Results, Grades and Awards Policy and Procedure
Results, Grades and Awards Policy and Procedure

Modification history

<table>
<thead>
<tr>
<th>Date</th>
<th>Modification</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/12</td>
<td>New policy</td>
<td>Dr Ian Whyte</td>
</tr>
<tr>
<td>27/6/2012</td>
<td>Addition of CP and descriptors. Medal information changed</td>
<td>Dr Ian Whyte</td>
</tr>
<tr>
<td>29/11/12</td>
<td>Addition of Change to the Policy section approved by Academic Board on 29/11/12</td>
<td>Academic Board approval - IW edit</td>
</tr>
<tr>
<td>29/11/12</td>
<td>Addition of Non Graded Pass approved by Academic Board on 29/11/12</td>
<td>Academic Board approval - IW edit</td>
</tr>
<tr>
<td>7/1/2014</td>
<td>Change title of Grievance Policy following TEQSA recommendation 19/12/2013</td>
<td>Dr Ian Whyte and Gerald Lipman</td>
</tr>
</tbody>
</table>

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

Determination and approval of results

The subject lecturer or Industry Training and 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)

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.

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.

Notification of results

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 provisional final grades for subjects are provided to students no later than six weeks after the official end of the subject.
- Students have two weeks to lodge an appeal to the Academic Committee against provisional final grades.
- 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Grade</th>
<th>Mark Percentage Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85 – 100%</td>
<td>7.00</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75 – 84%</td>
<td>6.00</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65 – 74 %</td>
<td>5.00</td>
</tr>
<tr>
<td>P1</td>
<td>Pass Level 1</td>
<td>55 – 64%</td>
<td>4.50</td>
</tr>
<tr>
<td>P2</td>
<td>Pass Level 2</td>
<td>50 – 54 %</td>
<td>4.00</td>
</tr>
<tr>
<td>F1</td>
<td>Fail Level 1</td>
<td>45 – 49%</td>
<td>1.50</td>
</tr>
<tr>
<td>F2</td>
<td>Fail Level 2</td>
<td>00 – 44%</td>
<td>1.00</td>
</tr>
<tr>
<td>CP</td>
<td>Conceded Pass</td>
<td>NA</td>
<td>3.00</td>
</tr>
<tr>
<td>NGP</td>
<td>Non Graded Pass</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>S</td>
<td>Status</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>R</td>
<td>Result Incomplete</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
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 students 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 10 subjects in year 1, 10 in year 2, 9 in year three and 8 in year four. 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.

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 Training and 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 Vice Principal, 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 Grievance Policy and Procedure

Awards

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 all the subjects listed in the current curriculum for that semester 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.

Academic Achievement

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each semester of each year (by grade point). 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 4th 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 3rd 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.