



Curtin Extra Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Curtin Extra Policy](#)

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

2. PROCEDURAL DETAILS

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

2.1 Inclusion of programs into Curtin Extra

- 2.1.1 Program Coordinators may apply to have co-curricular program(s) and activity(s) (program) included in Curtin Extra by submitting an application to the Curtin Extra Coordinator via the form approved by the Director, Student Experience (or nominee).
- 2.1.2 Applications will be assessed for eligibility using the following criteria:
 - a) the program will require a significant level of involvement by participants, determined to be a minimum of 20 hours participation or meeting published outcomes; and
 - b) the program will demonstrate how it will embed the University's values and assist participants to develop skills associated with Curtin's Graduate Capabilities.
- 2.1.3 The Curtin Extra Coordinator will consider all applications and will approve those programs that meet the criteria listed in clause 2.1.2 to be included in Curtin Extra.
- 2.1.4 Programs may be categorised into tiers based on:
 - a) the minimum required hours of participation or meeting published outcomes;
 - b) successful completion of training modules; or
 - c) demonstrated equivalence as determined by the Curtin Extra Coordinator.
- 2.1.5 If approved, programs will be included in Curtin Extra for three years from the notice of approval. Upon expiration of this approval, Program Coordinators will need to reapply for the program to be considered for future inclusion beyond this period.
- 2.1.6 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 Curtin Extra Program Participation

- 2.2.1 Recognition of Curtin Extra will require students to register by submitting an application directly to the approved program by the deadline set by the Director, Student Experience (or nominee).
- 2.2.2 Participants may elect to partake 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 The hours of participation or meeting published outcomes in programs will only be recognised once.
- 2.2.4 Recognition of associated activities is not available to students who are receiving academic credit in a course or unit for those activities. Exceptions may be approved by the Director, Student Experience (or nominee).
- 2.2.5 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.
- 2.2.6 Where a participant also receives payment for activities undertaken as part of Curtin Extra above the declarable threshold, this will be reflected on the certificate.
- 2.2.7 Issuance of the Curtin Extra Certificate will only be issued to a registered student who has met the minimum requirements at the time of graduation.

- 2.2.7.1 If a program is cancelled within the approved three year 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 or published outcomes may submit a request in writing to the Curtin Extra Coordinator for recognition of completion.
- 2.2.7.2 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 or published outcomes may apply for special consideration to the Director, Student Experience (or nominee) to complete the program.
- 2.2.8 The Academic Registrar (or nominee) may determine that a student will be prevented from participation in specified Curtin Extra programs in the interest of the student or University.

2.3 Curtin Extra Steering Committee

- 2.3.1 A Curtin Extra Steering Committee will advise and provide overarching guidance on connection to industry and ongoing development of the Curtin Extra framework. Terms of Reference for the Curtin Extra Steering Committee will be maintained by the Curtin Extra Coordinator.

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 participant 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 Where a hard copy certificate is printed, it will be on Curtin Extra Certificate paper which, as secure stock, will be accessible only to staff authorised by the Chief Student Services Officer (or nominee).

2.5 Provision to students

- 2.5.1 A report of students who have met the minimum requirements to be awarded a Curtin Extra Certificate at graduation will be reviewed by the Curtin Extra Coordinator. The report will be sent to the Academic Registrar to approve the issuance of the certificates. Where a hard copy certificate is printed or a digital certificate is issued, this will be completed by the Progression, Assessment and Awards Office.
- 2.5.2 Eligible students will be entitled to an official Curtin Extra Certificate, free of charge, upon graduation. Exceptions for those students who have met program requirements but are not graduating may be approved by the Curtin Extra Coordinator.
- 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 inaccurate or incorrect will provide the Curtin Extra Coordinator with the appropriate documentation to support their concern.
 - 2.5.5.1 The Curtin Extra Coordinator will liaise with the relevant program coordinator and make a determination in the matter.
 - 2.5.5.2 If the student disputes the decision of the Curtin Extra Coordinator, they may appeal to the Director, Student Experience (or nominee). Students will submit their appeal and all supporting evidence no later than 20 working days from the determination.

2.5.6 The Director, Student Experience (or nominee) will make a determination on all appeals and their decision is final.

2.5.7 Students will be notified in writing of their appeal outcome within 28 working days of the receipt of their appeal.

2.6 Responsibility for records

2.6.1 The Director, Student Experience (or nominee) will be responsible for maintaining accurate, complete and up-to-date data on student involvement in approved programs.

2.6.2 The Curtin Extra Coordinator is responsible for maintaining accurate, complete and up-to-date information on programs on relevant University webpages, and providing information to the Academic Registrar as required.

3. RESPONSIBILITIES

Responsibilities are as set out in section 2.

4. SCOPE OF PROCEDURES

This procedure 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)

Co-curricular programs or activities (program)

Are eligible co-curricular programs or activities that require hours of participation or meeting published outcomes to be completed for the award of a Curtin Extra Certificate to students. These learning opportunities are outside the formal curriculum and involve the educational enrichment of participants.

Associated activities

Eligible online modules, interviews, reflections, approved preparation for and participation in co-curricular activities and any other requirements to be completed as directed by the Curtin Extra Coordinator 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

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New	Approved	25/10/2013	Academic Board	AB 194/13	Attachment 1 to Document No 01097/13
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