

Staff Guide to completing the M8 form

Introduction

This guide is to help subject/exchange coordinators complete the M8 Exchange Credit Transfer form. The form can be found on the Information for Staff webpage [here](#).

The M8 should be completed once the student has returned from exchange, and the transcript has been received by the faculty from the Global Mobility and Engagement Team.

Before completing the form, the amount of passed and failed credit needs to be identified and converted into Brookes credit. European exchanges will have their credit value in ECTS. 7.5 ECTS is equivalent to 15 CATS or 15 credits at Oxford Brookes. Institutions outside of Europe value their credit differently and it can vary between universities. A conversion table of credit equivalences from exchange institutions can be found on the [Credit equivalences](#) webpage to help you convert the credit.

All credit both passed and failed must be transferred and included on the form. Partial credit cannot be transferred. If there is a surplus this cannot be rounded up to the nearest whole credit.

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.

Student information

In the first table input the student name, number, the exchange institution, and the dates that the student was on exchange for.

Passed and Failed credit

The next two tables are for the input of the details of the credit obtained whilst on exchange. All passed credit should be added to the first table, all failed credit in the second table.

In the first two columns input the exchange module code and the exchange module title. In the Total Credit column add in the amount of credit for the exchange module as a CATS value. For European institutions, credit is measured in ECTS, and 7.5 ECTS is equivalent to 15 CATS. For institutions outside of Europe, the [Credit equivalences](#) webpage details how much credit at the exchange institution is equivalent to Brookes. If the exchange institution is not listed, please contact the Global Mobility and Engagement Team studyabroad@brookes.ac.uk.

Next, the Brookes credit module that the exchange module is equivalent to should be recorded. A list of credit modules that can be used is detailed on the first page of the form.

Finally, the subject that the credit is applicable to should be noted in the final column. This is particularly important if the student is on a Joint honours programme, and the same M8 form is being used by both subjects.

Exemptions

In this section, list all of the Brookes modules that the student should be made exempt from. The exemptions should have been agreed in the learning agreement prior to the student going on exchange. This section must be completed, failure to do so can result in delays to processing the form and determining student progression.

Signature

The form must be signed by the SEC Chair, or if responsibility have been formally devolved, by the person responsible. Once the form has been completed, please send it to Programme Support as studentrecords@brookes.ac.uk.

Post exchange issues

If you are responsible for transferring the exchange credits please do so as soon as you receive the transcript from the Global Mobility and Engagement Team. The form must be submitted as soon as possible so that the student's current status at the University can be determined, and if they can be permitted to progress and continue with their studies. If we do not receive the M8 and transcript to be able to determine progression in a timely manner, the student will be placed on approved withdrawal.

If a student has passed less than 60 CATS from a 1 semester exchange, or 120 CATS from a year long exchange, they will not be permitted to progress to the next stage of their programme. The student must retrieve their position by completing additional Brookes modules to cover the missing credit from the stage. This will be at the students own expense, and could also result in their completion date being extended. If the student has failed 60 or more CATS whilst they are on exchange, they will be excluded for academic failure.

If a student has been affected by exceptional circumstances whilst on exchange, they are expected to have engaged with the equivalent process at their host university. If the student is unable to take up the mitigation offered by the host university, the student should provide proof to Brookes that they have had their exceptional circumstances approved, and we will apply the appropriate mitigation to the exchange module. The student would then be expected to make up for the missing credit by taking Brookes modules as appropriate.

If you have any queries whilst completing the form, please contact Programme Support studentrecords@brookes.ac.uk