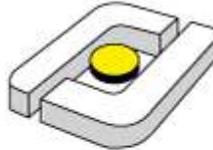


**SHANGHAI UNIVERSITY OF INTERNATIONAL BUSINESS
AND ECONOMICS
HOCHSCHULE OSNABRÜCK**



Hochschule Osnabrück
University of Applied Sciences



上海對外經貿大學
SHANGHAI UNIVERSITY OF INTERNATIONAL BUSINESS AND ECONOMICS

**IEMS Student
Assessment Regulations
(For teacher use)**

INTRODUCTION

These assessment regulations are designed to explain important information about the test/examination regulations of the IEMS programme and they serve as the official regulations for the IEMS programme. Lecturers who teach IEMS courses are strongly required to read through this handbook, in order to have an overall understanding of how to carry out student assessment in this cooperative project. As this joint programme undergoes continuous assessment and improvement, teachers from both universities are welcome to contact the project heads from each partner university should they have comments and/or suggestions.

The project was developed in very close collaboration between Hochschule Osnabrück (Osnabrück University of Applied Sciences), the Shanghai Institute of Foreign Trade (SIFT) and Chinesisches Zentrum, Hannover e.V.¹ The programme offers IEMS students double benefits – the benefits of two educational systems and the benefits of being students from two high quality universities.

Founded in 1960, the Shanghai Institute of Foreign Trade (SIFT), formerly an institution of higher learning affiliated to the Ministry of Foreign Trade and Economic Cooperation, has been operated under the supervision of the Shanghai Municipality since 1994. In 2013 SIFT acquired university status and was renamed Shanghai University of International Business and Economics (**SUIBE**). The only university of its kind in Eastern China, dedicated to education for international trade, SUIBE boasts marked characteristics of and time-honoured advantages in offering higher education in international business and commerce.

Osnabrück University of Applied Sciences (**Hochschule Osnabrück**) is a university with a well-developed network of international co-operation and a focus on practice-oriented teaching and applied sciences. The faculties and institutes of the Hochschule Osnabrück offer modern and innovative study programmes. Study programmes are geared towards specific professions, with teaching and research tailored to the requirements of practice. The good job prospects and opportunities for doctorates for graduates from the Hochschule Osnabrück show that the study contents meet both educational and practical requirements to a large extent.

More information about the two IEMS partner universities can be found on the following websites:

SUIBE: <http://eng.suibe.edu.cn/>

Hochschule Osnabrück: <https://www.hs-osnabrueck.de/en/>

¹ The Chinese Centre is no longer partner in the IEMS programme, as the contract ended early 2016.

1. Forms of assessment

The forms of assessment used in the IEMS programme vary to reflect the learning outcomes of each course, its content, aims and objectives. One principle, which applies to IEMS programme, is the use of multiple forms of assessment.

The following list gives an indication of the main forms of assessments used in IEMS programme.

- Written examinations (including multiple choice tests)
- Oral presentations and written reports
- Written papers
- Dissertations

Lecturers can determine which form of examination they apply to their module.

1.1 Tests and formal examinations

A “test” is conducted during a scheduled class, including student level tests, quizzes, mid-term tests etc. The mid-term test results will be counted as part of the final results of the course together with the formal examinations, the so-called final exam.

The final exams are held at the end of the course at a time and a venue, which may not be the same as those for a scheduled class, and are governed by SUIBE examination regulations agreed upon by the Hochschule Osnabrück IEMS steering committee.

Tests and exams should emphasize the ability to apply what students have learnt, to analyze data and situations and to produce appropriate results, rather than the ability to memorize facts or information. In tests and exams, though students will have to show how well they have memorized important concepts, facts and theories, etc., it is more important that they can apply what they learnt in their courses.

1.2 Presentations (optionally with written reports)

In this form of test, students will either be given topics directly by the teacher or be able to choose their own presentation topics based on a scope given by the teacher. The students will do the presentation individually or work as part of a group. Teachers will give guidance where appropriate and evaluate their performance. The scores will be valid as part of the final results of the module.

1.3 Practical projects

Students will work on several projects they are studying and put their new knowledge and developing skills into practice. Students should identify and search for material or data they require in order to carry out their research. The assessed work students submit will usually be in the form of a written report or a presentation. This form of assessment may be used as a homework exercise or a mid-term test. The scores can be counted as part of the final results of the module.

1.4 Case study analyses

Some case studies are very short and straightforward, while others can be very long and complicated. Case studies are a very useful way for students to learn about what happens in

the “real world”, but they shouldn’t just be used as “stories”. The students are asked to develop critical thinking, decision-making and other important professional skills. Case studies can be used as either an individual exercise or in combination with other forms of assessment.

1.5 Academic essays

Essays should be written in formal style, in English, and in the students’ own words. Students should be encouraged to refer to relevant literature on the subject, where available, and to attribute ideas and quotations accurately. Teachers will give students guidance in essay writing, which can be used as an exercise, test or examination as required by the course teachers. Academic essays should be written using the rules and information learnt in the “Intercultural Communication and Academic Writing” course. In particular, the Academic Writing Handbook should be used whilst completing academic essays.

1.6 Dissertations

Dissertations are the final assessment of IEMS students for the fulfilment of the 4 year university study and research. Students are required to work out dissertations on a certain topic specified or suggested by course teachers in the 8th semester. By employing all means of study and research instruments and tools acquired during their university career, they have to finish a 12,000-15,000 word (40-50 pages) thesis pertinent to their major courses.

The assessment of dissertations proves the qualification of IEMS students to obtain bachelor degrees issued by both SUIBE and the Hochschule Osnabrück and to graduate from the Sino-German joint programme. Teachers of both sides are to be included in this critical assessment.

2. Unified marking system

Due to different marking systems between Chinese and German education, it is of utmost importance to unify scoring methods in order to facilitate the process of the assessment work and to suit Chinese academic records. It is usual practice to adopt a 100 points system to most of the assessment work in China and 60 points as the minimum requirement to pass.

For the IEMS project, all courses and final assessments are required to adopt a 100 points system to indicate students’ results, and the pass mark is 60 points as the minimum requirement. According to this scoring system, the following sections of the scores are divided into different levels of students’ performance, which may correspond to the German levels of students’ performance.

2.1 Assessment grades

German grade	Chinese grade	English Definition	German Definition
1,0	100-97	Excellent	Sehr gut
1,3	96-93	Excellent	Sehr gut
1,7	92-90	Good	Gut
2,0	89-86	Good	Gut
2,3	85-83	Good	Gut
2,7	82-80	Satisfactory	Befriedigend
3,0	79-75	Satisfactory	Befriedigend
3,3	74-70	Satisfactory	Befriedigend
3,7	69-65	Pass	Ausreichend
4,0	64-60	Pass	Ausreichend
More than a 4.0	59 or less	Fail	Nicht ausreichend

2.2 Grading

The grading of daily exercises, quizzes, mid-term tests and final exams can include the decimal point (e.g. 75.5 or 87.6), but as for the final assessment, which consists of daily performance marks and final exam results, the scoring should come to an integer by using the rounding-off method.

2.3 Preparation of test/examination papers:

In order to reflect a comprehensive acquisition of knowledge and to achieve fair results regarding the knowledge which students have learned from their courses, test/exam papers should be produced in proportional degrees of difficulty. The general ratio of difficulty may range as follows: 20% easy items, 30% slightly more difficult, 30% more difficult, 20% difficult.

The types of test/exam items may include filling blanks, true or false, multiple choice, terms explanation, short answers to questions, subjective comments to questions, case studies etc.

A complete set of exam papers should cover at least 3 types of test/exam items. Essay writing is also a part of the forms of tests/examinations as required by some IEMS courses.

3. Overall assessment

The grading policy must be explicit, calculable and consistent, and there may also be different weighing for the different elements. Final assessment of a student must include an attendance rate with an original attendance record, daily exercises, quizzes or mid-term tests and final exam results. These marking results are combined at the end to give the final assessment for a course. The proportion of daily performance and all the other proportional quizzes, exams, tests etc. should be decided previously, announced to the students at the beginning of the course and calculated accordingly after the final exams, for instance 30 percent for daily performance (attendance rate, quiz, daily exercises and mid-term test) and 70 percent for final exam result. In daily performance proportion, the attendance rate shall not exceed 10%, and the daily quizzes can substitute mid-term tests. The final exam should usually not make up less than 60% of the final score of the course.

3.1 Execution of mid-term tests and final examinations

3.1.1 The test/examination generally lasts 120 minutes (computer-based exams) or 90 minutes (hand-written exams) and must be marked on the test/exam papers. Special requirement for a prolongation will be granted after submission of an application to SUIBE teaching administration before the exam is taken. Illness must be proven by submitting a medical certificate.

3.1.2 Handing-in mid-term test papers

Course teachers are required to hand in their mid-term test papers, attached with reference keys and grading policy, to SUIBE co-teachers by the Thursday before the test date, so the papers can be printed on time for the exam. HSOS professors should finish correcting the mid-term paper and submit the grades before they leave Shanghai.

