Staff Guide to Exchange Credit Transfer (Completing the M8 form)
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1. Introduction

Who can go on exchange?

Undergraduate students can take part in exchange programmes arranged by the Oxford Brookes Exchanges Team.

Students can go on exchange for up to two semesters within one academic year however this varies depending on the subject area.

The University has approximately 150 links with Universities for both European and International exchanges.

In order to go on exchange students should have completed their first year and must have achieved an average of 55% in the modules they have taken before applying.
2. Process of approving study plan

If a student wishes to go on exchange they must first have a programme of study agreed with the Subject Coordinator/Exchange Coordinator.

Students are responsible for researching the modules they wish to take (by researching the module information from the partner institution’s website) and presenting them to their Subject Coordinator/Exchange Coordinator for approval.

Compulsory modules can be taken abroad as long as equivalent modules are available at the partner university. Students may be able to take Honours level credits, however they are limited to a maximum of 2.

Students should enrol for 30ECTS or 60 CATS for one semester or 60ECTS/120 CATS for a full academic year (please note that it is the total volume of credit rather than the number of modules studied that matters).

The Exchanges Office have provided a credit equivalences table with details of module values at our exchange institutions.
3. Completion of Learning Agreement

Once the student has found modules which the Subject/Exchange Coordinator has confirmed are acceptable to their course, a “learning agreement” is drawn up to formalize the students intended plan of study whilst on exchange.

There are two types of learning agreement: Erasmus and International.

Any changes to the original learning agreement should be agreed and signed off with the Subject/Exchange Coordinator.

If a student is studying a joint Honours degree they require the signature of both Subject Coordinators/Exchange Coordinators, even if they are only taking modules on exchange from one subject.
4. Before departing

Once the exchange has been agreed (prior to departing) the student needs to complete the M100EX form to add the holding module U99996 “On Exchange” to their programme. *Please note this does not apply to Language students or students undertaking clinical placements through partner universities.*

The M100EX forms are processed by the Student Central Advice Team.
5. On completion of exchange

Once the student has completed their exchange the Exchanges Team will send the transcript from the exchange institution to the Subject Coordinator/Exchange Coordinator.

The Subject Coordinator/Exchange Coordinator then needs to complete the relevant M8 form to transfer the credits to the student’s programme.

There are two types of M8 forms:
- M8 Euro form is used for European Exchanges
- M8 form is used for International Exchanges

For students transferring credit to both subjects on a joint Honours award a separate M8 form must be completed by each Subject/Exchange Coordinator.

Please can subjects liaise with each other prior to submitting the M8 forms to ensure no duplicate credit has been awarded.
6. The M8 Form

The M8 form can be downloaded from:
http://www.brookes.ac.uk/staff/academic/student-central/forms/undergraduate-modular-programme/
7. Assessing the credit to be transferred

Before filling in the M8 form you need to identify from the transcript how much credit the student has passed/failed.

Eg. This student has passed a total number of 17 credits at Madihol University in Thailand.

NB: All acceptable credit (both passed and failed) must be transferred.
8. Converting exchange credit value to Brookes credits

You then need to convert the number of exchange credits to Brookes credit.

There is a conversion table on the Exchanges website to advise the credit equivalences for all international exchange institutions.

European Exchanges will show the credit value in ECTS (7.5 ECTS = 15 CATS)

Eg. This student has gained 17 Madihol (MUIC) credits

16 MUIC credits is equivalent to 1 semester of study at Brookes (ie. 4 Brookes module credits = 60 CATS)

Therefore a total of 60 CATS credits can be transferred.

NB: Partial credit cannot be transferred. If there is a surplus please note this cannot be rounded up to the nearest whole credit.
9. Step by Step guide to completing the M8 form

**Step 1:** Insert
- Student name
- Student number
- Exchange institution

**Step 2:** Insert the dates the student was on exchange
9. Step by Step guide to completing the M8 form

Step 3: Insert
- the title of the modules studied on exchange (listed on transcript)
- the grades achieved (listed on transcript)

Step 4: Insert the level of the modules studied.

B = Level 4
A = Level 5
H = Honours Level

NB: Credit can only be awarded for a max of 2 Honours Level credits.
9. Step by Step guide to completing the M8 form

Step 5: Insert the relevant credit codes of the credit you want to award (either Brookes module codes or generic credit codes). See below for key and guidance on which codes to use:

### Non European Universities

#### Generic Credit codes

<table>
<thead>
<tr>
<th>Generic credit code</th>
<th>Mod .credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UINT01 and 02</td>
<td>B1 (Level 4)</td>
</tr>
<tr>
<td>UINT03 / 04 / 05 /06</td>
<td>B2 (Level 4)</td>
</tr>
<tr>
<td>UINT 30/31/41/42</td>
<td>A1 (Level 5)</td>
</tr>
<tr>
<td>UINT 32/33/34/35</td>
<td>A2 (Level 5)</td>
</tr>
<tr>
<td>UINT 80/81</td>
<td>H1 (Hons)</td>
</tr>
</tbody>
</table>

1 = single credit (15 CATS)
2 = double credit (30 CATS)

NB: Each code can only be used once.

When to use Brookes module codes

- If the module closely matches a Brookes module and was taken in the same semester as the Brookes module is taught.

