

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.



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 EXCH0000 "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.

Term	Stage	Module Code	Module Title
Autumn 2018	X1	NURS 4001	Education in Nursing Practice 1
Autumn 2018	X1	NURS 4003	Nursing Fundamentals 1: Family Health and Wellbeing
Autumn 2018	X1	NURS 4006	Clinical Practice Experience 1
Spring 2019	X1	NURS 4002	Education in Nursing Practice 2
Spring 2019	X1	NURS 4004	Nursing Fundamentals 2: Family Health and Wellbeing
Autumn 2019	X2	EXCH 0000	On Exchange
Spring 2020	X2	HESC 5012	Research Methods and Analysis
Spring 2020	X2	NURS 5022	Education in Children's Nursing Practice 4
Spring 2020	X2	NURS 5025	Promoting health in Children's nursing practice
Autumn 2020	X2	NURS 6009	Nursing Children Requiring Complex Care
Autumn 2020	X2	NURS 6014	Dissertation/Project
Autumn 2020	X2	NURS 6033	Clinical Practice Experience 3
Autumn 2020	X2	NURS 6045	Education in Children's Nursing Practice 6

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 M8 form to transfer the credits to the student's programme.

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:

<https://www.brookes.ac.uk/staff/academic/student-central/forms/undergraduate-modular-programme/>

FORM M8 Exchange Credit Transfer

**OXFORD
BROOKES
UNIVERSITY**

THIS FORM IS FOR STAFF USE ONLY

Family Name: Student Number: (enter all 8 digits)

First Name(s):

Exchange Institution:

Dates attended to		Total Credit passed (CATS)	Credit Code	Total Credit Failed (CATS)	Credit Code	Subject to which the credit is acceptable
09/2018	12/2018	45	CRED 5045	15	CRED 5015	BAH-BU
01/2019	05/2019	60	CRED 5060	0	NA	BAH-BU

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

Name: Signed: Date:

Subject Coordinator/Exchange Coordinator:

Student Central: Signed: Date:

FOR STUDENTS ON TWO SINGLE SUBJECTS: A separate form should be used for each field unless they are both under the same SEC. When completed, this form should be sent with a copy of the transcript to Student Central

PTO. For guidance notes and generic credit codes

NOTES:

- This form is intended to be used to specify arrangements for an exchange prior to the student going to another EU country abroad, and to record the results on their return. It should be signed only by the SEC Chair or, if responsibility has been formally devolved, by the person responsible.
- ECTS credits** are half the UK credits. Thus 7.5 ECTS credits equates to 1 Brookes module (15CATS). There is not always a common currency in European institutions between ECTS credits and study hours. When ECTS credits are not specified on the transcript, the SEC needs to make a judgement on the basis of the syllabus and the study hours and the work completed.
- Credit from International Institutions** – Please see [Credit equivalences table](#) for details of partner University credit equivalences.
- Level.** The Level of a module should be confirmed when drawing up the learning agreement prior to the student going on exchange. Please note a maximum of 2 Honours level credits may be transferred. Students must do 4 Honours Level credits at Oxford Brookes University.
- Module Numbers.** Only module numbers within the remit of the specific SEC may be proposed for credit.
- Subject Code.** Only subject codes within the jurisdiction of the SEC should be written in. If they are not written in, then the modules will **not** be treated as acceptable.
- Grades.** All credit gained on exchange will be recorded with one of the following grades: XC grades indicate pass and XF grades indicate fail.
- Mark.** Marks will be transferred only when a schedule has been approved and not for individual students.
- Exemptions** Are to be awarded where the content covered on exchange covers the learning outcomes of a [Brookes](#) module acceptable to the student's course.

EXEMPTIONS TO BE AWARDED

CODES TO BE USED TO AWARD GENERIC CREDIT:

Please use the codes below to award generic credit

Generic Credit code	Level	Value (CATS)	Value (ECTS)
CRED 4015	Level 4	15 CATS	7.5 ECTS
CRED 4030	Level 4	30 CATS	15 ECTS
CRED 5015	Level 5	15 CATS	7.5 ECTS
CRED 5030	Level 5	30 CATS	15 ECTS
CRED 5045	Level 5	45 CATS	22.5 ECTS
CRED 5060	Level 5	60 CATS	30 ECTS
CRED 6015*	Level 6	15 CATS	7.5 ECTS
CRED 6030*	Level 6	30 CATS	15 ECTS

7. Assessing the credit to be transferred

Office of the Registrar
Mahidol University International College
999 Phuthamonthon 4 Rd., Saiaya, Phuthamonthon, Nakhon Pathom 73170, THAILAND Official Transcript
Tel. (662) 441-5090 Fax. (662) 441-0234, 441-9745 of Academic Record
E-mail : icdas@mahidol.ac.th Website : www.muic.mahidol.ac.th

