

# Translation of Marks/Transfer of Credit Policy

This is a defined policy that all Faculties are required to follow.

## 1. Principles

- This policy applies to outgoing study abroad and exchange students at both undergraduate and postgraduate taught levels.
- This policy does not apply to Erasmus Mundus Masters' programmes which have a translation of marks scheme attached. In these cases, the translation of marks scheme should be articulated in the formal agreement establishing or renewing the Erasmus Mundus Master's programme.
- For its undergraduate students on exchanges and undertaking outgoing study abroad, the University of Southampton transfers credit for the successful completion of the modules taken abroad by these students, but does not as a matter of course translate the marks from the overseas HEI to University of Southampton marks.
- For specific existing or proposed programmes at the University of Southampton and for specific or proposed exchanges, a Faculty may have valid academic reasons for implementing or continuing a scheme for the translation of marks obtained by the student while studying abroad at a particular partner. In such cases, the translation of marks scheme must be approved using the process detailed in section 7 below.
- Advice must be given to outgoing students before they participate in study abroad or exchange arrangements in order that they study an appropriate subject and level and volume of credits during their time away from the University.
- Faculties must inform students before they participate in study abroad if their marks will be translated or just the credits transferred.
- Unless the programme has an approved translation of marks scheme, a student's final results will be calculated solely on marks obtained in modules studied at the University of Southampton.
- All outgoing study abroad should be listed under a module code in Banner which will contribute to a student's transcript at the end of their programme of study.

## 2. Incoming students (including students visiting Southampton on exchange programmes, and independent non-graduating students).

2.1 Decisions concerning the award of credit and conversion of marks clearly rest with the student's home institution. In order to assist the home institution in assessing the performance of its students at the University of Southampton, they (both the home institution and the student) should receive from the University

- the student's Southampton marks and
- anonymised mark-sheets from the modules they have taken.

## 3. Calculation of degree classification involving the transfer of credit

3.1 The student must pass the required number of credits for the outgoing study abroad period or receive compensation. The pass mark at the non-UK HEI will be accepted as the pass mark at the University of Southampton.

3.2 For a student registered on an undergraduate programme at the University of Southampton and spending one semester abroad, the degree classification will be calculated as follows:

3.2.1 For Parts II, III and IV, the part average will be calculated as the credit weighted average of the marks on modules undertaken at the University of Southampton.

3.2.2 The Final Average Mark and resulting degree classification will then be calculated from the part II, III and IV averages as described in the *Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes* in Section IV of the University Calendar.

- 3.3 For a student registered on an undergraduate programme and spending an entire year abroad, the degree classification will be obtained as follows:
- 3.3.1 The Final Average Mark will be calculated from the part averages of the parts undertaken at the University of Southampton in the proportions as described in the *Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes* in Section IV of the University Calendar.
- 3.3.2 Hence, if the student has part averages for Parts II and IV undertaken at UoS, having spent Part III abroad, then the student's final degree average will be the weighted average of these Parts II and IV averages in the proportion of 1:2 of Part II: Part IV.
- 3.4 For a student registered on a postgraduate taught programme and spending one semester abroad, the degree classification will be obtained as follows:
- 3.4.1 The Final Average Mark and resulting degree classification will be calculated as the credit weighted average of the marks on modules undertaken at UoS as described in the *Progression, Determination and Classification of Results: Standalone Masters Programmes* in Section IV of the University Calendar
- 4. Borderline Considerations**
- 4.1 At both undergraduate and postgraduate taught levels, the degree class awarded shall be the next higher class if the Final Average Mark is within 2 marks of the higher class and at least 50% of the credit points undertaken at the University of Southampton, weighted by Part (for undergraduate programmes), are derived from Module Marks undertaken at University of Southampton in the higher class or above.
- 5. Compensation**
- 5.1 All modules taken as part of outgoing study abroad or exchange may be passed by compensation. The Qualifying Mark for these modules is zero. Modules failed while on an exchange or while undertaking outgoing study abroad count towards the credit limits for the volume of compensatable fails in the Progression Regulations.
- 6. Referral Arrangements**
- 6.1 Referral arrangements for modules taken during exchange or study abroad should be detailed in the Individual Learning Agreement agreed between the University of Southampton and the student undertaking the exchange or study abroad.
- 6.2 These referral arrangements should be notified to the Chair of the relevant Board of Examiners.
- 7. Maintenance of a Translation of Marks Scheme**
- 7.1 For specific existing or proposed programmes at the University of Southampton and for specific or proposed exchanges, a Faculty may have valid academic reasons for implementing or continuing a scheme for the translation of marks obtained by the student while studying abroad at particular non-UK HEI.
- 7.2 Any such translation of marks scheme must be recorded as part of the programme regulations for the relevant programme, and hence be included in the University Calendar. Such a scheme should include translations of all possible marks at the relevant non-UK HEI to specific University of Southampton marks using the 0 – 100 marks scheme.
- 7.3 The translation of marks scheme must be approved by the relevant Faculty Programmes Committee which should consider the following:

- A clear and evidenced based rationale for the translation of marks scheme being used. Such a scheme should take into account all possible marks that might be obtained by a student on a module at the overseas HEI, mapping each onto the 100 point mark scheme used at between the University of Southampton;
- A discussion of how the relevant External Examiners will have oversight of the marks and the student work from the overseas HEI, as they do for the relevant University of Southampton marks;
- How communication will be maintained with the overseas HEI regarding the maintenance of the translation of marks scheme;
- A clear rationale for why the translation of marks scheme is needed, to inform the programme regulations scrutiny group.

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