

## ENPC School of International Management

### Faculty Brief: Grading, Assessment & Absence Policies

#### Objective

Grading and assessment ensure that to pass a module a participant has demonstrated that he/she achieved the learning outcomes set for each course and reached the required standard to ultimately graduate from the program.

To award the MBA the School must provide evidence of participant learning and achievement, both at an individual and a class level, and show consistent standards of teaching through the assessment process and the eventual grading outcomes. The School adopts an approach to assessment and grading which includes the different forms of assessment: feedback, evaluation, marking and a recognized level of achievement. The grading and assessment is designed to ensure that to pass a module or course (and the program) the participant has demonstrated that he/she has achieved the learning outcomes set at a level deemed satisfactory by the faculty.

#### Learning Outcomes

All courses in the MBA will have clearly defined learning outcomes as described in each course syllabus and as agreed between the teaching faculty and the Academic Director. The assessment will then be based on measuring each participant's performance against the pre-defined learning objectives.

The School's Academic Committee reviews, on an annual basis, the learning objectives set for each course and the basis of assessment used to which changes are made as needed.

#### Grading

The School follows a competence-based assessment of participants' performance against pre-set learning objectives. It sets a threshold level to determine whether a skill or outcome has been achieved.

The following table sets out the grading scheme used in the program. These marks (after weighting adjustment, if required) are then consolidated to calculate the overall program grade and performance. The scale, of 0-20, and the pass level set at 10, is consistent with the French grading system in general, and the system used by the parent school, l'Ecole nationale des ponts et chaussées (also known as Ecole des Ponts ParisTech), in particular, for its graduate programs.

Descriptor	Definition	Grade
<i>Distinction</i>	Outstanding, exceptionally high standard	19-20
<i>Distinction</i>	Excellent in most respects, very minor defects	18
<i>Distinction</i>	Very good to excellent, a few minor defects	17
<i>Pass</i>	Generally very good, but with some defects	16
<i>Pass</i>	Good creditable work, but with a few notable defects	15
<i>Pass</i>	Quite good, but with a number of shortcomings	14
<i>Pass</i>	A fair effort, but with a number of significant shortcomings	13
<i>Pass</i>	Acceptable standard to validate the module	12
<i>Pass</i>	Borderline, a number of significant shortcomings	10-11
<i>Fail</i>	Standard of work is not sufficient or acceptable to achieve a pass grade	8-9
<i>Fail</i>	Completely unsatisfactory, a number of serious shortcomings	1-7
<i>Fail</i>	Plagiarism	0
<i>Fail</i>	Unauthorized withdrawal	0
<i>Fail</i>	Academic misconduct	0

### Overall Program Assessment

In order to graduate, each MBA participant has to achieve and maintain an overall standard in terms of grades awarded. This standard requires that each participant must attain for the courses taken a minimum Grade Point Average (GPA) of 12/20, in order to graduate from the program. All courses taken by a participant will be graded and will count towards the GPA.

The method of GPA calculation used in the MBA program is a weighted average, applied as follows:

$$\text{GPA} = \frac{(\text{Grade}_1 \times \text{Credit value}) + (\text{Grade}_2 \times \text{Credit value}) + \dots + (\text{Grade}_N \times \text{Credit value})}{\text{Number of credits}}$$

Some courses in the MBA program are defined as compulsory, or core, courses. In order to graduate, each MBA participant is required to pass all compulsory courses. Should a participant fail a compulsory course, he/she will be given an opportunity to re-take the examination or re-submit the assignment. The exception is where a participant is guilty of plagiarism in which case a fail grade or "0" is given.

In the event that a participant wishes to appeal against a fail grade, he/she should follow the appeals procedure outlined in Section 4.9 of this Participant Handbook.

## Assessment

### Participant ID Numbers

In our MBA programs participants are assigned a random ID number to be written on individual and group assignments and examination papers in lieu of names, to make the process anonymous.

### Assessment by Faculty

The School requests that faculty use the full range of available grades and that the grading is based upon the participants' success in demonstrating their achievement of the learning objectives for the course, as set out in the course syllabus.

When grading the work, faculty members are required to provide constructive written feedback / comments on each assignment or examination to every participant, indicating the reasons that the specific grade was awarded.

