

SS01 – VU EXTRA TRANSCRIPT PROGRAM NOMINATION



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, and must be voluntary, not paid.

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 Student Union Leadership Community service Clubs & societies Sport

Other (Please specify)

Participation types (e.g. participant, leadership role, office bearer, sporting excellence)

Approximately how many students participate each year?

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 in developing 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. (e.g. do you have industry links?)

4. AUTHORISATION

- I confirm that the above information is correct.
- I also confirm that student participation in this program is not linked to academic credit and students are not paid for their involvement.

Signature of Head Of School/Department

Signature	Date
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Submit this form and any additional supporting documents to VU Extra Nominations (GradsContact@vu.edu.au)

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CONTACT US

If you have any questions, you can access **ASKVU** (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

City Flinders
City King

City Queen
Footscray Nicholson

Footscray Park
Sunshine

St Albans
Werribee