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**Grade Translation Table Request Form**

**Guidance**This form should be used to formalise the translation of grades from another institution to Brunel’s grading scheme, through the addition of a grade translation table to the University’s Grade Translation Procedure.

The completed form should be to quality-officers@brunel.ac.uk for scrutiny and approval by University Education Committee.

Grade translation should not be applied until approval by University Education Committee is provided.

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| **BRUNEL DETAILS**  |
| Member of staff submitting request: |  |
| College: |  |
| Department:  |  |
| Programme/s and levels which this translation will apply to: |  |
| Date by which translation will need to first be applied:  |  |

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| **HOST INSTITUTION DETAILS**  |
| Institution: |  |
| Website address for information relating to grading scheme: |  |
| Documents submitted to support grade translation (if information from a website is not available or is insufficient) |  |

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| **Proposed Translation***This table may be amended and simplified if required (please see* [*Grade Translation Procedure*](https://www.brunel.ac.uk/about/quality-assurance/assessment) *for examples)* |
| Host Mark/Grade | Host Descriptor  | ECTS Grade (if applicable) | Brunel Grade  |
|  |  |  | A\* |
|  |  |  | A+ |
|  |  |  | A |
|  |  |  | A- |
|  |  |  | B+ |
|  |  |  | B |
|  |  |  | B- |
|  |  |  | C+ |
|  |  |  | C |
|  |  |  | C- |
|  |  |  | D+ |
|  |  |  | D |
|  |  |  | D- |
|  |  |  | E+ |
|  |  |  | E |
|  |  |  | E- |
|  |  |  | F |

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| **Record of Approval**  |
| UEC Member:  |  |
| Date: |  |