

OFFICIAL GRADES CERTIFICATES: ELECTIVES, DUAL DEGREES AND LONG EXCHANGES CASES

The Official Grades Certificate is a document which indicates the official courses and the corresponding ECTS that a student has already passed. In this document we will analyze three specific cases: elective courses, Dual Degree Masters and Long Exchanges.

Some Master Programs have an Elective Period during which students attend the elective courses that they have already chosen before, to develop skills in specific areas. These courses must appear on the official grades certificate and we will explain in this document how to include them.

A special attention must also be paid to the official grades certificates issued after a student has finished a Dual Degree. We will analyze the courses and the credits that must appear in each Master certificate.

Lastly, we will check which courses will appear on the student's official grades transcript for Long Exchanges cases.

ELECTIVE COURSES

All the chosen electives, not a generic 18-credit course, must appear on the official grades certificate. The type of ECTS (whether optional or mandatory) and the grade for each course is additional mandatory information that must be included.

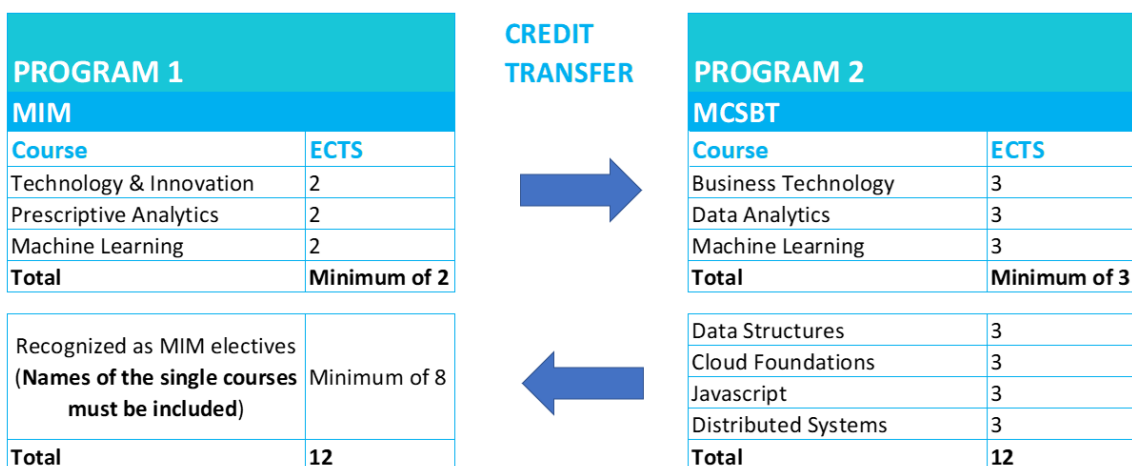
NOT CORRECT				CORRECT			
Course	ECTS	Grade	Modality	Course	ECTS	Grade	Modality
Electives	15	7	OPT	Big Data	3	6	OPT
				Digital MKT	3	7	OPT
				Supply Chain	3	8	OPT
				Innovation	3	7	OPT
				Negotiation	3	8	OPT

COURSE RECOGNITION WITHIN IE DUAL DEGREES

After finishing a Dual Degree, the student receives two different certificates, each one of them with their own single transcript and GPA.

Which courses must appear on the certificate?

For example, for a Dual Degree composed of a Master in Management (MIM) + Master in Computer Science and Business Technology (MCSBT), we would have to apply the subject recognitions that appear in the chart below:



The official MIM transcripts have to reflect the MCSBT courses. The courses have to include their corresponding ECTS, the grade obtained in the MCSBT program and an asterisk, signaling it is a recognized course.

The official MCSBT transcripts have to reflect the original MCSBT courses, their corresponding ECTS and grades obtained in the MIM program along with the asterisks, indicating that they have been recognized.

COURSE RECOGNITION PROCEDURE FOR EXCHANGES

The following documents, created before the Exchange starts, must Support the mobility initiatives:

1. A grade conversion document between the two different higher education systems.
2. A learning agreement that must include: (i) a list of the courses to be completed at the partner School and that will be recognized by IE, and (ii) the corresponding IE official courses and ECTS they will substitute.

Once the Exchange has finished, the IE official courses will appear on the student's official grades transcript, along with the name of the institution where the courses were completed (if the course names do not exist on Atenea, we must request that the Program Operations Department creates them), ECTS and grade (no asterisk).

Example:

YALE			MIM Transcript		
Courses	ECTS	Grade	Courses	ECTS	Grade
Big Data	3	B	Datos para toma de decisiones (Yale University) (cursada en inglés/taken in English)	3	6
Digital MKT	3	B+	Digital MKT (Yale University) (cursada en inglés/taken in English)	3	7
Supply Chain	3	A-	Supply Chain (Yale University) (cursada en inglés/taken in English)	3	9
Innovation	3	B+	Innovation (Yale University) (cursada en inglés/taken in English)	3	7
Negotiation	3	B	Negotiation (Yale University) (cursada en inglés/taken in English)	3	6

(53747) LIDERAZGO, SOSTENIBILIDAD Y GOBIERNO/LEADERSHIP, SUSTAINABILITY AND GOVERNANCE (ERASMUS UNIVERSITEIT ROTTERDAM) (Cursada en inglés/Taken in English) - 2nd semester	5	OP	17/18	8.0(N)	-
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