

## Curtin Extra Certificate Policy

### 1. PURPOSE

To provide official recognition and evidence of significant involvement by students in co-curricular programs contributing to University life and the personal and professional development of the student.

### 2. POLICY STATEMENT

Eligible students may be issued with an official University document (a Curtin Extra Certificate), providing evidence of significant involvement in co-curricular programs contributing to University life and the personal and professional development of the student.

Only approved University programs shall appear on the Curtin Extra Certificate.

Programs shall be approved for inclusion on the Curtin Extra Certificate by a committee as prescribed in the *Curtin Extra Certificate Procedures*.

A Curtin Extra Certificate may only be issued by the Office of the Academic Registrar.

Eligibility for a Curtin Extra Certificate and the provision of a certificate to eligible students shall be in accordance with the *Curtin Extra Certificate Procedures*.

### 3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

Academic Registrar

### 4. SCOPE OF POLICY

All students enrolled in Curtin award courses at AQF Level 5 and above.

### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*NIL*

### 6. SUPPORTING PROCEDURES

[Curtin Extra Certificate Procedures](#)

<b>Policy Compliance Officer</b>	<a href="#">Jon Yorke</a> , Academic Registrar
<b>Policy Manager</b>	Deputy Vice-Chancellor, Academic
<b>Approval Authority</b>	Academic Board
<b>Review Date</b>	1 <sup>st</sup> April 2017

### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	25/10/2013	Academic Board	AB 194/13	Attachment 1 to Document No 01097/13
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes