

Academic

Results, Grades and Awards

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
03/01/12	V1.0	New policy	Dr Ian Whyte	
27/6/2012	V2.0	Addition of CP and descriptors. Medal information changed	Dr Ian Whyte	
29/11/12	V2.1	Addition of Change to the Policy section approved by Academic Board on 29/11/12	Academic Board approval - IW edit	
29/11/12	V2.2	Addition of Non Graded Pass approved by Academic Board on 29/11/12	Academic Board approval - IW edit	
7/1/2014	V2.3	Change title of Grievance Policy following TEQSA recommendation 19/12/2013	Dr Ian Whyte and Gerald Lipman	
16/06/14	V2.4	Change to Awards-Dux of the Year	Approved by AB 12/06/14	
25/1/2016	V2.5	Minor title updates	Dr George Brown	
16/5/16	V2.6	Clarification on resulting process for final and individual assessment points	Approved by AB 16/5	
13/7/16	V2.7	Change re financial prize	Dr Ian Whyte and Gerald Lipman	

17/11/16	V2.8	Change to Official Grades to include additional withdrawn categories	Approved by AB 17/11 Dr Ian Whyte	
17/11/16	V2.9	Change to Conceded Pass section to reflect correct number of subjects	Approved by AB 17/11 Dr Ian Whyte	
12/12/16	V2.10	Change in title from 'Industry Training and Development Manager' to 'Industry and Career Development Manager'	Dr Ian Whyte	
10/06/17	V3.1	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	V3.2	Change to wording for Dux	Dr Ian Whyte	
29/5/19	V4.0	Addition of awards for post-graduate programs	Academic Board	11 June 2019



1 POLICY STATEMENT AND PURPOSE

The purpose of this policy is to identify the criteria for allocation of results and GPA requirements for students. The policy also establishes the parameters for the award of award of medals, certificates of merit and dux for the undergraduate and post graduate programs

2 SCOPE

This policy applies to all ICHM staff and Students.

3 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

4 POLICY DETAILS

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 Business (Hospitality Management) medal:

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

Awards – Postgraduate programs

Dux of the Master's semesters (Semester 3 & Semester 4)

Dux of the semester is awarded twice each year for the Master's semester levels:

- Dux of the semester January – June – (Semester 3 & Semester 4)
- Dux of the semester July – December – (Semester 3 & Semester 4)

Only students who have undertaken a full workload consisting of the core and elective subjects (where applicable) 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 Semester.

Dux is awarded to the student who receives the top average mark (%) across the requisite 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 the Masters Semester (S3) or Masters Semester (S4), the top student must return for the Master's semester respectively. If the top student does not return in a consecutive semester, 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.

Masters Medals

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

This medal is presented to a student who has attempted all Master's subjects and includes subjects for which status may have been granted. A student can be awarded this medal only once.

6 RESPONSIBILITIES AND AUTHORITIES

7 REVIEW

The Principal is responsible for the review of this policy as per the policy framework.

8 ACKNOWLEDGEMENT (if applicable)

9 APPROVAL

<i>Results, Grades and Awards</i>	
Policy Owner	Principal
Version Number	4
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