



# ICL

GRADUATE **BUSINESS** SCHOOL

## **Academic Handbook ICL Graduate Business Students**

**April 2017**



## Important Information

1. This academic handbook contains the most up-to- date information available on academic support, policies and issues as of April, 2017.
2. For information on your programme please refer to the Programme Information tab or check with your lecturer. Your lecturer/tutor will provide you with the most up-to- date information on each paper you are taking.
3. NZ and Australian Universities regularly revise their credit transfer policies. The policies in this handbook record the latest information ICL Graduate Business School has to hand, but the School takes no responsibility for changes universities make from time to time.



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# Welcome to ICL Graduate Business School

It is great to have you here.

Education is constantly undergoing change, so when you choose your study destination you want innovation as well as a tradition of quality. In New Zealand you will find both an excellent, British-based academic heritage and a dynamic, modern education system constantly adapting to the change and growth in our multi-cultural society. And at ICL, within this traditional yet dynamic environment, we offer the perfect combination of private sector service standards, and the academic guarantee of qualifications owned or approved by the New Zealand government.

## **We help you achieve academic success in two key ways:**

Firstly, we offer you exceptional education with a focus on developing learner autonomy. You will have great lecturers with deep knowledge and passion for the subjects they teach, who will guide you through your learning with professionalism and skill. On your side, you will need to apply yourself and take ownership of your learning through the work you do in class as well as self-study.

Secondly, we offer you exceptional academic support. This is done through academic skills workshops, targeted business tutorials or by seeing our academic advisers for one-to one help with the academic issues you are having.

We want you to do well in your time at ICL. Your success is also our success.

Please take the time to read this handbook to find out how we can support you to reach your academic goals.

Thank you.

## Management and Academic Staff

<b>Chairman</b>	
Ewen Mackenzie-Bowie	MA, Surrey; BA (Hons), Stirling; RSA Dip TEFL, Edinburgh; ITTI Cert TEFL, Hastings; FRGS, London, MInst D
<b>Principal</b>	
Wayne Dyer	M Applied Linguistics, Macquarie; BA, Massey; Dip TEFL, Cambridge; RSA Cert TEFL
<b>Academic Manager, Graduate Programmes</b>	
Corinna Chin	MA, University of Greenwich; BA (Hons), University of Westminster
<b>Academic Manager, Undergraduate Programmes</b>	
Brent Hawkins	MMgt, Massey; PGDipBusAdmin, Massey; BCom, Auckland; TTC, Waikato University – Hamilton Teachers' College
<b>Director of Reserach</b>	
Dr Siham El-Kafari	PhD, University of Waikato; MADLitNumEd, AUT; MPA, American University of Cairo; BA (Hons), Ain Shams University
<b>Lecturers</b>	
Subhan Ali	MMath, University New South Wales; GradDip, University of Southern Queensland; BSc (Hons), University of Wollongong
Sandy Chauhan	BA, DipBusMgmt, MBA (Human Resources)
Mark Ebery	MA, La Trobe University; GD, University of New South Wales; BA (Hons), University of Reading; CELTA
Dr Siham El-Kafari	PhD, University of Waikato; MADLitNumEd, AUT; MPA, American University of Cairo; BA (Hons), Ain Shams University
Dr Syed Jamali	PhD Education, Korea; MEd, Dhaka; BEd (Hons), Dhaka.
Hazim Jarrah	MComSci, National University of Malaysia; BComSci, Al Al-Bayt University
Jason Jin	MBA, AUT; NatCer, National Institute of Education; BA, AUT; NZDipBus, UNITEC
André Joubert	BA (Hons), Pretoria, PC Tech Dip (Networking), A+, Network+, I- Net+, MCP
Sukhpreet Kaur	MBA, AIS; MPhil, ICDEOL India; BA, Khalsa College of Education, India; MA, Guru Nanak Dev University, India; BSc, DAV College Amritsar, India
Rashmi Kotin	MBA, Karnataka University; MA, Karnataka University; PGDip, AUT; BSc, Karnataka University
Ragini Mathews	MBA, AIS; PGCert, AIS; BA, JNTU, India; NCAE L4&5
Craig Rhodes	M.Man Massey, B.Comp.Med CSU –Australia.
Saurav Satyal	BBus AUT, PGDipBus, AUT
Dr Dayal Talukder	MLitt, Auckland; M Development Economics, ANU, PGDipEcon, ANU, MEcon, Chittagong, BEcon, Chittagong
Alexander Tsoy	MBus, AUT, BA, Moscow, GradDipCom, Auckland, PGDipBus, AUT
Dr Maria Umali	PhD Education, Philippines; MA De La Salle, BA and BSc Education, Philippines
Ahmad Wedyan	MComSci, Yarmouk University; BComSci, Al-Balqa Applied University
<b>Academic Adviser</b>	
Matt Gillard	Master of Arts (Occupational Psychology), Massey; CELTA, Unitec; Certificate of Language Teaching, Unitec

