



Study Regulations

Academic Year 2016 - 2017



From Theory To Practice

Updated September 2016

Study Regulations

2016-2017 Academic Year

Academy Profession (AP) and Bachelor Degree Study Programmes

This document contains the study, internship, examination, and grade issuing policies and regulations applicable for the Academy Profession (AP) and Bachelor degree study programmes at the International Business College Mitrovica (IBCM). These policies and regulations have been approved by the Academic Council of the IBCM and they are published on the IBCM webpage. These policies and regulations are valid for students in the 2016-2017 academic year.

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1. **Study content**

IBCM offers three main study programmes at the Academy Profession level, comprised of a 120 ECTS (four semesters) at the International Standard Classification of Education (ISCED) level 5b.

- Marketing and Management (MM)
- Public Administration (PA)
- Environmental and Agricultural Management (EAM)

IBCM offers three main top-up programmes at the Bachelor level, comprised of 90 ECTS (3 semesters) at the International Standard Classification of Education (ISCED) level 6:

- International Marketing and Sales (ISM)
- Public Service Management (PSM)
- Environmental and Agricultural Management (EAM)

The objectives and learning outcomes of each programme are located in the Student Handbook and Programme Handbooks available on the IBCM website.

1.1. Admission to the study programme

All IBCM study programmes build upon a secondary school education. Students of the study programme have an educational background of at least 12 years, which is completed with a secondary school diploma and Matura exam.

In addition, applicants to the Marketing and Management, Environmental and Agricultural Management, and Public Administration study programmes need to fulfil the criteria below:

- Advanced English language skills;
- Passed written IBCM entrance examination;
- Passed IBCM admission interview.

1.2. Period of studies and workload

Academy Profession level

For being awarded the Academy Profession degree, students have to achieve 120 ECTS points. One ECTS point is equivalent to a workload of 25-30 time hours. The total workload of the two year study programme is 3000-3600 time hours.

Bachelor level

For being awarded the Bachelor degree, students have to achieve 90 ECTS points as a top up to the 120 ECTS already achieved at the AP level.

One ECTS point is equivalent to a workload of 25-30 time hours. The total workload of the 1.5 year top-up study programme is 2250-2700 time hours.

1.2.1. Student attendance

Students of the IBCM have made a commitment to work towards achieving the learning objectives of the study programme by enrolling in the college. In order to achieve success in the study programme, it is important students actively participate in their scheduled college activities, such as lectures, workshops, projects and examinations. Therefore, students should expect that attendance will be taken into consideration as part of their course grades.

Attendance at Academic English and Study Skills lessons is mandatory (for students in the first, second and third semester) and attendance for this course counts towards student's overall attendance score.

Attendance by students is measured by an attendance sheet that is prepared by the student service before each class and is handed over to the respective lecturer who takes the attendance. The lecturer then delivers the attendance sheet to student service who enter the data into the system.

If a student is unable to attend a lecture, he/she will be marked as an absent (unexcused) unless he/she does the following:

- In case of a planned absence (e.g. family circumstances, doctors or dentist appointment) the student will inform the course lecturer by a written statement and/or valid medical certificate at least two working days in advance. The absence must be approved in writing by the course instructor. ;
- In case of an unplanned absence (e.g. illness, doctors or dentist visit) the student will inform the course lecturer by phone or via email on the first day of absence, unless there are extenuating circumstances. If a student is absent more than three days he/she is required to submit a valid medical certificate to the student service office within 7 working days from the last day of illness. The evidence will be filed and student services will follow up with the lecturer if required.

1.3. Semester composition

The IBCM applies a semester structure during the academic year. There are two semesters; a winter semester, starting in the first week of October and summer semester, starting in last week of February / first week of March. A semester at the IBCM lasts 16-18 weeks.

1.4. Composition of the study programme

All study programmes are composed of modules and subdivided in different courses.

A module is a thematic and time defined study unit, which can consist of several individual courses, which impart corresponding competences. In order to pass a module, a student has to obtain a passing grade based on the calculated average course grades. If a module is split into several courses, the grade of the module has to be calculated out of the final grades for the different courses, belonging to the module. The respective ECTS point weight for the

entire course composition of a module is to be allocated accordingly to the entire module in case the final module grade is a passing grade. A module can last up to two semesters. Modules can be examined jointly.

A course is a thematic and time defined study unit. A course inseminates a set of pre- defined knowledge and competences. A course cannot exceed the period of a semester. Courses can be examined individually or jointly. Courses and modules can include field visits, guest lectures and company projects.

The learning outcomes and contents of each module and course are defined in a Programme Handbook, which is published on the IBCM webpage.

The first semester of all study programmes is a general semester. A student has to make his final choice about whether to join the Marketing and Management, Environmental Management, or Public Administration study programmes at the start of the semester. It is up to the IBCM academic programme coordinators to approve, object, or change a decision after this deadline.

The first general semester consists of the modules and courses defined below. The modules and courses for subsequent semester in each programme are provided in the Programme Handbooks.

Module	Course	ECTS
	Principles of Marketing	4
	Mathematics and Introductory Statistics	4
Principles of Economics	Principles of Accounting	2
	Microeconomics	4
	Effective Communication	3
	Organizational and Management Studies	5
The Modern State and the European Union	Introduction to EU Studies	4
	Public Sector in the Modern State	2
	Introduction to Environmental and Agricultural Management	2
TOTAL		30

1.5 Recognition of studies at other institutions of higher education

A student can import educational elements that s/he has earned at another institution of higher education into his/her records. The precondition for this is that the element in question had been assessed according to a grading scale that is translatable to the ECTS grading system and that the element in question is similar to a course in the curriculum of an IBCM study programme, either core or elective. On written request, the respective programme coordinator decides about whether an educational element is importable or not, in coordination with the respective lecturer(s) of the discipline in question. The number of credits accepted from other institutions cannot exceed 50% of the credits that count towards the IBCM degree.

At the course level, 70% of the learning outcomes of the course which the student wishes to transfer to IBCM must be in common with the learning outcomes of the IBCM course.

2.0 Internship

2.1. Internship

An internship is an on the job training. All students must complete at least one internship during their studies at IBCM, defined by the different programmes below.