3.1.3 Handing-in final exam papers

Course teachers should provide two sets of final examination papers, e.g. Set A and Set B with the same level of difficulty, with reference keys and grading policy (e.g. standard keys for objective items and reference answers for subjective questions with several possible answers).

If possible, the final exam papers should be handed in during the teachers' stay at SUIBE. If it isn't possible, the final exam papers should be handed in to the Osnabrück IEMS office at the latest two weeks after the lectures at SUIBE, so they can be sent to SUIBE by email.

The test/exam papers must be given in Word format of Microsoft Windows system so that SUIBE teaching assistants can make adjustments to the uniform format of the SUIBE exam papers without changing the contents.

3.1.4 Timing of the mid-term test and final examinations:

The mid-term test paper should be written on the Monday or Tuesday of the second teaching week and handed in by the Thursday of the week before the test date.

In order to obtain the best effect regarding the students' study with fresh recollection of the course and also to alleviate the workload of the paper marking, the final exam will take place at the latest four weeks after the conclusion of each course.

3.1.5 Modes of tests/examinations:

Mid-term tests must be mainly conducted in written form, or by any other means appropriate for some courses with specific requirement.

Apart from those not suitable for taking on a computer, such as Accounting, Intercultural Communication and Academic Writing, etc., final examinations will be conducted mainly on the computers in order to facilitate convenient delivery and marking by both sides.

3.2 Marking the final examinations

3.2.1. Delivery of answer sheets

When final exams finish, the SUIBE teaching assistants shall send the students answer sheets in an encoded email package to the Hochschule Osnabrück IEMS office as soon as possible. The Hochschule Osnabrück IEMS office will be responsible for receiving the grades from the lecturers once the exams have been marked and for sending the grades to the SUIBE IEMS office.

For hand-written exams, the answer sheets must be sent to the Hochschule Osnabrück IEMS office by registered mail right after the examinations, so they can be marked in time.

3.2.2 Time limit of exam paper marking

Course teachers are required to mark the exam papers as soon as possible after the delivery from

the IEMS office so that the exam papers and score list can be returned to SUIBE IEMS office for immediate follow-up work. A list with the grades should be submitted to the IEMS office in Osnabrück, which will forward the grades to SUIBE.

3.2.3 Rules of marking

- a) The marking of answer sheets should be carried out in accordance with the reference key and grading policy with red-ink pens / ballpoint pens and the respective markings should be shown with necessary comments or addenda to the answer sheets.
- b) When marking the course papers, the scores should be marked using only adding points.
- c) The scores have to be filled in with sub-totals for each item and the total scores for the whole exam paper. Markers' signature must be applied to each sub-total.
- d) If any corrections are made to previous markings on the papers, the course teacher is required to sign next to the correction.

3.2.4 Normal status of students' scores

The indication of students' scores should be within the following range:

1. 90 points and above: no more than 15%;
2. 70 – 89 points: around 70%
3. 69 points and below: around 15%

Course teachers may take the indicative range as reference for assessing overall study quality of the class when giving marks individually.

4. Return of the Exam Papers and Score List

Marked answer papers should be submitted to the Osnabrück IEMS office as soon as they have been marked so they can be filed at Hochschule Osnabrück. More importantly, the course results will be used for assessing student's scholarships for the following semester.

According to SUIBE examination regulations, all exam paper marking work and record filing must be completed by the end of the semester. Therefore, course teachers are strongly required to complete their marking work and return the marked answer sheets and score list to the Hochschule Osnabrück IEMS office **as soon as possible (if possible, within 14 working days (weekends included) after submission from SUIBE)** unless special circumstance (e.g. staff illness) prevents them from doing so. The results should be submitted to the Osnabrück IEMS office no later than 6 weeks after receiving the papers.

If the grades are handed in later for any particular reason, SUIBE should be notified as soon as possible. These dates will be included individually for each course and semester in the work schedule.

In order to speed up the processing work for SUIBE teaching assistants, course teachers may send their score list by encoded package email to SUIBE teaching assistants (cc to the Hochschule Osnabrück and SUIBE IEMS offices) first, while delivering the marked answer sheets to the Osnabrück IEMS office.

The Osnabrück IEMS office shall file the marked answer sheets after getting them from the course teachers.

According to SUIBE examination regulations, the final results must be issued to students only by SUIBE teaching administration after all exam result statistical work has been done. Course

teachers are requested not to disclose any final result to students in order to avoid unnecessary confusion.

