

Bachelor of International Hotel Management Academic Rules

(Refer L:\ICHM\Student Information Semester 2, 2011 for further details)

Correct at June, 2011.

1 PRELIMINARY

Interpretation

Except where inconsistent with the context in these Rules:

- 1.1 “Academic Board” means the Academic Board of the College from time to time.
- 1.2 “College Council” means the College Council of ICHM from time to time.
- 1.3 “Principal” means the person from time to time holding the position of Principal of the College.
- 1.4 “Education Manager” means the person from time to time holding the position of ‘Degree Coordinator’ or ‘Manager – Degree Programs’ or delegate.
- 1.5 “ICHM” and “the College” mean the International College of Hotel Management Pty Ltd
- 1.6 “Rules” means these Rules as amended from time to time by the College Council.
- 1.7 “Degree Course” or “Course” means one or more subjects of the Bachelor of International Hotel Management Degree Course.
- 1.8 “Examination Committee” shall also mean “Academic Committee” from time to time.
- 1.9 “Final Semester” shall mean the final 8 subjects of the Degree Course.

Education Services for Overseas Students “ESOS” Act, 2000

- 1.10 In 2000 the Australian Government amended the ESOS Act, and requires institutions that enrol overseas students to inform overseas students of their rights under the Act. While the Act does not cover local students, in fact most of the practices that already existed at ICHM are applicable for both local and international students.
- 1.11 All students must keep ICHM informed of their residential address and telephone number at all times. This is especially important when students are on Industry Placements. Changes to addresses must also be advised. If ICHM writes to the last known address and the student is no longer resident at this address, and as a result the student’s visa is cancelled, the Australian government will not permit the visa to be re-instated.
- 1.12 These rules and conditions contain information on student fee refunds. If a student withdraws from a course and wants to claim a refund, they must apply in writing to the Principal.
- 1.13 Note that the Rules on withdrawals do not remove the right to take action under Australia’s consumer protection laws.
- 1.14 If ICHM defaults from its obligation to provide the course to one or more students, the ESOS Act provides protection for overseas students.
- 1.15 The ICHM Rules and Conditions provide means for students to appeal decisions and rulings. There is a reasonable time given to students to make such an appeal. In addition a further appeal process has been set up, allowing students to put their appeal before an independent “Visitor”. Appeals to the Visitor must be lodged through the Academic Committee.
- 1.16 Information in student files may be made available to different bodies of the Australian Government pursuant to their obligations under the ESOS Act.

- 1.17 Overseas students should be aware that ICHM is obliged to advise the Australian Government in writing with details of their enrolment and compliance with visa conditions (such as attendance, non-advice of address or academic performance).

2 ADMINISTRATION

Admission

- 2.1 The College Board having regard to the resources of the College with respect to staffing, accommodation and facilities available for teaching may place limitations on the numbers of students to be admitted to the Degree Course and may determine the method by which students will be admitted.
- 2.2 "ICHM Review Procedures" set out the processes used by ICHM in the handling of Admissions. Refer http://www.ichm.edu.au/pdf/FEEHELP_Review_Procedures.pdf (see Academic Rules - Appendix A).