MM/ISM and EAM Programmes

The internship at the AP level has to be passed in the 4th semester of studies and at the Bachelor level, the internship has to be passed in the 7th semester of studies. The internship has to last no less than ten weeks, but normally twelve weeks or more. Each internship has to be equivalent to a full time (40 work hours per week) position and each has a weight of 15 ECTS points.

PA/PSM Programme

Students who opt to graduate with an AP degree in the Public Administration programme must complete an internship in their 4th semester of studies. The internship has to last no less than ten weeks, but normally twelve weeks or more. Each internship has to be equivalent to a full time (40 work hours per week) position and each has a weight of 15 ECTS points.

Students who complete both the AP and Bachelor degrees in PA/PSM programmes at IBCM **cannot** complete an internship at AP level, and then continue to the Bachelor level. Students must instead complete the 4th semester coursework defined in the Programme Handbook. At the Bachelor level, the internship has to be passed in the 6th semester of studies and has to last a minimum of twenty weeks. The internship has to be equivalent to a full time (40 work hours per week) position and has a weight of 30 ECTS points.

2.2. Goals and objectives of the internship

The purpose of the internship is to provide the student with the opportunity to qualify his/her study and employment skills through specialisation and by putting subjects widely related to the aim of the programme into perspective.

The internship is conducted in the fourth semester of the programme and it links knowledge from prior semesters with the independent final examination project, and is thus characterised by individual choices and more independent study activity.

The objectives of the internship are as follows:

The student shall have knowledge of:

- The professional area's applied theories and methods as well as practice;
- Concepts and methods as well as reflections on the application of concepts and methods within the chosen problem.

The student shall have skills in:

- Applying a comprehensive set of technical, creative and analytical skills, attached to employment within the industry;
- Assessing practice-based problems and state possible solutions;
- Communicating practice-based problems and proposals for solutions;

The student shall acquire competencies to:

- Acquire skills and new knowledge as regards the profession in a structured context.

2.3 Supervision of the internship

Every student of has to select an internship supervisor among the IBCM faculty before the end of his/her semester preceding the start of the internship. The internship supervisor would normally be the

same as the student's supervisor for the AP or Bachelor project. The internship supervisor has to decide about whether the prospective internship place of the student meets the criteria for an internship. The organisation where the student is willing to conduct his/her internship must appoint an organisation supervisor. The intended learning outcomes for the internship have to be formulated by the student and approved by the internship supervisor and the organisation supervisor, before the student begins his/her internship.

2.4 Start of the internship

A student has to start his/her internship no later than the third week of the semester. A student may start later under exceptional circumstances with written approval from the internship supervisor (lecturer). The student is still responsible for fulfilling all course requirements within the semester timeframe.

2.5 Internship report and evaluation of the internship

The student has to hand in an internship report of 8-10 pages within one week of completion of his/her internship.

The internship report should contain:

- A description of the organisation and its products and/or services;
- A description of and reflection on the intern's tasks;
- A analysis of the connection between the intern's tasks and the work processes of the organisation;
- Solution proposals for challenges in the student's tasks or the processes of the organisation;
- A conclusion, that sets the report in relation to the final exam project.

The internship report has to be assessed passed/failed no longer than one week after it has been submitted.

The internship report is regarded as an exam and has to be passed before the student may submit his/her AP or Bachelor thesis.

If a student fails the internship report, or if the instructor receives negative feedback from the internship organization, the course instructor may schedule an *evaluation conversation* to assess the student's learning outcomes in comparison with the set aims.

Additional guidelines and responsibilities of the student, organisation supervisor, and mentor, are described in the respective programme handbooks.

3 Examination and Assessment

3.1 Examinations

3.2 An exam is an assessment, intended to measure a test-taker's knowledge, skills and competences. An examination can assess one or several courses or modules and can be assessed passed/failed or given a numerical graded.

Registration for examinations

By attending a course or module, a student is automatically registered for the respective course or module examination.

3.3 Types of assessments and examinations

Student learning is evaluated through different kinds of examinations and assessments. Examinations and assessments may include:

- **Course Assignments (formerly known as Compulsory Assignments):**

A Course Assignment (CA) can consist of different assignment components, written and/or oral, and may also include attendance and participation. CAs have to be issued from the first semester of studies onwards for each course. The CA of a course comprises 40% of the final grade of the course. The only exception from this is the module Business Planning in the EAM/MM programme that is not examined with a CA. It is up to the responsible lecturers to define the components of a CA,

together with the weighting of the assignment components. The components of the CA and the assigned grade percentages for each component are published in the syllabi of all courses for each programme. The components of the CA and their respective grade percentages are explained to the students at the start of a course.

- **Interdisciplinary Projects:**

Every student has to conduct one interdisciplinary project in each semester, where learning outcomes of all modules can be assessed. At the AP level, at least three courses must be included as part of the semester project. Projects consist of a written part (group and individual work) and an oral part (group presentation but graded by individual), each worth 50% of the final project result. Projects are graded (not pass or fail) and are mandatory for the completion of the semester. Interdisciplinary projects are a prerequisite to receiving the double diploma.

Students must have at least 55% percent on the written and oral examinations as one combined grade in order to pass the project and the semester.

- **Final examinations:**

Final examinations are conducted at the end of the semester. The final examinations have to cover the learning outcomes for the semester. The final exam comprises 60% of the course grade.

- **Internship report:**

The specifics of the internship report are defined in section 2 of these study, internship and examination regulations. The internship report is assessed pass/fail.

- **AP and Bachelor Thesis Project:**

The specifics of the AP and Bachelor thesis project are defined in article 3.15. The AP and Bachelor thesis projects are graded. The written thesis stands for 70% of the final project grade, the oral defence stands for 30% of the final project grade.

3.4 Final examination overview

Final Examination overviews by Semester and Programme are available in the Programme Handbooks and Course Syllabi. Final exam weeks are scheduled in the Academic Calendar. Final Exam schedule is published one week before the exams take place.

3.5. Combination of examinations

If an exam consists of sub-assignments for a single course, the final results of every sub-assignment have to be used to calculate the average exam result. If an exam consists of sub-assignments per course within a module, the final results of every sub-exam have to be used to calculate the average exam result. In case a student has failed his/her final examination attempt(s) for (a) sub-assignment(s), the received grade(s) will be used to calculate the average exam result. When the exam or assignment average results in a passing grade, the student will pass the exam and the respective course or module.

