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# **Form M8 Exchange Credit Transfer – THIS FORM IS FOR STAFF USE ONLY**

**Please read before completing this form**:

The M8 should be used to report passed and failed credit a student has obtained whilst they have been on exchange. The form must be signed by the SEC Chair, or if responsibility has been formally devolved, by the person responsible.

The form must be submitted to Programme Support once the exchange transcript has been received by the faculty. We must have the form as soon as possible to determine the students current status at the University, and if they can be permitted to progress and continue with their studies. If we do not receive the transcript and M8 to be able to determine a student’s progression, the student will be placed on approved withdrawal.

Exemptions for compulsory Brookes modules must be listed in the Exemptions section. Failure to do so can result in delays in processing the form and determining student progression.

Please note no level 6 credit can be awarded to students studying under the new academic framework regulations.

For students who are on a Joint honours programme, a separate form should be used for each subject unless they are both under the same SEC. If the same form is being used, the subject code that the credit is being awarded against must be specified in the Subject column.

For credit from international institutions please see [Credit equivalences table](https://www.brookes.ac.uk/international/study-abroad-and-exchanges/going-from-brookes/exchanges/modules-and-credits/credits-equivalences/) for details of partner University credit equivalences. ECTS credits are half the UK credits. 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, the study hours and the work completed.

All credit gained on exchange will be recorded using the credit modules listed below, and the following grades: XC for a pass, XF for a fail.

| **Brookes generic credit code** | **Level** | **Value (CATS)** | **Value (ECTS)** |
| --- | --- | --- | --- |
| CRED 5015 | Level 5 | 15 | 7.5 |
| CRED 5030 | Level 5 | 30 | 15 |
| CRED 5045 | Level 5 | 45 | 22.5 |
| CRED 5060 | Level 5 | 60 | 30 |
| CRED 5120 | Level 5 | 120 | 60 |

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| --- | --- |
| **Student Name** |  |
| **Student Number** |  |
| **Exchange Institution** |  |
| **Date of attendance** |  |

**Passed Credit**

| **Exchange module code** | **Exchange module title** | **Total Credit (CATS)** | **Brookes module credit code** | **Subject to which credit is acceptable** |
| --- | --- | --- | --- | --- |
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**Failed Credit**

| **Exchange module code** | **Exchange module title** | **Total Credit (CATS)** | **Brookes module credit code** | **Subject to which credit is acceptable** |
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**Exemptions – please list the module codes for Brookes modules the student can be made exempt from:**

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| Name:  Subject Coordinator/Exchange Coordinator | Signed: | Date: |

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| --- | --- | --- |
| Name:  Programme Support | Signed: | Date: |

Once completed, please email the form to Programme Support at [studentrecords@brookes.ac.uk](mailto:studentrecords@brookes.ac.uk)