Pre-requisites

- 2.3 To be eligible for admission to the Degree Course, a student shall have:
- The SHA Diploma of International Hotel Management or an Advanced Diploma (AQF Level 6) in Hospitality Management or equivalent qualification from a recognized and accredited institution;
 - English Language fluency – 6.0 IELTS Academic (no band less than 5.5) (primary language);
 - Second Language fluency (secondary language); and
 - A minimum of 1,400 hours relevant industry experience.
- 2.4 The medium of instruction is in English and for the purposes of these Rules English shall be considered the primary language and any other language nominated by the applicant shall be considered as the secondary language.
- 2.5 Each person applying for entry to the Degree Course shall submit with his or her application such evidence as the College may require from time to time of proficiency in:
- English (reading, writing, oral and comprehension) to a level equivalent to or exceeding IELTS (Academic) 6.0 with a minimum of 5.5 in any band or TOEFL 550.
 - A second language (reading, writing, oral and comprehension) to a level equivalent to or exceeding EuroCentre level 6.0.
- 2.5.1 The Academic Board may in addition to such evidence for the primary and secondary languages (as the case may be) require any applicant to undergo any oral or written examination set by the Academic Board to confirm such proficiency.
- 2.5.2 The Academic Board may accept an application for entry into the Degree Course, on the applicant's undertaking to attain, at his or her expense, the required proficiency in the primary and secondary language (as the case may be) before commencement of the Degree Course. If the applicant has not attained the required proficiency prior to commencement, the applicant shall not be entitled to commence the Degree Course.
- 2.5.3 The applicant upon attainment of the required proficiency level shall be entitled to entry into the next available course and the fees already paid by the applicant shall be applied in satisfaction of the applicant's fee obligations in respect of such course. Failure to attain the required proficiency level does not entitle the applicant to a full refund of fees.
- 2.5.4 Where an applicant declines or refuses to undertake any oral or written examination set by the Academic Board to confirm his or her language proficiency:
- (a) the application shall lapse; or
 - (b) in the case where an applicant has been accepted into the Degree Course as a student, the enrolment is terminated if the student has not undertaken any oral or written examination within 30 days of the commencement of the Course.

Study Program

- 2.6 To satisfy the requirement for the Award of the Degree, students shall satisfactorily complete five (5) core subjects and three (3) electives, unless status or partial status has been granted (see 9)

Study Mode and Duration

- 2.7 When a student applies to enrol at ICHM, the student shall nominate to complete the Degree Course through one of the following:
- (a) Accelerated, full time (over 1 semester);
 - (b) Standard, full time (over 2 consecutive semesters),
 - (c) Modified Standard (7+1) (over 2 consecutive semesters), or
 - (d) Part time;

and either:

- (d) On campus; or
 - (e) Online by flexible delivery (i.e. distance mode) – **international students cannot study online and be in Australia.**
- 2.8 Enrollment in four subjects per semester is equivalent to a full time study load.
- 2.9 While in Australia, Overseas students, possessing a student visa, are not permitted to study via flexible delivery.
- 2.10 The Degree Course must be completed within 5 years of commencement of the first subject.

Payment of fees

- 2.11 Each international student (or prospective international student) who receives advice from the College of acceptance to the Degree Course shall within 21 days of receipt of acceptance pay to the Admissions Office a registration fee of an amount determined from time to time by the College Board. Subject to Rule 7.0, such registration fee shall be non-refundable.
- 2.12 The balance of all fees shall be paid by the student no later than 60 days before commencement of the Degree Course (or such other date as may be approved in writing by the Admissions Office). The enrolment of all students into the Degree Course is contingent on the prescribed fees being paid by the due dates. Fees, or any portion thereof, that remain unpaid 7 days after the commencement of classes (or 30 days after the commencement of classes in the case of Part Time students) shall incur a further Administration Fee of an amount to be determined from time to time by College Board.
- 2.13 In special circumstances the College may grant a student a short period of time beyond the due date for the payment of fees. In all such cases the student will be notified in writing and the new (later) date before which such payment is to be made will then be deemed to be the 'due date' for payment.
- 2.14 Only those students who have paid their fees or who have had written advice under rule 7.0 are permitted to remain enrolled in the Degree Course.
- 2.15 Please see Rule 4.8 dealing with Assessment.

Insurance

- 2.16 ICHM is responsible for providing all international students with health insurance while studying in Australia. The College shall, on behalf of overseas students, pay all necessary premiums such students are required to pay to obtain coverage under Medibank Private or another prescribed hospital benefits organization within the meaning of the ESOS Act 2000. This will only cover the period in which the student is enrolled at ICHM. The College accepts no responsibility or liability whatsoever for payments by the Insurer of the above benefits.

