

Criterion 2-4: Credit Transfer and Grading System

Are systems in place and functioning for credit earning/transferring and grading/conversion with overseas partner institutions?

Examples of good practice

a) Recognition and transfer of credits

- A system, based on the academic program, for transferring credits earned at partner institutions is in place. In particular, an appropriate transfer process is developed and operational for interfacing different credit mechanisms and curriculum flows among the participating institutions. When appropriate, an existing international framework for credit transfer is utilized.
- A maximum limit for credit transfer is properly managed in each institution.

b) Grading and award of academic degrees

- Grading methods are coordinated among the participating institutions, with each institution conducting strict assessments so as to ensure the validity of its awarded credits.
- A system is established, based on standardized criteria, for converting grades obtained at partner institutions. In particular, the participating institutions unify their assessment criteria and grade distribution within the exchange program.
- In a double degree program, the participating institutions coordinate and implement an examination process for awarding degrees, including inviting faculty members from partner institutions as examiners.
- In a double degree program, a diploma supplement (a document attached to the diploma) containing a program overview and outcomes achieved is used and its format coordinated among the participating institutions. Even when a double degree is not awarded, measures are taken to allow students to utilize such information.

Rubric for Analyzing the Quality Level

	Descriptions
Needs Improvement	<ul style="list-style-type: none"> • A grasp of each credit system is not held among the participating institutions. Credits are transferred exceeding the maximum number stipulated under each country's laws. • Information on grading methods is not shared among the institutions, with grading conducted independently. Examinations for awarding degrees are carried out separately, and simply confirmed later by the other institutions.
Average	<ul style="list-style-type: none"> • The credit systems of the partner institutions are mutually understood and a program-based credit transfer system established. • A system is established for converting grades based on a grasp of the grading methods used by partner institutions.
Advanced	<ul style="list-style-type: none"> • Various measures are taken by each institution to ensure credit validity, and a credit transfer system is established based on the program's educational content and standards. • A method for carrying out strict grading is employed by each university, and based on it, grades are converted.
Highly Advanced	<ul style="list-style-type: none"> • Credit validity is secured at each institution, and a credit transfer system based on the program's contents and standards is established. When appropriate, a credit transfer method is systematically established using an internationally recognized credit-computation system. The appropriateness of the credit transfer method is checked and reviewed periodically. • Grading criteria are clearly articulated at each institution, and agreed upon across the faculty. A mechanism reflecting these criteria is in place to convert grades. When appropriate, a systemic method, employing unified grading standards, is adopted. The appropriateness of grading and conversion methods is checked and reviewed periodically.