3.6. Calculation of course and module grades

Course grades are calculated based on the various assessments that make up 100 percentage points for the final course grade. This includes the 60 percentage points allocated to the Final Exam, and 40 percentage points allocated to other course assessments, including assignments, projects, reports, oral presentations, attendance, and participation. The total points of each component add up to the final course grade.

Module grades are calculated out of different course grades. Thereby a course grade has to be considered as by the ECTS point weight of the respective course. The respective ECTS point weight for the entire course composition of a module is to be allocated accordingly to the entire module in case the final module grade is a passing grade.

3.7. Examination and assessment process

The examination weeks for course assignments, projects, trial exams, final exams are communicated to the student at the start of the semester. Changes in the examination schedule have to be communicated up to five days before the exam is held. Exams start exactly as scheduled. Late arrivals are still required to complete the exam within the original timeframe.

If a student is absent due to valid and exceptional circumstances, such as illness or bereavement, and the student can document this with a medical certificate or other documentation, provided to student services. The request for an additional examination attempt has to be directed to the Quality Assurance Office.

Exam results have to be communicated within 14 days from the examination date. Exams are to be communicated by the student service office via email and through the online grading system. Students have the right to check their exams and the grading key.

A student has the right to request and receive a complete overview of his/her grades (unofficial transcript) within seven days from the student service office. Official transcripts can only be provided if the student is in good financial standing.

3.8. IBCM grading scale

The IBCM applies the grading scale below for issuing final course grades:

Performance	Excellent	Very Good	Good	Fair	Adequate	Inadequate	Unacceptable
Grade percentage	> 95%	85% - 95%	75% - 84%	65% - 74%	55% - 64%	< 55%	Cheating / No exam
Grade in ECTS grading system	A	B	C	D	E	F	F
IBCM grades	12	10	7	4	2	0	-3

Final course grades are composed of the sum of points allocated to each assessment within a given course or module.

3.9. Course or module failure

A course where a student receives a final course grade with 0 or -3, as a result of all components of the course including courses assignments, projects, and final examination, is regarded as failed. A student who fails a second attempt of a final examination, semester project or AP thesis, thereby finally fails the course or module.

In case the final failure of an examination does not result in an overall failing grade for a course that has been examined by multiple examinations, student will pass the respective course. If the student fails up to two courses, including the semester project, in one semester after all examination attempts within the semester have been taken, the student can continue to study in the next semester under the condition that they must repeat the failed course or exams the next time the course or exam is offered.

If the student fails more than two courses, the student cannot continue into the next semester. They must retake all courses failed when they are offered again.

3.10. Appeal to examination result

A student can formally appeal his/her examination result within one week after publication of his/her grade. Formal appeals have to be in writing and have to be addressed to the Quality Assurance Officer. The appeal of a final examination must follow the procedures established by the IBCM. The student can continue attending lessons in the following semester until the results of the appeal are decided.

Grounds for appeal must be substantiated evidence compiled by the student. Valid grounds for appeal include:

1. Unfair grading (evidence: written explanation by the student)
2. Medical reasons (evidence: medical certificate)
3. Emergency family obligations
4. Other (explanation provided)

Process:

- Upon receipt of the examination/grading result, students should immediately discuss the matter with the lecturer of the course.
- If the lecturer and student cannot resolve the case informally, the student and/or lecturer should seek advice from the programme coordinator and/or the quality assurance officer within one week of the receipt of their results.
- If the matter cannot be resolved informally, the student may submit a formal appeal to the Quality Assurance Officer and to the program coordinator no later than two weeks after the grade or result has been published.
- The formal appeal includes:
 - Student explanation of the grounds for the appeal.
 - Evidence of claim
 - Written explanation from the lecturer

- o Signature of the lecturer, student, and programme coordinator verifying that this matter could not be resolved informally.

The Quality Assurance (QA) Officer together with the program coordinator will investigate with the lecturer, student, , as well as at least one additional lecturer and, if applicable, a Student Service Officer. The QA Officer must submit a written response to the students within one week of receipt of the appeal.

The Quality Assurance Officer and the program coordinator can decide to:

- Re-grade the examination;
- Order a re-sitting of the examination;
- Not to re-grade the examination.

The re-examination has to take place within two weeks after the Quality Assurance Officer and the program coordinator have decided in favour of the re-examination. The examiner of the re-sit examination has to be a different examiner than the examiner of the original examination.

If the appeal is rejected, the student can appeal the decision of the QA Officer and the program coordinator within one week of receipt. S/he must do so in writing to the Academic Council and include all evidence submitted during the previous appeals process. The Academic Council 's decision is final.

The case has to be documented by student services and kept in the relevant student file.

3.11. Fraud in examinations and plagiarism

Attempts of a student to influence examination results by using non-permitted aids or by fraud automatically lead to a failing of the respective examination. Non-permitted aids are specified at the

exam paper of every individual exam. Fraud is indicated with a failed assessment for pass/fail exams and -3 for graded exams.

For every examination at IBCM, a plagiarism policy is applied. For every original work or exam that is submitted by a student, the course lecturer is responsible for performing a check for plagiarism, which may include the use of anti-plagiarism software (through Turn-it-in). The plagiarism software calculates to what extent students could have plagiarized specific sources for information. For exams that are submitted as a hardcopy the lecturer responsible for grading will check the exam for attempts of plagiarism.

A student is found guilty of plagiarism when the exam s/he has submitted has a score above 15% of plagiarized material quantity. In case an exam is not checked by the plagiarism software, unreferenced direct quotes of more than 10 words from written sources without the use of quotation marks and a proper reference are considered as plagiarism. Other forms of plagiarism include:

- The use of video and sound material without a reference and presenting it as one's own work;
- Consistent paraphrasing of above mentioned printed texts and the works of authors without the use of quotation marks and a proper reference;
- Copying other students' work and presenting it as one's own work; including items of assessment which are written in conjunction with other students (without prior permission of a lecturer).

Plagiarism is indicated with the assessment fail in pass/fail exams and -3 in graded exams. Cases of fraud in examinations and plagiarism are generally referred to heads of departments and the quality assurance officer, who can decide on appropriate course of action for the student.