Change of Address

- 2.17 All students are required to notify the College in writing of any changes of address, contact telephone details, and email address both of themselves and of their sponsors/guarantors.
- 2.18 The College administration and the degree campus office may use electronic mail exclusively for communication. All students should therefore have a viable and current email address. Messages sent electronically to the last known email address of the student will deem to have been delivered in the normal course of business. **Students have the responsibility of maintaining their inbox to receive and act, where required, to such messages.**

- 2.19 To assist students in this matter there is a pro forma available at the Campus office. Students should keep a copy of this pro forma with their other documentation.
- 2.20 As soon as the Enrolments Office receives such a notification, it will acknowledge receipt of the pro forma. If a student does not receive such acknowledgment promptly, he/she should contact the College at once.
- 2.21 Failure of a student to comply strictly with these requirements is a breach of the ESOS Act 2000 and can seriously compromise his/her situation concerning enrolment, academic results, etc. A student's visa may be cancelled and will not be re-instated; ICHM will not be responsible for the consequences of a student failing to notify the College of a change of address.

3 ACADEMIC APPEALS & GRIEVANCES

Policy

- 3.1 All students of ICHM are entitled to the Academic Grievance procedures set out in the document www.ichm.edu.au/pdf/Academic_Grievance_Policy.pdf (see Academic Rules - Appendix B).

Procedure

- 3.2 Should a student wish to appeal against a Fail Grade, they must make written application following the above procedures within 5 working days of official documented notification of such grade.

4 ASSESSMENT

Policy

- 4.1 Each subject will be formally assessed and the nature and criteria for assessment are specified for each subject in the curriculum document for the Degree.
- 4.2 By the end of the second teaching week in a subject, the subject lecturer shall provide each student with a subject outline that contains details of assessment methods (including details of the scheduling of assessment and the contribution of each assessment to the final grade) and what is considered a realistic percentage of non-original work (see 4.6).
- 4.3 Subject to Clause 4.19, assessment points in each subject are accumulative. A student is required to achieve 50% on aggregate to successfully pass the subject.
- 4.4 A student who fails a subject for the third time will not be permitted to re-enrol in that subject.
- 4.5 The maximum number of assessment points for each subject will not exceed four.
- 4.6 Academic assessment by its nature requires a student to present original work. Where a student quotes other author's work or quotes excessively from third parties, it may not be possible to assess the student's academic ability. Subject lecturers will nominate a percentage of what is considered a reasonable percentage of non-original work for their subject's assessment. Student submission of work containing greater than this percentage may result in a fail grade for this assessment point.
- 4.7 The Academic Committee shall review relevant results, student appeals, research proposals and relevant student applications for extensions and for supplementary examinations. The Academic Committee shall recommend final grades to the Academic Board.
- 4.8 Only those students whose fees and other indebtedness to the College have been fully paid will be eligible for assessment.

Procedure

Academic Committee

- 4.9 The Academic Committee shall consist of
- The Education Manager or delegate (Chairperson);
 - A minimum of three subject lecturers teaching the Degree Course subjects.

- 4.10 In making its decision or recommendation on any matter, the Academic Committee shall consider circumstances including;
- The reason the decision is necessary;
 - The student's academic record;
 - The student's attendance record;
 - Recommendations from the subject lecturer;
 - Any other matter impinging on the performance of the student.

Supplementary and Failed Assessment

- 4.11 A supplementary assessment may be awarded by a subject lecturer to a student who attains 45% to 49% in an assessment point. This supplementary must be completed within 10 weekdays of the student being notified by the subject lecturer.
- 4.12 A student could be charged a fee for the supplementary assessment as deemed appropriate by the Education Manager.
- 4.13 A maximum mark of 50% can be achieved for this supplementary assessment point.