## ICL Graduate Business School Programmes

ICL Graduate Business School offers a range of diplomas at Levels 5, 6, and 7 (equivalent levels respectively to the three years of a Bachelor degree), as well as a Level 8 programme (equivalent levels for postgraduate awards). The following programmes are available at ICL Graduate Business School:

<b>Level 8</b>	<b>Postgraduate Diploma in Business</b>
<b>Level 7</b>	<b>Graduate Diploma in Business (International Business Innovation)</b>
	<b>Graduate Diploma in Business (International Hospitality Management)</b>
	<b>Graduate Diploma in Business (International Tourism Management)</b>
	<b>Diploma in Computing</b>
	<b>Diploma in Business Computing</b>
<b>Level 6</b>	<b>New Zealand Diploma in Business</b>
	<b>ICL Diploma in Business</b>
	<b>National Certificate in Pacific Islands Early Childhood Education (Pasifika Management)</b>
<b>Level 5</b>	<b>NZIM Diploma in Management</b>
	<b>Diploma of Business Administration</b>
	<b>Diploma of Information Systems</b>
	<b>National Certificate in Early Childhood Education and Care (ECE)</b>

For more detailed information on your Programme please refer to the Programme Information tab.

## Recognition of Prior Learning

If you have acquired skills and knowledge in learning and work settings but not been formally assessed and credited, you may apply for RPL/RCC where the claimed skills and knowledge match the learning outcomes of the Master's programme papers. Applications for recognition of prior learning (RPL) are welcomed and will be given early consideration. Decisions on RPL are based on one or more of the following: a portfolio; attestation by an experienced subject or industry expert; references from previous employers or educational organisations.

### Cross Credits

Credit transfers from other qualifications will be individually considered when supported by detailed documentation from the other organisation. To obtain credit transfer you need to present a case for the ICL Senior Lecturer to assess. The onus is on you - the student, to demonstrate a match, normally of 80% of content, from a course, paper or module studied to the unit standard for which credit transfer is claimed. Fees apply.

In order to make an assessment you need to provide:

- Level of course taken;
- Duration of course taken: number of weeks and hours per week, both contact teaching and self-study;
- Content summary of course taken;
- How an 80% match is achieved between the course taken and the unit standard for which credit is requested.

Credit transfer of up to four papers and RPL will be negotiated on a case-by-case basis. All course components are compulsory.

### Admission Appeals

If you wish to appeal an admission process or a credit transfer or RPL/RCC assessment decision you should:

- Discuss the matter directly with the Manager of Business Programmes.
- If there is no resolution at Step 1, the Manager of Business Programmes will table the appeal at the Senior Management Team meeting for discussion and resolution. The Principal will be responsible for reporting the committee's decision to you.
- In the case of a RPL/RCC decision involving a 'buddy' institution, the matter will be referred back to the institution concerned and be subject to the appeal processes of the institution concerned.

If you are still dissatisfied with the outcome of an appeal, you will be advised to appeal in writing to NZQA.

## Learning at ICL

There are different ideas about the best way to learn things. For some people it's most important to learn things off by heart. Other people want to know and understand, and be able to apply that knowledge in new situations. Finally, there are people who want to apply knowledge in completely new ways. They want to create new knowledge.

We know that we learn more about things every day and that in a world of fast moving technology we are always able to do things better, faster or more effectively. Because of this we ask you to learn and understand the principles and theories on which each subject is based, not take the subject matter as being held within the covers of a textbook. This requires you to ask questions of your lecturer and of your textbook and to think critically about the information you get.

We do not want you to use and learn the contents of a particular textbook as if it was the last word on the subject. Instead we provide you with a Paper Outline. This document tells you what the subject matter will be. For that subject matter we tell you what the Learning Outcomes are i.e. what we expect you to know or be able to do at the end of the trimester. These Learning Outcomes form the basis for all assignments and examinations for each subject. The textbook becomes the reference point for you to use to find out the principles and theories behind the learning outcomes.