3.12. Repeating of an examination

An examination has to be repeated if:

- The examination had been assessed as failed, in case of a pass/fail exam
- The examination had been assessed with 0 or -3.

Every examination, except course assignments, which are at the discretion of the lecturer, can be attempted **two times** within a semester. In exceptional cases, IBCM can grant a 3rd examination attempt to a student, which may involve an additional administrative charge.

In case students are not able to attend an examination because of an (un) planned absence without providing the requested evidence on time, the next examination chance is not to be considered as the first examination attempt, but as the following re-sit attempt.

3.13. Re-sit exams in case of illness

In case a student reported ill on an exam date, the student is required to submit a valid medical certificate to the quality assurance office no later than in 7 days from the exam, unless this is not possible under extenuating circumstances. The next re-sit date will be scheduled as the first examination chance for the student to make up the exam. The quality assurance office will inform the student within 7 days of receiving the medical evidence required in order to qualify to make their first exam attempt in the scheduled re-sit time.

3.14. New Semester Registration

A student can register and continue in the next semester of his/her studies if the student has satisfactorily completed all of the required assignments in the previous semester.

If the student has not satisfactorily completed all of the required assignments in the previous semester, s/he can register and continue in the next semester in the following two cases:

1. If the student has failed up to two courses in the previous semester; and
 - 1.1 Student must successfully pass the failed course in the next attempt,
 - 1.2 Student must pay to retake the failed courses (prorated tuition fee based on the number of credits and the tuition fee of the current academic year).
2. If the student has failed to pass his/her semester project and one course.
 - 2.1. Student must successfully pass his/her semester project in the next semester,
 - 2.2. Student must pay €50 flat fee to re-register semester project.

All students should complete a *Semester Registration Form* for each semester, in which is indicated the student's status in academic standing.

3.15 Monitoring and Enforcement

The development, review, monitoring, and enforcement of the regulations in this document are the responsibility of the IBCM Academic Council (AC). The structure of the AC is defined in the IBCM Rules and Regulations.

Key staff members that provide input into the AC include the following ex officio members:

- **Heads of Departments(s)** are responsible for the routine monitoring and implementation of the Study, Internship, and Examination Regulations within their specific programmes. For the General Semester, a coordinator who is a member of teaching staff is assigned to that specific semester.

- **Quality Assurance Officer(s)** are responsible for the overall monitoring and implementation of these regulations, and provide an objective perspective on matters that cannot be resolved internally within the programme departments, including lecturers, coordinators, and students.
- **Student Representatives** from the Student Representative Council provide input into the review and implementation of these regulations through regular meetings with the above members.
- **Director** is responsible for the overall leadership of the academic programmes at IBCM. Academic matters that cannot be resolved within the programme departments can be formally referred to the Director.

3.16 . AP and Bachelor Thesis Project

3.16.1 Prerequisites

In order to complete the final AP or Bachelor thesis Project, the student must have passed all examinations in the previous semesters as well as his/her internship.

3.16.2 Goals and objectives of the AP and Bachelor thesis

The purpose of the AP thesis project is that the student completes an independent, interdisciplinary and practice-based assignment that demonstrates the knowledge, skills and competencies which originate from the overall learning objectives of the study programme. As a main rule, the project takes its starting point in concrete problems in an organisation, company, or institution.

With the Bachelor thesis project the student proves to be able to combine theoretical, practical and development-oriented aspects of the degree programme. When approaching the Bachelor thesis project, students chose a problem area within their specialisation and work with it, using scientific methods and experience from practice. The problem area chosen shall be approved by the IBCM.

The completion of the Bachelor thesis project shall ensure that the aim of the degree programme is fulfilled and that a student is able, both in theory and in practice, to handle the complexity of tasks in public administration.

The learning objectives for the AP and Bachelor thesis projects are defined in the respective Programme Handbooks.

3.16.3 Written component

The AP and Bachelor thesis are individual reports and should comprise approximately 30 to 40 pages, minimum 40 pages at the Bachelor level. The thesis has to be handed in to student services. The student has to hand in two versions of the AP or Bachelor thesis: one version in hard copy and one version in soft copy.

The AP and Bachelor thesis projects are the thematic continuation of the internship experience and the internship project. In order for the student to complete the Bachelor thesis, the student will:

- Receive the feedback on the internship and the internship project at the end of the internship assignment
- Agree on thesis supervision with a lecturer;
- Will attend thesis preparation lessons/consultations with the thesis supervisor;
- Sign and submit all required forms and agreements related to the internship and thesis to the student service office.

The Bachelor thesis project is distinguished from the AP thesis project in that it requires a deeper level of analysis and application of their discoveries. Students should consult with their supervisor to ensure that the problem and research approach are sufficiently complex for the degree level. Normally this includes an interdisciplinary approach to the problem being investigated.

3.16.4 Oral component

Based on his/her written AP or Bachelor thesis, a student has to sit an oral examination of 30-45 minutes. The oral examination is normally scheduled within three weeks following the submission of the written component. Students should be prepared to explain all aspects of the work undertaken. The oral defence will normally take place within three weeks of the deadline for the written component.

3.16.5 Grading of the AP or Bachelor thesis project

The grade of the AP or Bachelor thesis project consists of the written thesis grade and the oral examination grade. Thereby the thesis grade is considered with 2/3 of the overall value, the oral examination grade is considered with 1/3 of the overall value. The project has to be assessed by two examiners, of which one is the IBCM supervisor of the AP project. External examiners from industry may also be included in the oral defence panel for feedback purposes; however they are not involved in the examination of oral projects. In cases of disagreement over the grade, the academic examiners have to build an average of their valuations.

3.16.6 Mentoring Procedure

The following procedures must be respected by student and mentor in order to meet academic standards of quality set by IBCM:

- A student must submit AP/BA thesis to the mentor by week 17, normally the first week of February in the winter semester or last week of June in the summer semester;
- Mentor has to revise the final draft and provide feedback to student by week 18 in order for the student to make final revisions prior to formal submission;
- Student has to revise and submit the Bachelor thesis to the mentor by week 20 in order to receive written approval to submit the thesis
- Written approval must be received within one week, at which time the student must take the form to Student Services in order to upload the final copy of the Bachelor thesis on Google Drive.

- Mentor can reject the thesis being submitted in case that all requirements are not satisfactorily completed as per guidelines provided at the start of the semester.