Assignments and Reports

- 4.14 Failure to submit work by the nominated "due time and date" will result in a penalty of 5% of the total available mark for each and every work day beyond the due time and date.
- 4.15 An extension on the due time and date for an assignment or report may be granted by the subject lecturer for a period of up to two weeks. Written application on the appropriate 'Extension Request' form must be made a minimum of 5 working days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented to the subject lecturer.
- 4.16 If an extension greater than two weeks is required, a written request must be received by the Academic Committee 5 working days prior to the due date of the assessment, at which point a draft copy of work commenced must be presented to the Academic Committee.

4.17 If an extension is granted and the work is not submitted by the new, approved due time and date, a 0% will be recorded for the assessment point and the student will be deemed to have failed the assessment point (see 4.3)

Examinations

- 4.18 Attendance at tests and examinations is compulsory. Failure to sit for these at the set time and date without written permission from the Education Manager or delegate will result in 0% being recorded for this assessment point and the student will be deemed to have therefore failed the subject.
- 4.19 In the event of a student achieving less than 45% for a test or examination, the student will be deemed to have failed that assessment point and therefore the subject.
- 4.20 In the event of illness, a student must contact the degree administration office **prior to the commencement of the examination** and is required to submit, within 24 hours of the completion of the examination, a medical certificate or documentation supporting such illness.

Conduct of examinations

- 4.21 Having entered the examination room, a student shall not:
- Be in possession of any books, notes, diagrams or programmable calculators/ dictionaries other than those which the subject lecturer has specified may be taken into that particular examination; or
 - Directly or indirectly give assistance to any other student; or
 - Directly or indirectly accept assistance from any other student; or
 - Permit any other student to copy from or otherwise use his or her examination papers; or
 - Use any examination papers of any other students; or
 - By any other improper means whatever obtain or endeavour to obtain, directly or indirectly, assistance in his or her work, or give or endeavour to give directly or indirectly, assistance to any other student; or

- Be guilty of any breach of good order or propriety.
- 4.22 When a student is alleged to have committed a breach of any of the above provisions, a written report by the examination invigilator will be prepared and submitted to the Education Manager and such misconduct shall be dealt with under Section 8 of this document and if the misconduct is found proved, the student, in addition to any other penalty which may be imposed under Section 8, will receive a 0% for that assessment point and will be deemed to have therefore failed the subject.
- 4.23 A student who is detected committing, or apparently committing a breach of any of the above provisions may be summarily dismissed from the examination room.
- 4.24 No candidate shall be admitted to an examination after half an hour from the time of commencement of the examination.
- 4.25 No candidate shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences.
- 4.26 No candidate shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the candidate has been under approved supervision.
- 4.27 Candidates are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.
- 4.28 A student may not communicate with a member of the lecturing staff of the course on any matter relating to any examination between the holding of that examination and the publication of results unless specifically authorised by the Education Manager or delegate.

5 ATTENDANCE

Policy

- 5.1 Students who are studying on campus (face to face delivery mode) are expected to attend all scheduled lessons, seminars, practical classes, professional visits, excursions and other scheduled activities, unless attendance is specifically declared optional or a special exemption is approved by the Education Manager or delegate and recorded in the student file.
- 5.2 If a student is absent for more than 20% of scheduled attendance requirements in one or more subjects, that student may not meet course progress requirements and this may lead to the student needing to re-enrol in those subjects in a subsequent semester. If an overseas student is in breach of the course progress requirements, ICHM is required under the ESOS Act to inform the Department of Immigration and Citizenship. See also section 5.6.**
- 5.3 Students who are late for scheduled classes may not be admitted to that class until that time when the class takes a scheduled break. Students who are able to produce a Late Attendance Form will be admitted to scheduled classes on arrival (see 5.7).

Procedure

- 5.4 If a student is unable to attend scheduled classes, the student shall notify the ICHM campus administration of the expected duration of the absence and its causes prior to commencement of the relevant classes.
- 5.5 If the reason for absence is due to any medical condition, incarceration or bereavement, the student shall supply supporting documentation to the ICHM campus administration for administration attendance records as soon as practicable after resumption of attendance.
- 5.6 In the event where illness, incarceration or bereavement contributes to a student being absent for more than 20% of required attendance, the Academic Committee may offer an alternative to re-enrolment (see 5.2). The following procedure must be followed:
- 5.6.1 It is the student's responsibility to administer the process. Supporting documentation must be forwarded to the Academic Committee within seven days of being officially notified of a breach of the attendance policy.

