ASSESSMENT REGULATIONS

London Campus

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Contents

1.   Introduction to Assessment Regulations

Assessment Regulations set out our assessment and award framework for students and staff. They apply to all the undergraduate and postgraduate programmes covered under the arrangements of the UK taught degree awarding powers.

The Regulations should be read together with the Programme information provided in the Programme and Module Specifications and any related regulations and policies. These assessment regulations ensure fair and effective evaluation of student learning, aligning well with the Office for Students (OfS) conditions of registration. Below are the key OfS conditions that are met by our assessment regulations:

> Condition B1: Academic experience
> Condition B2: Resources, support and student engagement
> Condition B4: Assessment and awards
> Condition B5: Sector-recognised standards
> Condition C2: Student complaints scheme

The regulations also meet the Expectations for Standards and Quality of the UK Quality Code for Higher Education and the Framework for Higher Education Qualifications. The relevant Subject Benchmark Statements and Qualification Descriptors are considered by the Programme Approval Panel (see our Programme Approval Policy for details) and the Academic Framework.

2.   General Principles

All members of ESCP's community are responsible for upholding the Assessment Regulations. Consistent use of these Regulations ensures:

- that all students are treated fairly,
- independence in the assessment process, and
- that the assessment of students is appropriate to maintain the academic standards of the awards.

The Quality department will periodically review these Regulations on behalf of the Campus Academic Board to ensure that they remain effective and will recommend changes to the Campus Academic Board.

Changes will be approved by the Campus Academic Board, and written details will be communicated clearly to students and staff. Changes will normally come into force at the start of an academic year, but exceptionally, where required by law or regulation, a change may be approved for implementation during an academic year. In such cases, a consultation (where applicable) and communication process will take place.

3.   Principles of The Assessment Framework

3.1.   Academic Framework

Our Academic Framework provides guidance on the Credit Framework for England 2021 and ECTS credits. Our undergraduate programme awards 180 ECTS credits, and our Masters degrees award between 90 and 120 ECTS credits. 2 UK credits are equivalent to 1 ECTS credit.

3.2.   Definitive Programme Information

3.2.1.   Programme Specifications

Programme Specifications are published for each Programme. The Programme Specification describes the programme content and state what a student must do to satisfy the overall programme outcomes for the Award in order to pass.

Progression requirements are outlined in the programme specifications. The current programme progression requirements are outlined here in section 4.2 and 4.3.

3.2.2.   Module Outlines

Module Outlines provide an overview of the Module content and describe the Learning Outcomes, and the requirements to take, complete and pass that Module. If the assessment of a Module has more than one assessment component, the Module outlines will specify the method of assessment for each one, how much each component contributes towards the final mark and any other conditions that must be met to satisfy the Learning Outcomes and pass the Module.

3.3.   Assessments

All modules should use a mixture of formative and summative assessments. Formative assessment is used to monitor student learning and provide quick feedback for them to understand their strengths and weaknesses and check their progress. Examples of effective formative assessment include entry/ exit cards (e.g. requiring students to submit short answers either before or after a class); short quizzes; classroom polls; group flip charts (to display around the classroom); and ungraded problem sets. Although these are ungraded, making them interactive and enjoyable can improve the classroom atmosphere and provide an incentive for compliance.

Summative assessment is a means to evaluate student learning. It typically takes place at the end of a learning unit or module, and relates the student's work to a standard or benchmark. It is useful for summarising the student's achievements but also has relevance for subsequent modules (in terms of directing a student's interest or in meeting a prerequisite).

Although students tend to focus their attention on summative assessments (because these typically form their final grade), a balance of consistent formative and summative methods is appropriate to

ensure that students receive suitable feedback throughout the module and achieve the full learning objectives.

3.4.   Language of Assessment

The London campus requires that the language of assessment is English, except when competency in another language is being tested.

4.   Progression, Awards and Degree Classifications

4.1.   Requirements to Pass a Module

To progress through a Programme, students are required to complete and pass modules in order to accumulate a number of academic credits to the value of the Award they are registered for. The progression criteria are detailed in the Programme Specifications.

The amount and level of credits for each Module is clearly set out in the Module Outline. A Module may include a number of assessment components and requirements that must be completed in order to pass that Module.