3.16.7. Failure of the AP or Bachelor Project

If a student's AP project is assessed with grade 0 or grade -3, s/he failed the AP project. A student is allowed one additional attempt within the semester. If a student still fails to pass after the 2nd attempt, s/he must register in the next semester by paying a 50 EUR fee.

3.16.8. Repeating of the AP or Bachelor project

An AP or Bachelor thesis is an examination and can be repeated once. A student who passed, but not satisfied with the grade cannot repeat the AP or Bachelor thesis, nor written part, nor oral presentation.

A student who has to re-attempt his/her AP or Bachelor thesis is allowed to request the same mentor and to use a modified version of the previously used topic for the repeat of the AP or Bachelor thesis, based on the feedback from the mentor. IBCM cannot guarantee that the same mentor will be available but will provide the student with support to arrange another mentor.

Section 2

Examination and Grade Issuing Policy

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1. Preparing examinations

- 1.1. **Definition of an examination** - IBCM coursework is assessed through a combination of course assignments and projects together with, in most cases, a summative assessment. Summative assessments come in the form of final exams, which are typically written but may also include oral elements. The purpose of final examinations to assess the degree to which students have mastered learning outcomes for the given course.
- 1.2. **Examination dates** - Final examination weeks are announced within the first two weeks of each new semester and are published in the academic calendar.
- 1.3. **Time schedule** - The detailed time schedule is published on the IBCM webpage and information boards in the campus premises, no later than one week before the exam.
- 1.4. **Exam questions** - The exam paper (i.e. course assignment and final exam) is the responsibility of the IBCM lecturers who offered the respective course. The exam questions must be written (and agreed on) ten days prior to the examination date. Before issuing the final version of an exam, the coordinator of the respective programme has to approve the exam and control and confirm that there is an exam key and grading key. The programme coordinator is responsible for maintaining an archive containing one original copy of each exam, along with the master key, that has been held in the study programme, under his/her responsibility. In addition, the coordinator should verify that exams vary substantially from year to year.
- 1.5. **Merged examinations** - Different courses and modules can at times be examined together. In this case, the exam should be designed such that weight given to each subject is roughly proportionate to the ECTS value of component courses. The exam should also clearly indicate which question items apply to which component course, typically by dividing the exam into well-marked sections. Although administered together in a

single session, individual exam grades are calculated for each component course in order to ensure that each one has its own summative assessment.

1.6. Exam format - Every exam paper must contain:

- The spur and intake information, semester information, plus the subject under examination (e.g. Marketing and Management, 09-2010, 2. semester, Strategic Management);
- The date of examination;
- Additional examination guidelines (e.g. scheduled timeframe, guidelines for annotation, word count and layout, clear instructions that cover all information required by proctors: Duration/time limit of the exam, what materials can be consulted during the exam, whether the internet can be used, whether the exam should be submitted electronically or in hard copy, and the page count maximum for written exams.)

1.7. Grading method - Every exam must have its unique **grading key** and **grading matrix**:

1.7.1. Grading key A grading key is an assessment sheet that lists the elements constituting the ideal answer on the respective exam question, together with the amount of points to be gained per element of this answer. These elements always reflect the learning outcomes under examination. In the end a formula indicates how the student's combined score is transferred to a final mark.

1.7.2. Grading matrix - A grading matrix is an assessment sheet that lists the amount of points to be gained per answer on the respective exam question. The exam key must be accessible for the student during the exam, together with his/her exam paper.

2. Conducting the final exam

2.1. Preparation – Desks are arranged in well-spaced rows at the beginning of each exam week in classrooms housing exams. Exam papers are prepared in envelopes on the front of which is attached a student name list with spaces for students to sign in

for the exam. For exam control, the envelope should also clearly display the number of exams provided so that returned exams can be compared against this number.

2.2. Attendance keeping - At least one exam supervisor (proctor) is present during the course of the examination. For larger groups, a member of student service or quality assurance may serve as an additional proctor. Exam proctors can be members of academic staff, administrative staff and management. The exam proctor is responsible to control and document the attendance at the beginning of an exam. All students present for the exam must sign in on the sheet provided and the number of signatures is to be compared against the number of students present.

2.3. Monitoring the exam - The exam supervisor is responsible for the monitoring of the examination. Monitoring duties are:

- Ensuring that students are seated in an arrangement that is maximally spaced out;
- Distributing exams and collecting them on completion;
- Ensuring examinations start and end on time;
- Ensuring that order during the examination is maintained;
- Ensuring students do not attempt to cheat (commit fraud) during the exam;
- Monitoring the uploading of the exam if students are required to submit their exam online (on LMS). In a computer based exam, the IT officer should be the second proctor in order to facilitate the submission/uploading of the exam. In case LMS (Learning Management System) is not accessible (due to technical or other reasons), students can submit exams / projects by e-mail with the name of the course or module of the examination written in the subject line of the email. In such cases, the exam should be sent to the lecturer(s) responsible for the course and copied to Student Service.
- Collecting the exam in case students are obliged to submit a hardcopy, and deliver the completed exams to the student service office;

- The reporting of incidents that have taken place during the examination by completing and filing an Incident Report as required.

2.3.1. Cheating (fraud) during the examination - Attempts of a student to influence examination results by using non-permitted aids or by fraud automatically lead to a failing of the respective examination. Permitted aids are specified at the exam paper of every individual exam. Attempts that are considered as fraud are:

- Peeking and copying information and answers from other students during the examination. The student that assists another student in copying his/her answers and information is also guilty of fraud;
- To be in possession of or to make use of unauthorized aids and sources for the transmission of knowledge (by a third party, pre programmed calculator, mobile phone, books, spurs, notes, internet - including online social networks and chat programmes) that are not listed as approved aids for the examination in question;
- To have other students complete (parts of) and/or submit another student his/her examination;
- To be in possession of the examination questions before the date and time of the examination in question;

2.3.2. Procedure during instances of cheating (fraud) during an examination - When the exam proctor establishes that a student engages in cheating during the examination, s/he is allowed to take the following actions:

- To issue one warning to the student(s) in question;
- To take away unauthorized aids and sources to ensure the student will not attempt to commit fraud again;
- To move students that have been unrightfully collaborating apart during the examination;

- If a student attempts to cheat after receiving a warning, and the actions described above have not been able to stop cheating from reoccurring, the exam supervisor will note the incident and the student name down on the attendance sheet when the student reports to have completed and submitted the exam;
- The proctor is also allowed to ask the student to leave the examination without completing the exam in case when the actions of a student are disturbing the general order during the examination. In that case a student fails his/her exam automatically. After the exam the proctor will fill out an 'Incident Report'.

