

Program Assessment and Learning Experience Manual

IITB and upGrad Executive Diploma in Machine Learning and AI

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IITB Assessment Policy

As a general IITB assessment policy, assessments are divided into two formats, namely, formative and summative, without too much emphasis on a single format. Hence, a variety of assessment formats are planned in order to mirror the workplace today and the global University standards. The list below describes the different assessment formats used in the program:

- **Assignments/Case studies** will assess the learners based on their ability to produce quality deliverables on large analytics projects. This will help in building problem solving skills, which are considered invaluable by analytics recruiters in the 21st-century workplace.
- In-module **Graded Questions**, individual **assignments**, and **exams** will assess the participants based on conceptual clarity.
- As per IITB exam guidelines, exam question papers and answer keys will not be disclosed to maintain the academic integrity of exam questions.

The Academic Committee deliberates regularly on the academic structure and grading elements of the program, and it holds the right to change any component of the same. Any change to the grading elements or the academic structure of the program will be communicated to the learners in advance.

It is recommended that the participants focus on learning as opposed to focusing solely on assessment scores. Given that it is an Executive Diploma program, the **participants are expected to do research on their own during the learning process and deal with assessments having varied/multiple approaches to solving them.**

Assessment Structure

Assessment Components and Respective Weights

The Executive Diploma program comprises three assessment components. Their distribution and weightage are summarized in the table below.

Type of Assessment	Subset
Quizzes	Graded MCQs and coding questions (may include timed assessments)
Assignments/Case Studies	Individual assignments
Exam	Two proctored online exams: First: A 180- min exam for course 1,2, 3, 4 & 5. Second: A 180- min exam for courses 6, 7, 8 and 9.

**Two exam slots are offered per exam & duration is subject to change based on University norms.*

Weight Distribution in the Course			
Course	Projects (in %)	MCQ (in %)	Exam (in %)
Course 1 – Advanced Mathematics and Programming	0	80	20
Course 2 - Data Analysis and Exploration	50	30	20
Course 3 - Cloud Computing and Big Data Fundamentals	50	30	20
Course 4 – Foundations of Machine Learning	50	30	20
Course 5 – Deep Learning and Natural Language Processing	50	30	20
Course 6 (MLOps, GenAI)	50	30	20
Course 7 (MLOps, GenAI)	50	30	20
Course 8 (MLOps, GenAI)	50	30	20
Course 9 (MLOps, GenAI)	50	30	20
Course 10 (Capstone)	100	0	0

**The above table shows the % contribution of each component in each course towards the final CGPA.*

**upGrad reserves the right to modify, amend or change the structure of module delivery, after due consensus with the university partner.*

Let's take an example to understand this. Suppose you have scored the following marks in the assessment components is mentioned with its respective weightage in parentheses:

- Projects (50%) - 320/450
- Graded Questions (30%) - 300/600
- Exam (20%) - 21/30

Your final percentage score will be calculated as:

$$\{[0.50*(320/450)] + [0.30*(300/600)] + [0.20*(21/30)]\} * 100 = \mathbf{64.56\%}$$

The final percentage scores of all the learners are calculated in this manner, and then the grades are assigned to the learners by the course faculty based on the relative scores of the cohort.

Grading Policy

Grade Point Average (GPA) Computation for a Course

The marks given for each assessment, scaled by the weight assigned to that assessment, add up to the overall score for a course. Grade Point Average (GPA) is awarded on a four-point scale based on the normalised course-level scores of the entire batch. **The faculty has the autonomy to decide on the grading scale based on the relative scores of a batch.**

There are 10 letter grades: A, A-, B+, B, B-, C+, C, D, F and I. The relation between grades and points (on a four-point scale) is shown in the table below:

Letter Grade	A	A-	B+	B	B-	C+	C	D	F
Grade Points	4	3.7	3.4	3	2.7	2.4	2	1	0

The grade 'I' does not carry any grade points and is interpreted as 'Incomplete'

If a learner is unable to complete the program due to a legitimate reason, then the Academic Committee may award the grade 'I' (Incomplete) to that learner. An 'I' grade must be converted to a regular letter grade by deferring to a later batch (in the immediate 5 months after their particular batch has ended), failing to which it will be converted to an 'F' grade automatically.

Cumulative Grade Point Average (CGPA) Computation for the Program

The program has a total of 36 credits, which are distributed as follows:

Course	Credit
Course 1 – Advanced Mathematics and Programming	3
Course 2 - Data Analysis and Exploration	3
Course 3 - Cloud Computing and Big Data Fundamentals	3
Course 4 – Foundations of Machine Learning	4
Course 5 – Deep Learning and Natural Language Processing	4
Course 6 (MLOps, GenAI)	3
Course 7 (MLOps, GenAI)	3
Course 8 (MLOps, GenAI)	3
Course 9 (MLOps, GenAI)	3
Course 10 (Capstone)	7
Total	36

Post Course 5, the students would get an option to decide the track of their choice based on their career profile & academic interests. There are 2 tracks namely – ML Operations (MLOps) and Generative AI (GenAI). Students will get appropriate guidance from the academic team to help decide the same.

The credits and program duration for all the tracks would remain the same. The GPA scores for each course weighted by the respective proportion of credit add up to the CGPA for the entire program. The GPA is truncated (and not rounded off) at two decimal places.

For instance, if the grade points awarded to a participant are, respectively, G_1, G_2 , etc., in courses with the corresponding credits of U_1, U_2 , etc., then the $CGPA = (U_1 * G_1 + U_2 * G_2 + \dots) / (U_1 + U_2 + \dots)$, wherein U_1 and U_2 refer to all the courses taken up until the time of computation of the CGPA.

A learner must pass each course by securing at least a D grade (1-grade point on a 4 point scale). However, to receive the Executive Diploma Certificate, the Cumulative Grade Point Average, or the CGPA, should be greater than 2.4. The learners will be awarded a completion certificate solely certified by upGrad on completion of the preparatory course.

Example: Suppose you have scored the following marks in Course 4. Each component is mentioned with its respective weightage in parentheses.

1. MCQs (30%) - 325/450
2. Projects (50%) - 320/600
3. Exam (20%) - 21/40

Your final percentage score will be calculated as:

$$\{[0.3 * (325/450)] + [0.50 * (320/600)] + [0.20 * (21/40)]\} * 100 = 58.84\%$$

*(Since this score is more than 25%, you've fulfilled the passing criteria in the course)

If a learner secures below D in any course or fails to score at least 25% in any course, then the learner will fail the program and will not be eligible for the Executive Diploma Certificate. The learner will, however, have access to content just like their peers and will be given feedback on their submissions. They will be eligible for a letter of participation (LOP) only if they have successfully completed all the content of the program and have achieved a score of 40% and above in the graded questions (MCQs and the graded coding questions). The 40% score in the graded questions is at an overall level of the program and is not restricted to any course or module.

Eligibility to receive Program Certificate for learners in final/penultimate semester of graduation program

- Learners who are undergoing an undergraduate degree with any university or institute and who are in their final or penultimate semester shall be allowed to enroll for the Executive Diploma in ML & AI.
- Please note that to get the final Executive Diploma in ML & AI Certificate from IIITB, IIITB has an eligibility criterion that a learner must complete his graduation from his/her respective university or institution with minimum 50% as final graduation score.
- Such learners who are undergoing an undergraduate degree and in their final/ penultimate semester shall be required to sign an undertaking form which will be provided by upGrad stating that the learner shall be eligible for the Executive Diploma in ML & AI Certificate from IIITB subject to submission of the final year transcripts and graduation certificate as per the timeline mentioned in the said undertaking.

Grade Improvement Opportunity (GIO)

We understand that in a rare scenario, a student may not be able to meet the criteria for passing a course (i.e 25% overall) due to unforeseen circumstances. We do not want our learners to become ineligible for receiving the Executive Diploma certificate because of such circumstances.

Hence, in such cases, a Grade Improvement Opportunity (GIO) will be given to the learner to help them complete the program and be eligible for receiving the Executive Diploma certificate. The list below shows the salient points of a GIO:

- A learner can avail of a **maximum of one GIO** in the entire program.
- The GIO will be decided by the Academic Committee and will be in the form of an online proctored exam, or any other mode of assessment as deemed fit by the Academic Committee.
- In order to pass the course using GIO, the aggregate course level score must be greater than or equal to 25% after consideration of re-attempted scores in one or more assessment component/s allocated as part of GIO.
- This overall updated score will be capped at 25% during grading in GIO
- If a student fails in more than one course, then they will not be eligible for the Executive Diploma as a GIO can be availed for only one course.
- **GIO will not be applicable during the Capstone.**

