



Intermediate Awards Policy

1. PURPOSE

A separate entry under the heading PURPOSE was not required when this policy was last reviewed

2. APPLICATION

All Students

3. EXCEPTIONS

Awards issued through the Vocational, Educational and Training Centre.

4. DEFINITIONS

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

Head of School

In this policy should be read as referring to the Head of School, Department or Faculty.

Intermediate Award

Is an approved exit point from a higher level award course. It recognises completion of units that make up the requirements of an approved course where the student has completed these units as part of a higher level course (referred to in this document as the "Principal Award").

5. POLICY STATEMENT

5.1 Provisions Relating to Intermediate Awards

- 5.1.1 Intermediate Awards are only available for coursework courses.
- 5.1.2 The Intermediate Award must be an approved award of the University.
- 5.1.3 The Intermediate Award must be an approved exit point from the Principal Award and must not be at the same level as the Principal Award.
- 5.1.4 Awards that are approved exit points from a Principal Award may exist in isolation to the Principal Award and be available for direct enrolment, or may be approved as an exit point only from the Principal Award.

5.2 Applications for Intermediate Awards

- 5.2.1 Students may apply to the Head of School to be granted an Intermediate Award when they have completed the full course requirements of the Intermediate Award course.
- 5.2.2 The Head of School shall consider all applications and where applicable, certify that all the requirements of the Intermediate Award have been met before granting approval.
- 5.2.3 All applications must be in a form as prescribed by the Chief Student Services.

5.3 Intermediate Awards Not Available to Students Who Have Completed the Requirements of the Principal Award

- 5.3.1 Students who have already completed the requirements of the Principal Award are not eligible to apply for an associated Intermediate Award.

5.4 Students Not To Be Granted Intermediate Awards in Contravention of Recognition of Prior Learning (RPL) Limits

- 5.4.1 Normally, one third, or the final year (whichever is less) of any course must be completed by the student via Curtin-provided units after RPL is granted. Any exception to the one-third requirement must have prior approval by the University Teaching and Learning Committee.
- 5.4.2 Intermediate Awards must not be granted to students in contravention of this principle.
- 5.4.3 In granting approval of an Intermediate Award, the Head of School shall certify that this requirement is met.

5.5 Students Not Required to Withdraw From Principal Award

- 5.5.1 Students are not required to exit the Principal Award in order to be granted an

associated Intermediate Award.

5.6 Fee Payable for Granting Intermediate Awards

5.6.1 A fee, as prescribed by the Council, is payable for the granting of all Intermediate Awards.

5.7 Waiver of Fee in Certain Circumstances

5.7.1 A student who has requested an Intermediate Award because of discontinuation of enrolment in the Principal Award (for example due to financial circumstances or work or family commitments), may apply for a waiver of the prescribed fee.

5.7.2 A fee waiver will only be granted in the following circumstances:

- the student has requested, and is withdrawn from, the principal award;
- the student undertakes to pay the waived fee should he or she re-enrol in the principal award course (or in a higher level award course than the Intermediate Award that is also an approved exit point from the Principal Award), within two years of completing the requirements of the Intermediate Award.

5.7.3 Chief Student Services shall determine all applications for fee waiver.

5.8 Publication of Intermediate Awards

5.8.1 Where a course provides for the granting of an Intermediate Award or awards, details will be published in the University Courses Handbook.

5.9 Notation on Academic Transcript

5.9.1 A student who has had an Intermediate Award conferred will have his or her Academic Transcript annotated to that effect.

5.10 Students with Sanctions for Outstanding Debt

5.10.1 Notwithstanding any other provisions outlined in this policy, applications for Intermediate Awards from students with a sanction for outstanding debt to the University will not be considered.

6. OBJECTIVES

Not included in this policy.

Policy Compliance Officer	Craig Zimitat , Director, Course Quality Learning & Teaching
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Academic Board
Review Date	1 st April 2008

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
P3.1	Approved	01/02/2002	Academic Senate	AS 12/02	Attachment 2 to Document No CC 6/02
P3.3	Approved	04/03/2005	Academic Board	AB 44/05	Attachment 2 to Document No 00171/05
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes