

# IIMK\_People Management\_Completion Requirements

Upon successfully completing this programme, you will be awarded a verified digital certificate of completion.

## Activities

The course offers assignments and quizzes to practice the concepts you have learnt each week. These activities are aimed to reinforce your learning and help you identify the areas you need to focus on.

**Note:** You have the required activities every week that count toward course completion. Some weeks also offer self-study activities, which are optional and do not count towards course completion.

## Course Completion

You **must score a minimum total grade of 60% for all quizzes and capstone (Week 1-8)** to successfully complete the course and receive a digital certificate of completion.

You will receive a "complete" for an assignment submitted on or before the course completion date. For more information on the digital certificate, see our [FAQs page](https://classroom.emeritus.org/courses/9197/pages/iimk-people-management-frequently-asked-questions-faqs) (<https://classroom.emeritus.org/courses/9197/pages/iimk-people-management-frequently-asked-questions-faqs>).

## Activity Categories

There are **two** categories of activities in this course:

- Self-Study Assignments, Discussions and Knowledge Checks
- Quizzes and Capstone

Here is an overview of the categories and their respective weights toward the final grade. Please note that the significance of the assignment categories is reflected in their respective weights and not the points assigned to them.

Categories	Evaluation	Week #	Weighting
<b>Self-Study Assignments, Discussions and Knowledge Checks</b>	Weeks 1- 8 self-study assignments, week 1-8 discussions and knowledge checks are for your practice and do not count towards the course completion. However, we recommend that you complete these	Week 1-8	0%

	activities to gain a holistic learning experience.		
<b>Quizzes and Assignments</b>	<b>Week 1-8 Quizzes</b> Weeks 1-8 quizzes will be graded automatically based on your responses.	Week 1-8	50%
	<b>Capstone Project</b> The course-end assignment will be evaluated against detailed evaluation criteria or rubric.	Across the 8 Weeks	50%

**Please note:** Your grade for each category will be calculated using this formula:

$$\frac{\text{Earned points}}{\text{Available points}} \times \text{Proportional weighting}$$

The adjusted values across categories will be summed and multiplied by 100 to calculate the final grade.

**Note:** Every time you check your grades in the Gradebook, please uncheck "Calculate based only on graded assignments" on the right side of the page to ensure you see the total percentage based on all activities.

### Assignment Submissions Policy

- **Assignments submitted on time:** If you submit your assignment by the due date, it will be marked as complete/incomplete within one week following the due date.
- **Late assignments:** An assignment that is not submitted by the due date is late. Late assignments will be accepted until one week after the course end date, which is published on the course homepage. It is strongly recommended that you attempt to submit the assignments every week for a holistic learning experience.
- **Re-submissions:** Assignments that were originally submitted on time and were marked as incomplete may be resubmitted within one week of the date the grade is provided. The re-submission will then be re-graded. Assignments that were originally submitted late will not be eligible for re-submission. In some cases, a grader may request a re-submission and will specify the due date with the request.
- **Group Assignments:** Should you decide to exit your current group and submit your work individually, you will receive individual grades but without accompanying feedback

**Note: Grading for all assignments will be completed within 7 to 14 days from the due date. Late submissions/resubmissions (if any) will be graded at the end of the course.**