### Independent Learning

It is the policy of the Graduate Business School to deliver courses of study that enhance and foster independent student learning. With reference to our aims and objectives, it is imperative that you are fully prepared to enter the second year of degree courses supplied by La Trobe University, AUT University, Massey or Victoria University and other similar educational establishments. In this respect, the courses are designed to place the onus of learning with you – the student and to remove as far as is required, a dependency on the academic staff.

You will have the full support of the Business School and its staff. However, you will be expected to think independently and to resolve problems and issues first hand by yourself.

## **The Role of the Lecturer**

- The lecturers provide the information, knowledge and inspiration to enable you to learn effectively in the subject area in which they are working with you. Their job is to help you achieve a pass in their subject area by quality lectures and tutorials.
- They work to the learning outcomes prescribed for their subjects.
- They want you to understand the subject matter, not learn the various passages from textbook.
- They are there to help you learn the specialized English words that are important in their subject.
- They want you to learn how to think for yourselves.
- They also work with you on a personal basis if required and if time is available.

Sometimes because of training, illness or a family problem your lecturer may not be able to take a class. If this happens the school will get a relief teacher, reschedule the class to another time, or in some way ensure that the coursework is covered.

## **Learning Adviser**

The Learnings Adviser is available to students who are seeking further help and guidance with their studies here at ICL. The Learning Adviser can provide support to improve your English language, as well as help with academic skills like:

- Reserach
- Referencing using APA (6th Ed.)
- Note taking
- Paraphrasing and summarising
- Planning and structuring an essay or report
- Presentation skills

Please go to Reception and request to book an appointment with the Learning Adviser if you need some help in any of these areas, or if you just generally want to talk about your studies.

## Referencing Format

Referencing is important in all academic work as it indicates to the reader the sources of your quotations and borrowed ideas. Failure to indicate your sources is plagiarism. The purpose of the referencing system is to describe your sources in an accurate and consistent manner and to indicate within the text of your paper where particular sources were used.

All students at ICL are required to use the APA (6 th Ed.) referencing system when they submit written work.

The APA style is based on the Harvard referencing system whereby the date of publication follows the author name(s), and in-text references refer to items in the bibliography using the author surname and date of publication, in brackets.

**For a comprehensive set of examples on how to use APA referencing system (6th Ed), please refer to the separate APA Referncing Guide.**

## Academic skills workshops

The learning adviser runs regular referencing workshops for all business students to help them improve their knowledge of the APA (6 th Ed.) referencing system. It is important to attend these workshops at least once a semester as you are expected to reference all your written work correctly.

**Details of upcoming APA referencing workshops are provided on the campus display screens.**

In addition to referencing workshops, we are currently developing additional academic workshops covering: writing skills, research skills, note taking and paraphrasing.

## Turnitin

Turnitin is similarity-checking software and is one of many tools ICL uses to check for plagiarism in student work. Turnitin was purchased by ICL for the purpose of:

- Helping lecturers detect instances of plagiarism in student writing, and
- Helping students improve their writing by allowing them to see the extent of similarity in their written work before final submission.

You must submit all your assessments through Turnitin - your lecturers have no responsibility for this.

To do this you must first sign up with Turnitin ([www.turnitin.com](http://www.turnitin.com)) and join a class. Your lecturers will give you your class IDs and enrollment passwords at the beginning of your courses and will also show you how to submit your assignments through Turnitin during class time.

All of the important information you need about Turnitin (excluding your class IDs and enrollment passwords) are explained in detail in the Turnitin User Guide for ICL Students. Please refer to this for clear, detailed instructions on how to:

- register with Turnitin,
- access your homepage and assignment inbox,
- submit a paper,
- view your similarity report
- resubmit a paper.

In addition, you can access support in using Turnitin through contacting the learning adviser or student support.

At ICL, the permissible level of similarity in a similarity report is 25%. If your assignment generates a similarity report of more than 25%, your assignment will be referred to the Academic Integrity Team for assessment. Penalties may apply.

Although students can submit their assignments multiple times on Turnitin, lecturers are to only give feedback to each student on their similarity report once prior to due date and the final submission.

