

## **The guidelines for total grade determination for a course of the HSE and University of London Double Degree Bachelor Programme in Economics at the International College of Economics and Finance, the National Research University “Higher School of Economics”**

### **1. General provisions**

1.1. The present Guidelines determine the total grade for a course/ part of the course (hereinafter a course) of the HSE and University of London Double Degree Bachelor Programme in Economics at the International College of Economics and Finance, the National Research University “Higher School of Economics” (hereinafter ICEF and NRU HSE respectively).

The Guidelines have been developed in accordance with the Regulations for Interim and Continuous Assessment of Students of the National Research University “Higher School of Economics” which was approved by the academic council of the NRU HSE on 27.06.2014, Minutes no. 05, including Attachment 7 “Continuous and Interim Assessment Arrangements at the International College of Economics and Finance, NRU HSE”; the Regulations for calculating ratings for undergraduate, specialist degree and Master’s students at NRU HSE approved by the academic council of NRU HSE on 13.11.2015, Minutes no. 10. The Guidelines also take into account the rules and assessment criteria for students of the University of London International Programme.

1.2. Academic progress in a given course is evaluated by means of a cumulative system, where the total grade is made up of the continuous assessment results and the examination grade.<sup>1</sup>

Types of assessment are indicated in the curriculum for the current academic year. Requirements towards assessments are formulated in the course syllabus.

### **2. Total grade determination**

2.1. All types of assessment (exams, midterm tests, essays, home assignments, extended essays, etc.) are graded on the 100-point scale.

2.2. The total grade is derived from a weighted average of the results of assessment which are given the assigned weights. Weights for each type of assessment are indicated in the syllabus. The following is an example of the formula that can be used to calculate the total grade:  $G_{final} = k_1 * G_1 + k_2 * G_2 + \dots + k_n * G_n$ , where  $k_1, k_2, \dots, k_n$ ; weights of types of assessment,  $k_1 + k_2 + \dots + k_n = 1$ . Grades for continuous and interim assessment as well as the total grade for a given course are rounded arithmetically to hundredths, unless another method is specified in the syllabus.

2.3. For courses taught for the whole academic year, the following basic weights could be used:

- a. 0.1=10% - results of continuous assessment (except for midterm tests) in the third and fourth study modules;
- b. 0.15=15% - result of the midterm test in the third study module;
- c. 0.5=50% - grade for the final exam;
- d. 0.25=25% - total grade for the first and second study modules.

2.4. For the courses taught for two study modules, the following basic weights could be used:

- a. 0.2=20% - results of continuous assessment (except for midterm tests);
- b. 0.3=30% - result of the midterm test for the first study module;
- c. 0.5=50% - grade for the final exam.

2.5. Weights specified in paragraphs. 2.3. and 2.4. may be adjusted in accordance with course specific requirements, the length of the course and the forms of assessment used. The weights may vary by up to 0.1 or 10 percentage points. In total the sum of weights should always equal 1, or 100%.

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<sup>1</sup> If an examination is included in the syllabus.

### 3. The scale of corresponding grades

3.1. Total grades for a given course are converted from the 100-point scale to the 5-point and 10-point scale.

3.2. The following basic scale has been established to convert grades from the 100-point scale to the 10-point scale

100-point scale	10-point scale
0-19,99	1
20-29,99	2
30-39,99	3
40-46,99	4
47-53,99	5
54-61,99	6
62-69,99	7
70-77,99	8
78-85,99	9
86-100	10

Grades 0, 1, 2, 3 correspond to a 'fail'; 4, 5 - 'satisfactory'; 6, 7 - 'good'; 8, 9, 10 - 'excellent' performance on the 10-point scale.

3.3. Depending on course specific requirements, the basic scale may be adjusted by up to 15 points on the 100-point scale for each grade on the 10-point scale. The final scale for conversion of the 100-grade scale into the 10-point scale is set by the lecturer after the grades on the 100-grade scale have been determined.

