



Curtin Extra Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Curtin Extra Certificate Policy](#)

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

2. PROCEDURAL DETAILS

These procedures outline the student participation requirements; the co-curricular program approval processes; and the implementation principles to ensure consistency and transparency when issuing a Curtin Extra Certificate to students.

2.1 Programs seeking inclusion into Curtin Extra

- 2.1.1 Program Coordinators may apply to have co-curricular programs included in Curtin Extra by submitting an application to the Curtin Extra Committee via the approved form.
- 2.1.2 Applications must be submitted on the form approved by the Director, Student Experience.
- 2.1.3 Applications will be assessed for eligibility using the following criteria:
 - (a.) The program requiring a significant level of involvement by students, determined to be a minimum of 20 hours participation; and
 - (b.) The program demonstrating how it will assist students in developing skills associated with Curtin's Graduate Attributes.
- 2.1.4 The Curtin Extra Committee will consider all programs that meet the criteria listed in clause 2.1.3 and will approve those co-curricular programs that will be included in Curtin Extra.
- 2.1.5 Co-curricular programs will be categorised into tiers based on the minimum required hours of participation in training modules and approved activities or demonstrated equivalence as determined by the Curtin Extra Committee.
- 2.1.6 If approved, co-curricular programs will be included in Curtin Extra for 365 days from the notice of approval; after this period a program will no longer be considered 'approved' and Programs Coordinators will need to reapply to be considered for future inclusion beyond this period.
- 2.1.7 Each application will be considered on its own merit and a program's prior or current inclusion in Curtin Extra does not guarantee future inclusion.

2.2 Student participation

- 2.2.1 Students will register to participate in Curtin Extra by submitting an application directly to the eligible program by the deadlines set by the Director, Student Experience (or nominee).
- 2.2.2 Students may elect to participate in multiple programs that will be individually recorded on their Curtin Extra Certificate subject to the minimum requirements of each tier and associated stream being met.
- 2.2.3 Students participating in multiple programs may be exempt from repeating modules they have completed in another stream by completing alternative requirements as directed by the Co-ordinator, Curtin Extra. Applications for exemption will be submitted on the form approved by the Director, Student Experience.
- 2.2.4 The hours of participation in co-curricular programs will only be recognised once.
- 2.2.5 Recognition of associated activities is not available to students who are receiving academic credit in a course or unit for those activities.
- 2.2.6 It is the responsibility of the student to ensure that their participation in all program requirements is accurately submitted and credited towards their achievement of a Curtin Extra Certificate.
- 2.2.7 Issuance of the Curtin Extra Certificate will be to registered students who have met the minimum requirements at the time of graduation.

- 2.2.8 Where a student also receives payment for activities undertaken as part of Curtin Extra above the declarable threshold, this will be reflected on the certificate.
- 2.2.9 If a program is cancelled within the approved 365 day period, a student who has completed all the required modules if participating in tier 2 or 3 and more than 80% of the required participation hours may submit request via email to the Coordinator, Curtin Extra. The Curtin Extra Committee may grant permission to complete the program requirements by an alternate method.
- 2.2.10 A student who cannot complete the program requirements due to unforeseen or extenuating circumstances and who has completed 80% or more of the required participation hours may apply for special consideration to the Academic Registrar (or nominee) to complete the program.
- 2.2.11 A student who is not satisfied with the outcome of their application to participate or their participation in Curtin Extra, and who has sufficient evidence that they have met all eligibility requirements, may appeal to the Academic Registrar. This decision is final.

2.3 Curtin Extra Committee

- 2.3.1 The Curtin Extra Committee will comprise:
 - (a.) the Director, Student Experience (or nominee);
 - (b.) the Associate Director, Careers, Employment and Leadership;
 - (c.) the President of the Curtin Student Guild;
 - (d.) the Manager, Graduations;
 - (e.) the Directors of Student Engagement of each Faculty; and
 - (f.) the Co-ordinator, Curtin Extra.
- 2.3.2 The Chair of the Committee will be the Director, Student Experience (or nominee).
- 2.3.3 The Academic Registrar (or nominee) will be a standing observer on the committee.
- 2.3.4 The quorum of the Curtin Extra Committee is the Chair and three other members.
- 2.3.5 Decisions of the Committee will be made by a simple majority.
- 2.3.6 The Committee will meet a minimum of four times per year.