All ICL business students must submit their assignments through Turnitin and get a similarity report which will show if plagiarism or copying is likely to have taken place. Talk to your lecturer if you want more information about how Turnitin is used at ICL.

## **Opigno**

Opigno is the learning management system (LMS) used at ICL. Lecturers upload lecture material and key readings after each lecture and students are expected to log in to access this regularly. We are currently in the process of transferring to the LMS system Canvas. We are excited about getting Canvas and all the associated teaching and learning benefits of this new LMS. We expect to have Canvas up and running by mid- 2017.

## **ProQuest**

You also have access to ProQuest, an electronic research database with many resources at your disposal. ProQuest can be accessed for free whilst using the computers or Wi-Fi network whilst on campus. You can access ProQuest on campus using this link:

<http://search.proquest.com/business/index?accountid=164702>

# Academic Integrity

We take academic integrity very seriously at ICL. We want the work you submit to be your own, and a true reflection of what you have learned during the course of your studies. For this reason plagiarism, or any other instance of academic misconduct will be dealt with swiftly and harshly.

Penalties for academic misconduct will be imposed, and your marks may be adjusted down to as low as a zero for that paper.

## Academic Misconduct Policy

According to the ICL policy on academic misconduct no student shall obtain, or attempt to obtain, an advantage in assessment through unfair or improper means. Any such attempts shall be deemed to be in contravention of the regulations governing ICL's academic qualifications and subject to disciplinary action. This section is designed to explain what academic misconduct is, why it brings severe penalties to the student, and how to avoid it.

## Plagiarism

Plagiarism is one example of academic misconduct. Plagiarism is using someone else's work as your own, without acknowledging the source. This includes direct copying, rephrasing, and summarising, as well as taking someone else's idea and putting it into different words without acknowledging the author. Cutting and pasting paragraphs from different websites is the same as handing in a paper downloaded from the internet, and both are examples of plagiarism.

One of the best ways to avoid plagiarism is to ensure you use references and citations properly, using the 6<sup>th</sup> Edition of the APA Referencing system. Students are responsible for educating themselves about plagiarism, and ICL Education's advice is to avoid plagiarism at all costs.

## Other examples of Academic Misconduct

The following are provided as other examples of academic misconduct. In Examinations.

- Taking of unauthorised material into an examination.
- Consulting unauthorised material outside the examination hall during the examination.
- Obtaining an unseen examination paper in advance of the examination.
- Copying from another student.
- Attempting to communicate with another student during the exam.
- Using an unauthorised calculator or other device e.g. mobile phone during the examination or storing unauthorised material in the memory of a programmable calculator or other device e.g. mobile phone which is taken into the examination.
- Impersonation, where a substitute takes an examination or test on behalf of the student.

If we believe you are guilty of cheating or other misconduct in an examination your work and a note describing the alleged event will be written on the exam paper, signed, dated and timed by the lecturer. You will also not be allowed to finish your examination.

In Course work and Project work.

- Falsifying data in experimental results.
- Copying course work or project work from another person or source.
- Collusion to present joint work as the work solely of one individual.
- Bribery or attempted bribery of a person thought to have some influence on the student's assessment.
- Impersonation, where a substitute writes an assignment on behalf of the student.
- Receiving a Turnitin similarity Report of 25% or higher on written coursework
- Any other conduct calculated to secure an unfair or improper advantage in an assessment.

If you share your coursework or examination paper with another student and he or she plagiarises or copies it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. Under no circumstances should you make your coursework or examination paper available to another student unless the instructor gives explicit permission for this to happen.

It is also an offence under the regulations to knowingly assist in any of all of the above.

Academic Misconduct is a serious academic offence, and the school will discipline students for committing this. Students who plagiarise, including who anyone enabled the plagiarism to take place, or who commit other academic offences, are likely to be caught, and could be removed from completing their programme, and will not be allowed in future to take an ICL Education programme.

All students who are guilty of academic misconduct will receive a formal warning letter from the school. A maximum of three warning letters will be sent to the student, after which the student will likely be expelled from the school.

## Copyright

In New Zealand you cannot copy from a textbook unless the book is out of print or less than 10% of the content is being copied. It is totally illegal to copy a complete book. Such a copy must be destroyed. If you copy a book, you are liable to prosecution under New Zealand law. For a full explanation refer to

<http://www.whatiscopyright.org>

Copyright laws grant the creator the exclusive right to reproduce, prepare derivative works, distribute, perform and display the work publicly. Most countries are members of the Bern Convention and the Universal Copyright Convention (UCC) which allow you to protect your works in countries of which you are not a citizen or national. For more details refer to [www.whatiscopyright.org](http://www.whatiscopyright.org).

