



## **Results, Grades and Awards Policy and Procedure**

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## Modification history

Date	Modification	Person responsible
03/01/12	New policy	Dr Ian Whyte
27/6/2012	Addition of CP and descriptors. Medal information changed	Dr Ian Whyte
29/11/12	Addition of Change to the Policy section approved by Academic Board on 29/11/12	Academic Board approval - IW edit
29/11/12	Addition of Non Graded Pass approved by Academic Board on 29/11/12	Academic Board approval - IW edit
7/1/2014	Change title of Grievance Policy following TEQSA recommendation 19/12/2013	Dr Ian Whyte and Gerald Lipman
16/06/14	Change to Awards-Dux of the Year	Approved by AB 12/06/14
25/1/2016	Minor title updates	Dr George Brown
16/5/16	Clarification on resulting process for final and individual assessment points	Approved by AB 16/5
13/7/16	Change re financial prize	Dr Ian Whyte and Gerald Lipman
17/11/16	Change to Official Grades to include additional withdrawn categories	Approved by AB 17/11 Dr Ian Whyte
17/11/16	Change to Conceded Pass section to reflect correct number of subjects	Approved by AB 17/11 Dr Ian Whyte
12/12/16	Change in title from 'Industry Training and Development Manager' to 'Industry and Career Development Manager'	Dr Ian Whyte
10/06/17	Change re Conceded Pass in postgraduate award	Approved by Academic Board 22/6/17 Dr Ian Whyte – Added to public policy document following TEQSA accreditation of Masters in May 2018
15/1/2018	Change to wording for Dux	Dr Ian Whyte

## Definitions

### Grade

A grade is a qualitative descriptor used to signify a range of percentage marks or the status of a result where percentage marks are not applicable. Grades indicate the level of performance in a subject against specified criteria and standards.

### Mark

A mark is a quantitative value, often expressed as a percentage, which is awarded for an assessment task and subject

## **Preamble**

## **Results and Grades**

### **Notification of individual assessment piece results**

The academic and administration staff of the college will use their respective best endeavours to ensure that:

- The results for each individual piece of assessment are published within three weeks of the work being submitted/ examination attended.
- Students have two weeks to lodge an appeal to the Academic Committee against provisional individual assessment piece results.

### **Determination and approval of final results**

The subject Lecturer or Industry and Career Development Manager is responsible for recommending the final mark and grade for each student to the Academic Committee.

The Academic Committee will:

- review the recommended marks and grades, grade distribution reports and other relevant documentation, and will moderate where applicable,
- approve the final grades,
- report the final grades to the Academic Board.

The Academic Board will review the final grades and make recommendations for the conferral of the academic awards.

All subjects must be graded according to ICHM's approved assessment grading system (see official grades)

The provisional final grades for subjects are provided to students no later than six weeks after the official end of the subject.

Results communicated to students by lecturing staff prior to submission to the Academic Committee are provisional only. A grade is only considered official or finalised following approval by the Academic Committee.

After grades have been finalised by the Academic Committee, they can only be altered with the approval of the Principal.

Students have two weeks to lodge an appeal to the Academic Committee against provisional final grades.

ICHM's formal reporting of a student's performance in a subject is by the final grade only. Marks awarded for subjects will be recorded in the student management system, but not published or printed on any official academic transcript or notice, or formally communicated to students.

A Provisional Statement of final grades for each academic semester will be emailed to an address as advised by the student and should be received no later than ten weeks after the official end of the semester.

## Official grades

Official grades are as follows:

Code	Grade	Mark Percentage Range	GPA
HD	High Distinction	85 – 100%	7.00
D	Distinction	75 – 84%	6.00
C	Credit	65 – 74 %	5.00
P1	Pass Level 1	55 – 64%	4.50
P2	Pass Level 2	50 – 54 %	4.00
F1	Fail Level 1	45 – 49%	1.50
F2	Fail Level 2	00 – 44%	1.00
CP	Conceded Pass	NA	3.00
NGP	Non Graded Pass	NA	NA
S	Status	NA	NA
R	Result Incomplete	NA	NA
WDNF*	Withdrawn not failed	NA	NA
WDF*	Withdrawn failed	NA	1.5

