

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 and activities 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 capabilities.
- 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 co-curricular programs and activities may be advertised or offered for participation in Curtin Extra.
- 3.4 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 procedure.

4. SCOPE OF POLICY

This policy applies to all staff; University associates; global campuses and students enrolled in a Curtin award course at AQF Level 6 and above, unless otherwise specified.

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 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 2028

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Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes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
	Approved	27/05/2022	Academic Board	AB 66/22	Attachment A to Item 10.2, effective 1 July 2022