

RESULTS AND GRADES POLICY

See also: [Results and Grade Point Assessment Guide](#)

DEFINITIONS

“*Grade Points (GP)*” refers to the number of points on a 6 point scale awarded for assessments and final results.

“*Assessment Points (AP)*” are awarded for individual assessments (Assignments, presentations, oral or written examinations, etc)

“*Subject Point Average (SPA)*” is the resulting final grade for the subject based on a weighted average of the individual subject assessments.

“*Grade Point Average (GPA)*” is the average of all subjects studied in a semester.

PROVISIONAL RESULTS

The College and staff will use their best, reasonable endeavors to ensure that the results for subjects completed during a Semester are posted on a General Notice Board no later than three weeks after the end of the subject; and the results for each piece of assessment are available within four working weeks of the work being submitted or the date of the examination.

Results communicated to students by lecturing staff are to be considered **provisional only**. A grade is only considered official or “finalized” once the Academic Committee has endorsed it.

OFFICIAL GRADES

Subject Point Average (SPA)	Code	Grade
5.500 to 6.000	CD	Competent with Distinction
4.750 to 5.499	CM	Competent with Merit
4.000 to 4.749	CA	Competency Achieved
3.000 to 3.999	NYC	Not Yet Competent (Interim grade only pending supplementary assessment)
0.000 to 3.999	CNA	Competency Not Achieved
Other Transcript notations	CS	Continuing Studies
	S	Status
	UC	Unclassified Result
	NGP	Non Graded Pass
	WD	Withdrawn (Prior to first assessment)

* When an “Unclassified Result” has been awarded, the student has one month (unless otherwise determined by the Academic Committee) from the posting of the grades for that subject to convert the “Unclassified Result”.

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CONFIRMATION OF RESULTS

The Academic Committee must review all (provisional) grades recommended by lecturers or Industry Training and Development Managers in the case of internships before confirming them and awarding final grades. Students have an opportunity to discuss the provisional grades with lecturers and/or provide additional information regarding exceptional circumstances to the Academic Committee before the grades are finalized.

Procedure and Policy

If the student wishes to provide further information, the student should meet with the lecturer or ITD Manager concerned to try to resolve the issue. It is expected that most misunderstandings or concerns would be resolved at this stage.

If the concern is not resolved satisfactorily directly between the parties, the student within 7 calendar days of being advised of the disputed provisional grade, may submit a written submission to the Academic Committee, via the Vice Principal, outlining the special circumstances or mitigating factors. Students who are off campus undertaking an Internship must respond in writing by letter postmarked no later than 7 calendar days after being advised of the provisional result.

In its deliberations, the Academic Committee will be guided by the provisions of the *Assessment Policy*. The student may be requested to attend the review or may attend if he/she wishes.

Appeals to the Academic Committee regarding the results of an assessment on the grounds of “diminished ability” will only be considered if proper notice had been given at the time. (See the *Assessment Policy*)

A student who fails to achieve a Grade of Competency Achieved (CA) in a Subject for the second time (an original plus one re-enrolment) will not be permitted to re-enrol in that subject for a third time without permission to do so from the Academic Committee.

An appeal to the Academic Committee via the Vice Principal requesting permission to re-enrol in a subject for a second time must be in writing and submitted within 5 working days of having received official documented notification of a Grade of Competency Not Achieved (CNA). Students so advised while off campus on an Internship, will have 30 days in which to appeal.

A maximum of 3 attempts at a Subject (an original plus one re-enrolment and a second re-enrolment) at the discretion of the Academic Committee will be allowed.

An Academic Statement of final Results for the academic year will be mailed to an address as advised by the student and should be received no later than six weeks after the end of Semester.

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Only those students whose fees and other indebtedness to the College have been fully paid will be provided with academic results for the semester and/or invited to graduate. For the purpose of this Rule, “fees” includes any monies owing to the Admissions Office on Hutt St, Regency International House (RIH), campus Administration and the Learning Resource Centre (LRC).

DUX OF THE YEAR

Only students who have undertaken all the subjects listed in the current curriculum for that semester shall be considered for Dux. Students who have been granted full Status in one or more subjects under the *Recognition of Prior Learning* provisions shall not be eligible for consideration as Dux of the Year.

SWISS MEDALS

Swiss Hotel Association Medals are presented to students upon completion of Year 3 studies on campus to acknowledge academic performance.

Eligibility is limited to those who have successfully achieved competence in all 1st and 2nd year subjects and have attempted all 3rd year subjects at least once. For the purposes of the calculation of the GPA, students who have been granted Status in 3rd year subjects shall be deemed to have achieved a Subject Grade Point of 4.000

The medals are awarded on the basis of academic achievement in the program based on the Grade Point Average in the final (3rd) year according to the following scale:

Medal	GPA
Gold	5.200 to 6.000
Silver	4.700 to 5.199
Bronze	4.000 to 4.699

SPECIAL PROVISIONS REGARDING LE CORDON BLEU/KITCHEN OPERATIONS AND THE SHA DIPLOMA

A special provision applies to students who would otherwise not qualify for the *Swiss Hotel Association Diploma* only as a result of being unable to demonstrate Competency in the Practical component of LCB II or Kitchen Operations II following a second attempt at the subject.

Students who achieve at least 3.2000 but less than 4.000 Assessment Points, resulting in a CNA on the Practical component but do achieve Competency in the Theory Components (both Graded and Ungraded), on the recommendation of the Lecturer and at the discretion of the Academic Committee, may be deemed to have met the requirements of the *Swiss Hotel Association Diploma* (only) for that subject, notwithstanding the fact the overall Grade Points for LCB II (KO2) may be less than 4.000. The Academic Transcript shall nevertheless record a Grade of CNA.