

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 awarding of exit qualifications, 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

Exit qualification

An embedded qualification which provides for a pathway from a parent qualification. Also known as an exit award.

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.

Grade Point Average (GPA)

The numerical calculation, weighted by credit points of the mean grades received over a defined study period or across an entire course, GPA is calculated by the sum of (grade points x course unit values), divided by the sum of course unit values. Example:

Subject per study period	Grade	Grade Point	Unit value	Grade Value
Subject 1	C	5	4.5	5 x 4.5 = 22.5
Subject 2	D	6	4.5	6 x 4.5 = 27
TOTAL			9	49.50
GPA = 49.50 divided by 9 = GPA of 5.50				

Mark

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

Parent qualification

The qualification in which the student is enrolled.

4 POLICY DETAILS

Results and Grades

Notification of individual assessment piece results

The academic and administration staff of the college 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:

- review the recommended marks and grades, grade distribution reports and other relevant documentation, and moderate where applicable,
- approve the final grades,
- confirms the eligible graduands and recommends students for conferral to the Academic Board.

The Academic Board considers the information from the Academic Committee and recommends, or otherwise, the conferral of the academic awards to the College Council. The College Council are responsible for the final conferral of academic awards.

All subjects are 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 ratification by the Academic Committee.

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

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 are 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 is emailed to an address as advised by the student and is received no later than ten weeks after the official end of the semester.

Official grades

Official grades and notations are as follows:

Code	Grade	Mark Percentage Range	GPA
HD	High Distinction	85 – 100%	7.00
D	Distinction	75 – 84.9%	6.00
C	Credit	65 – 74.9 %	5.00
P1	Pass Level 1	55 – 64.9%	4.50
P2	Pass Level 2	50 – 54.9 %	4.00
F1	Fail Level 1	45 – 49.9%	1.50
F2	Fail Level 2	00 – 44.9%	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	1.50
PSC	Prescribed Conduct	NA	Breach of academic integrity rules

**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 the census date (census date refers to the date when at least 20% of the subject is delivered) the subject is removed from their enrolment.

All students are advised of the ICHM census date and the withdrawal date prior to the commencement of each study period.

Students should familiarise themselves with the [Fee and Refund Policy](#) and [Re-crediting a Fee Help Balance Policy](#) if intending to withdraw.

The Academic Director 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 Academic Director can award a Conceded Pass. The decision is made when the Academic Committee reviews student results for a study period and considers the impact of a fail/s on student academic progression.

The final mark for the subject being considered for a Conceded Pass is within the range 45-49%, unless there are extenuating circumstances.

The maximum number of Conceded Passes a student can be awarded is two each calendar year. However, the maximum number of Conceded Passes a student may be awarded is 4 in an undergraduate degree and two in a postgraduate degree.

Where appropriate, a Conceded Pass may be awarded outside this policy due to extenuating or compassionate circumstances. 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 Academic Director, challenging the grade awarded and providing further information to support their appeal.

In its deliberations, the Academic Committee is guided by the provisions of the Assessment Policy. The student may be requested to attend the review or may attend if they advise in writing of their wish to do so.

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 Program

Dux of the Program is awarded yearly at the ICHM Graduation Ceremony or alternative replacement as approved by the Head of ICHM. Dux of the Program is awarded per graduating cohort.

Only students who have undertaken a full undergraduate program consisting of the core and elective subjects listed in the current curriculum shall be considered for Dux of the Program. Students who have been granted Status in more than four subjects under the Recognition of Prior Learning provisions (including the maximum of status in one WIL Placement) shall not be eligible for consideration as Dux of the Program.

Dux is awarded to the student who receives the highest average mark (%) across all completed subjects of the Undergraduate Program. If more than one student has the same highest average mark (%) then joint recipients are awarded.

Outstanding Student Award

Outstanding Student Awards are awarded to a student who has studied at the Diploma or Associate Degree level of the undergraduate program in the prior calendar year.

Eligible students must meet the following requirements:

- Have completed a full time student load across the calendar year
- Obtained a GPA across all subjects completed in the calendar year of 5 or higher
- Made a noticeable contribution to the ICHM community through active engagement with staff and peers on campus and/or online.

Students who have an equal number of Diploma and Associate Degree subjects are eligible for both the Diploma and Associate Degree level Outstanding Student Award but can only be the recipient of one award per year.

Should more than one student meet the eligibility requirements per Diploma or Associate Degree level a final decision is made by the ICHM Senior Management Team.

To be eligible for any financial prize that is awarded to an Outstanding Student Diploma or Associate Degree, the student must progress to the next level of the program. If the student does not progress in the program, the financial prize is awarded to the next eligible ranked student.

Academic Achievement

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each study period (by mark (%)). If more than one student has the same top mark (%) in the study period, 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 studied a full study load in the study period and received a grade of Distinction or above in every subject studied in that study period.

