

INSTRUCTIONS: M PHIL GRADE CONVERSION + VERIFICATION

All those who seek to complete this process are required to follow the steps given below:

- (i) Complete the details set out in the PDF file that you can access through the attached link
- (ii) Use the attached conversion table (from alphabet-grades to percentage) to calculate your score, keeping in mind that
 - (a) if you joined the M Phil programme before 2004, you must divide your total score by 8
 - (b) if you joined the M Phil programme between 2004-2008, you must divide your total score by 9
 - (c) if you joined the M Phil programme beginning 2009 or after, you must divide your total score by 10
- (iii) Take a print-out so that the top page carries the details mentioned in (i) and the obverse page carries the conversion table

Hand this in to the office, allowing 3 working days for verification. Please note that the office will not be responsible for delays in processing the application