- 5.6.2 If dispensation is granted by the Academic Committee it is the students' responsibility to ensure that all requirements set out by the Academic Committee are successfully fulfilled.
- 5.7 A Late Attendance Form can be issued to a student who has negotiated prior permission to be late for class or who can prove that his or her lateness to class was due to official college business. The individual with whom the official college business was undertaken must sign this form.
- 5.8 Lateness to class will be recorded by the subject lecturer in the subject roll book and may be considered by the Academic Committee in making its decision or recommendation on any matter (see 4.9).

6 CONFERRAL OF AWARDS

Policy

- 6.1 Upon recommendation from the Academic Board, ICHM shall confer awards at annual graduation ceremonies at venues and on dates to be determined by ICHM.
- 6.2 In addition to the normal graduation ceremonies, ICHM in agreement with the Academic Board may confer awards on candidates in absentia at any meeting of the Academic Board specified for that purpose.
- 6.3 Students, under extenuating circumstances, may apply to ICHM to defer their graduation to the next scheduled ceremony. Graduation may not be deferred beyond the next scheduled graduation ceremony. The next graduation ceremony will then become the conferral date of the award.

Procedure

- 6.4 ICHM campus administration shall notify in writing each student who is eligible to receive an award of the time, date and location of the graduation ceremony.
- 6.5 Graduands shall notify ICHM campus administration of their attendance at the scheduled graduation ceremony by the due date as indicated in the written notification of the graduation ceremony.
- 6.6 Graduands who wish to defer their graduation to the next scheduled graduation ceremony must apply in writing to ICHM by the due date as indicated in the written notification of the graduation ceremony.

7 LEAVE OF ABSENCE AND WITHDRAWAL FROM COURSE

Policy

Leave of Absence

- 7.1 Leave of Absence is the period of time during which a student is permitted to suspend enrolment in a course.
- 7.2 ICHM courses have defined structures and it is intended that each course will be undertaken continuously to completion. The Bachelor of International Hotel Management must be completed within five calendar years.
- 7.3 Unforeseen circumstances may necessitate temporary interruption to a student's study. To accommodate any such occurrence a student may apply to the Principal for leave of absence from a course that shall not normally exceed two academic semesters (one calendar year).
- 7.4 In special circumstances, the Principal may grant an extension of the leave period beyond the two academic semesters (one calendar year).

Withdrawal and Postponement

- 7.5 This section covers both complete withdrawal from ICHM and the withdrawal from one or more subjects. The former shall be called Withdrawal, and the latter shall be called Postponement.

- 7.6 If a student withdraws or postpones before the commencement of the Course, the College shall refund the student in full, less the registration fee.
- 7.7 If a student withdraws or postpones up to 14 days after the commencement of the Course, the College shall refund the student in full, less the registration fee. Where the withdrawing student is an Australian student, the FEE-HELP rules shall apply.
- 7.8 If a student withdraws or postpones more than 14 days after the commencement of the course, all subject fees and registration fees will be forfeited, however the student will not be deemed to have failed the subject(s).
- 7.9 If a student withdraws or postpones 8 weeks or more from the commencement of the subject, the student will fail the subject and will not be entitled to a refund.
- 7.10 A student who wishes to withdraw or postpone **must** inform the principal in writing. The date this letter is received by ICHM Administration Office will be considered the effective date.
- 7.11 If a student resides at Regency International House, Regency International House rules will apply, as the ICHM Degree Course is not a residential course.
- 7.12 A student who withdraws or postpones from a subject may apply to the College Council for an ex-gratia payment of ICHM fees for unavoidable compassionate reasons such as sickness, bereavement etc. Work pressure will not be deemed valid justification.
- 7.13 A student who is expelled or suspended, or if their visa is cancelled, there shall be no right to any refund of fees.
- 7.14 These rules apply to both face to face and distance education (on-line) students.

