



Policy on Grading, Disputed Grading and Required Length of Papers

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1. Grading

The Department uses a system of letter grades and grade points for evaluating students' work, including the thesis, according to the grading scheme of the university, which is as follows:

CEU Grading System		
Grade	Name	Point
A	Outstanding	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Fair	3.00
B-	Satisfactory	2.67
C+	Minimum Pass	2.33
F	Fail	0.00

The various grades can be translated to a 100-point scale of grades points as follows:

A: 94.00-100.00

A-: 87.00-93.99

B+: 80.00-86.99

B: 73.00-79.99

B-: 66.00-72.99

C+: 59.00-65.99

F: 0-58.99

Faculty should not deviate from the standard CEU grading system.

Based on the grading scale, the following rate of students normally achieves the specific grades:

A: 10% - Outstanding performance with minor errors

A-/B+: 25% - Above the average standard but with some errors

B+/B: 30% - Generally sound work with a number of notable errors

B-/B-: 25% - Fair but with significant shortcomings

C+: 10% - Performance meets the minimum criteria

F: Considerable further work is required

Deadlines and requirements for the different assignments of the course are to be clearly stated in the syllabus or announced in the beginning of the course. The syllabus also has to explain the grade breakdown of the final grade, indicating how the grades for papers, class-

participation and in-class presentations are assigned. No single assignment should count for more than 45% of the final course grade. To ensure transparency of grading, class participation should not exceed 15% of the final course grade.

Course instructors should communicate different deadlines to the departmental office to ensure that there is as little overlap among these as possible. As a general rule, final deadlines should be set within a two-week period of the end of the fall semester and a one-week period of the winter semester in order to enable students to start work on their MA thesis. Exception from this rule should be requested in writing from the head of department by course instructors.

For further details of CEU's credit and grading system see *Student Rights, Rules and Academic Regulations*, Section 4.1.4 and Annex 3, as well as the [Student Records Office's Manual](#).

2. Grade Submission

At the end of each teaching term faculty members are to submit the grades to the coordinator who in turns enters them into the Infosys after the closure of the online course evaluations. Faculty members can enter grades in the Infosys system directly but are asked not to do so until course evaluations are closed.

Faculty members are required to provide a list of the final grades with a breakdown of the final grade composition. The final grade and grades on each component are shared with the students. Please note that each faculty member should sign the printed course grading sheet upon the completion of the grade registration procedure.

Once submitted, grades should be considered final. In extraordinary circumstances faculty can ask for a revision of the grades they submitted. In all such cases a written request must be submitted by the faculty member to the departmental secretariat. Request must include a short explanation and justification what exactly has led to the change of the grade originally submitted. Grade correction should be justified even in instances where a clerical or computational error resulted in the submission of an incorrect grade.

For any other objection to students' grades, the appeal procedure should be consulted.

The departmental deadline for the submission of MA and PhD grades is always specified in the [Departmental Calendar](#). The university administration wants all grades submitted by the deadline set by the Office of Student Records. Failure to submit final grades on time unfairly inconveniences the staff and prevents students from being considered for various university-wide awards.

In case of problematic students (absence, late submission, chance of failing to achieve the minimum passing grade) course instructors are required to inform the department and the student's supervisor as soon as the problems occur.

3. Disputed Grading

With the aim of dealing with disputes over grading which are

- serious enough to require action at departmental level but
- not as serious as to raise a suspicion moral misconduct on behalf of the professor,

the Political Science Department faculty adopted the following Policy:

1. **Unfair grading.** Students of the Department have the right to file a formal complaint to the Head of the Department regarding a grade, which they deem unfair or mistaken. Disputed grading means, for the aims of this document, a serious departure from the grade, which the student could reasonably expect on the basis of his/her performance. Reasonableness of the expectation is a norm relying on either the established scores attached to right answers or on grading of comparable performance of other students or some other standard of similar nature.
2. **Tabling the complaint.** The complaint is to be submitted within two weeks after the grade has been announced (if the announcement is made during a holiday break, the date is the first day when the student is supposed to be back on campus). Before tabling the complaint, the student is supposed to talk to the professor who has given the grade. In order to be considered, the complaint must be specific. Thus, the student who files the complaint is expected to indicate the particular test(s), essay(s), oral exam(s) which he/she believes have been graded unfairly by the professor, and to indicate the grounds for his/her belief.
3. **Setting up a Complaint Committee.** If the Head of the Department judges, on the basis of the available evidence, that there is a chance for the departure of the grading from the norm to be serious, he convenes an ad-hoc Complaint Committee of three. Members of the Committee are preferably such professors of the department who did not teach the student but are broadly familiar with the topic of the course.
4. **Procedures of the Committee.** The Committee examines written performance (tests, essays, etc.). Only seminar participation is presumed to be beyond the reach of ex-post reconstruction (e.g., an oral examination is not a way to test the *past performance* of the student in the seminar). Within this general rule, the Committee works out its own procedures. The report on its decision, including the reasons supporting it, will be communicated 1. to the student, 2. to the professor, and 3. to the Head of the Department. Contingent upon the student's agreement, the report is made available to the student body as well.

If the Committee decides that the grade should be revised, the departmental office enters the new grade with the Registrar's Office.

Appendix

When the dispute is about a grade given by the Head of the Department, his role in the complaint procedure is taken over by the Master Programs Director.

4. Late Submission and Length of Assignments

Students must comply with the given deadlines for submitting course assignments. In case of late submissions, one grade point from the final grade of the assignment should be deducted every 24 hours, if not specified otherwise by the course instructor. Please note that late submission of thesis drafts and the MA thesis are penalized according to the Departmental Thesis Submission Policy.

Course syllabi must indicate the length of various written assignments. Unless otherwise specified in the course syllabus, only a +/- 5% deviation is acceptable in terms of number of words in the cases of long assignments (i.e. above 1,000 words), while no deviation can be tolerated in short papers (i.e. below 1,000 words).