Code of Conduct

1. Any learner's misbehavior on an online or offline forum will not be tolerated, and will entail appropriate disciplinary action from the academic committee.
2. Strict adherence to behavioral policies must be maintained by all candidates. Provoking messages, threats, usage of derogatory words and demeaning connotations made on online or public forums (WhatsApp, Discussion forum) against your Program Co-ordinator/Mentor/peers/ anyone representing the university/upGrad may lead to withholding of your enrolment into the program and may also result in strict disciplinary action.
3. Any dishonest behaviour including but not limited to plagiarism in any form for any graded component of the Program on any platform and/or discussion forum may lead to withholding of your enrolment into the program and may also result in strict disciplinary action.
4. Learners are not allowed to request, share or discuss solutions for any graded component of the Program on any platform and/or discussion forum. If any such act is done by the learner, he or she will be marked 'zero' (0) in that particular graded component. For any subsequent violation, disciplinary actions shall be taken at the sole discretion of IITB and upGrad and all such posts having answers to the graded questions shall be deleted by the Teaching Assistant (TA).
5. Students are expected to restrict the emails only to the escalation IDs shared in this student manual or communicated separately while raising any query, concerns or grievance. Please refrain from sending any mass mailers while sending emails to the upGrad team. IITB and upGrad reserve the right to take strict action against any student indulging in mass mailers.
6. upGrad does not tolerate any form of bullying and/ or harassment including but not limited to sexual harassment. If we are notified of any act of harassment committed by a learner towards co-learners or upGrad's representative, such learner shall have to face strict consequences, which shall be taken at the sole discretion of upGrad.

Plagiarism Policy

Plagiarism is a serious academic offense involving the use of someone else's work without proper acknowledgment. It includes cheating, copying, unauthorized collaboration, and any attempt to gain unfair advantage in assessments such as assignments, exams, presentations, case studies, or portfolios.

Examples of Plagiarism:

- Copying text or ideas without citation.
- Paraphrasing without proper acknowledgment.
- Quoting phrases without referencing the source.
- Submitting someone else's work as your own.

Student Responsibilities:

- Submit original work.
- Properly credit all sources.
- Do not share or discuss solutions to graded tasks on any platform.

Consequences:

- First offense: Zero marks for the task.
- Second offense: Referred to the Academic Committee for further action, which may include suspension.

Prohibited Actions Include:

- Submitting others' work.
- Copying from online sources or repositories.
- Inappropriate collaboration on individual work.

Cheating includes:

1. Any form of communication with, or copying from, any other source during an examination, and communicating with any person other than an authorized member of staff during an examination;
2. Introducing any written, printed or other material into an examination (including electronically stored information) other than that specified in the rubric of the examination paper
3. Gaining access to unauthorized material in any way during or before an assessment;
4. The use of mobile phones or any other communication device during an assessment or examination.
5. The submission of false claims of previously gained qualifications, research or experience in order to gain credit for prior learning.
6. The falsification of data, the presentation of another's data as one's own and any other forms of misrepresentation in order to gain advantage.
7. The submission of work for assessment that has already been submitted as all or part of the assessment for another course; and
8. The submission of material purchased or commissioned from a third party, such as an essay-writing, Project completion service, as one's own.

Collusion includes:

1. The conscious collaboration, without official approval, between two or more students in the preparation and production of work that is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts; and
2. Instances where there is unauthorized cooperation between a student and another person in the preparation and production of work that is presented, as the student's own.

Contract cheating

Contract cheating is when you use or purchase academic work and present it as your own. Contract cheating is becoming increasingly common, but the University has zero tolerance for this practice. Engaging in contract cheating:

1. harms your reputation
2. harms your academic performance
3. harms your relationships with your fellow students
4. can result in being excluded from the University.

In case of any findings, the learner's assessment/Project/Submission is subject to a detailed scrutiny and if found guilty, the penalty may be extended to 100% of the marks.

Please note that the Admission Committee of the University and upGrad has the final authority to decide upon the disciplinary action to be taken in case of plagiarism and impersonation.

