

# Grading Policy

Participants are assessed on all components of the program. The nature of graded assignments will depend on each course and may consist of in-class written exams or essays, in-class oral presentations, written essays, or projects to be completed outside of the classroom.

Assessment has been carefully studied to achieve the right balance between team and individual work, oral and written presentations, and in-class and outside-of-class assignments.

All subjects and themes addressed in the program are subject to assessment, including participation, individual commitment to team work, team presentations, individual test results, and all other work occurring during the course of the program.

**NOTE: Detailed instructions and schedules for assignments and exams will be provided in each course syllabus.**

## COURSE CREDITS

The HEC Paris Executive MBA uses the European Credit Transfer System (ECTS). Credits are awarded for passing grades according to the credit distribution outlined in the table opposite. Participants must obtain the full 120 ECTS credits of the program to be awarded the degree.

The ECTS numerical equivalency norms aim to evaluate the relative merit among the participants in any given program. Five letter grades allow for the ranking of participants who pass any given exercise (from A to E); while two grades (Fx and F) sanction participants who fail the exercise.

### LETTER GRADES

<b>A</b>	Excellent (4*)
<b>B</b>	Very Good (3.5*)
<b>C</b>	Good (3*)
<b>D</b>	Satisfactory (2.5*)
<b>E</b>	Pass (2*)
<b>Fx</b>	Inadequate result that requires the participant to provide additional material or take a make up exam (1*)
<b>F</b>	Very insufficient or incomplete work/work not handed in (0*)

\* On the GPA scale.

## THE GRADE DISTRIBUTION



*The ECTS norms for individual exercises show that, for a group of a minimum of 30 participants who have obtained a passing grade on a given exercise, grade distribution is typically as illustrated above.*

If you receive a grade of Fx or F you will obtain no credit for the course unless you successfully complete additional work. An F will require more work than an Fx; the type of supplementary work required is determined by the instructor concerned and will be communicated by the Executive MBA administration along with a final deadline for completion. In the case of a make-up exercise, the final grade awarded cannot be higher than an E. Only one make-up exercise will be authorized.

Under exceptional circumstances, the Executive MBA administration may authorize a participant who could not do an exercise on a given date for serious and justified medical or personal reasons, to do it at a later date and in agreement with the instructor concerned. The final grade will be downgraded by one letter. Failure to respect the new deadline will result in a F grade. No further extensions will be granted.

With regard to Capstone Project, strict deadlines are given for the submission of the written reports and presentations. Failure to submit will preclude graduation from the program.

For the Capstone undertaken in a group, all team members are expected to fully engage and contribute equally to the group work and final presentation. The assessors in the final jury may make a downward grade adjustment for any team member who fails to comply with these expectations.

For any assignment submitted after the deadline, a grade penalty will be applied for each week of delay. Beyond a two-week delay the final grade awarded will be an E. Failure to submit the assignment within two months after the initial deadline will result in an F grade and the participant will be put on academic probation.