Degree Medals - Bachelor of Business (Hospitality Management) only

Bachelor of Business (Hospitality Management) medal:

This medal is presented to a student who has graduated from the program. The medal is provided to the student with their graduation documents.

Awards – Postgraduate programs

Dux of the Masters Program

Dux of the Masters Program is awarded yearly at the ICHM Graduation Ceremony or alternative replacement as approved by the Head of ICHM. Dux of the Program is awarded per graduating cohort.

Only students who have undertaken a full workload consisting of 4 Masters level subjects and Professional Practice and Research project are eligible for consideration for the Dux of the Masters Program.

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 are awarded.

Academic Achievement

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each study period (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 studied a full study load in the study period and received a grade of Distinction or above in every subject studied in that semester.

Masters Medals

Master of International Hotel Management medal:

This medal is presented to a student who has graduated from the program. The medal is provided to the student with their graduation documents.

Exit qualifications

During a program of study, a student may not be able to complete the full degree (parent qualification) for which they have enrolled. Where an ICHM qualification contains a nested exit qualification, and the student has met the academic requirements for this qualification, a student may be eligible to receive this exit award upon withdrawal from the parent qualification.

Where a student seeks to withdraw from a parent qualification, the *Withdrawal and Deferral Policy* is followed. The Academic Director, on receipt of the withdrawal application, assesses the student's eligibility for an exit award. If the student is found to be provisionally eligible for this award, the Academic Director advises the student. The student may accept or reject the offer of the exit award. Where a student accepts the offer of the exit award, the Academic Director advises the Administration Team and the student's record is updated. In accordance with the *Awarding, Qualifications and Graduation* policy, the Academic Director provides the students details to the Academic Committee for approval. The Academic Director then presents the students eligibility for conferral of the exit award at the next Academic Board meeting. The College Council will make the final conferral of the exit award.

Exit qualifications are not available to students who have had their enrolment terminated as a result of student misconduct.

6 RESPONSIBILITIES AND AUTHORITIES

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

7 REVIEW

The Academic Director is responsible for the review of this policy on a three (3) yearly basis or as and when there are any legislative or business changes.

8 ACKNOWLEDGEMENT (if applicable)

Not applicable.

Accountability and review			
Delegate	Academic Director		Ref: ICHM Delegations Register
Approval body	Academic Board		
Approval date	20230928		
Review date	3 years from last review 20260928		
Supporting information			
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 (CwIth)		
Sector benchmarking			
Supporting documents			
Related documents	Fee and Refund Policy Re-crediting a Fee Help Balance Policy Assessment Policy Academic Grievance policy Withdrawal and Deferral Policy		
Superseded documents			
Type and location			
Policy type <select row and shade>	Corporate Governance <input checked="" type="checkbox"/> Academic Governance <input checked="" type="checkbox"/> Academic Management Operational Management		
Location/access <select row and shade>	<input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Student access <input checked="" type="checkbox"/> Staff access Overseas		
Amendments			
Version No.	Amendment type	Amendment Date	Key changes
1.0	New Doc	03/01/12	New policy
2.0	Major	27/6/2012	Addition of CP and descriptors. Medal information changed
2.1	Minor	29/11/12	Addition of Change to the Policy section approved by Academic Board on 29/11/12
2.2	Minor	29/11/12	Addition of Non Graded Pass approved by Academic Board on 29/11/12
2.3	Minor	7/1/2014	Change title of Grievance Policy following TEQSA recommendation 19/12/2013
2.4	Minor	12/06/14	Change to Awards-Dux of the Year
2.5	Minor	25/1/2016	Minor title updates
2.6	Minor	16/5/16	Clarification on resulting process for final and individual assessment points
2.7	Minor	13/7/16	Change re financial prize
2.8	Minor	17/11/16	Change to Official Grades to include additional withdrawn categories

2.9	Minor	17/11/16	Change to Conceded Pass section to reflect correct number of subjects
2.10	Minor	12/12/16	Change in title from 'Industry Training and Development Manager' to 'Industry and Career Development Manager'
3.1	Minor	22/06/17	Change re Conceded Pass in postgraduate award
3.2	Minor	15/1/2018	Change to wording for Dux
4.0	Major	11/6/19	Addition of awards for post-graduate programs
4.1	Minor	Jan 2020	Changes to position and policy titles
4.2	Minor	Mar2021	Change to grade percentage ranges and Dux criteria & inclusion of procedures for students to apply for an exit qualification
4.3	Minor	15/06/2021	Minor amendments to responsibilities due to ICHM restructure.
5.0	Major	15/03/2022	Amendments to include all programs, include the grade of prescribed conduct and recommendation by the AC to the AB of eligible graduands for conferral.
5.1	Minor	28/09/2023	Change to job titles. Update to show College Council as responsible for the conferral of academic awards.