

## Examinations Guidelines for students

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### 1. Preliminary remarks

The demanding degree programs of Educatis Graduate School of Management are aimed at students who have already received a first degree (bachelor). EducatisGSM assumes therefore that the students have the knowledge and the experience to write examinations, i.e. that they know how to prepare successfully for demanding examinations.

1. To prepare the examination the student can use the following elements:
2. Multiple-Choice questions in the online courses
3. Case studies in the online courses and residential seminars
4. Discussion with the tutor and/or other students in the online forum and during the residential seminars
5. Meeting with other students who live nearby
6. Reading additional literature in the online library of EducatisGSM

### 2. Principle

The principles exposed in this guideline shall be applied to the examinations, which each student has to do for each on the online courses. As a matter of principle all examinations have to be done in a written form. Only if the examination board agrees on it, the examination may be done by exception orally. The examinee has to prove his/her identity with a identity card or an other legally accepted document.

### 3. Aim of the examination

With the examination assessment it shall be verified if the student has acquired the theoretical knowledge and the methods of the seminar and if the students is able to apply this know-how to a concrete situation (normally done by resolving question of a case study).

### 4. Length of the examination

The written examination for each online seminar is of 120 minutes. Oral examinations covering the course are of at least 30 minutes.

### 5. Questions of the examination

The questions of an examination are developed by the author(s) of the course. If the author does not correct the examinations him/herself, than the answers/ solution of the questions are sent to EducatisGSM.

Normally an examination has two or three parts:

1. Knowledge questions
2. Case studies to apply the knowledge
3. Multiple-Choice questions (max 5 questions)

The three groups of questions shall, if applied, be weighted, i.e.

1. 30 – 50%
2. 50%
3. max 20%

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### 6. Processes

The procedures to write the examinations are the following:

#### (a) Manual organisation

1. the student must register with for an examination with the secretary (date/hour/place/topic)
2. the examination is sent to the supervisor by email;
3. after the student has written the examination the paper is sent by mail and/or by fax or other means to Educatis or to the persons who will correct it.;
4. the student is informed by mail and in the eCampus of the mark and the ECTS credits achieved in his/her online data sheet;
5. the examination is archived.

#### (b) Automatic organisation

1. the student must register online for an examination (date/hour/place/topic);
2. at the place where the examination is written, the supervisor and the student enter their respective password. The examination is automatically compiled by the system and made available online to the student. The student can start to write his/her examination online (only "empty" computers made available by the local organising institution can be used for this purpose). After two hours the system automatically stops;
3. the questions and the answer of the examination, who are registered in a data base, is automatically sent to the persons who do the correction;
4. the student is automatically informed about the mark and credits in her/his online account;
5. the examination remains archived in the data base.

### 7. Important rules during the written examination

1. Each examinee has to prove his/her identity with a identity card or an other legally accepted document
2. Jackets, coats or bags cannot be taken to the tables where the examination is written. They must be at least three meters away from the place where the examination is written;
3. Only permitted utilities shall be on the table (for ex. a non-programmable pocket calculator, if permitted a code of law). Normally only a pen and a rubber are permitted. A language dictionary is permitted for students whose mother tongue is not English. The dictionary will be controlled by the supervisor.
4. Any attempt of or conducted deception will automatic lead to a mark 6.0 and the examination is not passed. Deceptions are for example using the mobile phone, using non permitted utilities or talking to others students.
5. The examination room cannot be abandoned 15 minutes before the examination is finished to avoid disturbances for the other students.
6. All the papers related to the examination, including the drafts must be delivered to the supervisor.
7. If a student has to abandon the examination due to illness, he or she has to furnish a medical attestation. This also applies for non-appearance to an examination due to illness. If no medical certificate can be furnished than the examination is failed with a mark 6.0. If a student can furnish a medical certification than he or she can rewrite the examination.

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### 8. Assessment of the examination

In total the student can achieve 100 points, which are broken down to each question in the examination.

The author(s) of the examination and his/her assistants or competent staff of Educatis and/or the partner institution will correct the examination according to the answers/solutions given by the author(s) of the examination.

The degree of difficulty of the questions in the examination and severity of correction is high corresponding to a demanding international academic degree.

The range of grades is published in the "Examination Regulation".

### 9. Exam Reviews

Looking through corrected and marked exam papers is only possible at the headquarter of Educatis University in Switzerland and has to be supervised.

## Term of Application (art. 8 – Exam Regulation)

### Registration, Admission, Failure to appear, Withdrawal

1. Students are required to register 14 days prior to the exam date online in the eCampus for the examinations at Educatis. The registration is compulsory and definite. Students receive a written confirmation including the date, place and the subjects of the examination. The examination fees must be paid before the examination is written. Otherwise the examination is not passed.
2. Examination dates are set by the Examination Board and communicated to the candidates in writing.
3. If a student fails to meet the closing date for submission of written work or if he/she fails to appear at the announced examination date, this will be counted as a failed attempt to complete the stipulated requirements unless the student furnishes documentation outlining the reasons for his/her non-compliance. In the event of an unsatisfactory explanation the examination will be marked as "insufficient" (6,0).
4. A notice of withdrawal of an examination confirmed by Educatis (Lit. 1) must be sent to the examinations office at least 5 days prior to the confirmed date of the examinations. Otherwise the exam fee must be paid again.
5. Good circumstances for non-compliance with examination must be communicated in writing to the examinations office or Head of the Examination Board without delay. In event of an illness the candidate must promptly submit a medical certificate stating the projected duration of the illness and the inability to sit examinations. The Examination Board decides on the validity of reasons. If reasons are accepted as valid, the examination will not be counted as attempted. The decision of the Examination Board shall be communicated to the candidate in writing. The candidate may then re-register for the examination upon payment of half of the examination registration fees.
6. If the student decides to sit an examination knowing that he/she has good reasons to defer the examination (health condition, etc), a belated exemption on these grounds cannot be accepted.

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### Grades of EducatisGSM for the examinations (certificate/master studies)

Maximal points per examination are **100 points** (subdivided per question).

<u>Points</u>	<u>grade</u>	<u>Points</u>	<u>grade</u>		
99-100	1,0	very good	89	2,0	good
98	1,1	very good	88	2,1	good
97	1,2	very good	87	2,2	good
96	1,3	very good	86	2,3	good
95	1,4	very good	85	2,4	good
94	1,5	very good	83-84	2,5	good
93	1,6	very good	81-82	2,6	good
92	1,7	very good	79-80	2,7	good
91	1,8	very good	77-78	2,8	good
90	1,9	very good	75-76	2,9	good

73-74	3,0	sufficient
71-72	3,1	sufficient
69-70	3,2	sufficient
67-68	3,3	sufficient
65-66	3,4	sufficient
63-64	3,5	sufficient
61-62	3,6	sufficient
59-60	3,7	sufficient
57-58	3,8	sufficient
<b>55-56</b>	<b>3,9</b>	<b>sufficient (passed)</b>
40-54	4.0	week
20-39	5.0	very week
00-19	6.0	insufficient

1	=	very good	an outstanding performance
2	=	good	a performance considerable above average
3	=	sufficient	an average performance in every respect. The examination is <b>passed with the grade 3,9.</b>
4	=	week	a poor, unsatisfactory performance, which does not meet the requirements/qualifications.
5	=	very week	a performance with considerable shortcomings, which shows however, that the basic knowledge are given.
6	=	insufficient	a performance which does not correspond to the requirements/qualifications.
			the grades may have a differentiation of 0.1 points (i.e. 1,5/1.6 ....)