



## Assessment & Awards Policy

### 1. Introduction

#### 1.1 Purpose

- To establish clear guidelines and procedures for the assessment of student performance and the awarding of academic qualifications.

#### 1.2 Scope

- This policy applies to all students enrolled in CIU Germany across all programs including Skills & Vocational Courses (SVCs), Diplomas, University Foundation Courses (UFC), Undergraduate, Master's, and Ph.D. degrees.

### 2. Assessment Policy

#### 2.1 Principles of Assessment

##### 2.1.1 Fairness

- Ensure that all assessments are fair and equitable.

##### 2.1.2 Transparency

- Maintain transparency in assessment processes and criteria.

##### 2.1.3 Consistency

- Apply consistent standards across all assessments.

#### 2.2 Types of Assessment

##### 2.2.1 Formative Assessments

- Ongoing assessments designed to provide feedback and guide student learning.

##### 2.2.2 Summative Assessments

- Final assessments used to evaluate student learning at the end of a course or program.

##### 2.2.3 Continuous Assessment

- Combination of various assessment methods throughout the course.

## **2.3 Assessment Methods**

### **2.3.1 Written Exams**

- Procedures and guidelines for administering written exams.

### **2.3.2 Assignments**

- Criteria for evaluating assignments, including essays, reports, and projects.

### **2.3.3 Practical Assessments**

- Guidelines for practical assessments, including lab work, performances, and skill demonstrations.

### **2.3.4 Online Assessments**

- Standards and procedures for online assessments, including proctoring requirements.

## **2.4 Assessment Criteria**

### **2.4.1 Rubrics and Marking Schemes**

- Use of rubrics and marking schemes to ensure consistent and objective grading.

### **2.4.2 Feedback**

- Providing timely and constructive feedback to students on their assessments.

## **2.5 Academic Integrity**

### **2.5.1 Plagiarism**

- Definition of plagiarism and procedures for dealing with cases.

### **2.5.2 Cheating and Fraud**

- Policies for preventing and addressing cheating and other forms of academic misconduct.

## **3. Awards Policy**

### **3.1 Types of Awards**

#### **3.1.1 Certificates**

- Requirements for awarding certificates in Skills & Vocational Courses.

#### **3.1.2 Diplomas**

- Criteria for awarding diplomas in various disciplines.

#### **3.1.3 Degrees**

- Requirements for awarding undergraduate, master's, and Ph.D. Degrees.

### **3.2 Award Criteria**

#### **3.2.1 Minimum Requirements**

- Minimum credit and grade requirements for each type of award.

### **3.2.2 Distinctions and Honors**

- Criteria for awarding distinctions and honors (e.g., cum laude, magna cum laude, summa cum laude).

## **3.3 Awarding Process**

### **3.3.1 Verification of Requirements**

- Procedures for verifying that students have met all requirements for their awards.

### **3.3.2 Approval of Awards**

- Role of academic committees and boards in approving awards.

### **3.3.3 Issuance of Awards**

- Procedures for issuing certificates, diplomas, and degrees.

## **3.4 Revocation of Awards**

### **3.4.1 Grounds for Revocation**

- Conditions under which an award may be revoked (e.g., academic misconduct, administrative error).

### **3.4.2 Revocation Process**

- Procedures for revoking an award, including notification and appeal rights.

## **4. Examinations Policy**

### **4.1 Examination Scheduling**

#### **4.1.1 Timetables**

- Process for scheduling exams and notifying students.

#### **4.1.2 Exam Clashes**

- Procedures for resolving exam timetable clashes.

### **4.2 Examination Conduct**

#### **4.2.1 Examination Rules**

- Rules and regulations governing student conduct during exams.

#### **4.2.2 Invigilation**

- Responsibilities of invigilators and procedures for monitoring exams.

### **4.3 Examination Integrity**

#### **4.3.1 Security of Exam Materials**

- Measures to ensure the security of examination papers and materials.

#### **4.3.2 Handling of Exam Scripts**

- Procedures for handling, marking, and storing exam scripts.

## **5. Grading and Feedback**

### **5.1 Grading System**

#### **5.1.1 Grade Scales**

- Explanation of the grading scale used (e.g., A–F, percentage, GPA).

#### **5.1.2 Grade Descriptions**

- Descriptions of what each grade represents in terms of student performance and understanding.

### **5.2 Grade Submission**

#### **5.2.1 Submission Deadlines**

- Deadlines for faculty to submit grades.

#### **5.2.2 Verification of Grades**

- Procedures for verifying and correcting grades before final submission.

### **5.3 Feedback to Students**

#### **5.3.1 Timely Feedback**

- Timelines for providing feedback on assessments.

#### **5.3.2 Detailed Feedback**

- Guidelines for providing constructive and detailed feedback to help students improve.

## **6. Appeals and Grievances**

### **6.1 Academic Appeals**

#### **6.1.1 Grounds for Appeal**

- Acceptable grounds for appealing an assessment decision (e.g., procedural errors, bias).

#### **6.1.2 Appeal Process**

- Steps for submitting an appeal, including deadlines and required documentation.

### **6.2 Non–Academic Grievances**

#### **6.2.1 Submission of Grievances**

- Procedure for students to submit grievances related to assessment and awards.

#### **6.2.2 Review and Resolution**

- Timeline and process for review and resolution of grievances.

## **7. Support Services**

### **7.1 Academic Support**

#### **7.1.1 Tutoring and Mentoring**

- Availability of tutoring and mentoring services to assist students in their studies.

#### **7.1.2 Workshops and Seminars**

- Workshops and seminars to support student learning and assessment preparation.

### **7.2 Counseling Services**

#### **7.2.1 Academic Counseling**

- Academic counseling services to help students navigate their educational path.

#### **7.2.2 Personal Counseling**

- Personal counseling services to support students' mental health and well-being.

## **8. Quality Assurance**

### **8.1 Continuous Improvement**

#### **8.1.1 Feedback Mechanisms**

- Mechanisms for collecting and analyzing feedback from students, faculty, and other stakeholders.

#### **8.1.2 Review and Evaluation**

- Regular review and evaluation of assessment and award processes to ensure they meet educational goals and standards.

### **8.2 Accreditation and Compliance**

- Ensuring that assessment and award policies comply with accreditation standards and regulatory requirements.

## **9. Communication and Transparency**

### **9.1 Information Dissemination**

- Clear communication of assessment and awards policies to students, faculty, and staff.

### **9.2 Policy Updates**

- Regular updates to policies, with timely communication to all stakeholders regarding any changes.

## **10. Policy Review and Updates**

### **10.1 Regular Review**

- Scheduled reviews of the Assessment & Awards Policy to ensure it remains current and effective.

## **10.2 Stakeholder Involvement**

- Involvement of key stakeholders, including students, faculty, and industry partners, in the review and update process.

This outline provides a comprehensive framework for the CIU Assessment & Awards Policy. Each section can be expanded with more detailed procedures and guidelines as necessary.