

**Academic Course and Credit Information**  
**Queen Mary, University of London**  
Updated November 2011

### Choosing the Right Subjects

- The Queen Mary, University of London study abroad course catalog is accessed through the EuroLearn website via [www.eurolearn.org/Subject/ProgramID538/](http://www.eurolearn.org/Subject/ProgramID538/)
- The classes will appear listed alphabetically by the class **Title**. You will also see several other columns:
  - **Title** – name of the class or “module”
  - **Code** – course code
  - **School** – the academic department that teaches the class
  - **Semester** – the period in which the class is taught (Semester 1 = Fall, Semester 2 =Spring, Both = Full Year only)
  - **Timetable** – meeting times for classes (subject to change)
  - **Associates** – This is what study abroad students are called at Queen Mary. This column indicates whether or not the class is available to study abroad students. A check mark indicates that it is available to study abroad students.
- Finding what you need in the course catalog:
  - The search box will search course titles, school names, course codes, semester, and timetable for the search item entered. So for example entering "film" will give a list of all classes with "film" in the title and all classes offered by the School of Languages, Linguistics and Film.
  - Clicking on "Title", "School", "Code", "Semester" or "Timetable" at the top of the table will sort the items in the corresponding column in alphabetical order. Clicking on "Associates" will show you which modules are open to Associates.
- To the left of each class listed, there is a green button. Click on this button to expand to the full class description.
- The second line of each course description gives the following information: The number of credits each module is worth. This will usually be 15 credits for a semester long module and 30 credits for a year-long module. If a year-long module can be split and taken for one semester it will usually be worth 15 credits. There are some 30 credit single semester modules – for example in Drama.
- Students studying in the Fall semester can choose from modules shown as being run in “Semester 1” (or from year long modules which also have an Fall code). Students studying in the Spring semester can choose from modules shown as being run in “Semester 2” (or from year long modules which also have a spring code).
- A whole year module which cannot be taken for a semester will list “Full Year” as the semester it is offered. Semester Study Abroad students do not have access to these year-long modules.
- Choose the year most appropriate to the level you will have reached when you arrive at QMUL. The level of the module indicates the academic level of the module. The levels are 4, 5 and 6 for a bachelor’s degree and are generally equated as 4 = Sophomore, 5= Junior and 6 = Senior.

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- If you are a junior or a senior, bear in mind that level 6 courses are final year courses taken only by students majoring in the subject. Sophomores will not normally be approved to take level 5 or 6 modules.
- The timetable information gives the time(s) and day(s) when the lectures (Lec) for the module take place. Keep in mind these timetables are for the most recent semester and may not yet be available for future semesters until a few weeks prior to the start date. Your final course registration is set during orientation. You will be guided on how to verify your registration upon arrival.
- The following restrictions apply to study abroad students at QMUL:
  - Non-native speakers of English Language must meet the minimum English Language requirements
  - Medicine is the only academic discipline not available to study abroad students although there are courses available in the bio-medical field
  - Sophomores at the time of study abroad will normally be restricted to first and second year modules.
  - Some English and History courses are full year. These are specified in the course catalog.
  - English modules can fill up quickly so registration is limited.
- The majority of courses are worth 15 QMUL credits which equate to approximately 150 study hours. These 150 hours include all lectures and tutorial time plus personal study time such as preparatory reading, essay writing and revision work. One 15 credit module is equal to 7.5 ECTS (European Credit Transfer and Accumulation System) credits and typically 3-4 U.S. semester credits. Please verify your Home University policies on the equivalencies of ECTS for transfer credit at your institution.
- Following the module description, assessment methods are listed for some modules. Study Abroad Students studying for the Fall semester only will have alternative assessments set by the end of the semester and prior to the winter holidays.
- Students attending for the academic year or spring semester MUST complete all coursework and take final examinations (held in May/June). Specific exam schedules are not available until mid-Spring.