The SUIBE lecture period mostly ends on June 20th in the summer semester and December 15th in the winter semester respectively.

5. The statistical and filing work

SUIBE teaching assistants will handle all the closing work within and by the time limit set by SUIBE Teaching Administration. The responsibility of the SUIBE teaching assistants is as follows:

1. To calculate the final exam marks and daily performance results for each student, applying any weighting specified on the grids.
2. To make score listing printouts for submitting final results to the SUIBE teaching administration.
3. To fill in the Student Exam Result Analytical Form. (Please refer to the attached sample)
4. To do compiling work for final exam paper filing. In accordance with the filing requirements of SUIBE, the file for each course must include the following documents:
 - a) All the answered sheets in order of student serial number
 - b) A set of blank exam papers
 - c) A complete reference key and grading policy for the exam paper
 - d) A student Exam Result Analytical Form with fully completed data
 - e) A cover paper with important data and signatures of SUIBE teaching assistants and of on it

All documents must be handed in to the IEMS head for quality checking and signature.

Modifications must be made on the exam files if any error occurs, and then be submitted to SUIBE teaching administration.

6. Examination failures and re-taking subject examinations

6.1 If a student fails his course examination, he will be given the chance to take a make-up examination. The make-up exam will take place no later than the 8th week of the semester following the initial course.

6.2 If a student also fails the make-up examination, he/she must re-take the course in the next term as well as the mid-term and final tests if he/she is available.

6.2.1 If the class which is to be re-taken coincides with that of a normal course, the student can apply to the SUIBE teaching administration for exemption from the course attendance, and then take part directly in the examinations.

6.2.2 If the student gets approval for the exemption from the course attendance, he/she should submit the approval letter to the course teacher. With the help of the teaching assistant, the course teacher should make the specific requirement of the final assessment clear. The course teacher has the final decision on the composition of the final assessment following a discussion with the student.

6.2.3 Apart from the final exam, the student can also be exempt from daily homework or mid-term test with approval of the course teacher with a written agreement.

6.2.4 According to the composition of the final assessment, the course teacher should adjust the

proportion of the daily performance records to the final assessment in order to make the composition up to 100%.

6.2.5 The make-up exam should have the same level of difficulty as the final exam.

6.2.6 The marks of the make-up exam should be recorded with passing points of 60 on the students' score documents.

6.2.7 Once the list of students who need to take the make-up exam is complete, German teachers should provide a make-up paper as soon as possible, preferably within 14 days, if it wasn't already provided previously. Following the completion of the make-up test, the papers should be sent to the Osnabrück IEMS office immediately so the German lecturers can correct them as soon as possible, preferably within 21 days.

6.2.8 The make-up test paper may include a maximum of 20% of repetition from the final exam. 80% of the final exam should be changed however. The make-up exam should have the same level of difficulty as the final exam.

6.2.9 Students will be given a total of THREE attempts to pass a course offered by Hochschule Osnabrück lecturers. If a student fails to pass a course on the third attempt, this constitutes a failure for the respective course and for the complete German degree. In this case the student will only be given a certificate of non-completion instead of the full degree certificate.

6.3 Failure to appear, withdrawal, cheating, breach of regulations

6.3.1 An assessment shall be deemed as "failed" if the examinee, without proper reasons, fails to appear on the site within 15 minutes after the exam begins.

6.3.2 Those who fail to appear on the site within 15 minutes after the beginning of the exam shall not be permitted to take part in the examination.

6.3.3 Examinees are not permitted to hand in their exam papers within 30 minutes after the exam has begun or within 15 minutes before the end of the exam, even if they decide to quit the exam.

6.3.4 Apart from the time restrictions mentioned above, if students withdraw from the exam while handing in answer sheets during the exam time, the exam results are valid for scoring.

6.3.5 The reasons for absence or withdrawal must be sufficient and the university must be notified in writing before the specific examination is to be taken. Illness must be proven by the presentation of a doctor's certificate attesting the inability to take part in the stated exam(s) and continuous illness in the case of the same assessment by presenting a doctor's certificate stating diagnosis and health recovery level. Students can only apply for a postponement of the exam if his/her reasons are recognized by the examining teacher. The postponed exam will take place at the same time as and together with the make-up examinations at the beginning of the next semester.

6.3.6 If examinees are found to attempt to influence the result of his examination by cheating or use of non-permissible aids, warning must be given immediately and the student's behaviour must be recorded in the exam minutes. Any breach of examination regulations must be stopped by the examiners and the concerned examinee must be asked to quit the exam immediately. The examination shall be deemed as "failed".

