

## Curtin Extra Certificate Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Curtin Extra Certificate Policy](#)

### 2. IMPLEMENTATION PRINCIPLES

- 2.1. The Academic Registrar shall be responsible for implementing these procedures and monitoring the effectiveness of the *Curtin Extra Certificate Policy*.

### 3. PROCEDURAL DETAILS

#### 3.1 Curtin Extra Certificate

The Curtin Extra Certificate is an official University document issued by the Office of the Academic Registrar.

Only University programs approved for inclusion on the certificate by the Curtin Extra Committee shall appear on the certificate.

#### 3.2 Program Eligibility

To be eligible for inclusion on the Curtin Extra Certificate, programs must:

- require a significant level of involvement by students: and
- assist students in developing skills associated with Curtin's graduate capabilities.

A "significant level of involvement by students" will normally be considered to be a minimum of 20 hours.

The Curtin Extra Committee shall determine if programs meet the criteria for inclusion.

#### 3.3 Curtin Extra Committee

The Curtin Extra Committee shall comprise:

- the Academic Registrar, *or nominee*
- the Director, Support Services, *or nominee*
- the Director, Curtin Leadership Centre, *or nominee*
- the President of the Curtin Student Guild, *or nominee*
- two Faculty representatives

The two Faculty representatives shall be nominated and agreed to by the Dean of Students/Director of Students of all four Faculties.

#### 3.4 Approval of Programs for Inclusion on the Certificate

In order to be considered by the Committee, program sponsors must supply information on the program as prescribed by the Academic Registrar.

Information to be provided by program sponsors will include, but not be limited to:

- the program title
- a draft of the program description that will appear on the Curtin Extra Certificate
- a full description of the program's desired student outcomes
- an explanation of how the student outcomes align with Curtin's graduate capabilities and how these will be assessed
- information on the level of involvement typically required by students participating in the program (including hours of involvement)
- the criteria used to determine that a "significant" level of involvement has been displayed by students participating in the program

### **3.5 Content of Curtin Extra Certificate**

The Curtin Extra Certificate shall include the following information in relation to each approved program.

- program title
- program description
- applicable year or years of participation and/or completion.

### **3.6 Issuing of Curtin Extra Certificates**

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

The certificate shall be printed on secure stock as approved by the Academic Registrar.

The reverse of the certificate shall include any explanatory information deemed necessary by the Academic Registrar.

### **3.7 Provision to Students**

Eligible students shall be provided with a Curtin Extra Certificate through such means as are approved by the Academic Registrar.

Eligible students will be entitled to receive an official Curtin Extra Certificate, free of charge, on graduation.

An official Curtin Extra Certificate may be provided to an eligible student at any other time, on payment of the approved fee.

Students will be provided with the means to print a plain paper “unofficial” copy of their certificate free of charge.

### **3.8 Responsibility for Records**

Program sponsors are responsible for maintaining accurate, complete and up to date data on student involvement in approved programs.

Data shall be recorded in a secure corporate application as prescribed by the Academic Registrar.

Where students identify that information recorded on their involvement in approved programs is inaccurate or incomplete, program sponsors are responsible for rectifying this information in a timely manner.

Program sponsors are also responsible for maintaining accurate, complete and up to date information on programs on relevant Curtin web pages, or where such information is maintained by the Office of the Academic Registrar, are responsible for providing this information to the Academic Registrar as required.

### **3.9 Security of Curtin Extra Paper**

Official stationery used for printing Curtin Extra Certificates shall be stored in a secure manner.

Only staff authorised by the Academic Registrar shall be permitted to access Curtin Extra Certificate paper.

### **3.10 Students with Sanctions for Outstanding Debt**

Notwithstanding any other provision outlined in these procedures, any student with a sanction preventing access to results or who has outstanding debt to the University, is not entitled to receive a Curtin Extra Certificate until the sanction is removed or outstanding debt is cleared.

## **4. DEFINITIONS**

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

### **Certificate**

Unless otherwise indicated, any reference in these procedures to “certificate” is a reference to a Curtin Extra Certificate.

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<b>Approval Authority</b>	Deputy Vice-Chancellor, Academic
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#### 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