If a report is submitted stating a student has attempted to cheat more than once during one examination, the student in question will fail for the exam automatically. The surveying proctor will fill out an 'Incident Report'. This report will be kept on record at IBCM and will be put in the student file. The student is given a documented counseling talk by the responsible program coordinator and a formal written warning. After a student receives a total of three formal written warnings, IBCM maintains the right to expel the student in question.

In the event that an Incident Report is filed for multiple students in a group, the Director, Deputy Director, or Quality Assurance Officer will be notified in order to schedule a visit with the group to discuss the college's policy on fraud and ramifications of academic dishonesty.

3. Course supervision by the Danish Consortium

3.1. External quality monitoring – IBCM lecturers have the responsibility for the development of course materials, assignments, and examinations. IBCM continues to practice ongoing external quality assessments with the key lecturers in the Danish Consortium as a requirement for awarding double degrees.

- 3.2. Correcting of the exam** - Course assignments and final semester exams are corrected by IBCM lecturers only. Semester projects, internship reports, Academy Profession (AP) theses and Bachelor theses have a percentage that are double graded by IBCM lecturers and key lecturers in the Danish Consortium.
- 3.3. Double grading procedure** - Projects, Internship reports, AP thesis projects and Bachelor thesis projects are generally to be uploaded on LMS by the respective student. The IBCM student service assures the creation of a respective folder in LMS normally one week before the deadline for submittal. The IBCM student service also posts a list of all students who are supposed to submit a semester project, internship report, AP project or Bachelor project in this LMS folder. The EAL, UCL, SPACE lecturer selects projects, internship reports, AP projects and Bachelor projects and submits the grades to the IBCM student service (student.service@ibcmirovica.eu). Semester projects, internship reports, Academy Profession projects and Bachelor projects of semesters which are offered by the IBCM for the first time are double graded by 100%. When the semester is conducted for the second time, the double grading is reduced to 25%. Starting with the third time that the semester is being conducted at the IBCM, only a selection of 10% of semester projects, reports, AP projects and Bachelor projects are double graded. In case of differences in grades of 1 grade point, the EAL, UCL and SPACE lecturer's grade supersedes. In case of a large discrepancy between grades, meaning 2 grade points or more, the responsible Head of Department will organise a discussion session within 7 working days with the external lecturer to discuss the reasons for the discrepancy. In case of a continuing disagreement about a grade, the double grading will be completed by an independent external committee.

4. Grading the exam paper

4.1 Anonymized correcting of exams - Exam papers (i.e. course assignments and final exams) are submitted by students under their student numbers and the requirements from the instructions on the submission of an exam on the coversheet of the exam in question. Lecturers will grade the exam by writing down the percentage a student has achieved next each separate exam assignment in the exam paper and on the accompanying exam key assessment sheet. When appropriate, the lecturer may add his/her comments to explain the point allocation. The student service office receives the anonymized exam papers and will translate the percentages into the final grade. After completing the grade translation the student service office archives the exams grading sheet in the relevant student files.

4.1. Instances of plagiarism - For every examination at IBCM the plagiarism policy is applied. For every exam that is submitted by a student online through LMS the responsible lecturer must review the submission for signs of plagiarism. In any case where plagiarism is suspected, the lecturer should run a check using plagiarism software, which finds similarities between a student's work and items in an extensive database. For exams that are submitted as a hardcopy the lecturer responsible for grading will check the exam for attempts of plagiarism. Attempts of plagiarism are considered:

- The copying and pasting of texts from digital sources such as encyclopedia and digital magazines without the use of quotation marks and a reference. In case an exam is not checked by the plagiarism software unreferenced direct quotes of more than 15 words are considered as plagiarism;
- The copying and pasting of texts from internet without the use of quotation marks and a reference. In case an exam is not checked by the plagiarism software unreferenced direct quotes of more than 15 words are considered as plagiarism;

- The use of direct sentences from printed texts and an author's work (including books, magazines, journals and encyclopedia) without the use of quotation marks and a reference. In case an exam is not checked by the plagiarism software unreferenced direct quotes of more than 10 words are considered as plagiarism;
- The consistent paraphrasing of above mentioned printed texts and the works of authors without the use of a reference. Unreferenced paraphrases must be consistent across multiple paragraphs to be considered as plagiarism;
- The use of video and sound material without a reference and presenting it as one's own work;
- Copying other students' work and presenting it as one's own work, including items of assessment that are written in conjunction with other students (without prior permission of a lecturer). When the other student has given permission for the copying s/he will be considered as an accomplice and guilty for plagiarism as well;
- In case when (a) part(s) of a group assignment is plagiarized, the entire group of students are guilty for plagiarism; thus, in the case of group assignments, there is a mutual obligation to ensure that submitted material is original and free from plagiarized content.
- The submission of work which has already been submitted for assessment previously in another course;
- The submission of work retrieved/procured from a commercial organization (such as online sites for summaries etc.) Unreferenced direct sentences or paraphrases of more than 10 words are considered plagiarism.

A student is found guilty of plagiarism when the exam s/he has submitted has a total score above 15% of plagiarized material quantity.¹ When a lecturer discovers a student is guilty of plagiarism, s/he will fail the student for the exam in question.

¹ Plagiarism percentages generated by plagiarism software indicate similarities with a database of content. Some similarities will naturally occur due to collocations and vocabulary conventions of the English language. Thus, students must aim for 0% plagiarism with the understanding that a result below 15% on the plagiarism checking software will be considered acceptable.

The lecturer will then fill out an 'Incident Report' that will be put in the student's file. After this the student in question will receive a documented counseling talk by the responsible program coordinator and a formal written warning. After a student receives a total of three formal written warnings, IBCM maintains the right to expel the student in question.