Assessment and Grading Timelines

Assessment Submission Timelines

- The program is structured such that the entire cohort can experience a course together. The participants will be given sufficient time to complete the modules and projects.
- A calendar with all the modules, projects and exam deadlines for an upcoming course will be shared with the participants via email and will be visible on the platform calendar before the beginning of that course. The deadlines for the respective assessments are non-negotiable except under critical circumstances. All quizzes and projects submitted after the stated deadlines, but within one week after the deadline, will be graded on 70% of the total marks of the assessment (including Graded MCQs, Projects, etc.) thus, a penalty of 30% will be imposed. This second deadline is also termed the Hard deadline.
- Submissions received after the Hard deadline will be graded and will receive feedback but will attract a penalty of 100%. Feedback will be given so as not to hamper learning, but the marks would be considered as zero for all official purposes. Please note that all the deadlines are in IST (UTC +5.5). Hence, if you are in a different time zone, then your deadline may vary according to the local time. For example, if you are in London and following BST (British Summer Time), which is UTC +1, then for a deadline of 11:59:00 PM IST in India, the deadline for you in the local time would be 7:29:00 PM BST.

Deadline extension policy

As mentioned earlier, the deadlines are non-negotiable except under dire circumstances such as a major health issue, a work-related issue, etc. Where a request for extension is made before the actual deadline. In such cases, you may be given an extension of up to 1 week. This means that you can submit your assignment up to one week after the deadline without the 30% penalty. However, no extension will be given beyond the Hard deadline (1 week after the actual deadline) as solutions are released the very next day. Here are the guidelines for the same:

1. A learner **can avail a maximum of eight extensions** during the entire program period.
2. Extensions are allowed on individual assignments, group case studies and course modules.
3. No extensions will be given beyond the Hard deadline (1 week after the actual deadline) as solutions are usually released a day after the Hard deadline.
4. Learners must be very careful while uploading their submissions on the platform. Any wrong file extension request post the first (soft) deadline of an assignment/case study will attract a penalty of 30% on the revised submission. No wrong file extension requests will be entertained after the second (Hard) deadline.
5. To avail an extension for assignments and case studies you can directly avail it from the platform (extension applicable on the submission). For modules you can avail the extension from each quiz. Please note that if the extension is taken for any quiz then it will automatically get applied to all the quizzes in the entire module as extension would be on a module level and not quiz level.
6. Learners should use the extensions judiciously & can apply directly from the Learning Platform.
7. **For a group case study, group members will have to apply for extensions individually.**

Grading and Feedback Timelines

The timelines for the release of the solution, feedback and grades for various components are given below.

Assessment Component	Solution	Grades
Graded Questions	Immediately after attempting	Within 2 weeks of the Hard deadline
Projects	Within 1 week of the Hard deadline*	Within 2 weeks of the Hard deadline
Exam	The solution is not released	Within 3 weeks of the last exam
GPA	Not applicable	Within 4-5 weeks of the last exam

***Hard deadline:** It refers to the deadline 1 week after the actual deadline, during which a 30% penalty is imposed on the submissions.

Once these scores are available, each participant can access them on their Individual Performance Profile on the platform.

The participants will receive immediate feedback for graded questions. Ideal solutions for projects will be available for download within one week of the hard deadline of an assessment. Qualitative feedback will be provided along with the scores only for the projects.

Guidelines for re-evaluation

1. A re-evaluation request (if any) should be submitted within 3 days of the declaration of the results. For example, if results were declared on 10/12/2020, then requests for re- evaluation made till 13/12/2020 (end of the day) will be considered.
2. A learner will be able to request for a re-evaluation on the learning platform itself.
3. A learner may request a re-evaluation of their assignment by claiming discrepancy of marks when compared with the ideal solution. In such cases, the learner should clearly specify the particular portion (Q. No.) of the assignment that is required to be re-evaluated plus the remarks regarding the claimed discrepancy. Requests that do not have all of this information or are very generic/vague in nature will be flagged as invalid and will not be considered. **Note: If the claim for a discrepancy of marks is invalid, then the concerned learner will be awarded a penalty of 15% points (of the total points).**
4. Re-evaluation requests claiming discrepancies of marks when compared with another learner's graded assignment are highly discouraged and will NOT be considered. **Note: If any such requests are made, then the concerned learner will be awarded a penalty of 15% points (of the total points).**
5. Re-evaluation requests for assignments that have been uploaded after the Hard deadline will not be considered and are highly discouraged.
6. All re-evaluation requests will receive a response any time up to 3 weeks after the re- evaluation deadline.

Class Participation- Discussion Forum Process

The discussion forum is designed for the participants to help create a strong learning community. The participants are encouraged to respond to peer questions as it will also help reinforce their learning.

Participants are requested to post only academic questions on the Discussion Forum. Faculty and teaching associates (TAs) will act only in response to questions related directly to the program content and assessments.