2.4 Content of Curtin Extra Certificate

- 2.4.1 The Curtin Extra Certificate will include the following information in relation to each approved program:
 - (a.) the program title;
 - (b.) the program tier and stream;
 - (c.) the applicable year(s) of participation and/or completion; and
 - (d.) whether the student received any form of remuneration for their participation above the [declarable threshold](#).
- 2.4.2 The reverse of the certificate may include any explanatory information deemed necessary by the Academic Registrar.
- 2.4.3 The certificate will be printed on Curtin Extra Certificate paper which, as secure stock, will be accessible only to staff authorised by the Academic Registrar.

2.5 Provision to students

- 2.5.1 A report of students who have met the minimum requirements at graduation will be reviewed by the Co-ordinator, Curtin Extra. This will be sent to the Curtin Extra Committee for noting and to the Academic Registrar to approve the printing and issuance of the certificates. Printing will be completed by the Graduations Office.
- 2.5.2 Eligible students will be entitled to an official Curtin Extra Certificate, free of charge, upon graduation. Students who will not graduate and who have met the program requirements may request an official Curtin Extra Certificate via email to the Co-ordinator, Curtin Extra.

- 2.5.3 A reprint of an official Curtin Extra Certificate may be provided to an eligible student at any other time on payment of the approved fee.
- 2.5.4 Notwithstanding any other provision outlined in the policy or these procedures, any student with a sanction preventing access to results or who has a debt to the University will not be provided a Curtin Extra Certificate until the sanction is removed or outstanding debt is cleared.
- 2.5.5 A student who believes that the record of attainment in relation to a Curtin Extra Certificate is incorrect may appeal via email to the Coordinator, Curtin Extra. Students must submit their appeal no later than 20 working days from the annual expiry date of the co-curricular program.
- 2.5.6 If the information contained on a student's Curtin Extra Certificate provided at graduation is incorrect the student may appeal via email to the Coordinator, Curtin Extra for it to be remedied. Students must submit their appeal no later than 20 working days after conferral or the date of their graduation ceremony, whichever is later.
- 2.5.7 The Academic Registrar (or nominee) will make a determination on all appeals and this decision is final.
- 2.5.8 Students will be notified of their appeal outcome via OCC within 28 working days of the receipt of their appeal.

2.6 Responsibility for records

- 2.6.1 The Director, Student Experience will be responsible for maintaining accurate, complete and up-to-date data on student involvement in approved programs.
- 2.6.2 Where a student identifies that information about their program participation is inaccurate or incomplete, the Co-ordinator, Curtin Extra is responsible for considering the information and if appropriate, rectifying the information in a timely manner and requesting the Graduations Office to print a new certificate for the student.
- 2.6.3 The Coordinator, Curtin Extra is responsible for maintaining accurate, complete and up-to-date information on programs on relevant University web pages, and providing information to the Office of the Academic Registrar as required.

3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURES

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)

Co-curricular programs

Are eligible programs that require hours of participation to be completed by students for the award of a Curtin Extra Certificate. These learning opportunities are outside the formal curriculum that involve the educational enrichment of students.

Associated activities

Eligible online modules, interviews, reflections, approved preparation for and participation in co-curricular activities and any other requirements to be completed by students as directed by the Co-ordinator, Curtin Extra for the award of a Curtin Extra Certificate.

Academic credit in a course or unit

Any activity undertaken by a student as part of the requirements for the successful completion of a course or unit.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Conflict of Interest Procedures](#)

Policy Compliance Officer	Jon Yorke , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	25/10/2013	Academic Board	AB 194/13	Attachment 1 to Document No 01097/13
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