4.1.1. Appeals in cases of plagiarism - A student can appeal the decision of the lecturer within one week after publication of his/her grade and filing of the Incident Report, as has been written in the IBCM Complaints and Appeals Procedure. A decision will be made no later than one week before any scheduled re-sit examinations, if applicable. If the incident occurs during the final attempt for an examination, the student will be notified of the result of their appeal within two weeks of being filed. The Academic Council will decide about the case no longer than four weeks after the appeal had been submitted, and will inform both the student and the assessor by no longer than four weeks after the objection had been submitted through a written statement.

4.2. Calculating the module result - Every course that adds to a module average within in a study programme has to be examined and graded according to the IBCM grading scale, ranging from -3 to 12. The average module grade then follows from the amount of ECTS per course in accordance to the total ECTS per module (e.g. a 5 ECTS-course corresponds to 50% of a 10 ECTS module). Weighted module averages are calculated by lecturers responsible for the courses and entered into the grading system.

4.2.1. Calculating the module result in case of exam failure(s) - In case a student fails his or her final re-sit for a final examination or course assignment, the received grade is to be used to calculate the average course grade. The calculated course average will be used to calculate the average module result. When the module average results

in a passing grade, the student cannot be failed for the module.

- 4.3. Calculating course exams with multiple components** For course exams that consist of multiple formats (oral and written), each part must be calculated separately. The final grade for the entire exam follows from the cumulative amount of the percentages of the predefined final score per separate component. Since the different components together form one complete exam, a student cannot be failed for the entire exam in case s/he fails one component but passes the exam in its entirety.
- 4.4. Hardcopies** The lecturer is responsible for grading their respective exams and entering results into the online grading system within one week of exam administration. Subsequently the lecturer is responsible for providing student service with a graded hardcopy of every exam paper, a completed grading matrix, and the corresponding question sheet within ten (10) days of exam administration. Both the hardcopy and the exam key assessment sheet will contain the signature of the lecturer responsible for the grading and the date on which the hardcopies are provided to the student service. Both the hardcopy and the exam key assessment sheet contain the percentages a student has achieved per exam assignment and the final grade that was entered into the system. The responsible program coordinator for the study programme in which the exam was held is to be informed on the results by email. Exams – containing both the local lecturer's, the key-lecturer's and the final grade – are to be stored individually, in the students' files. Hardcopies of all exam grading sheets are maintained by IBCM for at least 5 years after a student has graduated or otherwise left the college.
- 4.5. Oral examination** In case of an oral examination, a rubric completed by the lecturer(s) is to be submitted to the student service and stored in the students' files.
- 4.6. Multiple correctors** When an exam is corrected and graded by multiple correctors, the lecturers are responsible for a proper

documentation of their methods and results, which is submitted to Student Service for archiving.

- 4.7. Multiple students** When an assignment is conducted by multiple students, every student involved must have a record of this in his/her student file.
- 4.8. Issuing grades** The lecturer is responsible for all individual course grades (and additional comments) to be added to the student's exam paper. Moreover, the lecturer is responsible for the submission of grades through the online grading system to his/her program coordinator and student service. The student service office provides the communication to the students. The program coordinators are responsible for verifying the timely correspondence of grades given by the key-lecturer and, in case of disagreement, deciding the final grade itself.
- 4.9. Time span** Exam grades have to be entered into the grading system by lecturers within one week after the exam had been conducted.
- 4.10. Quality checks** In the two weeks following exam administration, the office of quality assurance, with support from Student Service, will conduct an audit of corrected exams. A random sample of exams covering a variety of spurs and courses will be selected and examined in order to ensure that:
- Exams have been archived in student files as per policy
 - Exams have been accurately and fairly graded
 - Grades have been accurately entered into the system
 - Grading procedures have been followed

5. Re-sit exams

5.1. Re-sit exams Those students who were graded either '0' or '-3' for course examinations are allowed to attend **one re-sit exam**. The student service office is responsible to communicate information concerning re-sit exams to the students.

5.1.1. Re-sit exams in case of illness In case a student reported ill on an exam date, the student is required to submit a valid medical certificate to the student service office and a request to the Academic Council to consider the next re-sit as the

specific examination chance the student missed. The Academic Council will decide and inform the student within 7 working days. The medical certificate is stored in the student file.

- 5.2. Re-sit exam paper** For each exam in one academic year, new exam questions are to be formulated. It is the responsibility of lecturers and coordinators to ensure that the re-sit examinations vary substantially from the exams given on prior attempts.
- 5.3. Preparing and grading re-sit exams** Apply guidelines for regular exams (see 1 - 3).
- 5.4. Class attendance in the new semester** If a student fails the ordinary (first attempt) exam; s/he is still allowed to attend lectures in the new semester until he or she has passed the re-sit exam, if applicable. Student is allowed to attend lectures in the new semester only if she/he has fulfilled successfully the academic requirements set by IBCM to continue in the next semester, and until she/he has passed the re-sit exam, if applicable.
- 5.5. Hardcopies and record keeping** The student files contain exam grading sheets. All records, including exam grading sheets, are kept for a minimum of five (5) years from the time that the student graduates or leaves their studies at IBCM.

6. Final Course Failure

If a student receives a failing grade for the course or module after the first re-sit has passed and no appeals can be granted, then the student is required to retake the course when it is next offered. The student cannot proceed into the next semester if s/he fails to pass one or two courses from the previous semester, that are to be taken in the extra chance offered, or fails to pass - one course- + semester project (semester project is counted as one course).