They will either verify participant answers or respond to questions posted within 24 working hours of a question being posted.

Faculty and TAs will not take any action on general posts that are meant to facilitate discussion among peers.

Inappropriate posts that are of no learning value will be deleted and the students concerned will be penalised.

Faculty and Industry Live Lectures

As part of the program, all participants can expect access to two to three live sessions per course. These will be delivered by a mix of industry professionals and academicians. However, the mix can vary by course. Details about these live sessions will be updated on the participant calendar on the platform or the students will be informed via email. These live sessions are an integral part of the overall learning experience, and we highly encourage the participants to attend and actively participate in all these sessions.

As an incentive to perform well in the program, additional delight elements will be provided to the top performers in select assessment components (including Discussion Forum) or to participants who complete the modules and submit their assignments by adhering to the recommended deadlines.

Deferral Policy: (Post- Program commencement)

- If a learner is facing severe issues in dedicating time to a course, then we provide them an opportunity to defer to another batch.
- The first deferral request to any program offered by IIT Bangalore shall be **free for one time**, with the below condition:
- *The Executive Diploma learners should take the deferral such that the completion is within a maximum duration of 3 years from the initial batch start date.*
- A learner can request a deferral ONLY ONCE and to one of the next four scheduled cohorts of the same program. The learner will be required to pay a deferral fee, which is 10% of the program fees + taxes*.
- The deferral request will be approved once the deferral fee is paid. Till this step is completed, the learner will be assumed to be continuing in the same cohort.
- The learner will start learning in the new cohort from the point of leaving the deferred cohort. If, however, the deferral request is raised before the program commencement, then pre-program deferral policy will be applicable. Please refer to the Offer letter for the details.
- Once the deferral is availed, the learner will not be eligible for the refund period as a part of the new cohort.
- A learner will not be allowed to defer if they are failing or bound to fail in a course. Since all the grades till the time of deferral are carried over to the batch that a student defers to, the deferring will not help the student complete the program.
- Policies over grading, assessments, mentorship, career services and other elements as applicable to your new cohort will be applicable to you as well.
- The deferral can only be requested during the batch for which the student has enrolled is ongoing. Once the batch has completed, deferral requests shall not be entertained.

*The deferral fee is defined as 10% of the TOTAL program fee + taxes. This is irrespective of the discount/scholarship that a student would have received. The deferral fee is payable based on the program fee at the time of the enrolment of a student. The policy also states that if the price has been increased and if a student is deferring to a cohort with increased price, then they need to pay the differential fee for the new cohort along with the deferral fee.

Escalation Matrix for grievance redressal

upGrad believes in adopting a transparent approach with all its learners, and in order to match our learners' expectations in terms of grievance redressal, we have created an Escalation Matrix. Based on the kind of queries we receive from our learners, we have defined the levels of the Escalation Matrix. We request you to refer to the same in case you ever find the need to escalate an issue.

Type of Query	Point of Contact
Non-academic queries (For example, live sessions,)	Use mAI-ask Bot option on the Prism platform.
Referral refund/fee receipts-related queries.	Use mAI-ask Bot option on the Prism platform.
Non-academic queries on weekends.	Use mAI-ask Bot option on the Prism platform.
For Academic Queries.	Post your doubts in the Discussion Forum.
Content-related issues/queries (If you find any issues with or have queries pertaining to the content on a session page.)	Click on the "Report an Error" option.
Not satisfied with the resolution provided by your Program Co-ordinator? Write to:	mlescalations@upgrad.com

Guidelines for MSML - LJM (Master's in ML & AI with IITB and LJM)

1. A learner can articulate to the MSML program (IITB + LJM) after successfully completing the Executive Diploma in ML & AI by IITB and getting an Executive Diploma certificate.
2. If you are already enrolled in a full master's program (IITB +LJM) the above instructions under **Executive Diploma in ML & AI** are applied for the initial 12 months of the full master's program.
3. The instruction manual for the master's phase will be provided to you after successfully completing the Executive Diploma.
4. No Refund would be processed once the learner begins with the Executive Diploma phase of the program, even if the Master's phase has not begun.
5. Moreover, No Refund will be processed if a learner fails to meet the eligibility criteria for the Master's phase, by failing in the Executive Diploma phase.
6. There is no self-pace mode in MS DL and there will be no Letter of Participation provided for the ones failing.