Withdrawal

- 7.15 Should a student who has withdrawn wish to re-enrol at a later date they must apply for readmission. The student will pay a re-enrolment fee as determined by the College.

Postponement

- 7.16 Any student who wishes to postpone one or more subjects is free to do so, but they must re-enrol in the next semester of study or they shall be deemed to have withdrawn from the course.

Procedure

Leave of Absence

- 7.17 Students should apply for leave of absence on the appropriate Leave of Absence form that is obtained from and lodged with ICHM campus administration.
- 7.18 The Education Manager shall notify the student in writing of the decision made in relation to an application for leave of absence and shall annotate the student's record accordingly.

Withdrawal

- 17.20 Students will inform the Principal in writing of their intention to withdraw from the course.

8 CONDUCT

Appearance

- 8.1 While Degree students studying on campus do not have to wear uniforms, they are expected to dress in a manner appropriate to individuals aspiring to achieve management positions within the tourism and hospitality industry. These students shall maintain a very high standard of personal appearance. This includes the wearing of the college name badge.

Misconduct

Preamble

- 8.2. Students are bound by the Rules and Conditions and are expected to conduct themselves in a manner which does not impair the functioning of the College and the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities of the College or to participate in the life of the College.

Definitions

- 8.2.1 In these Rules, unless the context otherwise requires, the expression:

“General Misconduct” includes:

- any conduct which impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities in the College or to participate in the life of the College.
- wilful disobedience of a reasonable direction of a senior officer of the College;
- wilful disobedience of a reasonable direction of a supervisor of any examination.
- assaulting, attempting to assault or threatening a person on College premises;
- disobeying or failing to observe any provision of any Rule;
- divulging any confidential information relating to any College matter;
- entering any place within the premises of the College which the student is forbidden by a senior officer of the College to enter;
- failing to leave any building or part of a building of the College forthwith upon being directed by a senior officer of the College;
- intimidating, obstructing, disturbing, delaying or influencing improperly, or attempting to do so, any Board Disciplinary Enquiry set up under these Rules or any member of any such Board Disciplinary Enquiry or any witness who is appearing or who has been called to appear before any such Enquiry;
- wilfully damaging or wrongfully dealing with any College property or any property upon College premises;
- wilfully obstructing or attempting to deter any officer or employee of the College in the performance of duties;
- wilfully obstructing any teaching or research activity, examination or official meeting or proceeding of the College;

- 8.2.2 “Senior Officer of the College” means any member of the Academic Board, the College Board, the Principal, the Enrolments Officer, the Administrator of a Hall of Residence, any member of the academic staff of the College, and any person for the time being acting in the office of any such officer and any other member of the staff of the College whom the Board may designate as a senior officer for the purposes of this Rule.

- 8.2.3 “Supervisor” means any person appointed by the College to supervise an examination.

- 8.2.4 “Academic Misconduct” (either inadvertent or deliberate) includes:

- Presentation of information or data that has been copied, falsified or in other ways obtained improperly;
- Inclusion of material in individual work that includes significant assistance from another person in a manner unacceptable according to the assessment guidelines for the subject;
- Providing assistance to a student in the presentation of individual work, in a manner unacceptable according to the assessment guidelines for the subject;
- Falsification or misrepresentation of academic records;
- Other actions not covered by the above clauses that may be judged to be acts of academic misconduct.

Plagiarism is a specific form of academic misconduct. Whether inadvertent or deliberate, plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources (the work or data of other persons), or presenting of substantial extracts from books, articles, theses, other unpublished work such as working papers, seminar and conference papers, internal reports, lecture notes or tapes, without clearly indicating their origin;

- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work
- Submitting another student's work in whole or in part;
- Use of other person's ideas, work or research data without acknowledgement;
- Submitting work, which has been written by someone else, on the student's behalf?

