**Grade Translation Block Exemption and Grade Importation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student |  | Student ID Number |  |
| Degree Award Title |  | Department/Division |  |
| Host Institution |  | Host Country |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Brunel blocks from which exemption requested** | | |  |
| Level | Block Code | Block Title | Brunel Credits |
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**NB:** List Brunel blocks only if the exemption requested is for a single term. For a full academic year exchange, please enter the level from which the exemption is requested.**Exchange/Study Abroad Grade Importation**

**Please refer to the relevant Grade Translation Table in the** [**Grade Translation Procedure**](https://www.brunel.ac.uk/about/quality-assurance/assessment) **to complete this form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of person completing this form (normally Academic Exchange Coordinator):** | |  | | | | **Date:** |  |
| Host Institution Course Unit Title | Host Credits | | Host Mark /Grade | Equivalent Brunel Credits | Equivalent Brunel Mark/Grade | Comments | |
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|  | **CREDITS TOTAL** | | |  |  | (If necessary, please add extra rows or continue the list on a separate sheet) | |

**The completed form should be submitted to the Awards Team via** [awards-staff@brunel.ac.uk](mailto:awards-staff@brunel.ac.uk) **to record the outcome on SITS, copying in the** [exchanges@brunel.ac.uk](mailto:exchanges@brunel.ac.uk)

**The results for students carrying out part of their study abroad should be presented to the Panels of Examiners and Boards of Examiners as normal, so that appropriate reassessment/progression decisions can be made. Students will be informed of their outcome on eVision.**