Credits are awarded by the Awards Board where all the Learning Outcomes and any other requirements of a Module are validated, and that Module is deemed to be passed.

The mark for a specific Module is calculated as a weighted average of the marks for the assessment components. The weightings assigned to each component are set out in the Module Outline.

If a student's final grade is superior or equal to 10/20, the module is considered passed, provided that the minimum requirements for each assessment component are achieved.

If a student's final grade is below 10/20, the module is considered as failed, regardless of the grade of each assessment component.

If the final exam component grade is below 8/20, the module is considered as failed, regardless of the overall average final grade on the module.

When the module's assessment is made on a 100% written individual exam basis, the pass mark is 10/20.

For some selected electives which are not assessed with an individual assessment but with a group assessment, the minimum passing mark is 10/20.

Once a student passes the module, they cannot resit or retake it to improve their grades.

Some Modules specify pass requirements ('minimum qualifying marks') for individual assessment components in addition to requiring that the overall Module pass mark must be met. Where minimum qualifying marks for assessment components exist within a Module:

- they must be clearly set out in the Module Outline,

- the student will be regarded as having passed a component where they achieve at least the minimum qualifying mark in that component, and have achieved a pass mark for the Module overall,

- the mark to be shown in the student records and used to calculate the student's Module mark will be the original mark achieved for that component or, if the assessment component has been passed at a resit attempt, the resit mark for that component.

4.2. Progression Requirements: Undergraduate Programme

Students are assessed against progression requirements at the end of the academic year during the Annual Programme Review Board.

- In order to obtain the degree, students will need to pass each of the programme curriculum modules, including elective modules.
- In order to progress to the next year of studies (Year 2, Year 3), students are expected to have passed all the modules of the previous years (Year1, Year 2).
- In order to pass a module at the first attempt, students are expected to obtain the minimum scores for each module component (if applicable), as specified in the official module outline.
- For the final exam component, the minimum passing mark is 8/20. For the overall module, the minimum passing mark is 10/20.
- Under some circumstances and at its own discretion, the Annual Programme Review Board (APRB) can exceptionally decide to grant the student an additional year ("Gap Year") in order to pass the failed modules. In such cases, students do not progress to the next year of the programme (nor to the graduation session) and may be required to register, attend and pay for the failed modules. This means that the students who fail a module after a resit attempt may be offered the opportunity to retake the module, subject to the payment of an additional fee.

4.3. Progression Requirements: Master's in management

Students need to validate all 1st year core module credits to be allowed to progress to the 2nd year. Exceptions can be granted by the Assessment Board on a case-by-case basis.

4.4. Qualification Awards Requirements

4.4.1. Undergraduate Awards requirements

Students obtain the Degree upon successful academic progress after passing all modules and validating the required work experience. Depending on the results of Year 3 students, the Awards Board can make the following decisions:

- Grant the degree to the students who meet all programme requirements
- Deny students the degree
- Grant module certificate to qualifying students

Thesis accounts for 9 ECTS or 5% of the final grade. If students fail their thesis module, they are allowed to resit the module. They can access the resit procedure during the same academic year and have two options when resitting the module. The first option is to stay with the same supervisor (if the supervisor accepts) for their first try, but this implies substantial improvement in the quality of their paper and topic. The second option is changing the topic and finding a new supervisor. Please note that since the resit session takes place between mid-August and October, students will have to enter the Late graduation jury (which takes place in November); this means they will graduate by the end of November.

The average grade is calculated on the basis of a student's results for each module, weighted by the number of ECTS credits for each module.

Students who have had a disciplinary sanction under the School rules during their studies cannot, under any circumstances, receive distinction.