NB: Only module numbers within the remit of the SEC completing the M8 can be proposed for credit.

When to use generic credit codes

- If the Brookes module you want to award credit for runs in a different semester to when the module was studied on exchange.

- If there is no Brookes module equivalent but the module(s) studied merits an acceptable credit.
9. Step by Step guide to completing the M8 form

**Step 6:** Insert the subject code the credit is acceptable to and insert “CR” in the mark column to indicate transferred credit

NB: Marks cannot be transferred
9. Step by Step guide to completing the M8 form

**Step 7:** Insert “Y” here if you wish to award an exemption for a Brookes module

An exemption can be awarded where a student has covered the learning outcomes of a Brookes module through a module(s) passed on exchange.

**Step 8:** Insert the Brookes module code(s) the student needs to be exempt from.
9. Step by Step guide to completing the M8 form

Please don’t forget to sign the form!

<table>
<thead>
<tr>
<th>Dates attended From to</th>
<th>Course Code or Short Title</th>
<th>Inst. Grade/mark</th>
<th>Level (2)</th>
<th>Module No. (3)</th>
<th>Subject Codes (4)</th>
<th>Mark (5)</th>
<th>EX (7)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ICMB Strategic Management (4)</td>
<td>B+</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ICM Leadership Development (4)</td>
<td>B</td>
<td>A</td>
<td>UIN33</td>
<td>BU</td>
<td>CR</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>ICML Intro to Thai Language and Culture (4)</td>
<td>D+</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ICPE Physical Education: Mind and Body (1)</td>
<td>B</td>
<td>A</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This transfer is recommended on behalf of the Subject Examination Committee in: Business and Management

and is supported by the attached transcript or student record and appropriate course details which have been considered according to the appropriate QA procedures.

Name: Claire Jones
Subject Co-ordinator/Exchange Co-ordinator: Signed: Date: 16/11/15

Student Central: Check when two single subjects Signed: Date: 19/02/16

Student Central: Data Input

Please return completed forms with a copy of the transcript to programmesupport@brookes.ac.uk
10. Step by Step guide to completing the M8 EURO form

Step 1: Insert
- Student name
- Student number
- Exchange institution

Step 2: Insert the dates the student was on exchange
10. Step by Step guide to completing the M8 EURO form

**Step 3:** Insert
- the title of the modules studied on exchange
- the number of ECTS credits each module is worth
- grades achieved (listed on transcript)

<table>
<thead>
<tr>
<th>Dates attended</th>
<th>Course Code or Short Title</th>
<th>ECTS Credit</th>
<th>Int. Grader</th>
<th>Grade</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2014</td>
<td>Strategic Management</td>
<td>7.5</td>
<td>A</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavioural Finance</td>
<td>7.5</td>
<td>A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Managing People</td>
<td>7.5</td>
<td>A</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organisational Behaviour</td>
<td>7.5</td>
<td>A</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

*This transfer is recommended on behalf of the Subject Examination Committee in.*

**Step 4:** Insert the level of the modules studied.
- B = Level 4
- A = Level 5
- H = Honours Level

NB: Credit can only be awarded for a max of 2 Honours Level credits.
10. Step by Step guide to completing the M8 EURO form

Step 5: Insert the relevant credit codes of the credit you want to award (either Brookes module codes or generic credit codes). See below for key and guidance on which codes to use:

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**When to use generic credit codes**

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- If there is no Brookes module equivalent but the module(s) studied merits an acceptable credit.
10. Step by Step guide to completing the M8 EURO form

Step 6: Insert the subject code the credit is acceptable to and the mark/grade

eg. CR (transferred credit)

NB: Marks cannot be transferred
10. Step by Step guide to completing the M8 EURO form

Step 7: Insert “Y” here if an exemption for a Brookes module can be awarded

Step 8: Insert the Brookes module code the student needs to be exempt from as a result of covering the learning outcomes on a module(s) passed on exchange.
10. Step by Step guide to completing the M8 EURO form

Please don’t forget to sign the form!

Please return completed forms with a copy of the transcript to programmesupport@brookes.ac.uk
11. Post Exchange issues

If you are responsible for transferring credits please do so as soon as you receive the transcript from the Exchanges Office.

Delays in recording transferred credit on a student’s programme can cause issues with student’s not having an accurate programme once they are back at Brookes. This can then lead to them registering incorrect modules/ retaking modules they have completed on exchange or not having enough credits to meet their award aim.

Students who pass less than 60 CATS (from a 1 semester exchange) or 120 CATS (from a year long exchange) will need to either:

• Add the additional modules to their programme in the following semester (which may incur additional module charges)
• Or extend their degree to make up for the number of outstanding credits.

If a student has failed credits on exchange please do assess whether they have broken the 22 rule. Please contact Programme Support for advice if you find a student in this position as the student may no longer be eligible for an Honours degree and may need to be sent an exam letter (MX19).

If a student has been affected by mitigating circumstances whilst on exchange please do advise them that they can still submit a late mitigating circumstances request if they have grounds for the request being late.
12. Need further advice?

Please do not hesitate to get in touch if you have any further queries about transferring credits or completing the M8 or M8 Euro forms.

Email: programmesupport@brookes.ac.uk