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Executive PG Programme in ML & AI- Assessment and Learning Experience Manual
IIITB and upGrad Executive PG Programme in Machine Learning & Artificial Intelligence

Contents

IIITB Assessment Policy

As a general IIITB 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:

- Group **case studies** will assess the participants based on their ability to produce quality deliverables on large analytics projects as a team. This will help in building team-playing skills, which are considered invaluable by analytics recruiters in the 21st-century workplace.
- In-module **Quizzes**, individual **assignments** and **exams** will assess the participants based on conceptual clarity.
- **Class participation** via **Discussion Forum** enables one to learn faster by clearing peer doubts as well as accelerates learning for the overall cohort.
- As per IIITB exam guidelines, exam question papers and answer keys will not be disclosed to maintain the academic integrity of exam questions.

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

The Academic Committee deliberates regularly on the academic structure and grading elements of the program, and it holds the right to change any components 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 participants focus on learning as opposed to solely focusing on assessment scores. Given that it is a Post-Graduate program, **participants are expected to do research on their own during the learning process** and deal with ambiguous assessment scenarios.

Assessment Structure

Assessment Components and Respective Weights

The Post-Graduate program comprises 4 different assessment components. Their distribution and weightage are summarized in the table below:

Type of assessment	Subset
Quizzes	Graded MCQs (At the end of the session/module)
Assignment	Individual assignments
Group Case Studies	Group submissions of case studies
Exam	Two proctored online exams - First: An exam for courses 1,2,3 and 4 - Second: An exam for courses 5 and 6 - Two exam slots offered per exam

Weight distribution in the courses				
Course	Assignment	Case Study	MCQ	Exam
Statistics Essentials	0%	40%	40%	20%
Machine Learning 1	40%	0%	40%	20%
Machine Learning 2	25%	15%	35%	25%
Neural Networks & Deep Learning	25%	15%	35%	25%
Natural Language Processing	25%	15%	30%	30%
Electives 1. MLOps 2. Generative AI	30%	20%	20%	30%
Capstone(Deployment)	80%	0%	20%	0%

Let us take an example to understand this. Suppose you have scored the following marks in Course 1. Each component is mentioned with its respective weightage in parentheses.

1. Group Case Study (40%) - 120/150
2. Quizzes (40%) - 325/600
3. Exam (20%) - 21/40

Your final percentage score will be calculated as:

{[0.40*(120/150)] + [0.40*(325/600)] + [0.20*(21/40)]} *100
= **63.5 %**

The final Percentage score of all the learners is calculated in this manner and then grades are assigned to the learners by the course faculty based on 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	Credits
Statistics Essentials	3
Machine Learning 1	4
Machine Learning 2	5
Neural Networks and Deep Learning	6
Natural Language Processing	6
Electives (MLops / GenAI)	7
Capstone(Deployment)	5

Post course 5 (Natural Language Processing) The students would get an option to decide the elective of their choice based on their career profile and Academic interests. Learners will get an option to select an elective between **MLops** and **Generative AI**.

IMPORTANT NOTE -

For successful completion of the Program, students who select Generative AI as their specialization will also be required to utilize the additional Generative AI tools for completion of the Program projects and the usage/subscription charges of such tools (approx. $40) shall be borne by the student directly, in addition to the Total Program Fee as specified above.

The GPA scores for each course weighted by the respective proportion of credits 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, G1, G2, etc., in courses with the corresponding credits of U1, U2, etc., then the CGPA = (U1*G1 + U2*G2 + …) / (U1 + U2 + …), wherein U1 and U2 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 PG Programme in ML & AI, the Cumulative Grade Point Average, or the CGPA, should be greater than 2.4. The learners will also be awarded a **completion certificate** solely by upGrad on completion of the preparatory course.

Example: Suppose you have scored the following marks in Course 3. Each component is mentioned with its respective weightage in parentheses.

1. Assignment (25%) - 50/300
2. Group Case Study (15%) - 120/150
3. Quizzes (35%) - 325/600
4. Exam (25%) - 21/40

Your final percentage score for this course will be calculated as:

{[0.25*(50/300)] + [0.15*(120/150)] + [0.35*(325/600)] + [0.25*(21/40)} *100

= **48.12 %** (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 PG Programme 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 completion 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 PG Programme in ML & AI.

- Please note that to get the final Executive PG Programme in ML & AI Certificate from IIITB, IIITB has an eligibility criteria 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 PG Programme 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 PGP 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 PGP certificate. The list below shows the salient points of a GIO:

A. A learner can avail of a **maximum of one GIO** in the entire program.
B. 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.
C. 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 x`as part of GIO.
D. This overall updated score will be capped at 25% during grading in GIO
E. If a student fails in more than one course, then they will not be eligible for the Executive PGP as a GIO can be availed for only one course.
F. **GIO will not be applicable during the Capstone.**

Code of Conduct

1. Any learner's mis-behavior 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, telegram, Discussion forum) against your upGrad buddy/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 IIITB 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. IIITB 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 Definitions

Plagiarism is an act of academic misconduct that is deemed to cover deliberate attempts to gain an unfair advantage in assessments. This includes attempts to cheat, plagiarise, unauthorised collusion or any other deliberate attempt to gain an unfair advantage in summatively assessed work. Summative assessments include all forms of written work (including in-module quizzes), assignments, case studies, presentations, recognition of prior learning portfolios and all forms of examination.