Breaking copyright law is serious. For example in November, 2003 three Australian students received criminal convictions for copyright infringement, receiving a mix of suspended sentences, a fine, and community service.

# ICL Assessment

## General information

An assessment is any work for which you get marks that count towards your final mark/grade/result. It includes assignments, reports, presentations, participation, tests and examinations.

For all business programmes a letter grade will be allocated to each student's final assessment (all the marks from all assessments for a paper added together) as follows:

<b>A+</b>	<b>85 - 100%</b>
<b>A</b>	<b>75 - 84%</b>
<b>B+</b>	<b>70 - 74%</b>
<b>B</b>	<b>60 - 69%</b>
<b>C</b>	<b>50 - 59%</b>
<b>D</b>	<b>40 - 49%</b>
<b>E</b>	<b>0 - 39%</b>
<b>P</b>	<b>Pass (Aegrotat). Equivalent to a "C" Result</b>
<b>F</b>	<b>Fail (Aegrotat). Ungraded, but not sufficient to earn a credit</b>
<b>W</b>	<b>Withdrawn</b>
<b>NC or DNC</b>	<b>Students who have not completed assessments</b>
<b>RPL</b>	<b>Recognition of Prior Learning</b>

### **ICL will recognise a "C" grade or better as a pass**

Academic transcripts will include all paper results, whether pass or fail grades. Diploma in Computing students, please see your programme handbook for information regarding grades and policies

Student results are released after assessments have been moderated and results approved by the Academic Board. You will be notified of your results via your ICL email address. Upon successful graduation from this programme, you will be awarded a certificate and, if requested, an academic transcript.

**As an ICL student you understand and agree to abide by the following information:**

- I must attempt and submit all assessments given to me by the stated deadline otherwise I may not be able to sit the final examination (if shown on the assessment schedule). I cannot get a re-sit of the final examination if I have not submitted all assignments.
- There is always a mark or grade given for an assessment.
- Assessment requirements will be clearly shown in a Paper Outline that will be given to me at the start of my course.
- I shall be told by my lecturer how many assessments there will be - how many assignments and tests and examinations.
- I shall be told the due dates for all assessments and it is my responsibility to follow these instructions. Sufficient time is given for me to complete the assessments, although I will need to study outside of class time and the weekends.
- If I miss a test/exam or do not submit an assignment this will normally mean that those marks cannot be recovered and so it will be more difficult for me to pass the paper.
- If I miss a test or assignment due to illness, I am required to get a doctor's (New Zealand registered and medically approved) certificate and complete a 'special consideration' form.
- Most assessments are completed individually but some assessments are completed as group work with other students.
- The lecturer/tutor will ensure that students with special needs are identified before the assessment event and their needs are accommodated where possible.
- I am required to attend at least one of the APA Referencing workshops offered by ICL
- **Withdrawals** - If I miss, or score a zero in one or more pieces of assessed work (assignment, class test, final examination etc.), I can be withdrawn from the programme.

**Information on submitting assessments:**

- I must follow the ICL procedure for submitting assessments and taking class tests.
- If I do not submit an assessment or sit a class test, I will get zero marks for that assessment.
- Assessments must be submitted in English.
- I must follow the submission requirements provided to me. All assessments should be handed in with a standard assessment cover sheet. These cover sheets are readily available from the lecturer. The cover sheets are to be completed and signed by the student so that there is a declaration that there is no copying or plagiarism in the submitted assessment.
- Plagiarism is a serious academic offence and if I am found guilty of plagiarism I will face academic disciplinary action.
- If I do not submit an assessment by the due date or hand it in late without the prior approval of the lecturer, I shall receive a graded deduction of 10% per day for five days (excluding weekend days). After the fifth day of lateness I shall receive a mark of zero.
- If an assignment is handed in on the due date or late with lecturer approval, it will receive a mark in line with a previously agreed/published marking guide.

**Information on the marking and moderation of assessments:**

- An ICL lecturer marks the assessments.
- Mark allocations will be stated and will be clear for all assessments. It is the responsibility of the lecturer/tutor to ensure that each written assessment is accompanied by a mark allocation guide, where appropriate, before it is distributed to students.
- If I am not happy with the marks I get, I can appeal by completing a Re-Mark/Re-Count Form.
- If my work is re-marked, I may get a lower mark.