4.4.2. Undergraduate Degree Classification

Not successful	Third-class honours (3rd)	Lower second- class honours (2.2)	Upper second- class honours (2.1)	First-class honours (1st)

The student did not achieve the required course learning outcomes and: did not consistently demonstrate sufficient knowledge and understanding, cognitive, practical and transferable skills did not consistently demonstrate adequate initiative and personal responsibility did not consistently demonstrate ability to reflect on their work did not consistently demonstrate problem-solving skills	The student achieved all their required course learning outcomes and: demonstrated knowledge and understanding, cognitive, practical and transferable skills demonstrated initiative and exercised personal responsibility demonstrated some ability to reflect on their work demonstrated problem-solving skills	The student achieved all their required course learning outcomes and: demonstrated strong knowledge and understanding, cognitive, practical and transferable skills demonstrated initiative and personal responsibility demonstrated an ability to reflect on their work demonstrated strong problem-solving skills	The student achieved all their required course learning outcomes and: demonstrated thorough knowledge and understanding, cognitive, practical and transferable skills demonstrated good initiative and personal responsibility demonstrated an ability to reflect critically on their work demonstrated thorough problem-solving skills	The student achieved all their required course earning outcomes and: consistently demonstrated advanced knowledge and understanding, cognitive, practical and transferable skills consistently demonstrated exceptional initiative and personal responsibility consistently demonstrated ability to reflect critically and independently on their work consistently demonstrated exceptional problem-solving skills

Award	Overall aggregate Mark	ESCP UK Award classification
Bachelor's Degree	17/20 or above	1st Class Honours
	14/20 to 16.9/20	Upper second- class Honours (2.1)
	12/20 to 13.9/20	Lower second- class Honours (2.2)
	10/20 to 11.9/20	Third-class (3rd)

4.4.3. Master's in management Awards requirements

• To be awarded the master's degree, a student should have acquired the total number of credits set out in the programme specifications, that is achieving a pass mark 10/20 for each module.

• Professional experience must amount to at least 36 weeks. It includes all internships and work placements undertaken by the student, even those undertaken before entering ESCP (within a limit of 16 weeks). Professional experience can also be acquired via the apprenticeship track.

• Students write their Master thesis after the M1. They will be provided with Research Methods online seminar (1 ECTS). If the student splits their M2 year, they write the Master thesis during the academic year of the last semester. At the end of their studies, they will orally present their results in front of a jury at the campus where their supervisor is based. The oral presentation will last 45 minutes. The weighting for the final grade is: written work, 70%; oral presentation, 30%. 15 ECTS are dedicated to Master thesis.

4.4.4. Specialised Masters Awards requirements

• In order to graduate, students should successfully complete the relevant modules and assessments to acquire the required number of credits.
• Student must achieve a minimum of 8/20 on any module's final examination to consider the examination passed
• Students must achieve a minimum grade of 10/20 on the module as a whole, including exam grade and coursework, to consider the entire module passed.
• If, having exhausted all permitted resit attempts, a student still fails a module, the student will be withdrawn from the Programme.
• Professional experience must be validated.
• Students are required to complete a Master thesis. The thesis is an individual project for the Master degree and must be approximately 12,000 words. It is a theory/praxis-driven investigation into a relevant business or management issue. Each student conducts the thesis under the supervision of a faculty member. At the end of the programme, a written thesis is submitted. A viva voce oral examination is also held at which the research is presented to and assessed by an academic jury.

Please refer to the Thesis Handbook for more details.

4.4.5. MBA In International Management Awards requirements

• In order to graduate, students must successfully complete the relevant modules and assessments to acquire the required number of credits.
• A minimum of 10/20 must be achieved for a module (except Consultancy Projects, Induction Seminar, Team Building Seminar and selected electives) will be awarded through a final individual (closed or open book) exam (depending on the professor's decision) or an individual assignment. The remaining marks are applied through continuous assessment such as group work, class participation, case studies.
• If the student does not obtain a minimum mark of 8/20 on the individual final exam, the module will be marked as failed. The student will then need to sit an individual resit examination to successfully pass the module. And the "resit" mention will be indicated on the grade's transcript.
• For selected electives which are not assessed with an individual assessment but with a group assessment, the minimum passing mark is 10/20.

- Cases of students who do not successfully pass at least 50% of the 1st semester modules will be reviewed by the MBA in IM Board of Studies and may not be able to continue to the 2nd Semester.
- No exemption is authorised for any module MBA.
- If a student does not fully participate in the company consultancy project, the Academic Director will decide the content and the timing of a resit exam. The student may require an equivalent assignment.
- For each MBA in IM module, one resit examination is possible during the academic year if the final mark of the module is less than 10/20, or in the event of the final examination being missed for non-legitimate reasons.

