

Verification of skills acquisition

The verification of the acquisition of skills targeted by the PGE course is carried out via an evaluation system, the results of which are taken into account in order to validate graduation to the next year, in compliance with the conditions of graduation and on decision of the relevant review board.

1.1 General provisions for evaluation

All classes taken are subject to a bi-annual and individual assessment of the acquisition by the students of the targeted skills, leading to the award of ECTS credits. Attendance is mandatory.

1.1.1 Evaluation of acquired skills

The assessment of skills is based on an overall marking system where the marks obtained for each subject can be converted into ECTS.

1.1.1.1 Description of the overall marking system

The skills acquired by students are assessed individually using a marking system which allows credits to be awarded, the allocation of which relies on the European Credit Transfer and Accumulation System 'ECTS', i.e. grades listed from A through to F (Table 19) and the allocation of 60 credits per year of studies.

ECTS Grade	English definition	Definition
A	Excellent	Excellent
B	Very good	Very good
C	Good	Good
D	Satisfactory	Satisfactory
E	Sufficient	Pass
Fx	Fail but can be caught up with more work	Fail – more work required
F	Fail	Fail

Table 19: Translation of the ECTS marking system

The evaluation system is necessarily based on the assessment of the skill being evaluated, by means of continuous assessments during the course and/or by means of written assessments, called final exams, grouped at the end of the semester. Certain subjects, in particular those that are not relative to management sciences, including linguistic and methodology disciplines, favour continuous assessments only.

The material conditions for the final exams – duration, students' personal documentation, materials and IT devices, etc. – are brought to the students' attention beforehand and recalled in the subject syllabuses (see Exam Rules).

In addition to these exams, according to the terms set out below, is the assessment:

- of individual work, particularly preparatory work prior to sessions or PWPS (reading, case studies, technical notes, etc.) assessed by the teachers using a variety of methods (quiz or verbal questioning, completed homework, etc.). This assessment very often relies on one or more written questions (continuous assessment) that are not systematically announced in advance.
- of the group work assessed by each teacher. Each student is assessed individually.

- of individual participation assessed by each teacher. This assessment is grounded in three criteria: attendance in classes, the frequency and quality of intervention in class.

The evaluation system for each subject leads to an assessment, based on the ECTS table that determines the allocation of credits. In terms of the evaluation of the professional period for each course year, the company hosting the student on the internship or work-study programme actively and practically participates in the assessment of the targeted skills. This assessment is carried out in close collaboration with at least one of the teachers of the programme represented.

All students have a right to retake any failed subject(s) once, as part of the organisation of a second session, according to the terms and schedule determined by MBS.

The assessments of professional periods are not subject to catch-up sessions. Furthermore, academic exchange students in a partner university abroad, whose regulations do not provide for the organisation of a catch-up session or for which the terms and schedule do not allow for the presentation of the student's final results to the review board for graduation to the next year or diploma award, cannot benefit from a second session.

1.1.1.2 Breakdown of marking by subject

The mark out of 20 points awarded to each subject may be made up of one to three components, depending on the class's educational goals and the teacher's choice of approach, in consultation with the PGE management. Details of these three components are as follows:

- Attendance and/or preparatory work prior to sessions,
- Continuous assessment,
- Final examination.

The percentage of each of these components in the final mark for each subject depends on the educational goals and the teacher's choice of approach, in consultation with the PGE management. This percentage is specified in the syllabus for each class. However, regardless of the components and their importance, *at least 50%* of the overall mark must be individual.

Professional projects and internship periods are directly and solely assessed on 20 points. Professional projects may result in a mark that is only evaluated on group work.

1.1.1.3 How marks are converted into ECTS grades

ECTS credits are allocated to each subject. Each subject is grouped with others within a teaching unit (UE) and each teaching unit targets the acquisition of a specific skills-set.

The final mark out of 20 points obtained for each subject is communicated to the PGE teaching staff by the teacher.