## **Procedures for ICL Assessments**

### **Final Examinations**

1. Students will be informed by their lecturers of the examination date and time for their paper
2. Students sit the final examination
3. Results are sent to students via their ICL email address
4. Students who have failed a paper after the final examination are required to take the supplementary exam (if they meet the conditions)
  - a. Students Who have failed a paper after the final examination and do not meet the supplementary exam conditions are required to repeat the paper paying the full fee again.
  - b. Students must register at reception to repeat the paper.

### **Supplementary Examinations**

5. Students will automatically be registered for the supplementary exam (if they meet the conditions)
6. Students are informed of supplementary exam dates and revision classes via their ICL email
7. Students sit the supplementary exam
8. Results are sent to students via their ICL email address
  - a. Students who have failed a paper after the supplementary examination and do not meet the re-sit exam conditions are required to repeat the paper paying the full fee again.
  - b. Students must register to repeat the paper

**Re-sit Examinations**

1. Students who have failed a paper after the supplementary examination are required to take the re-sit examination (if they meet the conditions)
2. Students are required to apply for the re-sit examination
3. ICL staff approves/rejects student's re-sit application
4. If approved, students pay the re-sit fee of \$500
5. Exam dates are provided to student
6. Student takes the re-sit examination
7. Results are sent to students via their ICL email address
  - a. Students who have failed a paper after the re-sit examination are required to repeat the paper paying the full fee again.
  - b. Students must register to repeat the paper.

**Re-submission of assessments:**

Students can re-submit an assignment for a paper if it is the main or final assignment for that paper and if that paper has no final examination.

In order to qualify for this, students must achieve an overall minimum mark of 35% for the paper, including all assessments. If a student has not achieved an overall minimum paper mark of 35%, they will be required to repeat the paper and pay the full fee again.

If a student is required to resubmit a final or main assignment, then the overall paper mark will be capped at 50%.

# Appeals

## Requests for Re-counts and Re-marks and Special Consideration

### Students may appeal their marks for:

Major assessments

Class tests

Final examinations

All Appeal requests must be made within 2 weeks of the posting of provisional results for the assessment in question or from the time it is handed back by the lecturer to the student, whichever happens first. Appeals made outside of this timeframe will not be accepted.

The forms for Appeals (re-count or re-mark or special consideration including aegrotat or re-sit) are available from Reception. The Appeal form must be requested and completed by the student, and submitted to the Programme Leader via Reception. Fees may apply.

A student can appeal for the following:

#### **a. Re-count**

- i. The assessment script's mathematical count is checked by an individual
- ii. It is possible that a student's mark may be lowered from the original mark as a result of a re-count

#### **b. Re-mark**

- i. The assessment script is remarked by an independent marker (other than the original marker) to determine consistent, fair and accurate marking.
- ii. It is possible that a student's mark may be lowered from the original mark as a result of a re-mark
- iii. A fee will be charged to students for a re-mark

### **c. Aegrotat**

- i. An aegrotat is when a 'pass' mark may be awarded for an examination-based assessment if circumstances beyond the student's control (e.g. illness or bereavement) result in either the student being absent from an assessment or the student's performance being seriously impaired.
- ii. An aegrotat pass can only be used when it is not practical for the student to take an equivalent assessment within a reasonable time frame.
- iii. Evidence in the form of a Doctor's or medical certificate issued before the exam stating that the student has been examined by the doctor and in their opinion is unfit to attend the exam must be provided to ICL.
- iv. A student should apply for this Appeal as soon as possible after the examination or test and before unconfirmed marks are decided.
- v. An aegrotat pass is equivalent to a grade C pass.

### **d. Estimated Assessments**

- i. A student who misses an assessment during the course, normally for a medical or other serious reason may request an estimated assessment result.
- ii. Evidence in the form of a Doctor's or medical Certificate or letter must be provided.
- iii. Estimated assessments are a discretion of ICL
- iv. If an estimated assessment is approved by ICL Management, the estimate will be calculated at the end of the course and take into account the criteria ICL thinks appropriate, in particular performance before and after the missed assessment.
- v. Estimated assessments will receive a mark and therefore will not result in an aegrotat pass.

It is at ICL's discretion to either approve or reject any Appeal from a student.