

MACIS Grading Rules

1. Grading is on a scale of 1.0 – 6.0, with 6.0 = excellent, 5.0 = good, 4.0 = satisfactory, 3.75 and below = fail. Half grades and quarter grades are awarded (e.g., 4.0, 4.25, 4.5, 4.75, 5.0).
2. The overall grade for a course (i.e., the grade for the course as a whole) may consist of one or more components, for example one or more assignments and a written end-of-semester test. Each faculty member decides on her/his own what these components are and how grades from each of the components are aggregated into an overall grade for the course. The modalities, including the dates or deadlines for each component, must be communicated to the students at the beginning of the semester.
3. A course completed with an overall (final) grade of 4.0 or more cannot be retaken.
4. If the overall course grade is 4.0 or higher, individual assignments or tests that are components of the overall grade for the course cannot be repeated, even if the grade for an individual assignment or test is below 4.0.
5. If the overall grade from a course consists of several grades (e.g., for assignments and an end-of-semester test) and the overall grade turns out to be below 4.0, each of the failed assignments or tests (but not those components with a grade equal or higher than 4.0) can be repeated once.
6. Assignments or tests that make up the overall grade can only be repeated after all required assignments and/or tests for the overall grade have been completed and it has been established that the overall grade is below 4.0. Repetitions of assignments or tests must be completed by the end of the first week of the subsequent semester. In exceptional cases, the faculty member responsible for the respective course can grant an extension of this deadline for up to three weeks. The MACIS coordinator of studies must be informed of this by e-mail.
7. Assignments that are not delivered on time (according to the deadline set by the respective faculty member) are awarded grade 1.0. The same applies to scheduled presentations or tests for which a student does not show up. Such failed assignments or tests can be repeated once if the overall grade of the course is below 4.0 (see above).

Exceptions:

- a. Important professional reasons (e.g., short-term invitation to a job interview), serious illness or death in the family or medical reasons (sick note /Arztzeugnis needed) communicated in writing to the respective faculty member and the MACIS secretariat within 48 hours or more before the deadline or test are acceptable justifications for delaying the submission of an assignment or a test.
 - b. If the reason for not showing up for a test or handing in an assignment too late is a medical emergency and no prior notification is possible (previous point) the student must provide a sick note (Arztzeugnis) within one week of the missed deadline or test date.
 - c. Assignments delayed for the above reasons must be handed in within two weeks after the end of the semester. The same applies to delayed tests. Exceptions (e.g., compelling medical reasons) can be granted on written request by the MACIS studies director. Delayed assignments or tests that receive grades lower than 4.0 are subject to the same conditions as assignments and tests completed on time. They can be repeated once.
8. If the overall grade for a course remains lower than 4.0 after repetition of failed assignments and/or tests, the course is a “fail”.
 9. If a course has been failed, the student may either a) repeat the failed assignment / exam at the beginning of the next semester or b) repeat the entire course the following year. If option b) is chosen, the student has to achieve a grade 4.0 or higher first time round. A repeat assignment / exam of a repeated course is not allowed, regardless of whether the course is a core course or an elective.
 10. If a student fails the repeat assignment / exam of a course that is not a core course (for the identification of courses, see the MACIS curriculum), she/he can choose another course to fulfill credit point requirements.
 11. If a student fails the repeat assignment / exam of a core course (for the identification of core courses, see the MACIS curriculum), the student will be asked to leave the MACIS program.
 12. If a student fails the repetition of an entire core course (for the identification of core courses, see the MACIS curriculum), the student will be asked to leave the MACIS program.