4.4.6. Postgraduate Degree Classification

Award	Overall aggregate Mark	Classification
Master's Degree	16/20 - 20/20	Distinction
	12/20 - 15.9/20	Merit
	10/20 – 11.9/20	Pass
	Below 10	Fail

4.5. Marking Bands

MARKS out of 20	Definition
17 - 20	EXCELLENT Work that demonstrates a comprehensive knowledge of the subject area and addresses the learning outcomes/assessment criteria in full. Where relevant, it shows evidence of independent reading, thinking and analysis. Well-constructed and demonstrates a professional approach to academic practice.
15 - 16.99	VERY GOOD Work that demonstrates strong knowledge of the subject area and addresses the learning outcomes/assessment criteria well. Where relevant, it shows evidence of wide and comprehensive reading. Clearly written and adheres to the principle of good academic practice.
13 - 14.99	GOOD Work that demonstrates a sound level of knowledge of the subject area and makes a good attempt to address the learning outcomes/ assessment criteria, achieving all to some extent and most well. Where relevant, there is evidence of thorough research of the topic(s). Well-structured and logically written, it demonstrates good academic practice.

11 - 12.99	FAIR Work that demonstrates knowledge of the subject area and attempts to address the learning outcomes/assessment criteria, achieving all to some extent and some well but perhaps also including irrelevant or undeveloped material. Where relevant, answers provide some evidence of analysis but may be largely descriptive. Attempts to demonstrate academic practice are evident.
10 - 10.99	SATISFACTORY Work that demonstrates basic knowledge of the subject area and provides some level of response to the learning outcomes/ assessment criteria but only achieving these outcomes and criteria to some extent and may not include important elements or information that is completely accurate. Where relevant, development of ideas is limited. Expression and structure lack clarity and evidence of academic practice is limited.
8 - 9.99	POOR Some more work is required before the credit can be awarded. Assessment = failed
< 8	VERY POOR Considerable further work is required. Assessment = failed

4.6. Recognition of Prior Learning (undergraduate studies)

For undergraduate studies exclusively, module exemptions can be considered exceptionally and are usually requested before the beginning of the academic year by a student who has obtained credits in equivalent modules at another institution at the same level of studies. The student needs to request an exemption by providing the Academic Director with the module's syllabus and the transcript of grades (in English). Credits will be transferred upon formal acceptance of the student's request. Grades will not be considered, and the module will not count for calculating the final GPA/grade.

5.   Resit examinations

•   A Resit examination is a second attempt at an initial failed assessment without having to repeat the original period of teaching and learning.

•   In order to pass a module at the resit session, students are expected to obtain the minimum score of 10/20.

•   A resit is granted by the relevant Assessment Board which also makes the final decision on resit arrangements. Students are normally expected to pass each assessment component in two attempts: a first sit and a resit examination. However, if a student fails a module after two attempts, the Assessment Board may make the decision to allow the student to retake the module, subject to payment of an additional fee. Students who have approved Mitigating Circumstances may be granted a further attempt.

- Attending the resit session is mandatory for students who failed modules and there is no possibility of arranging ad hoc exam sittings at a remote location.

- Students are normally required to arrange their schedule in order to ensure their presence at the resit session on the Campus at which they attended the module, even if they are undertaking an internship.

- Undergraduate Year 1 and Year 2 Students can ask to attend the resit session at a different campus than the Campus at which they attended the module. They should answer a survey sent in May by their Programme Office within seven days, specifying the target campus. The School reserves the right to decide whether to accommodate the request. In the absence of confirmation, students are required to take the resit examination at the Campus where they attended the module.

- For the resit exams, the new grade shows on the transcript with an asterisk indicating the grade was obtained in a resit session.

- The module final grade will be the mark obtained in the resit exam and it will no longer take the prior continuous assessments into account.

- A student who fails the masters thesis may be allowed to revise and resubmit it. Typically, a student revising their thesis will be given three months from the date of the Assessment Board's decision. If deemed appropriate by the Assessment Board, a student revising their thesis may be allowed access to ESCP facilities and/or resources during this time.

- If having exhausted all permitted resit attempts, a student still fails a Module (and therefore a Programme Stage or Programme), the student will be withdrawn from the Programme. The student may be eligible to receive an Exit Award if they satisfy the requirements of that Award.