Faculty members are expected to return the final course grades to the MBA Program Coordinator within the three weeks that follow their receipt of those examination scripts or assignments.

Assignment deadlines and examination dates are set by the Office of Academic Affairs in coordination with the faculty, and are generally **within 1 to 3 weeks after the last day of the course**.

Final course grades are based on at least two of the following assessment criteria.

- **Individual Assignments:** Prepared individually and submitted within a set time limit. Individual assignments must weigh for at least 55% of the final grade.
- **Class Participation:** Participation includes making relevant and positive contributions during the class. The School requires that the class participation grade be no more than 10% of the total grade in classes over 20 participants and no more than 20% in classes under 20 participants.
- **Team Assignments:** Prepared by all members of a team. Only a team member who has made a significant contribution to the assignment can be listed as co-author of a group assignment. Each team is expected to submit on the cover page of the assignment the amount of contribution made by each team member.
- **Oral Presentations:** Faculty members often require individuals and/or teams to make a presentation to the class. Assessment includes the quality of content, presentation skills and the quality of the visual aids used.
- **In-class examinations:**
  - Closed-book exams: A closed-book examination is written individually without aid or assistance of a computer, an electronic device, notes, or books.
  - Open-book exams: The professor will designate the material that may be used during the exam. When approved in advance by the faculty, personal computers may be used. Calculators, books or notes cannot be shared.
- **Take-home examinations:** Must be completed individually and within a set time limit.

## Class Attendance

Participants are advised that they must strictly adhere to class start and end times and be present for all class sessions. Not meeting the attendance criteria may result in a fail grade being awarded for the course.

Participants are required to attend all classes in order to validate each module. **In the event of any absence, whether authorized or not, participants must compensate for the class hours missed with make-up work to be assigned by the professor** which will require a time investment equal or superior to the time missed from class. Professors will assign make-up work relative to the matter treated in class during the participant's absence.

All absences must be justified, authorized by the Office of Academic Affairs and, to the extent possible, authorized prior to absence. Please note that all absences must be made up for with extra course work equal to or superior to the class time missed, even if the absence is justified and pre-approved!

Any unauthorized absence beyond 20% of the contact hours of a module (1-day for a 5-day module, ½-day for an elective) will result in the student receiving a grade penalty for the class as follows:

In one-credit courses,

- An absence of up to one day will be sanctioned by the faculty member as deemed appropriate.
- An absence of 1 to 2 days will be sanctioned with 4 points deducted off the final course grade.
- An absence of more than 2 days will result in a final course grade of 0/20.

In half-credit courses,

- An absence of up to 1 half day will be sanctioned by the faculty member as deemed appropriate.
- An absence of up to 1 day will be sanctioned with 4 points off the final grade.
- An absence of more than 1 day will result in a final course grade of 0/20.

Faculty members are responsible for keeping track of class attendance. In case of illness or exceptional circumstances, participants are required to submit a written proof to the Office of Academic Affairs.

## Submission of Assignments

Participants are responsible for ensuring that their individual and team assignments are submitted to the Office of Academic Affairs on time. All assignments must arrive at the Office of Academic Affairs before 17:00 on the day of the submission deadline. Late assignments are not accepted and result in a fail grade for the assignment.

Assignments are to be submitted to the Program Coordinator in paper and/or electronic versions as specified by the faculty in the relevant course syllabus. If this is not clearly specified in the course syllabus, participants are to submit an electronic copy of their assignment.

## Plagiarism

Plagiarism (presenting another's work as one's own) is regarded as **a very serious offense** at ENPC and is therefore subject to strict and severe academic penalties, including an automatic fail grade (0/20) of the course. A second offense results in immediate expulsion from the MBA Program. This policy also applies to participants who engage in serious misconduct and also to those who aid, abet, or permit academic misconduct. This is defined as cheating and copying in individual examinations.

If the plagiarism or cheating occurred during an elective course, the participant will not be given a chance to retake the exam or re-submit a new assignment. If the plagiarism or cheating occurred during a compulsory course, the participant will be given a chance to retake the exam or re-submit a new assignment. The maximum course grade he or she can earn in this case is a 10/20. The transcript will show the revised grade as well as the initial grade of 0 with an explanation that plagiarism was committed in this course. Both grades will be taken into account in calculating the Grade Point Average.