7. Registering grades

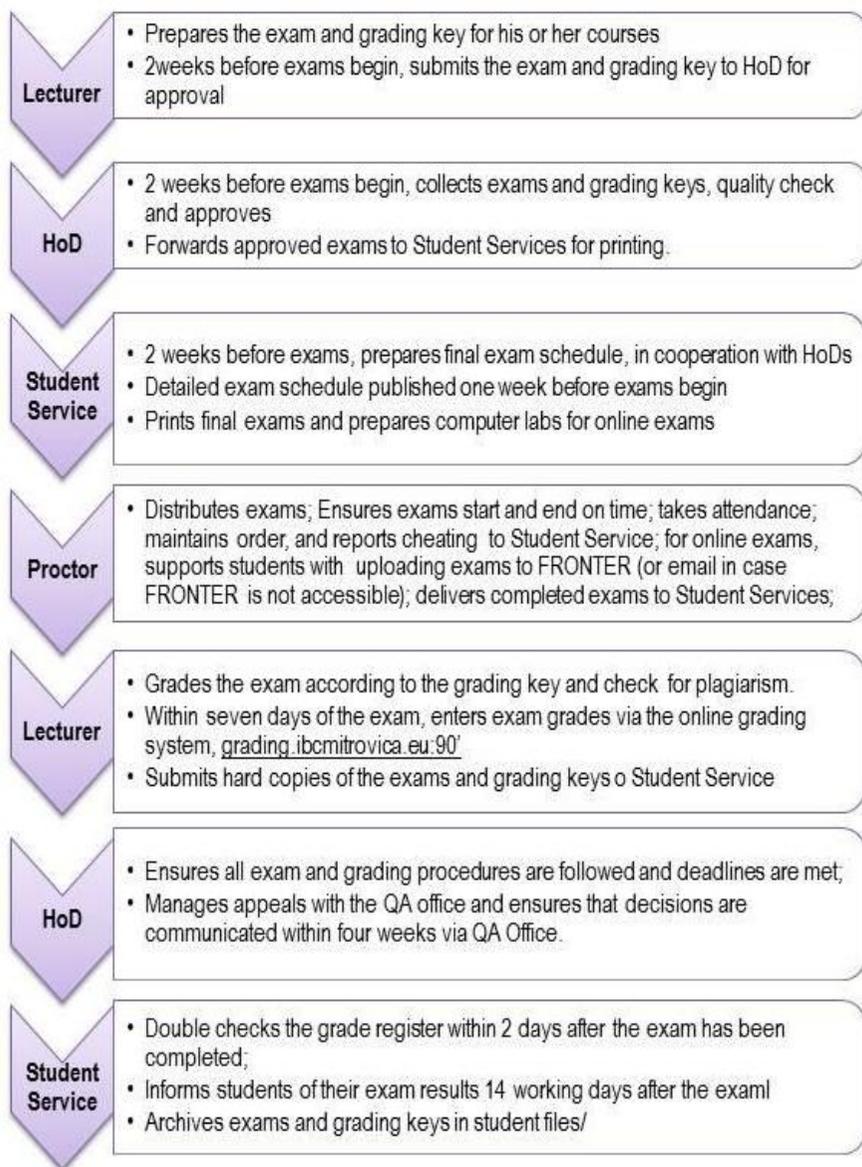
- 7.1. Registration** The student service office will update the online grade-system within two working days following on the submission of the final grades. The final grade reflects a consensual agreement between the local lecturer and the key lecturer, except those exams that are subjected to double grading.
- 7.2. Informing students** The student service office informs students about their course grades and module averages, and does so within 14 working days after the examination date. This is to be done in anonymised lists per semester and per study programme. Grade transcripts are processed at the student service office on request.
- 7.3. Time span** The student service office registers grades and informs students within 14 working days after the examination date.

8. The transcript of records

- 8.1. Transcript format** The IBCM Transcript of Records contains the student's course averages, as they are calculated by the student service.
- 8.2. Spelling of place names** The student's place of birth is written according to the United Nations double spelling of place name
- 8.3. Issuing of transcripts** Transcript of records are issued by the student service office, and dispersed individually and from the Student Service office. Transcripts are sent via e-mail as .pdf documents, and named as follows: '(Surname),(First name) - Transcript of Records, (year).(month).(day).pdf' Students may request a hardcopy of the transcript to be picked up from the Student Service office if needed.
- 8.4. Requesting a transcript** A transcript of records can be requested at any time by contacting the office of Student Service either in person or via e-mail.
- 8.5. Updating transcripts** The student service office updates all Transcripts of Records as soon as new course averages are available and calculated.

8.6. Storage of transcripts A copy of the student transcript on completion of the AP and/or BA degree.

9. Examination Process chart



Principles of Economics - FINAL EXAM

Courses: Principles of Accounting and
Microeconomics
1st Semester
Intake 2016

Lecturer(s):

Exam date: DD/MM/YYYY

Exam duration: 3 hours

This paper consists of 2 assignments. When assessing the entire paper, the individual assignments are given the following weighting:

Task 1:	60 %
Task 2:	<u>40 %</u>
Total:	100 %

Instructions

During the next 3 hours, you are to complete all the assignments. You will be marked on both, the content and quality of your arguments. You may use all textbooks and other materials provided to you as well as your own notes to complete this examination.

To complete Task 2 (Financial statements analysis) you can also download the Excel sheet “**Monsanto Financial Accounts**” from: [Intake 09/2012 > Campus > 06. Economics > Final Exam 2013 Financial Data](#). This should only assist you in calculating financial

ratios. You cannot submit your analysis in Excel file. **It must be written in the word document including all other tasks!**

Saving your paper on Google Classroom

On Google Drive there is a room called “**04.Exams**”. Find the folder: [Intake 09/2012](#) > [Campus](#) > [06. Economics](#) > [04. Exams](#) with your group/class and save your final exam in word format as: **Student Number_F.E._Economics**

Warning!

- **Your answers must be written in your own words.**
- **No internet is allowed except downloading the excel worksheet and uploading your exam onto Google Classroom!**
- **You are not allowed to communicate with other students during the exam**
- **Plagiarism IBCM policy will be applied**

Appendix B Grading System

Students receive double degrees from both the International Business College Mitrovica and the Lillebaelt Academy of Professional Higher Education in Denmark. This two year-program results in an Academic Profession (AP) Degree that corresponds to the degree given to short cycle higher vocational education programs in Denmark. According to United Nations Educational, Scientific and Cultural Organization (UNESCO) standards, this degree equals the ISCED 5B categorization of short stream, practically oriented, first stage tertiary education.

International Business College Mitrovica grading system

Performance	Excellent	Very Good	Good	Fair	Adequate	Inadequate	Unacceptable
Grade percentage	> 95%	85% - 95%	75% - 84%	65% - 74%	55% - 64%	< 55%	Cheating / No exam
Grade in ECTS grading system	A	B	C	D	E	Fx	F
IBCM grades	12	10	7	4	2	0	-3

ECTS credits

1 Semester	30 credits
1 Academic year	60 credits
AP-Degree	120 credits
BA-Degree	210 credits

The International Business College Mitrovica is an internationally registered and accredited higher education institution. This document is valid without the official stamp of the institution.



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