Plagiarism is defined as the representation of the work, artifacts or designs, written or otherwise, of any other person, from any source whatsoever, as a student's own. Examples of plagiarism may be as follows:

1. The verbatim copying of another's work without clear identification and acknowledgement, including the downloading of materials from the Internet without proper referencing of materials;
2. The paraphrasing of another's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement;
3. The unidentified and unacknowledged quotation of phrases from another's work; and
4. The deliberate and detailed presentation of another's concept as one's own.

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 authorised 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 unauthorised 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 unauthorised 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, assignments and group case studies.

A calendar with all the modules, assignment, group case studies and exam deadlines for an upcoming course will be shared with the participants via email. **The deadlines for the respective assessments are non-negotiable except under critical circumstances.** All Quizzes, Assignments and Group Case Studies submitted after the stated deadlines, but within one week after the deadline, will be graded on 70% of the total marks of the assessment. 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%. Also, learners must be careful while uploading their submissions on the platform. Any wrong file **request post the assignment/case study** deadline will attract a penalty of 30%/100% based on the respective deadline.

Feedback is given on a revised submission so as not to hamper learning, although the marks for the same will be

considered 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.The correct deadline will be visible on your learning portal. 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

Timelines for the release of solutions, grades and feedback for various components are given below:

Assessment component	Solution	Grades
Quizzes	Immediately after attempting	Within 2 weeks of Hard deadline
Assignment	Within 1 week of Hard deadline*	Within 2 weeks of Hard deadline
Group Case Studies	Within 1 week of Hard deadline	Within 2 weeks of Hard deadline
Exam	Solution is not released	Within 3 weeks of the last Exam
Class Participation	Not applicable	Within 3 weeks of the last Exam
GPA	Not applicable	Within 3 weeks of the last Exam

* **Hard deadline**: It refers to the deadline 1 week after the actual deadline, during which 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 GPA will be available only after the first two courses, as the exam is held jointly for the first two courses.
The participants will receive immediate feedback for quizzes. Ideal solutions for assignments and group case studies will be available for download within one week of the final submission deadline of an assessment.
Qualitative feedback will be provided along with scores only for group case studies and assignments.

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 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.
- 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 Executive Post Graduate Program learners should complete the course in a maximum duration of 3 years from the initial batch start date.

*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.

Telegram Policy

In order to provide easier access to course related updates in addition to emails and calls, a telegram channel will be created by your upGrad buddy to keep you notified on the upcoming deadlines and course related updates. We will be creating an Official Telegram Channel where only the upGrad buddy will be allowed to post notifications.
To manage this effort effectively and efficiently, all members must be aware of the following guidelines:

1. The channel will be used only by the upGrad buddy for sharing important notifications related to the program, course content, live sessions, exams, events, etc.
2. Should you have any concerns with upGrad, University partners or your peers, please use the chatbot function available on the learning platform.
3. upGrad will NOT be collecting any personal information via this channel and shall not be responsible for any misuse of personal information by other members of the channel. However, we will provide you with all reasonable assistance to take action against any other student who has misused such information.
4. Telegram should not be considered as a medium for official query resolution. For any such queries, please use the chatbot function available on the learning platform. The upGrad buddy is not liable to answer any/all queries over telegram.
5. In addition to this channel, the PI groups will also be created on telegram to share session invites and agenda.
6. You are requested to keep the notifications turned on, on your Telegram app to receive uninterrupted updates during the program.

Hope you make the most of this platform and keep yourself updated about the course and the platform.

Escalation Matrix

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.

Escalation Matrix

Type of Query	Point of Contact
Non-academic queries (For example, live sessions, program structure related queries)	Click on the "Live Help" chatbot function on the bottom right corner on the learning platform
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" button on the bottom left corner of the session page.
Referral refund / fee receipts-related queries	Click on the "Live Help" chatbot function on the bottom right corner on the learning platform
Not satisfied with the resolution provided by your upGrad buddy? Write to:	mlescalations@upgrad.com

Guidelines for MSML (Master's in Machine Learning with IIITB and LJMU)

1. A learner can articulate to the MSML program (upGrad + LJMU) after successfully completing the Executive PG Programme in ML & AI.

2. If you are already enrolled in a full master's program (upGrad +LJMU) the above instructions are applied for the initial 12 months of the Executive PG Programme in the ML & AI phase.

3. The instruction manual for the masters phase will be provided to you after successfully completing the Executive PG Programme in ML & AI.

4. No Refund would be processed once the learner begins with the Executive PG Programme phase of the program, even if the Masters phase has not yet begun.

5. Moreover, No Refund will be processed if a learner fails to meet the eligibility criteria for the Masters phase, by failing in the Executive PG Programme phase.