6.3.7 Exams are only to be written on the paper provided by the examiners / supervisors. The paper must always be identical. Any notes or other answers on additional paper will lead to a failure of the exam.

7. Attendance Policy

According to SUIBE regulations, the class attendance policy applies to all courses, and it forms part of the overall assessment.

Students are required to achieve a minimum of 67% attendance level for all courses with good reasons and with teacher's approval beforehand. Failure to achieve a minimum of 67% attendance will mean the student loses the right to attend the final exam. Attendance between 67% and 100% of classes may incur a penalty of 10% (this lies at the teacher's discretion), which will be deducted from the final assessment result. Teacher assistants are requested to carry out at least 4 spot attendance checks during the teaching module by lecturers from the Hochschule Osnabrück in order to promote a higher attendance rate by the students.

8. Dissertations

8.1 The aim of the dissertation concluding the study programme is to show that the student is in a position to deal with a problem from the subject area of the respective programme within a pre-set time frame independently and on a scientific basis. The nature and topic of the dissertation must correspond to the examination purpose and the time allowed. The student must prepare and write his / her dissertation according to the Thesis Writing Working Plan, which is written by SUIBE in cooperation with the Osnabrück IEMS office.

8.2 The topic of the dissertation can be proposed by the students subject to the approval of the teacher, following discussion between the students and the teacher or given by any professor of SUIBE and the Hochschule Osnabrück. SUIBE and the Hochschule Osnabrück teachers of the IEMS programme may recommend a list of the topics of the dissertation. Candidates have the opportunity to make a statement before stipulating the topic. Great attention should be paid to the choice of the subjects chosen, in order to avoid repetition of topics written about in previous years. Professors from both HSOS and SUIBE are requested to hand in subject recommendations on schedule, so up-to-date and new topics can be chosen/distributed to the candidates.

Students are supervised by the appointed examiners while they write their dissertations.

8.3 The beginning of the time allowed and the date for handing in the dissertation must be recorded in a file. On handing the dissertation in the student must certify in writing that it was written independently and that only the quoted sources and aids were used with bibliographical indications.

8.4 The length of the dissertation must be between 12,000 and 15,000 words (40-50 pages).

8.5 Students must use the unified format of the dissertation by the Hochschule Osnabrück with all the required content, including the cover, index, abstracts, main text and bibliographical references. Students should work closely with the Academic Writing Handbook from the course "Intercultural Communication and Academic Writing".

8.6 The SUIBE examiners will check the dissertation topic opening report on the first round with comments and suggestions and return it to students for correction and improvement.

8.7 Students shall consult their German and Chinese tutors on key issues of the dissertation writing. Once the comments for the dissertation are returned by the tutors, the students must make improvements according to the examiners instructions.

8.8 According to SUIBE arrangement, the thesis writing phase is usually timed from the beginning of the fourth academic year, e.g. from December to the next March.

8.9 Viva voce / oral examination

8.9.1 The viva voce will normally be arranged in Shanghai during May, but the date may vary

according to semester times.

8.9.2 In the viva voce the student must be able to prove he or she is in a position to deal with issues from the dissertation subject area independently in a problem-oriented way and also on a scientific basis.

8.9.3 The viva voce shall be held by at least 2 tutors with an associate professor or professor from SUIBE or the Hochschule Osnabrück. The tutor with the higher academic title is the chairperson. For IEMS students, German tutors, if any, should be the chairperson.

8.9.4 The viva voce normally lasts 30-60 minutes for each student.

8.9.5 The language spoken in the viva voce is English.

8.9.6 IEMS students are not to be given any help with questions prior to the viva voce. They should not be given any questions for preparation beforehand. They must answer the professors' questions respectively and appropriately during the viva voce.

9. Prerequisites for writing dissertation

9.1.1 A student who fails three courses or more before they fail three times for each course will still be admitted to write the dissertation.

9.1.2 A student who fails a course three times will not be allowed to write his/her dissertation.

9.1.3 Students will not be admitted to write their thesis dissertation if they have not passed all the courses from the 1st and 2nd semester of the IEMS curriculum.

9.1.4 A student who fails his/her dissertation, rewrites it and fails it a SECOND time will have "failed" the whole programme.

10. Coming into force

The Students Assessment Regulations shall come into force upon the start of the 1st semester of all students on the IEMS programme. The explanation of the meaning of each term lies in the IEMS managerial team.