	C
C		2	C-
C-	Average	1.7	D+
D+		1.33	D
D	Minimum passing	1	D-
D-		0.7	E
E	Fail	0	F

Ahlia University, Bahrain
American University of Paris, France
Hunter College, City University New York (CUNY), USA
Iowa State University, U.S.A.
San Francisco State University, USA
University of California, USA

Host Mark/Grade	Host Descriptor	Grade Point	Brunel Grade
A+		4	A+
A	Excellent		A
A-		3.7	B+
B+		3.3	B
B	Good	3	B-
B-		2.7	C+
C+		2.3	C
C	Fair	2	C-
C-		1.7	D
D	Barely passed	1	E
F	Fail	0	F