6. Gap year

Under some circumstances and at its own discretion, the Assessment Board can exceptionally decide to grant the student an additional year ("Gap Year") in order to resit or retake the failed modules.

7. Attendance

- Students are expected to attend scheduled lectures, tutorials and any other sessions as outlined in the module outlines

- In the case of absence, students must inform the Programme Office as soon as possible.

- If a student is on a Student Visa, they should be aware that non-attendance could result in their visa being withdrawn. It is a legal requirement for the School to report to UK Visa and immigration (UKVI) students on a Student Visa who do not fulfil the attendance requirement. Upon notification, UKVI will curtail their visa. Termination of registration due to a breach in Visa requirements is conducted independently of the School's formal warning process and is not open to appeal.

8.   Withdrawal from ESCP

If a student wishes to withdraw from the programme they must send a written request to the Academic Director. If the decision is confirmed after meeting the Academic Director, they must send a resignation statement to the Programme Director of Europe, who will assist them in the resignation process.

9.   Termination of Registration

A student's registration with ESCP may be terminated for the following reasons:

- Failure to meet progression requirements
- Failure to meet award's requirements
- Failure to register for resit exams
- Academic misconduct
- Non-payment of fees or debt to ESCP
- Gross misconduct (non-academic) Or Serious breach of the Student code of conduct

Persistent non-attendance and failure to submit coursework may also lead to the termination of a student's enrolment with ESCP.

10.   Exit Awards

A student who does not meet the requirements for the Award for which they are registered, but meets the requirements for an approved Exit Award, will normally be conferred that Award

Registered Award	Exit Award	Exit award requirements
Bachelor's degree	Diploma of Higher Education (FHEQ Level 5 award)	Total ECTS to be achieved 120 with the following breakdown: Level 4: 60 ECTS Credits Level 5: 60 ECTS Credits
	Certificate of Higher Education (FHEQ Level 4 award)	Total ECTS to be achieved: 60
	If credits are below 60 ECTS, no award will be granted.	
Master's Degree	Postgraduate Diploma	60 ECTS at Level 6 or above with a minimum of 50 ECTS at Level 7

	Postgraduate Certificate	30 ECTS at Level 6 or above with a minimum of 20 ECTS at Level 7

11. Late Submission Policy

All students must submit their coursework assignments by the published and set deadline. Any assessed work submitted by students after the published deadline (date and time) will be deemed a late submission and subject to penalties.

Students who attempt a summative assessment task declare themselves 'fit to attempt'/'fit to sit' that assessment; claims for mitigating circumstances are normally not permitted in that case. In extreme circumstances, the School reserves the right to apply special mitigation following a student's attempt at any assessment. Please refer to "Policy for Late Submission of Assessments"

Please refer to the thesis guide of the relevant programme to check the penalties for late submission of the thesis.

12. Mitigating circumstances

Students are expected to plan their work in order to meet assessment deadlines and to be aware of the relevant regulations and requirements detailed in Programme Handbooks. Mitigating circumstances (MC) should only be submitted for genuinely serious situations beyond a student's control, adversely affecting participation or academic performance. Please refer to "Mitigating Circumstances Policy" for details.

13. Academic Misconduct

ESCP Business School has a duty to uphold academic standards by ensuring that the regulations and policies of assessment are implemented fully and fairly. To this end, the School will act against any student who violates these regulations, whether intentionally, unintentionally or through negligence and who, by doing so, could gain an unfair advantage over other students. Any such contravention constitutes academic misconduct. Academic misconduct may be proven to have taken place even if the student has not gained an unfair advantage by doing so.

The School considers academic misconduct as a serious offence and will act against the involved student(s). Allegations of academic misconduct will be addressed fairly and consistently using informal and formal procedures of investigation and related action. Please refer to "Academic Misconduct Policy" for more details.

14.   Student Appeal Policy

The School defines an appeal as a request from a student for a review of a decision made by:

- An Interim/Progression/Award Board regarding their assessment, progression or award

- The Academic Misconduct Panel

- The Disciplinary Committee

- The Fitness to study panel

The School aims to deal with appeals transparently, and confidentially, following the principles of natural justice and in a timely manner. A student will not suffer any detriment if they appeal in good faith. However, a student should be aware that if an appeal is pursued inappropriately, disciplinary action may be taken against them.

