Results, Grades and Awards

ICHM

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 approves or otherwise the conferral of the 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 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 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 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 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 Program Director Academic, 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 Chief Executive Officer. 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 ICHM Chief Executive Officer. 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 is 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 is 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 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 Program Director Academic (or delegated Program Coordinator), 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 Program Director Academic (or delegated Program Coordinator) 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 Program Director Academic (or delegated Program Coordinator) advises the Administration Team and the student's record is updated. In accordance with the *Issue of Awarding, Qualification and graduation* policy, the Program Director Academic (or delegated Program Coordinator) provides the students details to the Academic Committee for approval. The Program Director Academic (or delegated Program Coordinator) then presents students eligibility for conferral of 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

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

7   REVIEW

The Program Director Academic 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.

9   APPROVAL

Results, Grades and Awards	
Policy Owner	Program Director Academic
Version Number	5.0
Approval Authority	Academic Board
Approval Date	15 March 2022
Next Review Date	March 2025

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	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	16/05/2016
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	17/11/2016
17/11/16	V2.9	Change to Conceded Pass section to reflect correct number of subjects	Approved by AB 17/11 Dr Ian Whyte	17/11/2016
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 AB 22/6/17 Dr Ian Whyte – Added to public policy document following TEQSA accreditation of Masters in May 2018	22/6/17
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	March 2021
June 2021	4.3	Minor amendments to responsibilities due to ICHM restructure.	Academic Board	Approved at AB 15/06/2021
March 2022	5.0	Amendments to include all programs, include the grade of prescribed conduct and recommendation by the AC to the AB of eligible graduands for conferral	Academic Board	Approved by Academic Board 15/03/2022