

Curtin Extra Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Learning and Student Experience](#)

2. PURPOSE

To provide official recognition and evidence of significant involvement by students in approved co-curricular programs contributing to the University student experience and the personal and professional development of students, through the provision of a Curtin Extra Certificate.

3. POLICY STATEMENT

- 3.1 A student will be eligible for a Curtin Extra Certificate if they complete the minimum requirements of evidence-based involvement in approved co-curricular programs and activities that embed the University's values and graduate attributes.
- 3.2 The approval of eligible co-curricular programs and activities to be included on the Curtin Extra Certificate will be consistent and transparent.
- 3.3 Only approved programs may be advertised or offered to students for participation in Curtin Extra.
- 3.4 The approval of student participation in Curtin Extra and the subsequent issue of the Curtin Extra Certificate will be consistent and transparent.
- 3.5 The Academic Registrar (or nominee) has the authority to issue and revoke Curtin Extra Certificates.
- 3.6 The Director, Student Experience is responsible for implementation of this policy and associated procedures.

4. SCOPE OF POLICY

Members of the University community including students enrolled in Curtin award courses at AQF Level 6 and above, staff, and University Associates.

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

- [Awards and Graduation Manual](#)
- [Conflict of Interest Procedures](#)
- [Curtin Extra Certificate Procedures](#)
- [Statute No. 10: Student Discipline](#)

7. RELATED DOCUMENTS/LINKS

Nil

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 st April 2024

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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes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
	Approved	24/05/2018	Academic Board	AB 71/18	Attachment A to Item 11.1, effective 1 st August 2018