# GRADE CONVERSION SUPPLEMENT FORM:

# The University of Manchester Exchange Student

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| --- | --- |
| **TO BE COMPLETED BY THE STUDENT:** | |
| Student’s Name |  |
| University at which Course Unit taken |  |
| Title of Course Unit |  |
| Course Unit Number/Reference/Code |  |
| Credit value of course unit |  |
| Instructor Name |  |
| Instructor Phone number |  |
| Instructor Email Address |  |

**TO THE INSTRUCTOR:**

This form will be used to determine how the grade received for the course unit taken with you will be converted into The University of Manchester grade. Please return the completed form to the student. If you prefer to send this document directly to the student’s Academic Exchange Adviser, please have the student give you the name and email address. **If you want to add comments on the student’s overall performance, please do so overleaf or on a separate sheet. We greatly appreciate your time and effort in completing this form. Thank you!**

**EVALUATION** (% or letter grade):

|  |  |  |
| --- | --- | --- |
|  | % contribution towards  final grade | Mark received |
| 1. **Course work:** Essay(s):  Practical Work:  Discussion in Class:  Attendance: |  |  |
|  |  |
|  |  |
|  |  |
| 2. **Examination(s):** Mid-term:  Final: |  |  |
|  |  |
| 3. **Final or Overall Grade in Course:** |  | |
| 4. **Position in course / total number of students on the course:** | No. \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_ | |
| 5. **Average Grade for this Course:** |  | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_