A compensation system applies within each teaching unit, with the aim of offsetting the poorer results obtained in one subject, by better results in other subjects, while ensuring a minimum level of proficiency in the targeted skills for each teaching unit.

To this end, the average of marks obtained in each subject grouped within a teaching unit is calculated.

Three situations may emerge:

- The student obtains at least 10 points out of the 20 for the subject: validation of the subject, acquisition of the grade corresponding to the mark and validation of the ECTS relative to the subject;
- The student obtains between 8 and 9.99 points out of the 20 for the subject and an average of 10 points out of 20 for the teaching unit to which this subject belongs: validation of the subject by compensation, acquisition of the grade FX and validation of the ECTS relative to the subject;

- In every other situation, the student does not validate the subject and does not obtain the associated credits.

The minimum mark set at 8 out of 20 supports the compensation system in order to guarantee a minimum level of proficiency for the skills targeted by teaching unit.

The professional period assessments are not included in the compensation system within the teaching unit to which they are associated.

ECTS grades are allocated according to the following table (Table 20):

Grade	Rating	Number of points obtained out of 20
A	Excellent	from 16 to 20
B	Very good	from 14 to 15.99
C	Good	from 12 to 13.99
D	Satisfactory	from 11 to 11.99
E	Pass	from 10 to 10.99
Fx	Fail–more work required	from 6 to 9.99
F	Fail	Less than 6 points

Table 20: The ECTS Grading system

1.1.1.4 Conditions, terms and grading of the catch-up session

With the exception of professional periods, as well as in the case of academic exchanges in partner universities abroad making it impossible, a catch-up session known as a second session is offered to students who have not met the conditions for validation of a subject, i.e. who obtained a grade FX or F in the final assessment of this subject.

Tests for this second session are defined by each teacher and validated prior to use by the PGE management. The mark obtained in the second session exam for each subject is a mark out of 20, which replaces the mark obtained for the subject through the addition of the elements described in § 4.1.1.2: the student loses the advantage of intermediary assessments and is wholly marked on the second session exam (with the exception of students sitting the second session due to justified absence at the first session pursuant to § 4.1.2.2).

The compensation system within each teaching unit is maintained: the average of the marks for subjects grouped within a teaching unit is calculated by integrating the mark obtained for the subject presented in the second session and by retaining the marks from the subjects validated in the first session.

Should the student achieve insufficient results for professional specialisation internship in their final year, they must carry out another professional period: either via an internship, or via a professional period outside the scope of an internship agreement (pursuant to the conditions specified in 3.3.2.2).

If the internship is successful but the reports provided by the student for the evaluation of their professional period are insufficient, they may retain the benefits of their internship and only retake, within the context of a repeat course, the non-validated tests required for its assessment. This is also the case for first and second year internships.

During an academic exchange at a partner university, the student may not validate certain classes and not obtain with the partner the number of ECTS credits required or their equivalent. It is possible for them to sit the catch-up session(s) organised by the partner university during the academic year, within the framework of the regulations in force there

and whose contracts provide for their application to students. In certain foreign universities, this is not possible, either because catch-up sessions are not organised, or because the terms and schedule of the catch-up sessions do not allow for the presentation of the student's final results to the review board for graduation to the next year or diploma award. In this case, students cannot benefit from a catch-up session.

1.1.1.5 Consultation of exam copies

All students have the right to consult their exam copies in order to better understand their results and get feedback from their teachers.

To consult their copy, the student must make a request to the PGE teaching staff. They have one week following the publication of marks to do so. Consultation of copies takes place individually on the MBS campus in the presence of a member of the teaching staff. It is forbidden to photograph, photocopy or take notes. Consultation of copies from the first session is not authorised if the student has already presented the second session.

Any violation of this right may give rise to disciplinary measures.

In accordance with MBS values, it is forbidden to request a re-evaluation of marks from teachers. The marks obtained are not negotiable. This act is considered as bringing into question the competency and credibility of the faculty and can therefore give rise to disciplinary measures.