Procedure – General Misconduct

- 8.3 Any complaint alleging misconduct on the part of a student or students should be made in writing to the Principal.
- 8.4 Where a complaint is made, or where it otherwise appears to the Principal that a student may have misconducted himself or herself, the Principal shall refer the complaint or apparent misconduct (as the case may be) in writing to the Board for an enquiry.
- 8.5 Upon receipt of the complaint, the College Board shall
- inform the student of the details of the complaint of misconduct or apparent misconduct which has been made or occurred;
 - convene a meeting of the College Board with the person making the complaint or with the Principal (as the case may be), the student complained against and any other person deemed to be relevant by the Chairperson;
 - give each person appearing and having knowledge of the matter reasonable opportunity to be heard;
 - if so desired by the student complained against and the person making the complaint or the Principal (as the case may be), permit both or either of them to be assisted at the enquiry by another member of the College provided that
 - the member nominated by either is not also a practitioner of the Supreme Court of South Australia;
 - explore reasonable avenues for settling the complaint before invoking any disciplinary powers;
 - have the power to conduct the enquiry in such a manner, as the Chairperson deems appropriate and to terminate the proceedings at any point, if in the opinion of the College Council it is impossible for any reason to complete the enquiry.
- 8.6 If the disciplinary enquiry finds misconduct proved, the Board may impose any one or more of the following penalties:
- suspension from attendances at classes;
 - suspension from use of facilities
 - suspension of the right to enter or be on the land and premises of the College, or any specified building or land of the College or any specified part thereof;
 - exclusion or suspension from attendance at any examination (imposed prior to or during the currency thereof);
 - cancellation or refusal of credit for any examination in any case where cheating or dishonesty in examinations is established;
 - expulsion from the College for a limited period; or
 - expulsion from the College.
- 8.7 A determination made by the College Board shall be advised in writing to the student or students concerned who shall also each be provided with a copy of the findings and reasons for any determination of the College Board within seven days of such determination being made.
- 8.8 The Advice under 8.7 shall indicate that the student can appeal the Board's decision to the Visitor following the Non-Academic Grievance Procedures, <http://www.ichm.edu.au/pdf/Non-Academic-Grievances-07.pdf>. (See Academic Rules - Appendix B).
- 8.9 Subject to the proceedings specified in these Rules, a College Board Disciplinary Enquiry shall be governed by the same procedures and regulations (so far as applicable) as if the Enquiry were a Meeting of the College Board.

Procedure - Academic Misconduct

- 8.10 With respect to academic misconduct a distinction will be made between a deliberate act and an inadvertent act occurring through unfamiliarity with academic process or conventions.

It is the responsibility of all students to safeguard against plagiarism by protecting their written work, assignments computer disks and notes.

Students are expressly prohibited from giving access to their assignments and their computer disks to other students and those students who do so will be penalised in the same way that students found guilty of plagiarism are penalised.

Should any student have reason to believe that his/ her work has been plagiarised or copied, he/she must report the matter at once (in writing) to the lecturer concerned.