NAME _____
ID NO. _____

BIRTHDATE _____
Mrs. Pathita Suwanwong
REGISTRAR
DATE 24 APRIL 2015

NATIONALITY FRENCH
MAJOR INTERNATIONAL BUSINESS NOT VALID WITHOUT UNIVERSITY SEAL

2014-2015 2ND TRIMESTER

ICMB 351	INTERNATIONAL BUSINESS MANAGEMENT	4	C
ICMB 431	STRATEGIC MANAGEMENT	4	B+
ICM 360	LEADERSHIP DEVELOPMENT	4	B
ICML 160	INTRODUCTION TO THAI LANGUAGE AND CULTURE	4	D+
ICPE 117	PHYSICAL EDUCATION : MND AND BODY	1	B
TRIMESTER-GPA 2.53		17	
CUM-GPA 2.53		17	
END OF TRANSCRIPT			
TOTAL CREDITS EARNED		17	
TOTAL CREDITS REGISTERED		17	

GRADE DESCRIPTION

A = 4	Points(Excellent)	D' = 1,5	Points(Rather poor)	P =	In progress
B+ = 3,5	Points(Very good)	D = 1	Point (Poor)	S =	Satisfactory
B = 3	Points(Good)	F = 0	(Fail)	U =	Unsatisfactory
C+ = 2,5	Points(Fairly good)	AU =	Audit	W =	Withdrawal
C = 2	Points(Fair)	I =	Incomplete	X =	No report from teacher
				T =	Transfer of Credit

Valid only if bearing University Seal and Official Signature

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



Credits equivalences

From January 2015

UNIVERSITY	One module at partner university	Credits equivalent to one Oxford Brookes semester	Credits equivalent to Oxford Brookes academic year
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THAILAND

Mahidol University International College	4 MUIC credits	16 MUIC credits	32 MUIC credits
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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 Mahidol (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

FORM M8 Exchange Credit Transfer

BROOKES UNIVERSITY

THIS FORM IS FOR STAFF USE ONLY

Family Name: Student Number: (enter all 8 digits)

First Name(s):

Exchange Institution:

Dates attended		Total Credit passed (CATS)	Credit Code	Total Credit Failed (CATS)	Credit Code	Subject to which the credit is acceptable
From	to					
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This transfer is recommended on behalf of the Subject Examination Committee in:

Name: Signed: Date:

Subject Coordinator/Exchange Coordinator:

Student Central: Signed: Date:

FOR STUDENTS ON TWO SINGLE SUBJECTS: A separate form should be used for each field unless they are both under the same SEC. When completed, this form should be sent with a copy of the transcript to Student Central

PTO. For guidance notes and generic credit codes



Step 1: Insert

- Student name
- Student number
- Exchange institution

Step 2: Insert the dates the student was on exchange



FORM M8 Exchange Credit Transfer

OXFORD BROOKES UNIVERSITY

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First Name(s):

Exchange Institution:

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OXFORD
BROOKES
UNIVERSITY

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First Name(s)

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Step 3: Insert

Total credit passed (CATS)

Total credit failed (CATS)

Step 4:

Insert the generic credit codes equivalent to credit value and level of credit passed/failed

Insert subject to which the credit is acceptable

FORM M8 Exchange Credit Transfer

OXFORD
BROOKES
UNIVERSITY

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Family Name Student Number
(enter all 8 digits)

First Name(s)

Exchange Institution

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Step 5:

Please list any modules you wish to exempt the student from

NOTES:

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2. **ECTS credits** are half the UK credits. Thus 7.5 ECTS credits equates to 1 Brookes module (15CATS). There is not always a common currency in European institutions between ECTS credits and study hours. When ECTS credits are not specified on the transcript, the SEC needs to make a judgement on the basis of the syllabus and the study hours and the work completed.
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CRED 6015*	Level 6	15 CATS	7.5 ECTS
CRED6030*	Level 6	30 CATS	15 ECTS

9. Step by Step guide to completing the M8 form

Please don't forget to sign the form!

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(enter all 8 digits)

First Name(s)

Exchange Institution

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

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Name: Subject Coordinator/Exchange Coordinator:	Signed: Subject Coordinator/Exchange Coordinator:	Date:
Student Central:	Signed	Date

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When completed, this form should be sent with a copy of the transcript to Student Central

PTO. For guidance notes and generic credit codes

Please return completed forms **with a copy of the transcript** to programmesupport@brookes.ac.uk



10. 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 which will need to be noted at your exam committee.

If a student has been affected by exceptional circumstances whilst on exchange they are expected to have engaged with the equivalent process at their exchange university. If they did not do this whilst on exchange they would need to apply on the grounds of an academic appeal. Please see [University Regulation C3: Academic Appeals](#) for further information.

11. Need further advice?

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

Email: programmesupport@brookes.ac.uk