### \*Descriptors

*WDNF: the student withdraws before the “withdrawal date” (“withdrawal date” refers to the date when 50% of the subject is delivered). There is no GPA awarded and the subject is not included in calculating course GPA.*

*WDF: the student withdraws after “withdrawal date” (“withdrawal date” refers to the date when 50% of the subject is delivered). A GPA is awarded and the subject included in calculating course GPA.*

Where a domestic student withdraws before “college census date” (“college census date” refers to the date when 20% of the subject is delivered) the subject will be removed from their enrolment.

All students will be advised of the “college census date” and the “withdrawal date” prior to the commencement of each semester.

Students should familiarise themselves with the Fee Help Refund Policy and the Non Fee Help Refund policies if intending to withdraw.

The Principal has the discretion to award a WDNF instead of a WDF where evidence is provided of “compassionate or compelling circumstances”.

## Conceded Pass

The Academic Committee or Principal can award a Conceded Pass. The decision is normally made when the Academic Committee reviews a student results for a semester and considers the impact of a fail/s on the student’s academic progression.

The final mark for the subject being considered for a Conceded Pass would normally be in the range 45-49%.

The maximum number of Conceded Passes a student can be awarded is two per each year level of study as per the ICHM curriculum which has 8 subjects in each year. However, the maximum number of Conceded Passes a student may be awarded is 4 in the three-year degree and 6 in the four-year degree.

Conceded Passes are not normally available in postgraduate awards.

Where appropriate, a Conceded Pass may be awarded outside this policy. In such cases, the grounds for the award must be reported to the Academic Board as a variation to standard procedure.

## **Student appeals**

Students have the opportunity to discuss the results (mark) for each piece of assessment and provisional final grades with Lecturers and Industry and Career Development Managers.

If the student has a concern which is not resolved satisfactorily they can within two weeks of being advised of the result (mark) or provisional grade submit a written submission to the Academic Committee, via the Director Academic, challenging the lecturer's decision and providing further information to support their appeal.

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.

If a student is not satisfied with a decision of the Academic Committee, they can appeal the decision via the Academic Grievance Policy and Procedure.

## **Awards – undergraduate programs**

### **Dux of the Year**

Dux of the year is awarded twice each year (each semester) for each year level:

- Dux of the year January – June
- Dux of the year July – December

Only students who have undertaken a full workload (8 subjects) consisting of the core and elective subjects listed in the current curriculum for that semester and any nominated required electives shall be considered for Dux. Students who have been granted Status in one or more subjects under the Recognition of Prior Learning provisions shall not be eligible for consideration as Dux of the Year.

Dux is awarded to the student who receives the top average mark (%) across the 8 subjects. If more than one student has the same top average mark (%) then joint recipients will be awarded.

To be eligible for any financial prize that is awarded to the Dux of Year 1 or Year 2, the top student must return for Year 2 or Year 3 respectively. If the top student does not return in consecutive semester (or after extended placement), the financial prize will be awarded to the next-ranked student.

### **Academic Achievement**

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each semester of each year (by mark (%)). If more than one student has the same top mark (%) in the subject, then these students are joint recipients of the Certificate of Merit for that subject.

Certificate of Academic Achievement:

Certificate of Academic Achievement are awarded to students who received a GPA of 6.000 or above across all the subjects in each semester of each year. Students who have been granted Status in one or more subjects under the Recognition of Prior Learning provisions shall not be eligible for consideration for a Certificate of Academic Achievement.

### **Degree Medals**

Bachelor of International Hotel Management (Swiss Hotel Association) medal:

This medal is presented to a student who has attempted all 4<sup>th</sup> year subjects and includes subjects for which status may have been granted. A student can be awarded this medal only once.

Bachelor of Business (Hospitality Management) medal:

This medal is presented to a student who has attempted all 3<sup>rd</sup> year subjects and includes subjects for which status may have been granted. A student can be awarded this medal only once.

## **Changes to the policy**

The Academic Board must approve any change to this Results, Grades and Awards Policy and Procedure.