**Outbound Student Exchange Programme   
Grade Conversion Supplementary Information Form**

|  |  |
| --- | --- |
| **This section to be completed by student** | |
| Student Name/s(First name Last name) | *Complete* |
| Institution at which Course Unit taken | *Complete* |
| Title of Course Unit | *Complete* |
| Course Unit Number/Reference/Code | *Complete* |
| Credit value of course unit | Local credits: *Complete* / Equivalent Queen Mary credits: *Complete* |
| Instructor Name | *Complete* |
| Instructor Phone number | *Complete* |
| Instructor Email Address | *Complete* |

**The below section intended for the instructor and needs to be completed by the instructor:** This form will be used to help determine how the grade received for the course unit taken with you will be converted into a Queen Mary University of London grade. Please complete as many sections as relevant and either return the completed form to the student or, if you would prefer to send directly to us, please send to [goabroad@qmul.ac.uk](mailto:goabroad@qmul.ac.uk). 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!

**Final or overall grade in course (% 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:  Other: |  |  |
| **3. Position in course** / total number of students on the course (example: 4/25): |  | |
| **4. Average Grade for course:** |  | |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (**dd/mm/yyyy**): \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_