## Prerequisites and Approval

- Some subjects may indicate prerequisites. Be sure to read through the full module description to determine if you have the appropriate academic background as documented by your transcript. If your current semester courses are not listed on the transcript you submitted with your EuroLearn application you will need to provide a list of courses underway as one may represent the prerequisite. Academic departments will review your transcripts to ensure that you have met these prerequisites with equivalent classes. They will not, in most cases, require that you have taken their exact class but one with similar content.
- When you have been accepted to the EuroLearn program you will be asked to submit an Intended Subject Plan listing 8-10 modules that you would be interested in taking at QMUL in order of priority. Depending on the credit value of each course, a normal load is 4 modules.
- After QMUL has reviewed your application and Intended Subject Plan the Study Abroad Office will initiate an initial Course Registration. As modules are approved (or denied) by the departments you

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will be emailed by your EuroLearn Coordinator, and it will be recorded on your Intended Subject Plan. You may access this at anytime through your MyLearn account to learn the status of your pre-registration.

### **Course Scheduling and Enrollment**

- Fall semester offerings are typically not confirmed until mid-late July, so you may have to revisit your Intended Subject Plan to ensure that your requested classes are still available.
- Upon arrival at QMUL, there will be an add/drop period for final registration based on the class schedule and any timetable conflicts. Students will ultimately be enrolled in 4 modules.
- There is no guarantee that all courses will be available every year and timetable conflicts can also arise, so list your selection in order of preference. Please make it clear if you have specific alternatives should your first choice not be available.
- It is important that students (and Study Abroad advisors) understand that there is no guarantee on the availability of modules. This is why it is crucial that students submit multiple choices in order of priority.

### **Academic Differences between the U.K. and the U.S./Canada**

Students in England typically attend university for three years, beginning courses in their major during their first semester since there is not a "general studies" requirement like most U.S. and Canadian four-year institutions. First level classes are at least equivalent to sophomore level classes in the U.S. as British students often begin specializing in their subject area one to two years prior to university.

QMUL degrees are based on 3 year programs of study. Local and international Degree seeking students take a planned set of core and optional modules/courses on a year by year basis as part of their program. Each program is managed as a coherent offering by a School/Department within the Faculty. Unlike the degree students, study abroad students are able to take modules from varied disciplines, although enrollment in modules within the same discipline is easier for scheduling.

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# GRADING CONVERSION GUIDE

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## Queen Mary, University of London

Queen Mary, University of London recognizes that the transfer of credits and conversion of marks for students who have participated in the Study Abroad/Exchange Program of the University is the responsibility of the visiting student's home institution. The following information is a guide to assist in understanding the University's numerical grading.

The following conversion scale, approved by the Quality Enhancement Committee, is issued with Queen Mary transcripts for Study Abroad students as a recommended conversion scale into US grades. The same scale is used to convert grades earned by Queen Mary students on exchange programs in the United States into Queen Mary grades for incorporation into their Queen Mary academic record.

<i>Queen Mary % mark</i>	<i>Queen Mary grade</i>	<i>US grade</i>
75 – 100	A	A+
70 – 74	A	A
66 – 69	B	A-
63 – 65	B	B+
60 – 62	B	B
55 – 59	C	B-
50 – 54	C	C+
45 – 49	D	C
42 – 44	E	C-
40 – 41	E	D
0 – 39	F	Fail

Students studying full time at Queen Mary take 60 credits per semester with a normal load of 4 classes. The majority of course units at Queen Mary are worth either 15 credits with a few exceptions.

Each 15 credit module is equal to 150 notional study hours. These 150 hours include all lectures and tutorial time plus personal study time such as preparatory reading, essay writing and revision work. One 15 credit module is equal to 7.5 ECTS (European Credit Transfer and Accumulation System) credits. As a general rule, a 15 credit module at QMUL transfers as 3-4 credits in the U.S. semester system.

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