This form should be completed by VU staff wishing to nominate a program for inclusion on the VU Extra Transcript. Completed forms are then submitted to the VU Extra Committee for consideration.

Nominated programs should fulfil the following criteria:

* + Programs must require a significant level of involvement by students (usually a minimum of 20 hours);
	+ Programs must assist students in developing skills associated with VU’s graduate capabilities, such as effective communication, responsible and ethical citizenship, intercultural-understanding and creative life-long learning.
	+ Programs will ideally be those which prepare students for employment or other entrepreneurial endeavours;
	+ A student’s attendance/participation must be recorded and verifiable by the Program coordinator.

Note that activities which form part of the student’s course requirements or contribute to formal assessment will not be included on the VU Extra certificate.

Nominees must provide details of training, recruitment methods, evaluation measures, records of participation, etc. as specified in Section 3 of this form.

# 1. Nominee’s contact details

**Staff ID**

Name

Email

# 2. Program details

|  |  |
| --- | --- |
| **Name of Program** |  |
| **Description**(to appear on VU Extra Transcript, maximum 50 words) |  |
| **Program Category**(choose one) | [ ]  Career development[ ]  Community service[ ]  Student Union[ ]  Clubs and Societies[ ]  Leadership[ ]  Sport[ ]  Other (please specify):  |
| **Participation Types**(e.g. participant, leadership role, office bearer, sporting excellence) |  |
| **Area responsible** |  |
| **Program Sponsor/ Coordinator** |  |
| **Program Location** |  |
| **Program Duration** |  |
| **Program contact email**(generic inbox, not personal account) |  |
| **Program Web Address** |  |

# 3. fulfilling VU Extra Criteria

|  |  |
| --- | --- |
| **How does this Program fulfil the VU Extra requirements of 20 hours minimum participation?**  |  |
| **What training and activities are required under this Program?** |  |
| **What is the recruitment method?\*** |  |
| **What are your evaluation measures?** |  |
| **How do you record participation?** |  |
| **How does your program assist students develop skills associated with VU’s graduate capabilities, such as effective communication, responsible and ethical citizenship, intercultural-understanding and creative life-long learning?** |  |
| **Does your program prepare students for employment or other entrepreneurial endeavours? If yes please provide details**.  |  |

 \***Note: Please attach a copy of a sample student contract.**

Is participation linked to academic credit? [ ] Yes [ ] No

Are students paid for their involvement? [ ] Yes [ ] No

If yes to either of the above, please provide details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 4. Authorisation

Signature of Head of School/Department **X** Date signed    /    /

Submit this form and any additional supporting documents to:

VU Extra Nominations

studentadministration@vu.edu.au