A student should submit an appeal claim or review request on the Appeal form supported with appropriate evidence.

If, after exhausting the School's internal appeals procedure, the student believes the School's response is not satisfactory, they can refer their appeal to the Office of the Independent Adjudicator for Higher Education (OIA). Further details can be found on the OIA website at www.oiahe.org.uk. Please refer to "Student Appeals Policy" for full details.

15.   Fitness to Study

ESCP Business School is committed to maintaining and preserving the physical and psychological well-being of all students and to meeting its legal duty to make reasonable adjustments to enable all students to engage with their studies and with the ESCP Business School's community. The School recognises that medical, psychological, behavioural or emotional problems or a student's circumstances may affect a student's fitness to study.

The term' fitness to study' as used in this policy relates to the entire student experience and not just students' ability to engage with their studies. It also covers internships, work placements and/or mandatory field trips. The scope includes the student's ability to meet reasonable social and behavioural requirements of the School without having an unacceptably detrimental effect on their own health, safety, and welfare and/or education experience and on health, safety, welfare and/or education experience of other students, or members of staff.

Unless otherwise informed, the School assumes that students can study both independently and in harmony with others and not conduct themselves in a way that has an adverse impact on those around them.

In circumstances where it is believed that a student's behaviour presents an immediate risk to themselves or others, the emergency services should be called by dialling 999. Security staff must also be notified so that emergency services can be directed to the right location. Please refer to "Fitness to Study Policy" for more details.

16. Academic Standards, Marking and Feedback

16.1. Assessment approval

The lecturer responsible for a module plans the details of assessments in accordance with the module outline. Where the same module is delivered in a number of campuses, it is expected that all staff delivering a module should work together and agree on planned assessments.

16.2. Feedback on assessed work

Providing students with meaningful feedback can significantly enhance learning and improve student achievement. All feedback given is required to be:

- Timely: Provided to students at the optimum moment to maximise benefit.
- Relevant: Tailored to meet the needs of the student.
- Understandable: Giving clear and precise direction for improvement.
- Supportive: Not overly negative and includes positive reinforcement.
- Transparent: Must establish an ethos of credibility and trust.

16.3. Internal moderation

Internal moderation is applied to:

- Final assessments (summative)
- Resit examinations
- Other assessment briefs

Internal moderators are permanent faculty members. Programme modules are allocated to internal moderators by the Head of Faculty at the beginning of each academic term.

16.4. External Examination

The School adheres to the precepts of the UK Quality Code for Higher Education, recognising that External Examiners play a vital role in the maintenance of academic standards and in ensuring rigorous and fair assessment processes. The School remains compliant with the expectation of the Code, as all assessments and module outlines, including coursework papers, assignments questions and exam papers for all programmes, are sent to External Examiners for feedback. External Examiners also assess a sample of marked scripts. A report to the School is submitted within two weeks of the final meeting of the Assessment board each year. The Academic Directors provide a written response to EEs reports usually within three weeks of receiving the External Examiners' Reports.

17.   Assessment boards

17.1. Interim Board

The Interim Board considers, decides and approves the results of all modules, ensuring comparability of quality and standards, inclusive of fairness and conduct in accordance with the regulations. The Board is provided with the statistical information and results of the assessment to discuss the range which would normally be expected. They also have the module marks for the previous year in case the results should need to be compared. For more details, please refer to the "Policy for Interim Board".

17.2. Policy for Progression Boards

The purpose of a Progression Board is to make decisions on student progression from an academic year to the next in programmes lasting more than one academic year (e.g. Bachelor and Master in Management.). The Board normally meets annually after all Interim Boards. For more details, please refer to "Policy for Progression Board".

17.3. Policy for Awards Board

The purpose of an Award Board is to make decisions on degree awards. The Board considers the individual's module performance and the overall performance of the students in the module. For more details, please refer to "Policy for Awards Board".

18.   Availability of Policies

ESCP London Campus policies are available at

- https://sites.google.com/escp.eu/london-campus-staff-policies (for ESCP Email Users)
- https://myschool.escpeurope.eu/ (London campus tab- for ESCP Email Users)
- https://escp.eu/london/public-information

The policies are additionally accessible to students through the Blackboard platform.