

## 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17/11/16	V2.8	Change to Official Grades to include additional withdrawn categories	Approved by AB 17/11 Dr Ian Whyte	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
Jan 2020	4.1	Changes to position and policy titles	Dr George Brown	Jan 2020
15/2/2021	4.2	Change to grade percentage ranges and Dux criteria & inclusion of procedures for students to apply for an exit qualification	Academic Board	Academic Board March 2021
June 2021	4.3	Minor amendments to responsibilities due to ICHM restructure.	Academic Board	Approved at AB 15/06/2021

## 1 POLICY STATEMENT AND PURPOSE

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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

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This policy applies to all ICHM staff and Students.

## 3 DEFINITIONS

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### *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.

### *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

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### **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 Program Director Academic (or delegated Program Coordinator).

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 – 84.9%	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	1.5

#### \*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 and Refund Policy and Re-crediting a Fee Help Balance Policy if intending to withdraw.

The Program Director Academic (or delegated Program Coordinator) 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 Program Director Academic can award a Conceded Pass. The decision is normally made when the Academic Committee reviews a student’s 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 Program 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 Program**

Dux of the Program is awarded yearly at the ICHM Graduation Ceremony or alternative replacement as approved by the ICHM Chief Executive Officer. Only one Dux of the Program will be awarded per graduating cohort.

Only students who have undertaken a full undergraduate program workload (24 subjects plus three Work Integrated Learning (WIL) Placements) 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 application of status in any 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 24 subjects plus a minimum of two WIL subjects of the Undergraduate Program. If more than one student has the same highest average mark (%) then joint recipients will be awarded.

### **Outstanding Student Award**

Outstanding Student Awards are awarded in both Year 1 and Year 2 student cohorts of the undergraduate program during the ICHM Course Commencement Ceremony or alternative replacement as approved by the ICHM Chief Executive Officer.

Eligible students must meet the following requirements:

- Have completed majority of subjects within either Year 1 or Year 2 studies
- Completed at least 7 subjects within the one semester
- Obtained a GPA across all subjects completed within the semester of 5 or higher
- Made a noticeable contribution to the ICHM community.

Students who have an equal number of year 1 and year 2 subjects are eligible for both the year 1 and year 2 Outstanding Student Award but can only be the recipient of one award per semester.

Should more than one student meet the eligibility requirements per year level a final decision will be made by the ICHM Senior Management Team.

To be eligible for any financial prize that is awarded to an Outstanding Student Year 1 or Year 2, the student must return for Year 2 or Year 3 respectively. If the student does not return in consecutive semester (or after extended placement), the financial prize will be 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 semester (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 at least 7 subjects in the semester and received a grade of Distinction or above in every subject studied in that semester.

### **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 Masters Program**

Dux of the Masters Program is awarded yearly at the ICHM Graduation Ceremony or alternative replacement as approved by the ICHM Chief Executive Officer. Only one Dux of the Program will be awarded per graduating cohort.

Only students who have undertaken a full workload consisting of 4 Masters level subjects and Professional Practice and Research project will be 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 will be awarded.

### **Academic Achievement**

Certificate of Merit:

Certificates of Merit are awarded to the top student of each subject in each semester (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 studied at least 3 subjects in the semester and received a grade of Distinction or above in every subject studied in that semester.

### **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.

### **Exit qualifications**

During a course 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* will be followed. The Program Director Academic (or delegated Program Coordinator), on receipt of the withdrawal application, will assess the student's eligibility for an exit award. If the student is found to be provisionally eligible for this award, the Program Director Academic (or delegated Program Coordinator) will advise 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 Program Director Academic (or delegated Program Coordinator) will advise the Administration Team and the student's record will be updated. In accordance with the *Issue of Testamur and Records of Results* policy, the Program Director Academic (or delegated Program Coordinator) will provide the students details to the Academic Committee for approval. The Program Director Academic (or delegated Program Coordinator) will then present the students eligibility to be conferred the exit award at the next Academic Board meeting.

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

## **6 RESPONSIBILITIES AND AUTHORITIES**

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## 7 REVIEW

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The Program Director Academic is responsible for the review of this policy as per the policy framework.

## 8 ACKNOWLEDGEMENT (if applicable)

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Not applicable.

## 9 APPROVAL

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<b><i>Results, Grades and Awards</i></b>	
<b>Policy Owner</b>	Program Director Academic
<b>Version Number</b>	4.3
<b>Approval Authority</b>	Academic Board
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