3.4. In case of a failing total grade on the 100-point scale, the lecturer has the right to give a passing total grade on the 10-point scale, if the student received a high grade for a final examination (recommended threshold - the exam grade should be no less than 50 points on the 100-point scale). This condition for assigning a passing total grade on the 10-point scale with a failing total grade on the 100-point scale should be indicated in the course syllabus.

3.5. In case of a passing total grade on the 100-point scale, the lecturer has the right to give a failing total grade on the 10-point scale, if the student received a low grade for a final exam (recommended threshold - the exam grade should be no more than 25 points on the 100-point scale). This condition for assigning a failing total grade on the 10-point scale with a passing grade on the 100-point scale should be indicated in the course syllabus.

### 4. Total grade determination in case of the student's non-participation in forms of interim and continuous assessment

4.1. In case of the student's absence from an exam for a valid reason, calculation of the total grade will take account of the results of continuous assessment and the result of the deferred examination (except for external examinations<sup>2</sup> for which deferred exams and retakes are not allowed).

4.2. In case of the student's absence from a midterm test for a valid reason, the calculation of the total grade is based on other types of assessment, using a formula that partially compensates for the lost points. In this case, the weights of all other components of the final grade are multiplied by  $(1+0,5a)$ , where "a" is the weight of a grade for the missed midterm test in the total grade.

4.3. In case if the student missed an assignment, without a valid reason, the student gets "0" for the given assignment.

4.4. If the student does not meet a deadline for any type of continuous assessment (except for midterm tests), the student receives "0", regardless of the reason for the delay. However,

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<sup>2</sup> An external examination is an examination administered by the University of London, or an examination administered by another organisation, the result of which is taken into account by the University of London when determining admission to its programme.

deadlines for essays or extended essays may be extended for one week (by the decision of the lecturer) if there is a valid reason confirmed in writing.

4.5. A passing total grade can be assigned only provided that the student attempted the corresponding final exam, even when the final grade on the 100-point scale, before the final exam, is sufficient to obtain a passing grade on the 10-point scale.

### **5. Total grade determination in case of retakes**

5.1. In case of receiving a failing total grade, the student may retake the exam.

5.2. For courses included in the international programme, including all full-year courses with the final local exam, students can have only one final retake (to the Commission). The final total grade after the retake includes the grade for the retake and the initial total grade. The weight of the exam retake grade equals the weight of final exam grade in the initial total grade. If the weighted grade after the final exam retake is a pass, the student receives this weighted grade for the course. If the weighted grade after the final exam retake is unsatisfactory, but the grade for the retake is a pass, the student receives a minimal satisfactory grade for the course. Prior to the retake, the lecturer can set a minimum passing grade for the final exam retake (on the 100-point scale) which is higher than or equal to the minimum passing grade for the course.

5.3. For the courses not included in the international programme, students can have no more than two retakes of the final exam. The first retake grade relies on the weighted total grade calculated as in 5.2; it cannot be given for the exam retake grade only. After the second (final) retake the final total grade is given as specified in 5.2. The second final retake is graded by the Commission.

5.4. If a student retook the exam after receiving a failing grade based on the result of interim assessment before the end of the study period for the course, the final total grade for the academic year does not include the results of these retakes, and the final total grade is calculated on the basis of the initial grade for interim assessment.

### **6. Final grade determination in case of a repeat academic year**

6.1. In case of retaking the course (when repeating the academic year or studying on the individual study plan), the previously obtained grades for various types of assessment can be calculated into the total grade only if the student repeats the academic year (studies on the individual study plan) after having returned from a one-year academic leave or after having completed the programme of student academic mobility. In all other cases, to get a new total grade the student must complete all types of assessment again.

6.2. In case of retaking the course with an external final exam which had been passed, the grade for the final internal exam is calculated into the total grade as a grade for the final exam for the course.