



## Completing the credit policy template

If your institution awards credit to students for Cambridge International AS & A Level exams, please complete and upload the credit policy template. Below are guidelines for entering data into the template.

**Credit Subject:** Enter the Cambridge International subject or syllabus name, e.g. Biology.

This field is limited to 40 characters. For Mathematics subjects which have longer titles, please abbreviate as shown below:

- Maths (Pure, Mech, Prob & Stats)
- Maths (Pure, Prob & Stats)
- Further Maths (Pure, Mech, Prob & Stats)
- Further Maths (Pure, Prob & Stats)

**Credit Syllabus Code:** Enter the 4-digit syllabus code given to each subject by Cambridge International, e.g. 9093 for Cambridge International A Level English Language. Syllabus codes can be found in the course name drop down list and on our [website](#).

**Credit Qualification Level:** Enter the qualification level of the credit subject, e.g. Cambridge International AS Level or Cambridge International A Level. If you offer different credit for AS and A Level, please list each qualification level separately.

**Grade Minimum:** Enter the minimum Cambridge International score, or grade, required for credit as letter grades, e.g. A, B, C, D or E. Please use lower case letters for AS Level grades and upper case letters for A Level grades, as shown in the grade chart below.

AS Level	A Level	United States
a	A*	A+
a	A	A
b	B	B+
c	C	B
d	D	C+
e	E	C
U (ungraded)	U (ungraded)	D+
U (ungraded)	U (ungraded)	D
U (ungraded)	U (ungraded)	F

Source: AACRAO Edge's UK/US grade comparisons  
<http://edge.aacrao.org>

**Course Name:** Enter the university or college course name associated with the subject, e.g. ENC 1101, ENC 1102, ENC 1102, LIT 1000. There is a character limit of 40 characters for the course name field, including spaces.

**Credit Hours Awarded:** Enter the number of credit hours awarded, e.g. enter "5" for 5 hours.

**Course Type:** Do not edit. These columns are set to N as standard – please do not change this.

**Credit Comments:** Enter any additional information regarding individual subjects. This information will be displayed along with your credit table.