**Annex C – Information to provide for applicants graduated in a foreign University**

An applicant that has obtained a degree in a foreign University must provided in the application form the following information:

* **Weighted average (**$V^{M}$**) of the grades achieved for the exams (**reported in the *Transcript of Records*), using as a weight the number of credits for each course.

The weighted average shall be computed by excluding the grade attributed to the thesis discussion (as well as its credit). The weighted average is obtained by multiplying each grade (*gradei*) by the number of credits of that exam (*#creditsi*). Then, the sum of such values is divided by the total number of credits, as explained below:

$V^{M}=\frac{\sum\_{}^{}(grade\_{i}×\#credits\_{i})}{\sum\_{}^{}(credits\_{i})}$

For example, let us consider three exams:

- exam 1: $grade\_{1}$=28 ($\#credits\_{1}$=9)

- exam 2: $grade\_{2}$=25 ($\#credits\_{2}$=12)

- exam 3: $grade\_{3}$=23 ($\#credits\_{3}$=6)

We obtain $V^{M}$ *= [(28x9)+(25x12)+(23x6)]/(9+12+6)=25.56*

* **Minimum (sufficient) grade necessary to pass an exam** in the University where you graduated ($V\_{min}$);
* **Maximum grade that can be achieved in an exam** in the University where you graduated ($V\_{max}$);
* **Grade achieved for dissertation** (if available) in the University where you graduated ($V^{thesis}$);
* **Minimum (sufficient) grade that can be achieved for the dissertation** in the University where you graduated ($V\_{min}^{thesis}$);
* **Maximum grade that can be achieved for the dissertation** in the university where you graduated ($V\_{max}^{thesis}$).

If the University uses an ordinal scale for grades (e.g., A, B, C, etc.), it must be necessary to convert the grades in a numerical scale using the conversion table provided by the University where you graduated or, if not available, using the information available at the following link https://www.scholaro.com/pro/Countries/.

Note: if the conversion table provides an interval of value, the interval average value shall be considered (see the Example below).

**Example**

Transcript of record:

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Grade** | **Course Credit** |
| Course 1 | AA | 4 |
| Course 2 | AB | 1 |
| Course 3 | BB | 4 |
| Course 4 | AB | 1 |
| Course 5 | AA | 3 |
| Course 6 | BC | 3 |
| Dissertation | AB | 12 |

We convert the grades using the example of conversion table available below (you need to use the one from your University or at least one from your country)



Since the table provides intervals of grades, we will use the average value for each interval, as shown below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Grade** | **Credits** | **Numerical grade** |
| Course 1 | AA | 4 | 10 |
| Course 2 | AB | 1 | 9.5 |
| Course 3 | BB | 4 | 8.5 |
| Course 4 | AB | 1 | 9.5 |
| Course 5 | BB | 3 | 8.5 |
| Course 6 | BC | 3 | 7.5 |
| Dissertation | AB | 12 | 9.5 |

$V^{M}$ is then computed excluding the dissertation grade:

$V^{M}$ *= [(10x4) + (9.5x1) + (8.5x4) + (9.5x1) + (8.5x3) + (7.5x3)]/(4+1+4+1+3+3)=8.81*

Besides $V^{M}$*,*  the applicant must also provide:

* $V\_{min}$: **4**
* $V\_{max}$: **10**
* $V^{thesis}$: **9.50**
* $V\_{min}^{thesis}$: **4**
* $V\_{max}^{thesis}$: **10**