- 8.11 A student found guilty of deliberate academic misconduct shall be subject to one or more of the following penalties:
- Suspension from attendances at classes for the subject for a limited period of time
 - Suspension from attendance at classes for the subject
 - Suspension from attending ICHM educational institutions and courses for a limited period of time
 - Expulsion from the college and no future enrolment permitted in any ICHM educational institution or course
 - Failure in the assessment point under consideration and therefore failure in the subject
- 8.12 Where an inadvertent act of academic misconduct has occurred the student will be counselled and a note placed in the student's file.
- 8.13 Where it is suspected that the action of a student might involve academic misconduct, including plagiarism, the lecturer shall request the student attend an interview with the Education Manager.
- 8.14 The student and the Educational Manager may each elect to invite a member of the college faculty to be present at the interview.
- 8.15 If, as a result of the interview, the Educational Manager concludes that no academic misconduct was involved, no further action should be taken and no record of the interview should be placed in the student's file.
- 8.16 Where the Educational Manager concludes that the action of the student was an example of inadvertent academic misconduct the student shall be counselled by the lecturer and the lecturer shall place a note to that effect in the student's file.
- 8.17 Where the Educational Manager concludes that the case involves deliberate academic misconduct and provides evidence to this effect, the Educational Manager shall convey this decision in writing to the Academic Committee.
- 8.18 The Education Manager shall establish a formal enquiry via the convening of an Academic Committee. The Educational Manager shall write to the student providing details of the incident and invite the student (and nominated representative) to attend the Academic Committee.
- 8.19 The formal inquiry may proceed whether or not the student attends. The Education Manager shall advise the student and the College Board in writing of the results of the inquiry and of the penalty being imposed, and shall advise the student of their right of appeal direct to the Visitor, following <http://www.ichm.edu.au/pdf/Academic-Grievance-Policy-07.pdf>. (see Academic Rules - Appendix B).

9 STATUS

Preamble

- 9.1 It is the policy of ICHM to grant Status or Partial Status in subjects for the Degree Course where applicable.

Policy

- 9.2 Decisions on the level of Status to be granted will be based on the assessment of ICHM academic staff.
- 9.3 Status will not normally be granted for subjects completed more than ten years prior to application unless there is evidence of relevant experience within the subject area.

9.4 The maximum Status allowed in the Degree Course is twenty five percent (2 subjects).

Procedure

- 9.5 Students who intend to claim Status must obtain the appropriate form and information from ICHM campus administration.
- 9.6 Applications for Status must be made on the appropriate form and be accompanied by sufficient documentary evidence supporting the application.
- 9.7 Applications will not normally be accepted after the end of the second week from the commencement of the Degree Course.
- 9.8 Assessment of an application may require the applicant to supply further evidence and this may take a number of forms:
- Documentation
 - Interview
 - Oral or written assessment.
- 9.9 ICHM campus administration shall inform the student in writing of the results of their application for Status and shall annotate the student's record accordingly.

10 RESULTS AND GRADES

- 10.1 The academic and administration staff of the college will use their respective best endeavours to ensure that:
- The results for each piece of assessment are available within three weeks of the work being submitted/ examination attended.
 - The final grades for subjects are posted on the general notice board no later than four weeks after the official end of the subject.
 - An Academic Statement of final grades for each academic semester will be mailed to an address as advised by the student (see Section 2.18) and should be received no later than six weeks after the official end of the semester.
- 10.2 Official grades are as follows:

Code	Grade	Percentage Range	G.P.A.
HD	High Distinction	85 – 100%	7.000
D	Distinction	75 – 84%	6.000
C	Credit	65 – 74%	5.000
P1	Pass Level 1	55 – 64%	4.500
P2	Pass Level 2	50 – 54%	4.000
F1	Fail 1	45 – 49%	1.500
F2	Fail 2	00 – 44%	
S	Status		
R	Result Incomplete		
W	Withdrawn		

Procedure

- 10.3 The subject lecturer is responsible for recommending the grade given for a student's work in that subject.
- 10.4 The subject lecturer will recommend to the Academic Committee a final grade or notation for each
- 10.5 All subjects shall be assessed and recorded according to the official assessment grades.
- 10.6 The Academic Committee will review all subject results and shall make recommendations to the Academic Board on these results.
- 10.7 The Academic Board will receive and review these recommendations and decisions regarding for the conferral of the academic awards.
- 10.8 For Appeals, see Rule 3.1-3.3
- 10.9 The Academic Committee shall incorporate the Visitor's decision when making recommendations to the Academic Board.
- 10.10 Where a student is required to re enrol in a subject, having failed the previous attempt, the student is required to fully re enrol, completing all assessment points and payment of fees.**

