Evaluation of the Students in the MBA Program/Courses

Each course offered by LIGS University in its interactive online MBA program is subject to rigid procedures and needs to comply with the following steps, where the grading is based on two mandatory items:

- **Course E-Test**

The course test consists of 30 randomly generated test questions, where the grounds of those lay in mandatory and recommended literature and sources [Bookboon, webinars, ..].

The course is concluded by successful completion of an e-learning test, which is accessible from the student's account in the Student information system in the section "Tests".

Each e-learning test has a time limit of 45 minutes for its completion from its start. There are 5 attempts to complete each test successfully. To pass successfully each e-learning test, the student must obtain at least 21 points, i.e. 70% of the total number of points for the test.

- **Seminar Paper**

This is the second mandatory item for passing the course.

There are several topics, outlined for each course, to be chosen from 20+ topics for the core courses and 15+ topics for the special/elective courses. In support of writing, there are three major documents available for each student in the Students System that the student should follow – the LIGS Guidelines for writing a seminar paper, the APA Guide, and the Layout.

Steps in the evaluation process:

1. The student can choose at the beginning whether he/she wants to pass the test or write and finish the seminar work.

2. <u>The test.</u> The student will, after submitting all questions in the test [there may be one or more answers to each question], receive the score in percentage plus evaluation: "Passed" / "Not passed". The result of the test will be shown in the Student record. In case the student doesn't pass the test, there is a possibility to

repeat it in 24 hours (the date and time when the next attempt will be accessible will appear with the test outcome.). Altogether five attempts can be made to pass the test, which is the prerequisite to the next, second and final part of the course 0 the seminar paper. The student advisor, the student as well as the lecturer are notified about the outcome of the student's test.

3. <u>Seminar paper.</u> The student advisor allocates a supervisor/lecturer to the student for writing a seminar paper on the subject. Both, the student and the supervisor agree on the topic that is given by the lists of topics for a relevant subject or a new topic can be defined by mutual agreement. The student follows the relevant criteria and prerequisites under the supervision of his/her lecturer. Once the paper is approved by the lecturer, the paper is evaluated by following the evaluation sheet in the LMS system. When graded is given by the IT system [A-B-C-D-F marks], the outcome of the paper is passed on to the lecturer as well as the student advisor. As opposed to the e-test, the mark is not passed on to the student.

4. Once the lecturer has both the marks – from the test and the seminar paper – he decides on the final mark of the student. A ratio of "1:2", which comes from the combination "e-test vs seminar paper" is being considered in the aspect of the final mark. The final mark/grade is solely on the lecturer's decision and is provided in the A-B-C-D-F mode. If the mark is "in line" with the outcomes of the e-test and the seminar paper, nothing else needs to be done. However, if not, then the lecturer must explain why there are relevant discrepancies between the partial marks and his/her final mark.

5. When the final mark is set, the lecturer notifies the student advisor about the mark, who will pass the grade on to the student via the IT system.